

**REGULATIONS ON STRUCTURAL UNIT**

****

 QUALITY MANAGEMENT SYSTEM

 **Approved by**

Head of the Board Apparatus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ N. Sakhanov

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2023

**REGULATIONS ON THE HEALTH CENTER**

**Non-profit Joint Stock Company "Toraighyrov University"**

**Pavlodar**

**2023**

**Foreword**

**1** **DEVELOPED** by the Working Group.

**2 DEVELOPERS**

2.1 H: Kayumova M. S. - Director of the Department of Youth Policy and Social Issues.

2.2 Kudyshyeva A. M. - Senior Physician at the Health center of the Main Educational Building.

**3 INTRODUCED** by the HR department.

**4 APPROVED** by Order No. \_\_\_\_dated \_\_\_\_\_\_.

**5 IMPLEMENTED** since \_\_\_\_\_\_\_\_\_\_.

**6 IMPLEMENTED INSTEAD OF** RSU QMS 2.4.5-03/04 dated 2023 No. 9-26/34.

**7 EXPERT GROUP**

7.1 Head of the Expert Group: Sabitova R. A. - Acting Head of the Department of Legal Support and Public Procurement.

7.2 Zhakisheva A. E. - Director of HR Services.

7.3 Standard control: Bayakhmetova G. S. - Quality Engineer at the quality engineer of the office of strategy and quality management system..

**8 PERIODICITY OF EVALUATION** of the provision once every 3 years.

**General Provisions**

1.1 Health centers of the Non-profit Joint Stock Company "Toraighyrov University" (hereinafter referred to as the Society) are a structural unit and are directly accountable to the Chairman of the Board-Rector, Director of the Department of Youth Policy, Social and Educational Work (hereinafter referred to as DYPSEW ).

1.2 Health centers are established and reorganized by the Chairman of the Board-Rector of the Non-profit Joint Stock Company " Toraighyrov University" (hereinafter referred to as the Society) upon the recommendation of the Director of the Department of Youth Policy and Social Work.

1.3 The structure and staffing of health centers are approved by the order of the Chairman of the Board-Rector of the Non-profit Joint Stock Company "Toraighyrov University ".

1.4 The scheme of administrative-functional subordination of the health center is provided in Appendix A.

1.5 The health center is headed by a senior physician-therapist, who is appointed and dismissed from the position by the order of the Chairman of the Board-Rector of the Non-profit Joint Stock Company " Toraighyrov University", upon the submission of the Director of DYPSEW .

1.6 In its activities, the health center is guided by:

- The Constitution of the Republic of Kazakhstan (hereinafter referred to as the RK),

- The Law of the Republic of Kazakhstan on Republican Referendum of August 30, 1995;

- The Labor Code of the Republic of Kazakhstan dated November 23, 2015;

- The Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System" dated July 7, 2020;

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007;

- The Law of the Republic of Kazakhstan "On Counteracting Corruption" dated November 18, 2015;

and other regulatory legal acts of the Republic of Kazakhstan;

- Orders of the Minister of Health of the Republic of Kazakhstan "On the Approval of the Rules for the Provision of Medical Care to Students and Pupils of Educational Organizations" dated April 7, 2017;

- Order of the Acting Minister of National Economy of the Republic of Kazakhstan dated February 24, 2015 No. 127 "On the Approval of Sanitary Rules 'Sanitary and Epidemiological Requirements for Healthcare Facilities'";

- Order of the Minister of Health of the Republic of Kazakhstan dated August 16, 2016 No. 611 Sanitary Rules 'Sanitary and Epidemiological Requirements for Educational Facilities';

- Order of the Acting Minister of National Economy of the Republic of Kazakhstan dated February 24, 2015 No. 128 Rules for Conducting Mandatory Medical Examinations;

- Appendix 1 to the Order of the Minister of Health of the Republic of Kazakhstan dated December 25, 2017 No. 994 Instruction on the Organization of Medical Care for Tuberculosis.

- Qualification requirements for licensing educational activities, and the list of documents confirming compliance, approved by the Resolution of the Government of the Republic of Kazakhstan dated February 28, 2013;

-Typical rules of activity of post-secondary education organizations, approved by the Resolution of the Government of the Republic of Kazakhstan dated May 17, 2013;

- The Code of the Republic of Kazakhstan "On the Health of the People and the Health Care System" dated September 18, 2009;

- Charter of the Non-profit Joint Stock Company "Toraighyrov University ";

Code of Ethics for Teachers and Staff of "Toraighyrov University" (Rules of Conduct);

- Regulations of the Society's Internal Regulations;

- Mission, Policy, and Goals of the Society;

- Goals in the field of medical service quality;

- Development Program of the Non-profit Joint Stock Company "Toraighyrov University " for 2023-2029;

- Organizational and regulatory documents, internal regulatory documents of the Society;

documents ensuring the functioning of the Society's quality management system;

organizational structure and activities of the Society;

- this Regulation;

rules and norms of safety and labor protection, fire safety, industrial sanitation, and fire protection.

1.7 The health center maintains documentation in the state and Russian languages in accordance with the nomenclature of cases and the procedure for document management established by the Society.

