

ALTINBAŞ UNIVERSITY HEALTH RESEARCH AND APPLICATION CENTRE REGULATION

PART I

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to set forth rules and procedures governing the activities, management and operation of Altınbaş University Health Research and Application Centre.

Scope

ARTICLE 2 – (1) This Regulation covers provisions governing Altınbaş University Health Research and Application Centre's objectives, areas of activities, administrative bodies, their roles and responsibilities as well as the Centre's mode of operation.

Legal Basis

ARTICLE 3 – (1) This Regulation has been drawn up on the basis of the sub-clause (2) of clause (d) of sub-article 1 of Article 7 of Turkish Higher Education Act No. 2547 of November 4th, 1981 and Article 14 of the aforesaid Act.

Definitions

ARTICLE 4 – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) Advisory Board: Advisory Board of Altınbaş University Health Research and Application Centre
- b) Dean: Dean of Altınbaş University Medical School
- c) Administrative Director: Administrative Director of Altınbaş University Health Research and Application Centre
- ç) Centre (Polyclinic): Altınbaş University Health Research and Application Centre
- d) Director: Director of Altınbaş University Health Research and Application Centre
- e) Vice Directors: Vice Directors of Altınbaş University Health Research and Application Centre
- f) Board of Trustees: Altınbaş University Board of Trustees
- g) President: President of Altınbaş University
- ğ) Medical School: Altınbaş University Medical School
- h) University: Altınbaş University
- ı) Administrative Board: Administrative Board of Altınbaş University Health Research and Application Centre.

PART II

Objectives of the Centre and its Areas of Activity

Objectives of the Centre

ARTICLE 5 – (1) The objectives of the centre are as follows:

- a) Conduct scientific research and development activities to provide the public with advanced diagnosis and treatment methods,
- b) Offer high-quality and modern diagnosis and treatment services to meet patient needs and expectations,
- c) Academically contribute to theoretical and practical learning experience of associate's, bachelor's and master's degree students at Altınbaş University,
- ç) In order to contribute to the training of medical and healthcare staff; help increase the

efficiency of healthcare services by cooperating with other undergraduate, graduate, vocational schools, and research centres at Altınbaş University, also with several national and international institutions.

Areas of Activity

ARTICLE 6 – (1) The centre is engaged in the following areas of activity:

- a) Conduct R&D activity in public health to achieve the objectives stated in Article 5,
- b) Offer diagnosis and treatment services to help maintain and improve public health; develop projects aimed at raising awareness of public health, contribute to public health policies,
- c) Collaborate with government agencies and private institutions to help maintain and improve public health; provide these entities with scientific support.
- ç) Offer in-service courses, training programmes, panels, seminars etc. about health in collaboration with national and international institutions;
- d) Create and operate application units at the Centre in order to support research, training and applications in healthcare services,
- e) In order to offer comprehensive health services, establish and manage inpatient treatment units as well as health units and polyclinics as part of the Centre, purchase these facilities if required, or take them over through donation and other similar methods, support the creation and management of various social service units and similar healthcare facilities; manage them if necessary, or purchase services to help in the management of these facilities,
- f) Help university students develop a sense of healthy lifestyle; ensure student engagement in Centre's projects; hold educational activities to promote student engagement,
- g) Build strong infrastructure for health-related research and application activities that are conducted by the faculty and healthcare staff of AU Medical School, other schools that produce healthcare professionals, as well as other training units; hold national and international scientific conferences, workshops, courses and seminars on healthcare.
- ğ) Publish books, journals, brochures, and other similar periodicals and non-periodicals in order to raise public awareness of healthy lifestyle; develop programmes in visual and print media,
- h) Carry out other tasks and activities requested by the Board of Trustees, University President and the Centre's administrative bodies.

PART III

Administrative Bodies of the Centre and their Roles and Responsibilities

Administrative Bodies of the Centre

ARTICLE 7 – (1) The administrative bodies of the centre are as follows:

- a) Director
- b) Administrative Board
- c) Advisory Board

Director

ARTICLE 8 – (1) The Director shall be chosen from among the faculty members or administrative staff of the Medical School and appointed by the Chair of the Board of Trustees upon recommendation of the University President for a term of two years. The Director whose term of office has ended may be re-appointed. The Director shall also act as the director of other health units. The Director may be removed from office if deemed necessary by the University President and the Board of Trustees before the completion of his/her two-year term. In the absence of the Director, Vice Directors shall act on his/her behalf.

