

On approval of the rules for assessment of scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare, the rules for assessment of knowledge and skills of students, studying on programs of medical education

Invalidated Unofficial translation

Order of the Minister of Healthcare of the Republic of Kazakhstan dated April 23, 2019 № KR MHC-46. Registered in the Ministry of Justice of the Republic of Kazakhstan on April 24, 2019 № 18577.

Unofficial translation

Footnote. Expired by Order of the Minister of Health of the Republic of Kazakhstan dated 11.12.2020 No. KR MHC -249/2020 (effective after ten calendar days after the date of its first official publication).

In accordance with subparagraph 125) of paragraph 1 of Article 7 of the Code of the Republic of Kazakhstan dated September 18, 2009 "On Public Health and Health Care System", **I ORDER:**

1. To approve:

1) the rules for assessment of scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare according to Appendix 1 to this order;

2) the rules for assessment of knowledge and skills of students, studying on programs of medical education according to Appendix 2 to this order.

2. The Department of science and human resources of the Ministry of Healthcare of the Republic of Kazakhstan in the manner established by the legislation of the Republic of Kazakhstan shall ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, sending its copy in paper and electronic form in the Kazakh and Russian languages to the Republican state enterprise on the right of economic management "Institute of legislation and legal information of the Republic of Kazakhstan" for official publication and inclusion to the Standard control bank of regulatory legal acts of the Republic of Kazakhstan;

3) placement of this order on the Internet resource of the Ministry of Healthcare of the Republic of Kazakhstan after its official publication;

4) submission of information on implementation of measures provided for in subparagraphs 1), 2) and 3) of this paragraph to the Department of legal service of the Ministry of Healthcare of the Republic of Kazakhstan within ten working days after the state registration of this order.

3. Control over execution of this order shall be assigned to the Vice-Minister of Healthcare of the Republic of Kazakhstan O. A. Abishev

4. This order shall be enforced upon expiry of ten calendar days after its first official publication.

*Minister of Healthcare
of the Republic of Kazakhstan*

E. Birtanov

Appendix 1
to the order of the
Minister of Healthcare
of the Republic of Kazakhstan
dated April 23, 2019
№. KR MHC-46

Rules for assessment of scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare

Chapter 1. General provisions

1. Rules for assessment of scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare (hereinafter – the Rules) are developed in accordance with subparagraph 125) of paragraph 1 of Article 7 of the Code of the Republic of Kazakhstan dated 18 September 2009 "On Public Health and Health Care System" and shall determine the procedure for assessment of scientific- pedagogical personnel of scientific organizations and organizations of education in the field of healthcare (hereinafter – assessment of scientific-pedagogical personnel).

2. The rules apply to scientific organizations and organizations of education in the field of healthcare (hereinafter – the Organization), regardless of forms of ownership and departmental subordination.

3. Assessment of scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare is carried out in order to determine the level of pedagogical and professional competence.

4. Scientific-pedagogical personnel of scientific organizations and organizations of education in the field of healthcare shall be subject to assessment at least once every five years.

Chapter 2. Procedure for assessment of scientific and pedagogical personnel of scientific organizations and organizations of education in the field of healthcare

5. Assessment of scientific-pedagogical personnel consists of two stages:

- 1) assessment of employees' documents;
- 2) interview with the employees.

6. Preparation for conducting assessment of scientific-pedagogical personnel is organized by the HR service, or the person, performing the functions of HR service (hereinafter - human resources) and includes the following activities:

1) preparation of necessary documents for the employees subject to assessment (notification, collection of information from the employees subject to assessment);

2) development of assessment schedules;

3) determining the composition of the Commission;

4) organization of explanatory work on the goals and procedure for assessment of scientific-pedagogical personnel.

7. The head of the Organization or an authorized person, upon submission of the HR service, shall approve:

1) the list of employees subject to assessment;

2) composition of the Commission.

3) assessment schedule;

8. The HR department shall determine the employees subject to assessment once a year.

9. The Commission is created by the head of the Organization and consists of an odd number of members. The Chairman and Vice-Chairman are appointed from the members of the Commission. An employee of the HR service is appointed as the Secretary of the Commission.

