

ISTANBUL AYDIN UNIVERSITY HEALTH PRACTICE AND RESEARCH CENTER REGULATION

CHAPTER ONE Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose

(1) The purpose of this Regulation is to set out the procedures and principles regarding the objectives, activities, management bodies, duties of these bodies, and working procedures of the Istanbul Aydın University Health Practice and Research Center.

ARTICLE 2 – Scope

(1) This Regulation covers provisions regarding the objectives, fields of activity, management bodies, duties of these bodies, and working procedures of the Istanbul Aydın University Health Practice and Research Center.

ARTICLE 3 – Legal basis

(1) This Regulation has been prepared on the basis of subparagraph (2) of paragraph (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

ARTICLE 4 – Definitions

(1) In this Regulation:

- a) Advisory Board: the Istanbul Aydın University Health Practice and Research Center Advisory Board,
- b) Faculty of Dentistry: the Istanbul Aydın University Faculty of Dentistry,
- c) Director of Nursing Services (Chief Nurse): the Director of Nursing Services of the Istanbul Aydın University Health Practice and Research Center,
- ç) Deputy Director of Nursing Services (Deputy Chief Nurse): the Deputy Director of Nursing Services of the Istanbul Aydın University Health Practice and Research Center,
- d) Administrative Director: the Administrative Director of the Istanbul Aydın University Health Practice and Research Center,

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- e) Deputy Administrative Director: the Deputy Administrative Director of the Istanbul Aydın University Health Practice and Research Center,
- f) Center: the Istanbul Aydın University Health Practice and Research Center,
- g) Director (General Director): the Director of the Istanbul Aydın University Health Practice and Research Center,
- ğ) Board of Trustees: the Board of Trustees of Istanbul Aydın University,
- h) Chair of the Board of Trustees: the Chair of the Board of Trustees of Istanbul Aydın University,
- ı) Rector: the Rector of Istanbul Aydın University,
- i) Institute of Health Sciences: the Istanbul Aydın University Institute of Health Sciences,
- j) Faculty of Health Sciences: the Istanbul Aydın University Faculty of Health Sciences,
- k) Vocational School of Health Services: the Istanbul Aydın University Vocational School of Health Services,
- l) Medical Director (Chief Physician): the Medical Director of the Istanbul Aydın University Health Practice and Research Center,
- m) Deputy Medical Director (Deputy Chief Physician): the Deputy Medical Director of the Istanbul Aydın University Health Practice and Research Center,
- n) Faculty of Medicine: the Istanbul Aydın University Faculty of Medicine,
- o) University: Istanbul Aydın University,
- ö) Administrative Board: the Administrative Board of the Istanbul Aydın University Health Practice and Research Center,

shall be understood.

CHAPTER TWO

Objectives and Fields of Activity of the Center

ARTICLE 5 – Objectives of the Center

- (1) The objectives of the Center are as follows:

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- a) Primarily, to carry out scientific research and development activities in order to offer advanced diagnostic and treatment methods in matters concerning public health,
- b) Within the framework of the University's strategic plan and goals, to increase efficiency in health education and health services, and to ensure accessible, quality health services in line with modern principles of health facility management,
- c) To provide quality and modern diagnostic and treatment services that are respectful of patient rights and appropriate to needs and expectations in line with the requirements of the age,
- ç) To contribute to the education and practical training of the University's students continuing associate, undergraduate and graduate education among the health sciences,
- d) To increase the efficiency of health education and services in the field of health sciences by cooperating with national and international institutions.

ARTICLE 6 – Fields of activity of the Center

(1) The fields of activity of the Center are as follows:

- a) To carry out necessary practices and research in areas related to public health in line with its objectives, and to organize related programs,
- b) To provide diagnostic and treatment services for public health; to develop projects to raise individuals' awareness of public health; and to contribute to health policies,
- c) To cooperate with relevant public institutions and organizations and the private sector to protect and improve public health, and to provide scientific support to these institutions and organizations,
- ç) To organize in-service courses, training programs, panels, seminars and similar activities in cooperation with national and international institutions in the field of health, and to present scientific opinions,
- d) To establish and operate practice units or departments within the Center in order to support research, education and practices in the field of health services,
- e) In accordance with the Center's objectives, to establish hospitals, clinical research centers, laboratories and radiological diagnostic centers in order to provide clinical health services in general or subspecialty fields,
- f) To establish and operate units and outpatient clinic units—capable of providing health services at all levels, including inpatient treatment services—to deliver comprehensive health services; to purchase these facilities; to take them over by donation or other means and operate them; to support the establishment and operation of various social service units and similar enterprises related to public health, to operate them if necessary, or to procure services in this regard,

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- g) To support the establishment and operation of various social service units such as nursing homes, daycare centers and elderly care homes related to health, and similar enterprises; to operate them if necessary; to provide home care services; or to procure services in this regard,
- ğ) To ensure that University students gain awareness of healthy living and take active roles in Center projects, and to conduct encouraging educational activities for this purpose,
- h) To prepare infrastructure for health practice and research activities, primarily within faculties and other education and training units that train medical and health personnel within the University; and to organize national and international scientific congresses, courses and seminars,
- ı) In the field of health, to cooperate with national and international public or private institutions active in clinical health service delivery, education, research and development, for health education and service delivery,
- i) To publish periodical and non-periodical publications such as books, journals and brochures, to organize programs in the media, and to present scientific opinions in order to inform and educate society about healthy living,
- j) To carry out other activities to be decided by the Board of Trustees, the Rector and the Center's management bodies.

