

REGULATIONS OF THE DEPARTMENT OF SCIENCE AND EDUCATION
Republican State Enterprise on the Right of Economic Management “National
Coordination Center for Emergency Medicine” of the Ministry of Health of the Republic of
Kazakhstan

1. General Provisions

1.1. The structure and staff level of the Department of Science and Education shall be determined by the staff schedule of the Republican State Enterprise on the Right of Economic Management “National Coordination Center for Emergency Medicine” of the Ministry of Healthcare of the Republic of Kazakhstan (hereinafter – the **NCCEM**).

1.2. The Department of Science and Education shall report directly to the Deputy Chairman of the Management Board for Emergency Care Coordination.

1.3. In its activities, the Department of Science and Education shall be guided by the Constitution of the Republic of Kazakhstan, the Code of the Republic of Kazakhstan “On Public Health and Healthcare System”, the Law of the Republic of Kazakhstan “On Combating Corruption”, the Labour Code of the Republic of Kazakhstan, regulatory legal acts of the Ministry of Healthcare of the Republic of Kazakhstan, the Charter of the NCCEM, these Regulations, as well as directives of the Chairman of the Management Board of the NCCEM.

1.4. The main areas of activity, duties and rights of the employees of the Department shall be defined by the respective job descriptions, which shall be developed based on these Regulations and approved by the Chairman of the Management Board of the NCCEM.

1.5. The requirements of these Regulations shall be binding upon all employees of the Department of Science and Education.

2. Mission

To promote the development of the scientific potential of the NCCEM through the coordination, support and advancement of research activities, implementation of evidence-based medicine principles, development of grant projects and enhancement of employees’ publication activity.

The Department of Science and Education shall create conditions for transforming unique clinical experience and research findings into new knowledge relevant to the professional community, thereby strengthening the scientific reputation of the NCCEM at the national and international levels.

3. Vision

To become a leading scientific department in the field of medicine, integrating clinical practice, research and innovation to create a competitive, world-class scientific environment.

The Department of Science and Education envisions the NCCEM as a recognized scientific and clinical center where each clinical department actively participates in research and grant projects, while unique clinical cases and advanced medical solutions are reflected in high-quality scientific publications, international conferences and professional discussions.

The Department aims to ensure that the achievements of the NCCEM's physicians, scientists and researchers are widely represented in the global scientific community, contributing to knowledge exchange, the development of international cooperation and recognition of the NCCEM as a center of excellence in emergency medicine.

4. Goals

4.1. Development of Research Activities at the NCCEM

- Creating favorable conditions for conducting research in clinical departments.
- Promoting the application of scientific approaches and evidence-based medicine principles in healthcare practice.

4.2. Support for Grant and Program-Targeted Activities

- Initiating, supporting and coordinating research projects and grant applications.
- Increasing employee participation in national and international research funding competitions.
- Developing interdisciplinary and interinstitutional research cooperation.

4.3. Increasing Employees' Publication Activity

- Supporting the preparation and publication of scientific articles in peer-reviewed national and international journals.
- Increasing the number of publications in journals indexed in international databases.
- Providing methodological support to authors at all stages of scientific manuscript preparation.

4.4. Promoting the NCCEM's Unique Clinical Experience

- Identifying, systematizing and providing scientific support for rare and complex clinical cases.
- Supporting the publication of clinical observations, case series and treatment outcomes.
- Disseminating accumulated clinical experience among the medical community to improve the quality of healthcare.

4.5. Enhancing the Scientific Reputation and Visibility of the NCCEM

- Monitoring and analyzing the scientific achievements of employees and structural departments.
- Building a positive scientific image of the NCCEM at the national and international levels.
- Promoting scientific achievements through publications, scientific events and professional platforms.

4.6. Developing International Scientific Cooperation

- Expanding employee participation in international congresses, forums, conferences and scientific networks.
- Establishing partnerships with leading scientific and medical organizations.
- Facilitating the integration of the NCCEM into the global scientific community.

4.7. Developing Employees' Scientific Capacity

- Enhancing the research competencies of physicians and specialists.
- Organizing educational activities on research methodology, biostatistics, scientific writing and publication practices.
- Fostering a culture of continuous scientific development and academic leadership.

5. Main Tasks

5.1. Coordinating the educational and scientific activities of the organization and ensuring their coordinated development.

5.2. Developing and implementing employee professional development programs and organizing training sessions, seminars and webinars.

- 5.3.** Supporting the preparation and implementation of clinical research, scientific publications, research projects and grant applications.
- 5.4.** Cooperating with relevant ministries, medical universities, research centers and partner hospitals.
- 5.5.** Monitoring and analyzing the effectiveness of educational and scientific activities and preparing relevant reports.
- 5.6.** Developing international cooperation in science and education, including participation in international projects, conferences, symposia and forums.
- 5.7.** Organizing and supporting scientific and practical events held at the institution.
- 5.8.** Participating in the development and support of clinical research in accordance with Good Clinical Practice (GCP) and national regulatory requirements.
- 5.9.** Developing international cooperation in practice-oriented science and education, including engagement of international experts and participation in professional internships and training programs.
- 5.10.** Enhancing the scientific culture of employees and promoting the results of scientific and educational initiatives.

6. Functions

- 6.1.** Developing and annually updating the organization's scientific and educational activity plan.
- 6.2.** Conducting internal educational activities, training sessions and methodological seminars.
- 6.3.** Developing, reviewing and updating internal regulatory documents governing scientific and educational projects, grants, conferences and clinical research.
- 6.4.** Providing advisory and methodological support to employees on matters related to science, education and project activities.
- 6.5.** Preparing reports on the activities of the Department, including scientific performance indicators, educational activities and international cooperation.
- 6.6.** Supporting the establishment and activities of research and interdisciplinary teams.
- 6.7.** Participating in the development and review of professional development programs, elective courses and methodological materials.
- 6.8.** Collecting, analyzing and disseminating information on national and international grants, conferences and research competitions.
- 6.9.** Establishing and developing international relations and organizing joint events and visits.
- 6.10.** Monitoring compliance with scientific and ethical standards and quality standards in education and research.

7. Rights

The Department of Science and Education shall have the right to:

- 7.1.** Request structural departments of the NCCEM to provide materials, including information, reports in established formats, reference documents and other materials required to perform activities within the Department's competence.
- 7.2.** Submit proposals to the NCCEM administration concerning the organization and improvement of working conditions.
- 7.3.** Engage individual specialists from various professional fields in addressing tasks assigned to the Department.

7.4. Submit proposals concerning the planning of the current and long-term activities of the NCCEM.

7.5. Participate in programs aimed at employee training and professional development.

8. Responsibility

The Head and employees of the Department of Science and Education shall be responsible for:

- the quality and timely performance of the functions and tasks assigned to the Department in accordance with these Regulations, the legislation of the Republic of Kazakhstan, employment contracts, job descriptions and other internal documents of the NCCEM;
- the quality and timely performance of their respective duties and tasks in accordance with their job descriptions, employment contracts and internal documents of the NCCEM;
- non-compliance with the legislation of the Republic of Kazakhstan, regulatory legal acts, local regulations and organizational and administrative documents governing the activities of the Department of Science and Education;
- disclosure of information constituting medical confidentiality;
- safeguarding entrusted property;
- ensuring safe working practices and compliance with occupational health and safety, industrial sanitation and fire safety requirements.

9. Interaction

9.1. In performing its assigned tasks and functions, the Department of Science and Education shall interact, in accordance with the established procedures, with all structural departments of the NCCEM.