

**Approved
by Decision of Board of
noncommercial joint-stock
company «National center for
children's rehabilitation»
Protocol №8
from 25th July of 2023 year**

Regulation on the procedure for implementing educational programs

Astana city, 2023 year

CONTENT

1. General provisions	3
2. Procedure to develop educational programs of advanced training courses.....	4
3. Procedure to coordinate educational programs of training courses.....	5
4. Procedure to approve educational programs of educators training courses.....	5
5. Final provisions.....	5

1. General provision

1. These Regulations on the procedure for implementation of educational programs (hereinafter - the Regulations) have been developed in accordance with the following regulatory documents:

1) Code of the Republic of Kazakhstan dated July, 2020 № 360-VI «On public health and healthcare system»;

2) Order of the Minister of health of the Republic of Kazakhstan dated December 21, 2020 № 305/2020 HM RK «On approval of the rules for additional and non-formal education of health professionals, qualification requirements for organizations implementing educational programs of additional and non-formal education in the field of health, as well as the rules for recognizing the learning outcomes of health professionals received through additional and non-formal education»;

3) Order of the Minister of health of the Republic of Kazakhstan dated December 21, 2020 № 305/2020 HM RK «On approval of the nomenclature of specialties and specializations in the field of healthcare, nomenclature and qualification characteristics of positions of healthcare employees»;

4) Order of the Minister of health of the Republic of Kazakhstan dated November 30, 2020 № RK HM-218/2020 «On approval of the list of specialties and specializations subject to certification of specialists in the field of healthcare»;

5) The Law of the Republic of Kazakhstan dated July 27, 2007 №319-III «On education» ((as amended as of 14.07.2022));

6) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 year №569 «On approval of the Classifier of training programs for personnel with higher and post-graduate education»;

7) Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2016 № 95 « Rules for the organization and conduct of advanced training courses for teachers, as well as post-course support of the teacher's activities»;

8) Order of the Minister of Education and Science of the Republic of Kazakhstan dated 4 May, 2020 №175 «On approval of the Rules for the development, coordination and approval of educational programs for advanced training courses for teachers».

2. The Regulation defines the procedure for development, coordination and approval of educational programs of advanced training courses (hereinafter - the Program).

3. Programs are developed by specialists of the National center for children's rehabilitation non-profit joint stock company (hereinafter - the Company) with the participation of external experts, trainees, employers.

4. The following terms are used in this Regulation:

1) qualification - a set of professional knowledge, skills, skills and work experience necessary to perform work within the framework of the relevant type of professional activity;

2) educational monitoring - systematic observation, analysis, assessment and forecast of the state and dynamics of changes in the results and conditions of the

implementation of educational processes, the contingent of students, the network, as well as rating indicators of achievements of educational organizations;

3) advanced training course - a form of additional professional education that allows to maintain, expand, deepen and improve previously acquired professional knowledge, skills and abilities, as well as master new (additional) competencies within the main specialty;

4) professional development of educators - a form of professional training that allows to acquire new ones, as well as maintain, expand, deepen and improve previously acquired professional knowledge, skills, skills and competencies to improve the quality of teaching and learning;

5) educator training organization - an organization that implements educational programs for educator training courses in the system of continuing education;

6) educational program - a single set of basic characteristics of education, including the goals, results and content of training, the organization of the educational process, methods and methods of their implementation, criteria for assessing the results of training;

7) healthcare specialist - an individual, who has a professional medical and (or) pharmaceutical education and carries out medical and (or) pharmaceutical practice or activities in the field of sanitary and epidemiological well-being of the population;

8) trainee - a person enrolled in an organization implementing additional education programs;

9) Scientific Council - is a consultative and advisory body of the Company, which carries out general guidance on scientific and clinical, organizational and methodological activities in the development of rehabilitation;

2. Procedure to develop educational programs of advanced training courses

5. To develop the Program, the organization of advanced training conducts:

- analysis of the legislation of the Republic of Kazakhstan and regulatory legal acts for changes in existing or emergence of new requirements;
- diagnostics by questioning professional difficulties and needs of specialists providing rehabilitation assistance who have completed advanced training courses during the current year.

6. Based on the results of the Company's analysis, a decision is made to develop a Professional development program indicating the terms of development, name of the Program, duration and form of training.

7. The programs are developed taking into account the Recommendations on the organization and implementation of educational programs of additional education in the field of healthcare (Methodological recommendations) of the Ministry of Health of the Republic of Kazakhstan, approved by protocol №9 of May 26, 2021

8. The program contains the following sections:

- Program passport (name, type, scope, document on completion of training, etc.);
- Information on the Program developers (full name, organization, position, title);

- Information on discussion and approval of the Program;
- Explanatory note;
- Purpose of the Program;
- Training result;
- assessment and training methods;
- program sections, their duration and distribution of hours, program implementation conditions;
- assessment of educational achievements of students;
- information on the point-rating letter system for assessing educational achievements;
- recommended literature;
- information on educational resources and necessary material and technical; support, abbreviations, terms;

3. Procedure to coordinate educational programs of training courses

9. The draft program is reviewed by the science and education department of the Company and sent for review by external experts.

10. Based on the results of the review of the draft Program, the Experts form an expert opinion on the approval of the Program.

11. In case of receiving an opinion on the need to finalize the draft Program, refine and resubmit for examination.

4. Procedure to approve educational programs of educators training courses

12. Educational programs are approved by the Academic Council.

13. Approved programs are reviewed at least 1 every three years.

5. Final provisions

14. This Regulation shall come into force from the date of their approval by the Board of the Company.

15. Amendments to these Regulations shall be made by the decision of the Board of the Company.

16. All matters not covered by this Regulation shall be governed by law.