

Approved
by decision of the Board of
NJSC «National center for
children’s rehabilitation»
«_____» _____ 2023
№ _____

RULES
organization of additional and non-formal education in the field of healthcare
specialists in the non-profit joint-stock company «National center for
children’s rehabilitation»

Astana city 2023

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1. General provisions

1. These Rules for the organization of additional and non-formal education of healthcare specialists in the non-profit joint-stock company «National center for children's rehabilitation» (hereinafter - Rules) were developed in accordance with the current legislation of the Republic of Kazakhstan in terms of the implementation of programs of additional and non-formal education of specialists in the field of healthcare and determine the procedure for planning and conducting educational events in the non-profit joint-stock company «National center for child rehabilitation» (hereinafter - Society).

2. The following terms are used in these Rules:

1) additional education of healthcare specialists (hereinafter - additional education) is a training process carried out in order to meet the educational needs of healthcare personnel in order to maintain, expand, deepen and improve professional knowledge, skills and abilities, as well as mastering new (additional) competencies;

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

3) certification course - a form of additional education, aimed at expanding, deepening and forming additional professional knowledge, skills and abilities in a narrow specialization within the framework of the main;

4) non-formal education is a type of education carried out by organizations that provide educational services without taking into account the place, timing and form of training with the issuance of a document confirming the results of training;

5) remote educational technologies - educational technologies implemented using information and communication technologies with indirect (at a distance) interaction of the trainee and the educator;

6) on the job training – a form of non-formal education aimed at the formation and consolidation in practice of professional knowledge, skills and abilities obtained on the basis of theoretical training, as well as the study of the specifics of work, best practices for further professional activities;

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

8) 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;

9) trainee - a person enrolled in the organization to implement additional education programs;

10) the information system of the catalog of educational programs is an automated information platform designed to form and update a unified information environment to count all programs of additional education;

11) expert organization - an organization determined by the authorized body in the field of medical and pharmaceutical education, to examine advanced training programs in the field of health care, implemented by educational and scientific organizations in the field of health care;

3. Additional and non-formal education of specialists conducted by the Company includes advanced training programs, certification courses, all types of non-formal education (internships, master classes, trainings, webinars, online courses), including those using distance learning technologies.

4. The main goal of the organization of additional and non-formal education in the Company is to maintain, expand, deepen and improve previously acquired professional knowledge, skills and abilities, as well as to meet educational and professional needs and professional development of healthcare professionals, to ensure that their qualifications correspond to the changing conditions of professional activity and the social environment.

2. Procedure for planning and organizing the additional and non-formal education

5. Programs of additional education depending on the content and direction (purpose) are divided into:

1) professional development programs aimed at maintaining, deepening and improving professional competencies in accordance with the qualification requirements of the industry qualification framework and professional standards in the field of health;

2) certification course aimed at expanding and (or) mastering new professional competencies in the direction of the main specialty.

6. Non - formal education of healthcare professionals are carried out in the form of: internships, seminars, trainings, master classes, webinars, online courses.

7. Structural subdivision responsible for organization of additional and non-formal education in the Company:

1) submits an application to the information system of the educational programs of additional education catalog (hereinafter - Catalog) in accordance with Appendix 1 and the Regulation on maintaining the information system of the catalog of educational programs of additional education in the field of health, approved by order of the Minister of Health of the Republic of Kazakhstan №694 dated August 11, 2022.

2) develops an annual schedule of additional and non-formal education programs (hereinafter - the Program), approves it with the Deputy Chairman of the Board for the medical part, submits it for consideration and approval by the Educational and methodological Council of the Company;

3) compiles and sends information letters about the programs conducted in the Company by e-mail, posting information on the Company's website, notifying city and regional medical organizations, etc.;

4) collects motions (applications) from medical organizations and individuals to participate in programs conducted by the Company;

5) agrees with the head of the science and education department the topics concerning involved educators, the timing and duration of the programs;

6) consult educators on program development;

7) compiles a list of listeners;

