

1. TITLE OF THE CERTIFICATE (DE) (1)

**Abschlussprüfung im staatlich anerkannten Ausbildungsberuf
Medizinischer Fachangestellter/ Medizinische Fachangestellte**

(1) in original language

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Final examination in the state-recognized training occupation
Medical assistant (m/f)**

(1) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

- Assist in examinations, treatment and surgical operations
- Assist in emergency cases
- Look after and advise patients before, during and after treatment
- Inform patients regarding the aims and possibilities of preventive care and aftercare
- Carry out hygiene measures
- Conduct laboratory work
- Apply environmental protection regulations and guidelines
- Organise workflows and monitor time schedules
- Assist in quality management
- Carry out administrative work
- Document treatment procedures and record services provided for accounting purposes
- Determine, procure and manage materials requirements
- Use information and communication systems
- Accord due consideration to data protection and data security
- Work as part of a team and in a process-oriented manner

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Medical assistants work in GP and specialist practices, hospitals and other institutions providing medical care. They are also employed in medical laboratories, in company medical departments and in the public health service. They find further employment in healthcare institutions and organisations.

(1) if applicable

^(*) Explanatory notes

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: www.europass.cedefop.eu.int/transparency

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate competent body for the liberal professions	Name and status of the national/regional authority providing accreditation/recognition of the certificate competent body for the liberal professions
Level of the certificate (national or international) ISCED 3B	Grading scale / Pass requirements 100-92 points = 1 = excellent 91 - 81 points = 2 = good 80 - 67 points = 3 = average 66 - 50 points = 4 = pass 49 - 30 points = 5 = poor 29 - 0 points = 6 = fail A total of at least 50 grade points are required to pass the examination.
Access to next level of education / training	International agreements In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria.
Legal basis Ordinance on Initial Vocational Education and Training in the Occupation of Medical assistant (m/f) of 04/26/2006 (Federal Law Gazette, Part I, p 1097) Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 18.11.2005), (Federal Gazette, No 152a of 15.08.2006)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Final examination administered by the competent body: <ol style="list-style-type: none"> 1. after completion of dual training in a company and at part-time vocational school (normal procedure) 2. after retraining in a recognized training occupation 3. as an external examination for working people without formal vocational qualifications or persons who have been trained at full-time vocational schools or other vocational training institutions
Additional information Entry requirements: Entry requirements are not governed by legislation; as a rule, young people are admitted after completing (nine or ten years of) general education. Duration of training: 3 years. Training in the "dual system": Teaching of the knowledge, skills and competences needed for an occupation is based on the typical requirements of work and business processes and prepares the trainees for a specific job. The training is provided in a company and at part-time vocational school: In the company, the trainees acquire practical skills in a real working environment. On one or two days per week, the trainees attend part-time vocational school, where they are taught general and vocational knowledge related to their training occupation. More information is available at: www.berufenet.arbeitsagentur.de National Europass Centre www.europass-info.de