CHAPTER THREE

Management Bodies of the Center and Their Duties

ARTICLE 7 – Management bodies of the Center

(1) The management bodies of the Center consist of the Director, the Administrative Board and the Advisory Board.

ARTICLE 8 – Director (General Director)

(1) The Director (General Director) is appointed for three years from among persons who have at least undergraduate-level education, upon the Rector's proposal and the approval of the Board of Trustees. The Director is the manager of all health-related units to be established within the Center. A Director whose term expires may be reappointed. When necessary, the Director may be dismissed before the end of the three-year term with the Rector's proposal and the approval of the Board of Trustees. When the Director is not on duty, the Medical Director (Chief Physician) acts on their behalf.

ARTICLE 9 – Duties of the Director

(1) The duties of the Director are as follows:

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- a) To represent the Center, chair Administrative Board meetings, and ensure implementation of the decisions taken by the Administrative Board,
- b) To take necessary measures for the Center's development in line with its strategic plans and goals; to carry out necessary arrangements and studies; and to periodically inspect or have inspected all services of the Center,
- c) To determine and procure the Center's human resources needs and, if necessary, to establish research and project working teams,
- ç) To make proposals to the Rector for the appointment of the Medical Director, Director of Nursing Services and Administrative Director, and to assign lower-level managers and unit supervisors,
- d) To ensure improvement of existing services according to the needs and expectations of patients and health personnel, and to lead the adoption of changing dynamics in health technology at the Center for this purpose,
- e) To prepare projects to improve physicians' professional issues and working conditions,
- f) To ensure that the Center's research, health, administrative and technical support service units and affiliated units work regularly, harmoniously, effectively, continuously and efficiently in line with their purposes and objectives,
- g) To submit annual reports related to the Center's activities to the Administrative Board,
- ğ) To supervise the operation of project groups, units, committees and commissions established in the Center and its affiliated units,
- h) To make necessary planning to ensure services are not disrupted in cases where physicians and health personnel cannot work temporarily due to reports, leave and similar reasons,
- ı) To provide an appropriate environment for the education and practical studies of students of the Faculty of Medicine, Faculty of Dentistry, Faculty of Health Sciences, Institute of Health Sciences and Vocational School of Health Services, and to develop this environment,
- i) To organize joint programs with the Deanships of the Faculty of Medicine, Faculty of Dentistry and Faculty of Health Sciences and with the Director of the Vocational School of Health Services, in order to increase their contribution to education and health service delivery at the Center,
- j) To supervise that medical records and reports are prepared in accordance with scientific principles,
- k) To perform other duties assigned by the Rector and the Board of Trustees regarding the Center.

ARTICLE 10 – Administrative Board

(1) The Administrative Board consists of seven members in total: the Director (General Director), the Medical Director (Chief Physician), the Administrative Director, the Director of Nursing Services (Chief Nurse), and three members appointed from among faculty members working in the field of health sciences upon the Rector's recommendation and the approval of the Chair of the Board of Trustees. Members whose term ends may be reappointed.

(2) The Chair of the Administrative Board is the Director. The Board meets at least twice a year under the chairmanship of the Director with a pre-determined agenda. When the Director is absent, the Medical Director (Chief Physician) acts on their behalf. The Director may call the Board to an extraordinary meeting. The Board convenes with an absolute majority and decisions are taken by majority vote; members may not abstain. In case of a tie, the side supported by the Director's vote is deemed to have the majority. The secretaryship of the Board is carried out by the Administrative Director. Implementation and follow-up of decisions are carried out by the Medical Director, the Director of Nursing Services and the Administrative Director according to their fields of duty, and submitted to the Director.

ARTICLE 11 – Duties of the Administrative Board

(1) The duties of the Administrative Board are as follows:

- a) To ensure that the Center's activities are carried out efficiently and regularly,
- b) To discuss and decide on reports, proposals and projects prepared by units affiliated to the management bodies, or by working groups and committees,
- c) To decide on annual academic activity reports, plans and programs,
- ç) To determine the working procedures and principles of project groups, units, committees or commissions to be established within the Center,
- d) To take decisions in areas of activity in line with the purpose of establishment,
- e) To prepare proposals to be submitted to the approval of the Board of Trustees regarding establishing new units or departments in the field of health services,
- f) To prepare the Center's annual budget, staffing and personnel needs, and annual activity report and submit them to the Rector and the Board of Trustees.

ARTICLE 12 – Advisory Board and its duties

(1) The Advisory Board consists of eleven persons in total: a Vice Rector appointed by the Rector; the Director; the Deans of the Faculty of Medicine, Faculty of Health Sciences and Faculty of Dentistry; the Director of the Vocational School of Health Services; and one faculty member (holding the title of professor) from each of the fields of Law, Business Administration, Finance, Engineering and Health Management, proposed by the Rector and approved by the Chair of the Board of Trustees.