8) develops an order on the organization and conduct of programs in the Company, approves it with the Deputy Chairman of the Board for the medical affairs, submits it for signature and registers it in the electronic document management system;

9) ensures the conclusion of contracts for the provision of paid services, including through the web portal, on conducting additional and non-formal education programs in the Company, and also monitors their implementation;

10) forms educational and methodological documentation, including personal files of trainees;

11) prepares audiences for educational events in the Company;

12) approves the Programs and monitors the Programs implementation;

13) monitors the development of additional and non-formal education programs, filling out attendance journals by educators, providing educators with reports, questionnaire results, examination sheets, etc.;

14) conducts a questionnaire on the assessment of the educator and educational events in the Company, analysis of the questionnaire and monitoring the quality of teaching;

15) keeps records of student data and registers certificates in the 1C: Enterprise program;

16) at the end of educational events, fill out the corresponding document - certificate, transcript and certificate in accordance with Appendices 2,3,4,5;

17) makes a statement and a memo to pay educators and organizers of additional and non-formal education in the Company;

18) issues certificates, transcripts and certificates to listeners;

8. Head of science and education department in the Company:

1) determines educators for educational events on the basis of applications from medical organizations and individuals received by the structural unit responsible for organizing additional and non-formal education in the Company;

2) approves programs of certification courses and advanced training, approves programs of non-formal education;

3) monitors advanced training on educational technologies of educators in the Company;

4) initiates the development of author's educational programs in the relevant areas of the Company's activities.

9. Educator, involved in additional and non-formal education programs in the Company:

1) determines the timing and duration of the program;

2) develop a program and ensure their implementation;

3) provides the necessary educational and methodological materials (lecture (theoretical) material, tasks (test tasks, situational tasks, control questions, etc.) in accordance with the program;

4) conducts basic, current and final control of trainees;

5) completes progress and attendance logs in a timely manner;

6) submits to the structural subdivision responsible for the organization of additional and non-formal education in the Company a report on conducting programs of additional and non-formal education, the results of the questionnaire for the assessment of the educator and educational events in the Company, examination sheets.

10. The development of additional and non-formal education programs is carried out with a separation or partial separation from work, face-to-face or remotely (completely).

11. The contingent of trainees is formed on the basis of the personal application of the listener and/or the application of the medical and/or other sending/receiving organization.

12 Enrollment for training is carried out on the basis of an order of the Chairman of the Board of the Company.

13. Training is carried out on the basis of contracts concluded with medical organizations, as well as with other individuals and legal entities at the expense of the republican and local budgets, the employer and (or) other sources not prohibited by applicable law.

14. The cost of paid educational services is determined by the price - list approved by the order of the authorized person of the Company.

15. The Company's employees engaged in paid educational services shall be paid in accordance with the Company's internal documents.

3. Содержание и сроки проведения программ дополнительного и неформального образования Content and timing of supplementary and non-formal education programs

16. Additional education programs are implemented in accordance with the list of educational programs published in the Catalog.

17. Professional development programs and certification courses are reviewed and approved by the training - methodological Council of the Company.

18. The duration of additional education programs ranges from 2 credits (60 hours) to 9 credits (270 hours) for advanced training, from 10 (300 hours) or more for certification courses. One credit equals 30 academic hours.

19. One academic hour is 50 minutes.

20. Recommended number of hours of practical classes for additional education programs at least 80% of the total number of program hours.

21. Final control of trainees is carried out in accordance with paragraph 6 of Article 223 of the Code on public health and the health system.

22. Trainees who have mastered advanced training programs are issued a certificate of advanced training by the form in accordance with Appendix 2 of these Rules;

23. Trainees of certification courses - a certificate of certification courses with an appendix (transcript) containing a list of knowledge and skills mastered by a specialist in the form according to Appendix 3.4 of these Rules. Certificate of certification course without attachment (transcript).

24. Trainees with a final control result below the threshold score are assigned a second final control. Upon receipt of the repeated result of the final control below the threshold score, trainees are issued a certificate of additional education indicating the amount of the mastered program in the form according to Appendix 5.