Roles and Responsibilities of the Director

ARTICLE 9 – (1) The roles and responsibilities of the Director are as follows:

- a) Act as the representative of the Centre; chair the Administrative Board meetings; and ensure

that the decisions of the Board are enforced properly,

- b) Take necessary measures and make necessary efforts to ensure that the Centre is improved in line with its strategic plan and objectives; regularly audit the services offered and activities performed at the Centre,
- c) Determine and meet the recruitment needs for the Centre; form research and project teams if necessary,
- ç) Offer the University President recommendations for the position of Administrative Director,
- d) Ensure that the existing services are improved in accordance with patient and healthcare staff needs and expectations; pave the way for the transfer of changing dynamics in cutting edge healthcare technology to the Centre,
- e) Represent the Centre in public and academic environments; prepare projects designed to improve the working conditions of physicians, and address the work-related issues they are experiencing,
- f) Ensure a constant, effective and efficient operation of the Centre's research, health, administrative, and technical support units under their key purposes and objectives,
- g) Submit annual activity reports to the Administrative Board,
- ğ) Audit the operation of project groups, committees and commissions created under the Centre and its affiliated units,
- h) Take the necessary precautions against a possible halt in operations when physicians and other medical staff are temporarily absent due to annual or sick leave,
- i) Help students improve their learning and performance; offer programs jointly with the Dean's Office and other department chairs in order to increase their academic contributions to the Centre,
- ı) Evaluate whether the medical records and reports kept at the Centre are organised according to scientific classification,
- j) Carry out other duties involving the Centre affairs.

Vice Directors

ARTICLE 10 – (1) The Chair of the Board of Trustees shall appoint a maximum of two Vice Directors from among the medical faculty upon recommendation of the University President and the Centre Director for two-year term. The Vice Director whose term of office is expired may be re-appointed to the same position. When necessary, Vice Directors may be removed from office before the expiration of their term upon recommendation of the University President and the Centre Director, subject to the approval of the Board of Trustees. In the absence of the Vice Directors, a physician of their choosing (a member of the Centre) shall act on their behalf.

Roles and Responsibilities of Vice Directors

ARTICLE 11 – (1) The roles and responsibilities of the Vice Directors are as follows:

- a) Create policies, procedures and standards for medical services offered at the Centre,
- b) Determine the objectives and the strategies for medical services, make the necessary planning, ensure effective coordination and interaction,
- c) Monitor the quality of medical services offered according to the latest scientific data, the latest clinical guidelines and standards, and the purposes of the Centre,
- ç) Help improve the infrastructure of health services offered by the Centre and meet the Centre's technological needs for offering these,
- d) Contribute to the constant improvement of medical service quality offered by the Centre and its affiliated units,
- e) Ensure the proper management of healthcare staff in accordance with the health service requirements,
- f) Carry out other duties related to the operation of the Centre.

Administrative Board

ARTICLE 12 – (1) Administrative Board shall consist of a total of six members consisting of

the Director, two Vice Directors and three faculty members specialized in health sciences. The members of the Board shall be appointed for a two-year term by the Chair of Board of Trustees upon the University President's recommendation. The members whose term of office has expired may be re-appointed.

(2) The Director shall chair the Administrative Board. The Administrative Board shall assemble once every quarter to discuss a pre-determined agenda of items under the chairpersonship of the Director. The Director may convene an extraordinary meeting of the Board if s/he deems it necessary. The Board shall assemble at the request of a simple majority of its members. All decisions shall be made by a majority of the votes. The Board Members shall not abstain from a vote. In the event of an equality of votes, the Director shall have a casting vote. The Vice Directors shall act as the rapporteurs of the Board. They shall also be responsible for proper execution of the Board's decisions.

