

“National center for children’s rehabilitation” NJSC

APPROVED BY

Deputy Chairman of the Board

for the medical affairs

“National center for children’s rehabilitation” NJSC

_____ **Altynbekova A.T.**

**Work plan of Science and education management
for 2025 year**

Astana – 2025 year

№	Theme	Responsible	Date	Completion form
1	Development and execution of a production plan for paid services			
1.1	Development of proposals for revision of the price list for educational services	Head of department	During the year	Proposal memo, data set for calculation of the cost of paid services, Tariff commission
2	Formation of an application for the provision of high-tech medical services (HTMS)			
2.1	Participation in determining the list of HTMS to apply for	Head	Annually until 1 August of the current year	Information to the Deputy Chairman for medical part
2.2	Compilation, summary of HTMS application, preparation of supporting documents in accordance with the order of the Ministry of Health of the Republic of Kazakhstan on HTMS	Head Manager	Annually until 15 August of the current year	Request, document package
2.3	Forwarding a request of HTMS to NRCHD named after S. Kairbekova	Manager	Annually until 1 September of the current year	Request, document package
3	Improvement of clinical processes			
3.1	Participate in Early intervention department opening process and develop SOP on Early intervention	Head Manager	I –II quater	SOP
3.2	Participation in the work of project on Autism with “Asyl Miras” of the Bulat Utemuratov’s Foundation	Head Manager	During the year	Document of 5 program
3.3	Participate in development of clinical protocol on Autism rehabilitation	Head Manager	During the year	Protocol
3.4	Participation in the study and implementation of the methodology of work of Traditional Chinese medicine with the Institute of Brain of the city of Xian, PRC	Head Manager	During the year	SOP on Chinese traditional medicine cabinet
3.5	Participation in the study and implementation to the work “Psychomotor therapy”	Head Manager	During the year	SOP

	methodology by the Higher Institute of Psychomotor Therapy, France			
3.6	Participation in the organization of training of neurologists in botulinum therapy, including ultrasound in three stages together with IPSON	Head Manager	During the year	Certificate
4	JCI standards compliance			
4.1	JCI standards compliance Monitoring	Head	On ongoing basis	Tracers, protocol information in PSS and IE
4.2	JCI standards compliance monitoring	Head	On a monthly basis	Tracers, protocol information in PSS and IE
5	Introduction of innovative technologies of diagnostic, treatment and rehabilitation			
5.1	Participation in determining the list of topics of innovative technologies for implementation in the workflow (medical, educational, production, etc.)	Head	Until 15 January	List of topics
5.2	Monitoring the implementation of innovative technologies	Head Manager	Once in quarter	Information
5.3	Report on the introduction of innovative technologies at the meeting of the Academic Council	Head Manager	4 th quarter	Academic council
5.4	Approval of implementation acts	Head Manager	4 th quarter	Act of implementation
5.5	Participation in the organization of employee training abroad	Head Manager	During the year	Report to the Science and education department; Certificate to Human Resources Management
5.6	Participation in the organization of training of employees at the workplace with the involvement of foreign specialists	Head Manager	During the year	Report to the Science and education department; Certificate to Human Resources Management
6	Scientific-research activities			

6.1	Development and approval of the work plan of the Academic Council in 2025	Head	January	Work plan
6.2	Holding meetings of the Academic Council in accordance with the approved work plan	Head	Once in quarter	Protocol
6.3	Collection, review, verification of article originality and quarterly publication of four issues of the journal «Central Asian research journal of Medical Rehabilitation»	Chief editor, manager	Once in quarter	Journal
6.4	Participation in the development and approval of the regulation on the scientific periodical journal «Central Asian research journal of Medical Rehabilitation»	Chief editor, manager	1 st quarter	Regulation
6.5	Organization and conduct of specialists training in the management of scientific research, writing of scientific articles	Head Manager	1 st quarter	Certificates
6.6	Participation in preparation of applications for program-targeted and grant financing	Head Manager Responsible executor of the temporary scientific team	1 st quarter	Requests
6.7	Participation in the preparation of applications for the competition in accordance with the announcement of the Ministry of Science and higher education	Head Manager Responsible executor of the temporary scientific team	According to the deadline of MSHE	Requests
6.8	Preparation and holding of the international scientific - practical conference «Innovative approaches in the rehabilitation of children: from technology to the results»	Head Manager	May 2025	Resolution
6.9	Monitoring of internal projects in accordance with the instruction approved in 18.12.2024 year	Head Manager	1 st quarter	Information about completed projects
6.10	Monitoring the implementation of internal projects	Head Manager	During the year	Implementation information