10. The Chairman of the Commission directs the activities, chairs the meetings, and plans the work.

11. The Secretary of the Commission prepares materials for the meeting of the Commission and draws up a Protocol after its holding. The Secretary performs technical maintenance of the Commission.

12. A meeting of the Commission is considered competent if at least two-thirds of its members were present.

Replacement of absent members of the Commission shall not be allowed.

13. The decision of the Commission shall be taken by open voting. An employee who is being assessed and is a member of the Commission does not participate in the voting regarding himself (herself).

14. The results of voting shall be determined by a majority votes of the Commission members. If the votes are equal, the vote of the Chairman of the Commission shall be decisive.

15. The dissenting opinion of a member of the Commission shall be stated in the written form and attached to the Protocol.

16. Members of the Commission shall be assessed on a general basis.

17. The HR service notifies the employees in writing of the date of the interview no later than thirty calendar days before the start of the interview.

18. Employees who are subject to assessment shall send documents to the Commission from the moment of receipt of written notification no later than eleven working days before the date of assessment:

- 1) application form according to Appendix 1 to these Rules;
- 2) information on the form, according to Appendix 2 to these Rules.

19. The Commission checks availability and reliability of the submitted documents and conducts an interview with the employee.

20. Based on the results of the interview, the Commission makes one of the following decisions:

- 1) meets the qualification characteristics for the position held;
- 2) subject to re-assessment;
- 3) does not meet the qualification characteristics for the position held.

21. The re-assessment shall be conducted in thirty calendar days from the date of the decision of the previous Commission in the procedure determined by these Rules. The Commission, having re-assessed, shall take one of the following decisions:

- 1) corresponds to the position held;
- 2) does not correspond to the position held.

22. The Commission's decision on non-compliance with the position held is a negative result of the assessment.

A negative result of an employee's assessment is the basis for demoting him or her, and in the case of his or her refusal to take the proposed position, the basis for dismissal.

23. Decisions signed by members of the Commission shall be drawn up in a Protocol.

24. From the date of the interview, within five working days, the HR service familiarizes the employee with the decision of the Commission.

25. The Protocol shall be stored in the personal file of the employee subject to assessment.

26. All disputes related to the Commission's decision shall be resolved in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

Appendix 1
to the Rules for assessment
of scientific-pedagogical
personnel of scientific
organizations and
organizations of education
in the field of healthcare

**To the Chairman
of the Commission on conducting
assessment of scientific- pedagogical personnel**

Application

I ask you to allow me to conduct an assessment of scientific-pedagogical personnel.
Along with that, I send the following documents for assessment:

1. _____
2. _____
3. _____

Agree to the use of information that constitutes a legally protected secret,
contained in information systems.

signature S. N. P. (if any)

Appendix 2
to the Rules of assessment of
scientific- pedagogical personnel
of scientific organizations
and organizations
of education in
the field of healthcare

Information form

Data on the application

1. Application number _____
2. Application date _____
- Basic information
3. Academic degree, title (if any) _____
4. Scientific works and inventions (if any) _____
- Information about the identity document
5. Surname _____
6. Name _____
7. Patronymic (if any) _____
8. IIN _____
9. Type of identity document _____
10. Number _____
11. Series _____

12. Date of issue _____

13. Expiry date _____

14. Issuing authority _____

Diploma of higher professional education

15. Education _____

16. Number of diploma _____

17. Series of diploma _____

18. Applicant's country of study _____

19. Year of admission _____

20. Year of graduation _____

21. Specialty by diploma _____

22. Qualification by diploma _____

23. Nostrification of the diploma (if necessary) _____

Information about the current place of work

24. Work experience in the applied specialty _____

25. Total experience _____

26. Current place of work _____

27. Position held _____

28. Date of appointment to this position _____

Information on passing qualification training (professional development) for the last 5 years

| №/ п | Place of professional development | Name of professional development | Start date of professional development | Date of completion of professional development |
|---------|-----------------------------------|----------------------------------|--|--|
|---------|-----------------------------------|----------------------------------|--|--|

Information on scientific activities

29. Prepared applications for participation in competitions, scientific-research programs and projects including: international, or MES RK, or with business structures

