



«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC

Simulation Center

Position about the Simulation Center

Exec. Kaumenova S.A.
phone: 7106

Page 1 of 12

APPROVED

by order of the Rector

No. ___ from ___ 20__

Position about the Simulation Center

Term actions from «__»_____ 20__ y. by «__»_____ 20__ y.	Term renewals before «__» _____ 20__ y.	Status: Acting <input type="checkbox"/> Outdated <input type="checkbox"/>
Previous outdated document: No.742 order of the rector From 27.12.2019	Signature of the person responsible of document management	Code No. Copy No. Instance No.



Simulation Center


Position about the Simulation Center

Exec. Kaumenova S.A.
phone: 7106

Page 1 of 12


The sheet agreement

Denomination	Denomination of structural subdivision	Full name, signature of the responsible person, date of sight	Position, full name, signature of a specific executor, date of sight
DEVELOPMENT	Simulaion Center	Talkimbayeva N.A. «__»__20__y.	 «__»__20__y.
AGREEMENT (Denomination of structural subdivision, with the head of which the document is agreed)	Vice Rector for Academic Affairs	Bayldinova K.Zh. «__»__20__y.	 «__»__20__y.
	Head of the Office Rector	Aubakirov B.Zh. «__»__20__y.	 «__»__20__y.
	Head of legal management	Gaitova M.A. «__»__20__y.	 «__»__20__y.
	Head of Quality Management System	MasanovaA.A. «__»__20__y.	 «__»__20__y.
REGISTRATION	HR Management	«__»__20__y.	«__»__20__y.

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC		
	Simulation Center	Position about the Simulation Center	Exec. Kaumenova S.A. phone: 7106
			Page 1 of 12

CONTENT

1.	General Provisions	4
	1.1 Scope	
	1.2 Normative references	
	1.3 Terms and definitions, abbreviations	
2.	Creation and liquidation	5
3.	Organizational structure	5
4.	Objectives	6
5.	Tasks	6
6.	Functions	6
7.	Rights and powers	7
8.	Responsibility	7
9.	Final Provisions	7
10.	Organizational and functional structure	9
11.	Sheet of change registration	10
12.	Sheet of familiarization	11

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC	
	Simulation Center	Position about the Simulation Center
		Exec. Kaumenova S.A. phone: 7106
		Page 1 of 12

1. General Provisions

1.1 Scope

1) This document is the main regulatory document establishing the goals, objectives, functions, rights and responsibilities of the Simulation Center – here in after referred to as the “Center” and regulating the organization of its activities, the procedure for interaction with other structural divisions and officials of the non-profit joint-stock company “KazNMU named after . S.D. Asfendiyarova ”, here in after referred to as the " University ".

The simulation center has a seal with its name.

2) The Simulation Center is an independent structural unit of the University.

3) The Simulation Center is directly subordinate to the Vice-Rector for Academic Affairs and the Chairman of the Board - Rector of the University.

In its activities, the Simulation Center is guided by:

- The Charter of the University;
- legislative and other regulatory legal acts of the Republic of Kazakhstan, international standards relating to the scope of the Center for Simulations;
- collective agreement;
- The rules of internal labor regulations;
- The rules of the internal curriculum;
- approved documents of the quality management system and other internal regulatory documents of the University (regulations, instructions, rules, standards and others);
- decisions of the Senate, the Board and the Board of Directors of the University;
- The code of honor of the teaching staff and employees of KazNMU;
- orders and instructions of the University leadership and senior manager;
- by the present provision.


4) This Regulation is a direct action document and is mandatory for execution from the date of its approval.

5) Changes in the Regulations are approved by order of the Rector of the University.

1.2 Normative references

1) These Regulations are developed on the basis of the following external regulatory documents:

- The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education” (with amendments and additions as of April 19, 2019);
- The Code of the Republic of Kazakhstan dated September 18, 2009 No. 193-IV “On the Health of the People and the Health Care System” (as amended and supplemented as of April 19, 2019);
- The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (as amended and supplemented as of 01.01.2019).

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC	
	Simulation Center	Position about the Simulation Center
		Exec. Kaumenova S.A. phone: 7106
		Page 1 of 12

1.3 Terms and definitions, abbreviations

1) In these Regulations the following terms and definitions, abbreviations are used:

CS - Center Simulation;

OSCE - Objective structured clinical exam;

SP - a standardized patient is a specially trained person who takes part in training and evaluating the learner's competencies;

Dummies, exercise machines, dummies are multifunctional systems that simulate complex clinical situations and patient conditions;

Competence - possession of a sufficient level of knowledge, skills, including communicative and technical, in a certain field, at certain stages of the educational process;

Skills - the ability to cope well with the task, usually acquired through training and the accumulation of experience;

PTS - professorship-teaching staff

2. Creation and liquidation

1) The Simulation Center is created and liquidated on the basis of an order by the Chairman of the Board - the Rector or another authorized official of the University.

2) The organizational structure of the Simulation Center is agreed with the Vice-Rector for Academic Affairs and the Rector of the University and approved by the decision of the Board. Proposals are made by the head of the Simulation Center.

3) The staffing of the Center is agreed with the Vice-Rector for Academic Affairs and approved by the Chairman of the Board - Rector. Proposals are made by the head of the CS.


4) The number and name of the units that make up the Simulations Center, the number of employees working there can vary depending on the organizational, functional and structural changes of the University, changes in the specifics of its activities.