25. Health professionals who have completed non-formal education are issued a certificate of non-formal education.

4. Общие требования к проведению образовательных мероприятий **General requirements for educational events**

26. Staffing requirements for healthcare professionals implementing educational programs include the availability of:

1) persons holding an academic degree of Doctor or candidate of science, academic degree of Doctor of Philosophy or Master's degree,

To conduct practical classes, it is allowed to attract educators among practical healthcare specialists without a degree, but not more than 50% of the total number of educators;

2) work experience in the specialty profile at least 5 years and scientific - pedagogical experience at least 3 years, advanced training at least 4 credits (120 hours) over the past 5 years in the taught profile;

27. Requirements for training - methodological support include availability of:

1) availability of an approved additional education program;

2) availability of access to specialized international information networks, electronic databases, library collections, computer technologies, educational - methodological and scientific literature;

3) availability of innovative technologies and interactive learning methods;

4) availability of control and measuring instruments for assessment of basic, current and final control.

28. Logistical support requirements:

1) availability on the right of ownership and (or) under agreements on operational (trust) management, lease (hiring) of the classroom fund, classes, laboratories corresponding to the volume of the student body, sanitary and technical standards and rules;

2) availability on the right of ownership and (or) under agreements on operational (trust) management, lease (hiring) of a corresponding contingent of students under programs of additional education, sanitary and technical standards

and rules of computer equipment for demonstration of printed, audio, video materials, with access to the Internet, library fund;

5. Final provisions

29. These Rules shall come into force from the date of their approval by the Management Board of the Company.

30. Amendments and additions to these Rules are made by the decision of the Board of the Company.

31. All issues not regulated in these Rules are regulated by the legislation of the Republic of Kazakhstan and internal documents of the Company.

Appendix 1
to the Rules of
organization of additional and
non-formal education of specialists
in the field of healthcare
in NJSC «National center for
children’s rehabilitation»

Catalog of educational programs of additional education

№	Organization	Program name	Program aim	Program duration in credits	Target group	Qualification level in the Industry qualifications framework to which the program corresponds	Professional development program level (basic, secondary, higher, specialized)

Appendix 2
to the Rules of
organization of additional and
non-formal education of specialists
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Certificate on advanced training course № _____

This is to certify, that _____

(full name)

that he (she) since "___" _____ till "___" _____ 20 ___ year
passed advanced training course on specialty _____

_____ on cycle

_____ in quantity _____ hours

qualification level _____

(second, first, highest - specify)

in _____

(name of educational organization)

(full name, signature of the head)

Qualification level in the industry qualifications framework to which the professional development
program corresponds _____

Place for stamp

Date of issue "___" _____ 20 ___ year

Appendix 3
to the Rules of
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Certificate on certified course № _____

This is to certify, that _____
(full name)

Is that he (she) since " ____ " _____ till " ____ " _____ 20 ____ year
passed certificated course on specialty _____

in quantity _____ hours in _____
(name of educational organization)

(full name, signature of the head)

Qualification level in the industry qualifications framework to which the professional development
program corresponds _____

Place for stamp

Date of issue " ____ " _____ 20 ____ year

Appendix 4
to the Rules of
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Name of educational organization
TRANSCRIPT

Full name _____
Date of training _____
Name of the cycle _____
Specialty _____
Specialization _____
Number of credits (hours) _____

Code	Discipline name	Number of credits	Evaluation		Final evaluation
			Letters	Point	

Recorder _____
(full name)
_____ (signature)
Registration number № _____
Date of issue _____

Appendix 5
to the Rules of
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in NJSC «National center for
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Certificate of additional education № _____

This is to certify, that _____
(full name)
that he (she) since " ____ " _____ till " ____ " _____ 20 ____ year passed
training course on specialty _____ on cycle
_____ in quantity
_____ hours
program of additional education _____
(advanced training or certification course - specify)
in _____
(name of educational organization)

(full name, signature of the head)
Qualification level in the industry qualifications framework to which the professional development
program corresponds _____
Place for stamp _____
Date of issue " ____ " _____ 20 ____ year