6.11	Monitoring the publication of the results of the implementation of internal projects in domestic and international scientific publications with a high impact factor	Head Manager	During the year	Publication information
6.12	Participation in the execution of an application for the exclusive right to the results obtained during the implementation of internal projects	Head Manager	During the year	Protection documents (patent, copyright)
6.13	Monitoring the coverage of the results of internal projects in the form of speeches, poster reports at international and republican conferences	Head Manager	During the year	Information
6.14	Approval of the work plan of the Council of Young Scientists (hereinafter - CYS) in 2025 at the meeting of the Academic Council	Head	January	Work plan
6.15	Monitoring of meetings of the Council of Young Scientists in accordance with the approved work plan	Head Manager	Once in 1- 2 month	Information
6.16	Organization of the CYS Chairman's Report at the Academic Council Meeting	Head Manager	4 quarter	Minutes of the Academic Council meeting
6.17	Organization of the consideration process of the position of the Local Bioethics Commission (hereinafter - LBC) at the meeting of the Academic Council and participation in the preparation for approval at the meeting of the Board	Head Manager	January	Minutes of the Academic Council meeting Minutes of the Management Board decision
6.18	Monitoring the development of documents in accordance with certification standards	Head Manager	2 quarter	Package of documents
6.19	Participation in the application for LEC certification with payment of a fee and preparation of a self-assessment report	Head Manager	3 quarter	Request

6.20	Participation in preparation and conduct of external expert assessment for LBC certification	Head Manager	As the contract is concluded	Certificate of Certification
6.21	Organizing a report on the work of LBC at a meeting of the Academic Council	Head Manager	4 quarter	Protocol
6.22	Participation in timely payment of the fee for the Eurasian patent «Complex simulator for training proprioception»	Head Manager	4 quarter	Payment order
6.23	Organization and monitoring of participation in international, republican conferences, congresses, symposia	Head Manager	During the year	Report
6.24	Preparation of memos for initiating the procurement of the service for checking borrowing articles and determining the originality of the publication	Head Manager	January	Access to the plagiarism verification system
7	Educational activities			
7.1	Organization and participation of the revision of educational programs (hereinafter - EP) in the pedagogical direction in accordance with the standard established by the Ministry of Education of the Republic of Kazakhstan (hereinafter - ME RK)	Head Manager	January	EP
7.2	Preparation of NCCR documents according to the list approved by MERK	Head of SEM Manager SEM SEM SPRD, HRMD, Legal support, Safety engineer	January	Documents
7.3	Sending a letter to the Ministry of Education of the Republic of Kazakhstan with a package of documents according to the approved list	Head Manager	January	Letter with documents of NCCR
7.4.	Participation and monitoring of the development of EP in the medical and pedagogical direction for additional and non-	Head Manager	During the year	Educational programs

	formal education; instrumentation (tests, situational tasks) for each program in two languages			
7.5	Approval of the EP at a meeting of the Academic Council with the provision of two reviews: external and internal	Head Manager	During the year	Protocol
7.6	Conclusion of an agreement with NRCHD named after S. Kairbekova for conducting expert examinations of the EP in the medical field and inclusion in the information system Catalog of EP	Head Manager	During the year	Agreement
7.7	Collection of applications and a package of trainee documents	Manager	During the year	Trainee documents
7.8	Formation of groups of students in accordance with the approved calendar and thematic plan on the basis of the NCCR and at the request of the regions on field training cycles	Manager	During the year	List of listeners
7.9	Preparation of technical specifications in two languages for participation in competitions announced by organizations wishing to train employees on advanced training cycles organized by the NCCR	Manager	During the year	Technical specification
7.10	Signing training contracts on professional development cycles on the public procurement portal	Head Manager Public procurement department Legal support department Economics department Accounting	During the year	Agreements
7.11	Preparation, execution, signing of individual contracts with students of advanced training cycles	Head Manager Legal support department Economics department	During the year	Agreements