30. Articles in international peer-reviewed publications reviewed in Web of Science and Scopus

31. Scientific developments, including: monograph (manual), guidelines, atlas

32. Information about the Master students management

33. Information about the Doctor students management

Information on academic activities

34. Training load in hours/credits

35. Methodological guidance of the discipline/subject

36. Development of materials for educational process including electronic ones

37. Improving pedagogical competence (seminars, webinars with a certificate

Information about clinical activity (if necessary)

38. Information about clinical load

39. A copy of the specialist certificate

40. A copy of the certificate on qualification category (if any)
Information about disciplinary, administrative penalties, and rewards (for the last 6 months)

41. Information about availability of disciplinary sanctions (underline as necessary)

1) Remark

2) Reprimand

3) Strict reprimand

4) Termination of the employment contract

5) Rewards _____

Address, contacts

42. Postal code _____

43. Country, region, district, settlement _____

44. Street name _____

45. House or building number _____

46. Apartment or office number _____

Phone number _____

E-mail address _____

Appendix 3
to the Rules of assessment of
scientific- pedagogical personnel
of scientific organizations and
organizations
of education in
the field of healthcare
Form

Protocol №
of the meeting of the Commission for conducting assessment
of scientific-pedagogical personnel

" ____ " _____ 20 ____

city _____

Chairman _____

Members of the Commission _____

Secretary _____

For consideration of the Commission acting on the basis of the order dated
____ " ____ 20 ____ № ____ documents submitted:

(surname, name, patronymic (if any), position)

1. _____

2. _____

3. _____

Summary of the oral interview:

1. _____

2. _____

Results of voting of the Commission members on taking decision:

"for" _____, "against" _____ votes.

The Commission decided:

1) _____ meets the qualification characteristics for
S. N. P. (if any) the position held

2) _____ subject to
re-assessment

S. N. P. (if any)

3) _____ does not meet the qualification
characteristics

S. N. P. (if any) to the position held

Chairman of the Commission: _____

signature S. N. P. (if any)

Members of the Commission: _____

signature S. N. P. (if any)

signature S. N. P. (if any)

Secretary of the Commission: _____

signature S. N. P. (if any)

Appendix 2
to the order of the Minister
of Healthcare of the
Republic of Kazakhstan
dated April 23, 2019
№ KR DSM-46

1. Rules for assessment of knowledge and skills of students studying on programs of medical education (hereinafter – the Rules) are developed in accordance with subparagraph 125 paragraph 1 of Article 7 of the Code of the Republic of Kazakhstan dated 18 September 2009 "On Public Health and Health Care System" (hereinafter – the Code) and shall determine the procedure for assessment of knowledge and skills of students studying on programs of medical education.

2. The rules apply to scientific organizations and organizations in the field of healthcare, regardless of form of ownership and departmental subordination (hereinafter-organizations of education and science).

3. The following terms and definitions are used in these Rules:

1) assessment of knowledge and skills of students studying on programs of medical education (hereinafter-assessment of knowledge and skills) - assessment of quality of students' acquiring educational programs and the level of competences (knowledge and skills) necessary for rendering medical services;

2) assessment of knowledge (computer testing) - determining the level of theoretical knowledge of students on the programs of medical education by computer;

3) protocol of results of knowledge assessment- a summary result of knowledge assessment of students studying on the programs of medical education based on the results of computer testing;

4) assessment of skills-determining the level of proficiency with practical skills in the process of their demonstration by the students studying on the programs of medical education.

4. Students of all levels of medical education shall be subject to assessment of their knowledge and skills.

5. The assessment of students' knowledge and skills shall be carried out according to the training specialties and based on the list of competencies of graduates of the corresponding specialty programs, approved by the authorized body in the field of healthcare.

Chapter 2. Procedure for conducting assessment of knowledge and skills of students studying on programs of medical education

6. Assessment of students' knowledge and skills includes two stages:

1) assessment of knowledge (computer testing);

2) assessment of skills.

Assessment of knowledge and skills is conducted in the language of the student's choice (Kazakh, Russian or English).

