



VELFERÐARRÁÐUNEYTIÐ

Ministry of Welfare

REGULATION
on the education, rights and obligations of medical secretaries
and criteria for granting of licences,
No. 1104/2012.

SECTION I
General provisions.

Article 1
Scope.

This Regulation applies to medical secretaries licensed by the Medical Director of Health under Article 2.

SECTION II

Licences.

Article 2
Professional title.

The right to use the professional title of medical secretary and to practise as such in Iceland is confined to those who have been granted a licence by the Medical Director of Health.

Article 3

Criteria for granting of a licence.

A licence under Article 2 may be granted to those who have completed medical secretarial education from a recognised educational body which operates on the basis of the national curriculum guide for upper secondary education.

A licence may also be granted on the basis of education from a state within the European Economic Area (EEA) and Switzerland. Recognition of professional qualifications and competence of a medical secretary who meets the criteria of Directive 2005/36/EC, on the recognition of professional qualifications, with subsequent amendments, is subject to Regulation on recognition of professional qualifications and competence of healthcare practitioners from other EEA states, No. 461/2011.

A licence may also be granted to those who have completed a comparable qualification from an educational body in a state outside the EEA or Switzerland, which is recognised as such by Icelandic health authorities, and by health authorities in the state where the education took place.

An applicant for a licence as a medical secretary under Article 2 who is from a state outside the EEA and Switzerland, with which Iceland has not made an agreement on recognition of professional qualifications and competence, shall submit *inter alia* documentary evidence of nationality, content and duration of education, in addition to an examination certificate, a licence if the profession is an authorised profession in the applicant's state of origin, intended employment in Iceland, and any other documents and certificates deemed by the Medical Director of Health to be necessary for the issue of a licence.

Before an application for a licence is evaluated, as applicable a certified copy must be submitted of an application for residence and work permits, together with a signed contract of employment.

A requirement may be made for knowledge of the Icelandic language and Icelandic healthcare legislation, and other legislation and government directives deemed necessary to the work of a medical secretary, especially with regard to patients' safety and communication with patients.