Ministry of Health of the Russian Federation

Federal State-Funded Educational Institution of Higher Education

"Siberian State Medical University"

of the Ministry of Health of the Russian Federation

APPROVED BY

Rector

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E. S. Kulikov

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**REGULATIONS**

Tomsk

*On* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(title of department/divison/office/collegial body)*

**1. General terms**

1.1 Initially provided *(instead of the Regulations No\_\_\_ «Оn\_\_\_\_\_\_\_\_\_\_\_\_\_» dated \_\_\_\_\_\_\_\_\_\_.*

1.2. The title of the unit - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*The title should be given as it will be included in the staff schedule. If the title of the unit does not allow you to determine its type (centre, archive, accounting, campus), indicate on what rights it was created (on the rights of management, department) to determine its place in the organizational structure. For example:*

*The title of the unit - Accounting Department, created under division rights.*

1.3 The unit was approved by the Regulations \_\_\_\_\_\_\_ *(list all legal acts on the basis of which the unit was created, renamed or reorganized).*

For example:

*The unit was approved by the Order No 0 "On structural unit foundation" dated 00.00.1999. In 2000, in connection with the reassignment, the unit received a new name "\_\_\_\_\_\_\_\_\_\_\_\_\_\_" according to the Order No 0 "On structural unit renaming" dated 00.00.2000).*

1.4. The unit is headed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(head, director, chief specialist, etc.)*

The unit is subordinate to (or a part of another unit) \_\_\_\_\_\_\_\_\_\_\_.

The head of the unit is appointed and dismissed by the Order of the Rector on the proposal of \_\_\_\_\_\_\_\_\_\_\_\_.

1.5. The unit is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*full address*).

**2. Goal and Functions**

2.1. The goal of the unit is \_\_\_\_\_\_\_\_\_\_\_ *(providing, organizing, implementing, etc.)*.

2.2. To achieve the goal, the following functions are assigned to the unit:

- creation \_\_\_\_\_\_\_\_

- development \_\_\_\_\_\_\_\_\_

- coordination and control \_\_\_\_\_\_\_\_\_

- technology implementation \_\_\_\_\_\_\_\_\_\_\_

- analysis \_\_\_\_\_\_\_\_\_\_\_\_

- holding \_\_\_\_\_\_\_\_\_\_\_\_\_\_

- implementation \_\_\_\_\_\_\_\_\_\_\_\_\_

- providing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- preparation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

- maintaining \_\_\_\_*\_\_\_\_\_\_\_\_\_*

1. **Unit Structure**

The employees amount and unit structure are determined by the staff schedule and approved by the head.

*In the case of a complex unit (for example, division), its structure is given. For example:*

*3.1 The Chief Accountant has three deputies.*

*3.2 The Accounting Department includes:*

*- finance and accounting group;*

*- material group.*

*There are no heads in the groups. The division of the Accounting Department into groups is not fixed in the staff schedule.*

1. **Rights and Responsibilities**
   1. Unit rights:

*Request and receive from other units the information necessary to solve unit tasks.*

*Email correspondence to the third parties on issues within the competence of the unit.*

4.2 Liability

4.2.1 The head of the unit bears full responsibility for the quality and fulfillment of the assigned tasks.

4.2.2 The responsibility of the employees is established by the current legislation and job descriptions.

4.2.3 The head is responsible for labor protection and fire safety, as well as failure to take measures to prevent industrial injuries and occupational diseases, untimely provision of first aid.

*The responsibility for the development and timely updating of instructions for labor protection and fire safety assignes to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee position).*

4.2.4 The head of the unit is responsible for compliance with the confidentiality regime by the employees.

**5. Communication**

*The clause regulates the unit information and documentation. It states with what units and organizations interaction is carried out, what information the unit receives and provides. Frequency, form and terms of information provision are established. In what order and by whom the arising disagreements are considered. For example:*

*The unit interacts with the following departments and divisions:*

*The \_\_\_\_\_\_\_ Division (submits \_\_\_\_\_\_\_\_\_ , e.g. report on \_\_\_\_ dated\_\_\_\_\_\_, and receives information about \_\_\_\_\_\_\_\_ , e.g. balance of funds quarterly no later than \_\_\_\_\_\_);*

*The \_\_\_\_\_\_\_\_\_ Office (submits \_\_\_\_\_\_\_ , e.g. lists of \_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_ with all subsequent changes, and receives information about \_\_\_\_\_\_\_\_ , e.g. on the average payroll, if necessary;*

*The Front Office (submits to the archive documents of permanent and temporary storage not earlier than one year and not later than three years from the date of their use or storage according to the inventory).*

**6.Financing activities**

*The clause is mandatory if the source of unit funding is not only the federal budget.*

*6.1 The activities of the unit are financed by:*

*- federal budget funds;*

*- funds of compulsory medical insurance;*

*- funds received from income-generating activities.*

*6.2 Distribution of funds is carried out according to the plan of financial and economic activities.*

**7. Office work**

7.1 Unit files are formed acccording to the approved nomenclature.

*The person responsible for the office work in the unit is \_\_\_\_\_\_\_\_\_\_\_\_\_.*

*7.2 The unit has a seal with the name of the unit used for \_\_\_\_\_\_\_\_ (documents verification, etc.).*

*7.3 The division has confidential documents: \_\_\_\_\_\_\_\_\_\_\_ (list the documents). Privacy protection is carried out in accordance with the law.*

**8. Reorganization and liquidation**

The decision on the reorganization and liquidation of the unit is made by the SibMed Academic Council according to the University Charter.

1. **Amendments to the Regulations**

9.1 The Regulations on the structural unit are reissued in the following cases:

- changes in the title and functions of the unit;

- reorganization of the unit.

9.2 Changes to the Regulations are made in accordance with the document management.

*Position of Head Signature Full name*

*Full name (initiator of the document)*

*Tel.*