7. Assessment of students' knowledge and skills is conducted by an organization accredited by the authorized body.

8. Assessment of knowledge and skills is conducted on the basis of scientific organizations and organizations of education in the field of healthcare or organization on assessment in coordination with the scientific organization and organization of education in the field of healthcare.

9. The procedure for development, expertise and updating of test tasks and clinical tasks shall be carried out by the organization on assessment. Technical specifications of test tasks and clinical tasks are coordinated with Educational and methodological associations in the field of healthcare personnel training.

10. Assessment of knowledge (computer testing) consists of 100 test tasks. The total testing time is 150 minutes (2 hours and 30 minutes).

The passing score is 50% of the total number of test questions.

Students' responses are evaluated according to the score system:

0-49 points-unsatisfactory;

50-69 points-satisfactory;

70-89 points-good;

90 - 100 points – excellent.

11. During the assessment of knowledge is not allowed:

1) to bring to the testing room and use cell phones, smartphones, electronic gadgets , educational literature and records;

2) talk to each other, change seats, and leave the room where testing is conducted without the permission of the representative of the organization on assessment.

12. In case of violation of the requirements, specified in paragraph 11 of these Rules, the representative of the organization on assessment removes the examinee from the testing room, and a report shall be drawn up.

In this case, the result of testing will be the points scored for correct answers before being removed from the audience.

13. The protocol on the results of the knowledge assessment (computer testing) without taking into account the appeal shall be provided to the organization of education and science on the day of testing.

14. Students who did not attend the assessment of knowledge (computer testing), are marked "absent" in the protocol of results

15. Students who did not attend the assessment of knowledge (computer testing), regardless of the reason for absence, shall be tested on the basis of the assessment organization. The assessment organization shall determine the terms and conditions of testing students who did not attend.

16. If students receive an unsatisfactory mark based on the results of computer testing, they shall not be allowed to enter the second stage of skills assessment.

17. Assessment of students' skills shall be carried out in accordance with the final results of training using appropriate methods for assessing clinical competence (objective structured clinical exam, mini-clinical exam, and others).

18. Assessment of skills shall be carried out by the examiners on the basis of scientific organization and organization of education in the field of healthcare using the resources of simulation centers.

19. Practical skills of students are assessed according to a point system for each station:

0-49 points-unsatisfactory;

50-69 points-satisfactory;

70-89 points-good;

90 - 100 points – excellent.

20. The results of the skills assessment shall be provided on the day of the skills assessment. Final results of skills assessment taking into account the appeal shall be provided after completion of work of the appeal Commission no later than 2 days from the date of submission the application for appeal.

21. The result of assessment of knowledge and skills is summed up from the points of the two stages and the arithmetic average shall be output and the final result is assessed as follows:

0-49 points-unsatisfactory;

50-69 points-satisfactory;

70-89 points-good;

90 - 100 points – excellent.

22. The results of assessment of knowledge and skills shall be provided to the organization of education and science for each graduate in accordance with the specifications agreed with the Educational and methodological associations in the field of healthcare personnel training.

Chapter 3. The procedure for submission and consideration of appeals

23. Republican appeal commission shall be created for the period of assessment of knowledge and skills to resolve disputes and protect the rights of students by the order of the authorized body in the field of healthcare.

The composition of the appeal commission consists of an odd number of at least 5 members.

24. The appeal commission consists of highly qualified scientific-pedagogical workers, methodologists, representatives of an accredited assessment organization, and non-governmental organizations.

25. In case of disagreement with the results of one or two stages of assessment, the students shall have the right to appeal within 24 hours after the exam.

26. The final protocol of the results of assessment of knowledge and skills considered by the appeal commission shall be provided on the next day after the meeting of the appeal commission.

Chapter 4. Conclusion

27. Positive results of assessment of knowledge and skills of students studying on the programs of medical education serve as the basis for applying for the issuance of a specialist certificate.

28. Assessment of knowledge and skills is conducted on a paid basis at the expense of the organization of education and science in the field of healthcare. In cases of retake and non-appearance for a bad reason, payment shall be made at the expense of personal funds of students or other sources not prohibited by the legislation of the Republic of Kazakhstan.

29. The price list for the provision of services on conducting assessment of knowledge and skills shall be approved by the assessment organization.