		Accounting		
7.12	Execution of an order on the organization of a cycle of advanced training and enrollment of students	Head Manager	According CTP	Приказы
7.13	Organization of the promotion cycle, including 1) preparation of attendance log, 2) test control of initial, current, final testing of students with analysis of the results obtained; 3) constant daily monitoring of academic performance, attendance of trainees	Head Manager	According CTP	Information
7.14	Monitoring of advanced training cycles according to CTP	Head Manager	According CTP	Programs of advanced training cycles
7.15	Collection of feedback from listeners at the end of the promotion cycle with the analysis of the submitted comments	Head Manager	According CTP	Information
7.16	Organization of the final lesson with the preparation of the credit statement, the results of the final testing	Head Manager	According CTP	Information
7.17	Execution of the order on completion of the cycle of advanced training and expulsion of students	Head Manager	According CTP	Orders
7.18	Registration of certificates of the established form on the http://www.elicense.kz portal for medical specialists, as well as certificates for pedagogical specialists	Head Manager	According CTP	Certificate
7.19	Formation of lists of students with indication of certificates numbers and certificates of successful completion of the advanced training cycle for placement on the NCCR website	Manager	According CTP	List of trainees

7.20	Discussion at the workshop of the results of testing, final lesson, feedback on the development of proposals for improving the educational process	Head Manager	According CTP	Protocol
7.21	Signing certificates of completion with attaching certificates of successful completion of the advanced training cycle on the public procurement portal	Head Manager Public procurement department Legal support department Economics department Accounting	During the year	Act of completed work
7.22	Preparation of a list with a personal list of participants in the advanced course, as well as mentors indicating the hours of participation in the educational process and all other involved specialists	Head Manager	During the year	Statement
7.23.	Execution of orders to organize and conduct informal training on «Basic Life Support» in accordance with the lists submitted by the Human resources management department	Head Manager	During the year	Orders
7.24	Organization of informal training on «Basic Life Support»	Head Manager	During the year	List of NCCR specialists
7.25	Issuing certificates for informal training on «Basic Life Support», printing and issuing to the employees	Head Manager	During the year	Certificates
7.26	Sending information about the number of trained specialists during advanced training cycles to the MH RK	Head Manager	Untill 25 th of each month	Letter
7.27	Conclusion of an agreement with JSC “NIT”	Head Manager Public procurement department Legal support department Economics department Accounting	January	Agreement

7.28	Organization of pedagogical skills training for NCCR specialists, involved in the educational process	Head Manager	During the year	Certificates
7.29	Preparation of information about the events for posting on the website and social networks of the NCCR	Head Manager	During the year	Information
7.30	Organization of implementation of VEC recommendations within the framework of institutional accreditation	Head Manager Interested subdivisions	During the year	Information
7.31	Provision of post-credit monitoring report for 2025 year	Head Manager	Untill 20 th December	Report
8	Working with chair/residents			
8.1	Control of the educational process of students, students of residency, other persons studying on the medical basis of NJSC “NCCR”	Head Manager	An on – going basis	Control rule document
8.2	Participation in interaction with the department of neurology and the department of rehabilitation and sports medicine, responsible for monitoring the educational process on the basis of the NJSC “NCCR”	Head Manager	An on – going basis	Consultations, rounds, seminars, conferences
8.3	Monitoring of the schedule, list of students on the basis of NJSC “NCCR” according to the information provided by the head teacher of the department	Head Manager	Due to students, residents, listeners	List
8.4	Conducting a briefing to ensure the safety of patients to students, residents, and other persons studying at the NJSC “NCCR”	Head Manager Interested subdivisions	Due to students, residents, listeners	Instruction with signatures

Head of science and education department:

S. Mukusheva

Abbreviations:

JCI – Joint Commission International;

DCMA - Deputy Chairman for medical affairs

DCEAS - Deputy Chairman for economic and administrative support

DCSD - Deputy Chairman for strategic development

MD – managing director

DN - Director of nursing

CRD – Clinical rehabilitation department

SPRD - Social and pedagogical rehabilitation department

SEM – Science and education management

PD - paid department

LRR, NPA - Laboratory of robotic rehabilitation, neurophysiology and audiology

PMRL - Physical medical rehabilitation laboratory

EUS- Emergency unit sector

PSS and IE - patient support service and internal expertise

ARD – Accounting and reporting department

OMWD – Organizational and methodological work department

SDMD – Strategic development and marketing department

OPD – Economic planning department

HRMD – Human resources management department

LEC - Local ethics commission

KB - Kyzylorda branch

ICF – International Classification of functioning