5) Changes in the structure and staffing of the Center are agreed with the Vice-Rector for Academic Affairs and approved by the Chairman of the Board - Rector or other authorized official of the University. Proposals are made by the head of the Simulation Center.

6) Changes in the goals and organizational and functional structure of the Simulation Center are agreed with the Vice-Rector for Academic Affairs and approved by the Chairman of the Board - Rector. Proposals are made by the head of the Simulation Center.

3. Organizational structure

1) The organizational structure of the Simulation Center is built according to the functional principle according to the staffing table.

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC	
	Simulation Center	Position about the Simulation Center
		Exec. Kaumenova S.A. phone: 7106 Page 1 of 12

2) The organizational and functional structure of the Simulation Center is given in paragraph 10 "Organizational and functional structure."

3) The activities of structural units within the Simulation Center are regulated by these Regulations of the Simulation Center.

4) The Simulation Center is managed by the head of the Center, whose activities are regulated by the job description.

5) The head of the Simulation Center is directly subordinate to: the chief specialist, trainer and technicians of the Simulation Center.

6) The procedure for appointment and dismissal, distribution of duties within the Simulation Center is determined by the job descriptions of the unit employees, approved by order of the Chairman of the Board - Rector or other authorized officer of the University.


4. Objectives

The main goal of the Simulation Center is the consistent formation of practical competence in the conditions of undergraduate and postgraduate education on the basis of a competency-based education model of the University.

5. Tasks

The objectives of the Simulation Center are:

- ensuring the appropriate educational environment in the CS using various teaching methods, using clinical and communication skills in training and teaching: mannequins, models, dummies, automated virtual models, medical equipment, interactive training computer programs, audio-video materials, and also involving training and assessment of clinical and communication skills of standardized patients;
- organization and implementation of educational innovative technologies in the teaching of basic disciplines of the medical direction;
- participation in the modernization of the educational process in accordance with modern requirements of the implementation of the strategy for the development of educational activities of the University;
- organization and conduct of an objective structured clinical exam among students for the final state certification (OSCE);
- optimization and quality control of the process of formation and improvement of practical professional skills of students;
- assistance in improving the quality of clinical training of specialists, advanced training of faculty in the field of teaching clinical skills;
- development, rational distribution and efficient use of the material and technical base of the CS.

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC	
	Simulation Center	Position about the Simulation Center
		Exec. Kaumenova S.A. phone: 7106
		Page 1 of 12


6. Functions

The functions of the Simulation Center are:

- Study of the need to equip interactive training computer programs, audio-video materials, educational and medical equipment, teaching aids, educational and scientific literature with mannequins, models, imitations, automated virtual models, educational and scientific literature, based on the relevant applications of departments and courses of KazNMU and formation of a free application to the procurement department;
- Rational placement of training equipment, taking into account the main activities of the CS;
- The organization of study rooms, study rooms, study procedure rooms that imitating real the chambers;
- Organization and implementation of interactive clinical teaching methods for the basic disciplines of the medical direction in the conditions of the CS;
- Assistance to departments and courses of KazNMU in modeling various clinical situations and conducting group exercises for the development of communication and teamwork skills;
- Organization and implementation of training and assessment of clinical and communication skills with the involvement of standardized patients and independent experts;
- Monitoring the methodological support of clinical training and the OSCE exam in the conditions of the CS;
- Organization and conduct of independent work of students in the development of clinical skills and training in basic disciplines of the medical direction;
- The formation of a database of data on training programs and test tasks for clinical skills;
- Monitoring the effectiveness of the development of clinical skills by students in the conditions of the CS;
- Annual analysis of the activities of the CS;
- The organization of interaction and collaboration with departments and courses providing training in clinical skills and basic disciplines of the medical field;
- Ensuring the implementation of safety and labor protection rules during repair work and the operation of fixed equipment, as well as fire safety and industrial sanitation rules;
- Organization of maintenance of the equipment of the CS.

7. Rights and powers

The simulation center is vested with all the rights and authority necessary to perform their functions. The rights and powers of the Center are carried out by the

	«ASFENDIAROV KAZAKH NATIONAL MEDICAL UNIVERSITY» NCJSC	
	Simulation Center	Position about the Simulation Center

Exec. Kaumenova S.A.
 phone: 7106
 Page 1 of 12

head together with the employees of the Simulation Center in accordance with the job instruction.

8. Responsibility

The head of the Simulation Center is responsible to the Vice-Rector for Academic Affairs and the Chairman of the Government - Rector of the University for achieving the goals set in terms of competence, as well as for failure to perform or improper performance of assigned duties, for committing offenses in the course of his activities in accordance with the current legislation of the Republic of Kazakhstan. The Head of the Simulation Center is responsible for the risks that arise in the sphere of competence of the Simulation Center.

9. Final Provisions

1) This provision is part of the organizational support of work with personnel in the NAO “KazNMU named after S.D. Asfendiyarova.”

2) This provision presents the basic rules regulating the legal status of the Simulation Center in the general structure of the University and the scope of its activities, which can be changed, updated or supplemented in the course of the University’s production and business activities with internal regulatory documents and organizational and administrative acts of the University’s administration, issued in the prescribed manner.

3) The function of monitoring the implementation and timely updating of this provision is assigned to the head of the Simulation Centers, which ensures its submission to subordinate employees of the Center and interested officials of the University, and execution control.

10. Organizational and functional structure