Roles and Responsibilities of the Administrative Board

ARTICLE 13 – (1) The roles and responsibilities of the Administrative Board are as follows:

- a) Ensure that the activities of the Centre are carried out in an efficient and proper way,
- b) Evaluate reports, proposals, and projects prepared by the affiliated units, work groups or committees, and issue a decision accordingly,
- c) Make decisions regarding annual academic activity reports, planning and schedules,
- ç) Set forth the operating principles of project groups, units, committees, or commissions to be created as part of the Centre,
- d) Issue decisions in line with the founding purposes of the Centre,
- e) Draw up proposals about the creation of new health units; submit these proposals for the approval of the Board of Trustees,
- f) Draw up an annual activity report, an annual budget report, as well as a report indicating the Centre's staff and recruitment needs; submit these reports for the approval of the University President and the Board of Trustees.

Advisory Board – Roles and Responsibilities

ARTICLE 14 – (1) The Advisory Board shall consist of a total of 11 members, including the Centre Director, a Vice President appointed by the University President, a Vice Director appointed by the Centre Director, Dean, full professors from the Department of Internal Medicine, Surgical Sciences and Basic Medical Sciences, a lab officer, Dean of Dental School, Dean of Pharmacy School, and the Director of Graduate School of Health Sciences.

(2) The Advisory Board shall ordinarily convene at least once a year under the chairpersonship of the Vice President. However, the Vice President may call for an extraordinary meeting of the board if deemed necessary by the President, Dean and the Director.

(3) The Advisory Board is responsible for offering opinions and suggestions about the Centre's activities and other related matters.

Administrative Director

ARTICLE 15 – (1) The Administrative Director shall be appointed by the Chair of Board of Trustees for a two-year term from among the healthcare professionals with extensive experience in the industry upon the recommendation of the University President and the Centre Director. The Administrative Director may be re-appointed after the expiration of his/her term. If necessary, the Administrative Director may be removed from office by the Board of Trustees before the expiration of his/her two-year term upon the recommendation of the University President and the Centre Director. In the absence of the Administrative Director, an administrative member of the Centre staff shall serve on his/her behalf.

Roles and Responsibilities of the Administrative Director

ARTICLE 16 – (1) The roles and responsibilities of the Administrative Director are as follows:

- a) Set short, medium and long-term goals for the Centre and its affiliated units,
- b) Draw up annual reports on the management and inspection of the staff,

- c) Ensure that the health, administrative, and technical units of the Centre continue to function in the most efficient and effective way in accordance with the objectives and purposes of the Centre; create the necessary physical condition needed to maintain the Centre's effective operation; provide the necessary planning coordination and control to identify and meet the hiring needs; provide the infrastructure required to offer in-service trainings,
- ç) Ensure the proper management, and coordination, perform auditing and general inspection of the administrative, health and technical units of the Centre,
- d) Prepare night shift schedules for staff working after office hours, ensuring these schedules are adhered to,
- e) Take the necessary actions to identify and ensure the timely supply of services, materials, consumables, and equipment necessary for the proper functioning of the Centre; make necessary efforts to ensure the timely and regular maintenance and/or repair of technical equipment,
- f) Monitor the procurement, material inspection, and other financial processes involving the technical equipment and consumables ordered for the Centre, ensuring that all processes are carried out according to the provisions of the relevant laws and regulations; monitor the progress and operation of material inspection and receiving committees,
- g) Draw up contracts to purchase goods and services required by the Centre, ensuring the provisions stated in these contracts are adhered to by all parties,
- ğ) Carry out other duties related to the operation of the Centre.

PART IV

Miscellaneous and Final Provisions

Units of the Centre and their Operating Principles

ARTICLE 17 – (1) The staff members of the Centre and affiliated units (operating room, other medical services, polyclinic, and laboratory) as well as the administrative staff of the Centre shall be accountable to the Director, Vice Directors, and the Administrative Director for the results of exercising their duties and the responsibilities allocated to them.

(2) Project groups, boards, commissions, committees, or other affiliated units can be created to improve and assess the efficiency of the Centre and its service quality.

Situations that are not governed by the provisions of the regulation

ARTICLE 18 – (1) Other relevant legislation and University Senate's decisions shall apply to situations that are not covered by this Regulation.

Effective Date

ARTICLE 19 – (1) This regulation shall become effective the day following its publication.

Execution

ARTICLE 20 – (1) The provisions of this Regulation shall be executed by Altınbaş University President.