1.8 The requirements of this Regulation are mandatory for all health center employees.

**2 Main tasks of the health center**

The main tasks of the health center are:- providing quality medical services to university staff, students of full-time education, and correspondence students during sessions in accordance with the license;

- providing emergency and primary medical care to students, faculty, and staff of the Society as needed, addressing other medical and social issues determined by the university's needs;

- conducting activities to prevent, diagnose, and treat diseases.

- Providing employees and students with free, prompt, and accurate information about the forms and types of medical care;

- Providing emergency medical care with available medications;

- Monitoring the timely passing of fluorographic examinations and obtaining work permits for employees, students, and staff. After passing the medical examination and obtaining a work permit with a certificate, send them to the personnel management department;

- Timely sending lists of students, employees, and staff who are subject to medical examination with a work permit to the deans of faculties, department directors, and heads of structural units by the 30th - 31st of the current month;

- Timely processing requests for state procurement of goods and services;

- Promoting and implementing a healthy lifestyle among students and staff of the Society, conducting sanitary and educational work (organizing lectures, seminars, thematic meetings);

- Maintaining documentation and preparing reports.

**3 Functions of health centers**

The functions performed by health centers in accordance with the tasks assigned to them include:

- Provision of primary medical care;

- Provision of emergency medical care with a corresponding list of medications;

- Reception, consultation, and treatment of employees, students of Toraighyrov University , providing medical care at the educational campus (main campus, dormitories), as well as at competitions and other events of the Society;

- Planning and implementation of anti-epidemic measures (preventive vaccinations, identification and monitoring of contacts with infectious patients);

- Organization of annual medical examinations of employees and students in accordance with current healthcare legislation and regulatory documents;

- Maintenance of primary medical records, provision of reports according to the types, volume, and procedure established by the authorized body;

- Monitoring the sanitary condition of food facilities, regular monitoring of medical examinations for employees of these facilities.

- Preparation of information as directed by the Society's management;

- Preparation of current and annual reports on the results of the health centers' work;

- Implementation, within their competence, of other functions in accordance with the goals and objectives of the university;

- Adherence to the requirements of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulatory documents of the Society, and the current legislation of the Republic of Kazakhstan.

**4 Interrelations of the health center**

The health centers interact with all structural units of the Company in accordance with the directions in which they carry out their activities.

**5 Responsibility of health centers**

5.1 The responsibility for the proper performance of the tasks and functions assigned to the health centers by this regulation lies with the senior physician, including:

- Organizing the work of the health centers, timely and quality execution of orders, directives, and instructions of the university management in accordance with the current legislation of the Republic of Kazakhstan;

- Rational and efficient use of material and human resources entrusted to the health centers;

- Ensuring labor and executive discipline in the health centers, ensuring that its employees fulfill their job duties;

- Compliance by the health center staff with internal regulations, sanitary and epidemiological regulations, fire safety, and technical safety rules;

- Maintenance of documentation provided for by current regulatory documents, documentation of management systems;

- Providing accurate statistical and other information about the activities of the health centers in the established manner.

5.2 Health center employees bear personal responsibility for violations committed in the course of their activities, failure to perform their job duties, or violation of labor discipline in accordance with the current legislation of the Republic of Kazakhstan.

5.3 The degree of responsibility of health center employees is established by their job descriptions.

5.4 Health center employees are held accountable for material damage caused to the Society in accordance with the current legislation of the Republic of Kazakhstan.

**Appendix A**

(reference)

**Scheme of administrative-functional subordination of health centers**

|  |
| --- |
| **Department of Youth Policy and Social Affairs** |

|  |
| --- |
| **Healthy Center**  |

**Appendix A**

 (mandatory)

F CS QMS 4.01.6/01

|  |
| --- |
| **APPROVAL SHEET** |
| Position, full name. | Date of approval | Signature |
| Member of the Board for YPS&EA- Vice-Rector Shakhman Ye.T. | \_\_\_\_20\_\_ |  |
| Acting Head of the Department of Legal Support and Public Procurement Sabitova R. A.. | \_\_\_\_20\_\_ |  |
| Director of HR Service Zhakisheva A.E. | \_\_\_\_20\_\_ |  |
| Standard control:Quality engineerOSQMSBayakhmetova G. | \_\_\_\_20\_\_ |  |

**Appendix B**

(mandatory)

 F CS QMS 4.01.6/02

|  |
| --- |
| **REFERENCE LIST** |
| Full name of the person who has read the document | Date of familiarization with the document | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix C**

(mandatory)

F CS QMS 4.01.6/03

|  |
| --- |
| **PERIODIC INSPECTION RECORD SHEET** |
| Order number and date | Inspection results | Date of entry | Full name of the person who made the entry | Signature of the person who made the entry |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix D**

(mandatory)

F CS QMS 4.01.6/04

|  |
| --- |
| **REGISTRATION SHEET FOR CHANGES AND ADDITIONS** |
| Change sequence number | Reason (No., date of order) | Date of introduction of the change  | Date of change | Full name of the person who introduced the change | Signature of the person who introduced the change |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |