

Certificate Supplement

1. Legally protected title of the qualification

Medizinische Praxisassistentin/ Medizinischer Praxisassistent FZ

2. Translated title of the qualification

Medical Secretary and Assistant

Diploma of Vocational Education and Training

3. Profile of skills and competences

Holders of this qualification receive and attend to patients, collect, file and forward all required information. They communicate appropriately with patients and external partners both in the local language and in at least one foreign language.

In order to support and ease the workload of the physician, they independently carry out diagnostic and therapeutic work and processes under medical supervision. To this end, they have appropriate knowledge in medicine and the natural sciences.

They also ensure the functioning of the medical practice and handle outside communication. In order to perform these tasks, they are familiar with business processes in the areas of administration, correspondence and organisation.

In the areas of hygiene, environmental protection, occupational health and safety, they work in accordance with legal requirements and operational standards.

4. Range of occupations accessible to the holder of the qualification

Holders of this qualification work at medical practices, outpatient clinics, emergency wards of hospitals and similar locations.

5. Official basis of the qualification

Name and status of the national authority responsible for issuing the qualification:

- Amt für Berufsbildung und Berufsberatung ABB, Postplatz 2, 9494 Schaan, Liechtenstein
www.abb.llv.li; phone: +423 236 72 00; mail: info.abb@llv.li

Level of the qualification (national or international):

National Qualifications Framework for the VPET system: Level 4

European Qualifications Framework: Level 4



Grading scale/Pass requirements:

- 6 = very good
- 5 = good
- 4 = satisfactory
- 3 = unsatisfactory
- 2 = poor
- 1 = unusable

Minimum passing grade: 4

Legal basis of the qualification:

- Verordnung vom 28. August 2018 über die berufliche Grundbildung Medizinische Praxisassistentin/Medizinischer Praxisassistent mit Fähigkeitszeugnis (FZ)
- Verordnung über den Nationalen Qualifikationsrahmen für Abschlüsse der Berufsbildung vom 27. August 2014 (RS 412.105.1)

6. Officially recognised ways of acquiring the qualification

Training for the Medical Secretary and Assistant, VET Diploma lasts 3 years. Training content is usually distributed across two different learning locations: classroom instruction at a vocational school and apprenticeship training at a host company. However, depending on the VET programme, learners will also attend branch courses at a branch training centre. Professional competences required for the given occupation are decided by the sponsor of the VET programme.

- Host companies provide learners with practical skills associated with the occupation. Learners usually work an average of 3.25 day(s) per week.
- Vocational schools provide classroom instruction in vocational subjects and subjects falling under the category of language, communication and society (LCS). Learners usually attend classes an average of 1.75 day(s) per week; total number of lessons: 1620.
- Branch training centres provide learners with additional skills that are intended to complement classroom instruction and apprenticeship training, total duration of branch courses: 38 days.

The qualification procedure and final examination includes the following:

- Practical project covering 5 hours
- (Written and/or verbal) testing of knowledge gained from vocational instruction covering 5.5-6 hours
- LCS

The calculation of the overall grade takes into account the grades obtained for individual areas of competence and the grades obtained from classroom instruction at the vocational school.

Other equivalent qualification procedures are possible.



National referencing body:
AIBA

This certificate supplement draws its legal basis in Article 4 paragraph 1 of the Ordinance of 27 August 2014 on the National Qualifications Framework for Vocational and Professional Qualifications (NQF-VPQ-O, SR 412.105.1). This certificate supplement follows the model recommended by the European Parliament and Council (Decision No. 2241/2004/EC). The purpose of the certificate supplement is to provide sufficient data to improve the international transparency and fair professional recognition of qualifications (diplomas, certificates etc.). It describes the nature, level, context, content and type of training and education pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. The certificate supplement is free from value judgements, equivalence statements or recommendations on recognition.

Additional information can be found at: www.nqfl.li

