

Unofficial translation

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEKOV UNIVERSITY" INSTITUTION



**AGREED**

at the Board of Founders meeting

"Salymbekov University"

Protocol №. \_\_\_\_ dated on " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ .

**APPROVED** \_\_\_\_\_

Rector of "Salymbekov University"

Zhumadilov E.Zh

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ .

## **JOB DESCRIPTIONS**

### **of Vice-Rector for Clinical Affairs**

**Bishkek 2021**



This instruction on the rights and duties of the Vice-rector for Clinical Affairs of the "Salymbekov University" Institution (hereinafter - the University) has been developed in accordance with the regulations governing labor relations in the Kyrgyz Republic and defines the duties, rights and responsibilities of persons who hold and are appointed to the Vice-rector position for Clinical Affairs.

## I. GENERAL REGULATIONS

1.1. The Vice-rector for Clinical Affairs of the University belongs to the administrative and managerial position category.

1.2. Appointment to the position of vice-rector for Clinical Affairs and dismissal from it is made by order of the President of the Institution.

1.3. A person with a higher medical education is appointed to the position of vice-rector for Clinical Affairs.

1.4. The replacement of the position is carried out under an employment contract concluded on a competitive basis, in accordance with the Charter of the Institution.

1.5. The Vice-Rector for Clinical Affairs reports directly to the Rector of the Institution.

1.6. The Vice-Rector for Clinical Affairs is a member of the Academic Council by position.

1.7. In his activities, the Vice-rector for Clinical Affairs is guided by the following normative legal acts:

- The Law of the Kyrgyz Republic "On Education" and "On Citizens Health Care in the Kyrgyz Republic";
- current legislative norms and legal acts regulating clinical and educational Affairs in the field of medicine;
- regulatory and methodological documents in the field of higher education;
- regulatory and organizational documents regulating preventive, diagnostic, clinical, educational and scientific activities in the field of medicine;
- The Charter of the Institution;
- internal regulations of the Institution;
- orders of the President of the Institution;
- decisions of the Academic Council;
- Regulations on the clinical bases of the Institution "Salymbekov University";
- this job description;
- rules and regulations of labor protection and fire safety.

1.8. During the absence of the Vice-rector for Clinical Affairs (business trip, vacation, illness, etc.), his duties are performed by a person appointed by the Rector order of the Institution, who acquires the relevant rights and duties and is responsible for their proper execution.



## II. THE RIGHTS

2.1. The Vice-Rector for Clinical Affairs has the right:

- to request, within the limits of his/her powers, from the heads of the Departments of the Institution and other specialists, documents and information necessary for the performance of official duties.
- get acquainted with the draft decisions of the Academic Council of the University, the president, the rector, the head of educational and methodological Affairs related to its activities.
- submit proposals for improving its activities to the University management for consideration;
- to submit for consideration by the management and the head of the Educational and Methodological Department issues related to the organization of the educational process according to higher education programs and ensuring conditions for its improvement;
- sign and approve documents within their competence;
- participate in the discussion of issues related to the activities of the Vice-rector for Clinical Affairs;
- represent the University in external organizations on issues within the competence of the Vice-Rector for Clinical Affairs.

III. Job responsibilities

## III. JOB RESPONSIBILITIES

- 3.1. Supervises the organizational and methodological Affairs on the interaction of clinical departments and clinical bases.
- 3.2. Coordinates and controls the quality of medical and diagnostic Affairs at the university, including its medical centers.
- 3.3. Monitors the use of medical, diagnostic, therapeutic equipment and training facilities in the University clinics.
- 3.4. Coordinates and controls the introduction of new modern methods of prevention, diagnosis and treatment in the University clinics, on the basis of which the University departments and staff of medical centers carry out their activities.
- 3.5. Organizes the introduction of new information technologies in the clinics of the University.
- 3.6. Participates in the organization of advanced training courses for employees of supervised departments.
- 3.7. Supervises medical provision and fulfillment of medical insurance conditions, conducting preventive examinations and vaccinations of students and University staff.
- 3.8. Develops and monitors the execution of Affairs plans and compliance with the regulations on subordinate supervised units.
- 3.9. Supervises the formation of curricula for medical, clinical and practical Affairs at the departments and clinics of the University.
- 3.10. Monitors the implementation of bilateral agreements between the university and public or private medical institutions and organizations.
- 3.11. Control over the organization of mutually beneficial cooperation and coordination of joint activities of the structural units of the University and the authorities that ensure the development and functioning of the health system.
- 3.12. Interaction with the clinical bases of the University and external structures for industrial practice, control over the planning and organization of educational and industrial practice of students.
- 3.13. Other functions defined by internal regulatory documents and organizational and administrative acts of the University administration, directly related to the implementation of the goals and objectives set for the Vice-rector.



## VI. RESPONSIBILITY

4.1. The Vice-Rector for Clinical Affairs of the University is responsible in accordance with the legislation of the Kyrgyz Republic for:

- non-fulfillment and (or) untimely fulfillment of assigned tasks, functions and duties;
- untimely and (or) unqualified solution of issues related to the competence of the vice-rector for clinical Affairs, unreliability of information provided to the University management;
- for violating the internal regulations of the University, fire safety and safety regulations - in accordance with the current labor legislation;
- for the safety and functioning of the equipment and computer equipment transferred by the University to support the activities.

## V. MUTUAL RELATIONS (connections by position)

5.1. The Vice-Rector for Clinical Affairs interacts with all structural divisions of the University on the organization and implementation of its activities.

## VI. FINAL REGULATIONS

6.1. This job description on the rights and duties of the Vice-rector for Clinical Affairs is subject to revision in the event of a change in the functions of the employee in accordance with the procedure established by law.

### APPROVAL AND FAMILIARIZATION SHEET:

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

Rector

Zhumadilov E.Zh

Head of Development and Education Quality Department

A.T.Akmatova

Head of EMD

M.T.Kunasova

Registration of amendments



## ДОЛЖНОСТНЫЕ ИНСТРУКЦИИ проректора по клинической работе

[illegible]