(2) The Advisory Board holds its ordinary meetings at least twice a year under the chairmanship of the Vice Rector. However, where the Rector, a Dean or the Director needs the Advisory Board's opinion, the Board may be called to an extraordinary meeting with an agenda by the Vice Rector.

(3) The duty of the Advisory Board is to provide advisory opinions and recommendations on matters related to the Center's activities.

ARTICLE 13 – Medical Director (Chief Physician), Director of Nursing Services (Chief Nurse) and Administrative Director

(1) The Medical Director (Chief Physician) is appointed for three years from among persons who are graduates of a faculty of medicine and have completed specialization training or a doctorate in this field; the Administrative Director is appointed for three years from among graduates of health sciences or faculties providing four-year education; and the Director of Nursing Services (Chief Nurse) is appointed for three years from among graduates of nursing departments of faculties of health sciences or nursing schools—upon the proposal of the Director and the Rector and the approval of the Chair of the Board of Trustees.

Where necessary, the Medical Director, the Director of Nursing Services and the Administrative Director may be dismissed before the end of the three-year term by the same procedure.

The Medical Director and the Administrative Director perform their duties under the Director. The Director of Nursing Services performs their duties under the Medical Director.

ARTICLE 14 – Deputy directors

(1) The Deputy Medical Director (Deputy Chief Physician) is appointed for three years from among persons who are graduates of a faculty of medicine and have completed specialization training or a doctorate in this field; the Deputy Administrative Director is appointed for three years from among graduates of health sciences or faculties providing four-year education; and the Deputy Director of Nursing Services is appointed for three years from among graduates of nursing departments of faculties of health sciences or nursing schools—upon the Director's recommendation and the approval of the Chair of the Board of Trustees.

Deputy directors may be dismissed before the end of the three-year term by the same procedure when necessary. Deputy directors perform their duties under the relevant directors.

ARTICLE 15 – Duties of the Medical Director (Chief Physician)

(1) The duties of the Medical Director (Chief Physician) are as follows:

a) To conduct studies aimed at establishing and implementing policies, processes and standards for medical services,

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- b) To establish goals and strategies for medical services and to carry out necessary planning, coordination and information activities,
- c) To monitor and guide the performance of medical services provided in line with the Center's objectives within the framework of scientific data, clinical guidelines and quality practices,
- ç) To contribute to establishing infrastructure and meeting technological needs of the provided health services,
- d) To contribute to continuous improvement of the quality of medical services within the Center and its affiliated units,
- e) To ensure assignment and management of health personnel in line with service requirements,
- f) To perform other duties assigned in relation to the Center.

ARTICLE 16 – Administrative Director

(1) The Administrative Director is responsible to the Director. Their duties are as follows:

- a) To conduct activities aimed at achieving short-, medium- and long-term objectives regarding the administrative and financial transactions of the Center and its affiliated units,
- b) To manage and supervise the personnel reporting to them, prepare the annual activity report in their field, and submit these reports to the Director,
- c) To prepare the Center's proposals regarding appropriations, staffing needs and budget together with their justifications,
- ç) To ensure procurement of goods and services in accordance with relevant legislation provisions, to prepare contracts made through service procurement, and to ensure their implementation and supervision.

ARTICLE 17 – Director of Nursing Services (Chief Nurse)

(1) The Director of Nursing Services is responsible to the Medical Director (Chief Physician). Their duties are as follows:

- a) As the first-degree supervisor of deputy directors of nursing services and nurses working at the Center, as well as other unit managers and personnel reporting to them, to ensure efficient work of staff assigned to patient care services in line with quality studies,
- b) To prepare the annual activity report in their field and submit these reports to the Director.

CHAPTER FOUR

Miscellaneous and Final Provisions

ARTICLE 18 – Establishment of sub-units and cooperation

(1) In order to increase efficiency and service quality at the Center and to ensure and evaluate service control, project groups, boards, commissions, committees or affiliated units may be established upon the Rector's recommendation and the approval of the Chair of the Board of Trustees.

(2) Persons working in operating room, ward, outpatient clinic or laboratory services in the Center and its affiliated units, as well as those working in the hospital's administrative affairs, are responsible to the Director, the Medical Director, the Administrative Director and the Director of Nursing Services with respect to the services they carry out.

(3) Relevant academic units cooperate and coordinate with the Center management with regard to matters within their areas of responsibility in order to ensure Center services are carried out in the most efficient and best manner.

ARTICLE 19 – Cases not covered

(1) In cases not covered by this Regulation, the provisions of other relevant legislation and decisions of the Board of Trustees and the Senate shall apply.

ARTICLE 20 – Regulation repealed

(1) The Istanbul Aydın University Health Practice and Research Center Regulation published in the Official Gazette dated 27/12/2013 and numbered 28864 has been repealed.

ARTICLE 21 – Entry into force

(1) This Regulation enters into force on the date of its publication.

ARTICLE 22 – Execution

(1) The provisions of this Regulation are executed by the Rector of Istanbul Aydın University.