

On approval of the rules for recordkeeping of human resources in the field of healthcare (maintaining a professional register)

Unofficial translation

Order № KR DSM-253/2020 of the Minister of Healthcare of the Republic of Kazakhstan as of December 11, 2020. It is registered with the Ministry of Justice of the Republic of Kazakhstan on December 14, 2020 under № 21773

Unofficial translation

In order to implement paragraph 1 of Article 266 of the Code of the Republic of Kazakhstan “On Public Health and the Healthcare System” as of July 7, 2020, I hereby **ORDER:**

1. To approve the appended rules for recordkeeping of human resources in the field of healthcare (maintaining a professional register).

2. In accordance with the procedure established by the legislation of the Republic of Kazakhstan, the Department of Science and Human Resources of the Ministry of Healthcare of the Republic of Kazakhstan shall ensure:

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

2) the posting of this order on the website of the Ministry of Healthcare of the Republic of Kazakhstan after its official publication;

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

3. Control over the execution of this order shall be entrusted to A.Giniyat, deputy minister of healthcare of the Republic of Kazakhstan.

4. This order comes into effect ten calendar days of its first official publication.

*Minister of Healthcare of
the Republic of Kazakhstan*

A.Tsoi

Approved by Order
№ KR DSM-253/2020
of the Minister of Healthcare
of the Republic of Kazakhstan as
of December 11, 2020

Rules

for recordkeeping of human resources in the field of healthcare (maintaining a professional register)

Chapter 1. General provisions

1. These rules for recordkeeping of human resources in the field of healthcare (maintaining a professional register) (hereinafter referred to as the Rules) have been developed in accordance with paragraph 1 of Article 266 of the Code of the Republic of Kazakhstan “On Public Health and the Healthcare System” as of July 7, 2020 (hereinafter referred to as the Code) and establish the procedure for recordkeeping of human resources in the field of healthcare (maintaining a professional register).

2. The national system of recordkeeping of human resources in the field of healthcare (hereinafter referred to as the Professional Register) is the basis for registration, recordkeeping, migration, outflow in order to ensure personalized recording, as well as continuous professional development of health workers.

3. Maintaining a professional register serves as the basis for monitoring and forecasting the development of the labor market and human resources, planning personnel training.

4. The Professional Register:

1) keeps record of the existing human resources in the field of healthcare in the context of healthcare entities, administrative-territorial unit;

2) keeps record of information on the professional development of human resources in the field of healthcare;

3) monitors, analyzes, forecasts and provides strategic planning of human resources in the field of healthcare;

4) analyzed data in terms of staffing of healthcare entities, including the need for staff in the context of the specialties of a medical facility;

5) provides access to professional medical associations and public associations operating in the field of healthcare to assess the continuous professional development of the health workforce.

Chapter 2. Procedure for recordkeeping of human resources in the field of healthcare

5. Recordkeeping of medical and pharmaceutical workers is carried out by local executive bodies through the automated functionality of the Professional Register.

6. The National Coordinator for human resources in the field of healthcare submits to the authorized body in the field of healthcare (hereinafter referred to as the authorized body) information on monitoring the registration, recordkeeping, migration, outflow of health workers on a monthly basis by the 10th day of the month following the reporting month, and also at the request of the authorized body.

7. The National Coordinator for human resources in the field of healthcare quarterly submits to the authorized body predictive analytical data on the development of the labor market and human resources, the timing of qualification confirmation and other information at the request of the authorized body.

8. Within three working days of employment by a healthcare entity, a specialist of the personnel management service enters information on a health worker into the database, which includes:

- 1) individual identification number (hereinafter - IIN);
- 2) surname, name, patronymic (if any);
- 3) sex;
- 4) date of birth;
- 5) place of birth;
- 6) citizenship;
- 7) data of the identity document;
- 8) place of residence;
- 9) place of registration;
- 10) date of registration;
- 11) document on education, including data on educational and scientific organizations;
- 12) the name of the place of work with an indication of the business identification number (organization providing medical services);
- 13) position in a medical facility;
- 14) information on the certificate of a healthcare professional (if any);
- 15) information on professional development.

9. In cases of changes in and (or) additions to the data of a health worker, a specialist of the personnel management service enters information and changes in the database.

10. Entering, registering and recording data of medical personnel is carried out by specialists of the personnel management service of medical facilities.

11. Control of monitoring and updating of data in the Professional Register is carried out by the chief of the personnel management service and the head of the healthcare entity

12. Control over the monitoring and updating of data in the Professional Register at the level of a region, a city of republican significance, the capital is carried out by the head of the health department of the relevant region, city of republican significance, the capital.

Chapter 3. Final provisions

13. The data of the Professional Register are subject to timely updating.

14. The Professional Register provides opportunities for:

- 1) the formation of an array of data containing information on the employees of the organization;
- 2) the recordkeeping and registration of general, additional and postgraduate education, scientific publication, academic title, academic degree, qualification category of employees;
- 3) the formation of a list of employees of the organization for advanced training;
- 4) notifying the user 2 (two) months in advance of the expiration of the certificate for admission to clinical practice;

- 5) blocking the record of employees of a healthcare entity in case of an expired certificate, in order to prevent fraud;
- 6) maintaining documents related to personnel.