

REGULATION

From Istinye University :

**ISTINYE UNIVERSITY REGULATION ON HEALTH APPLICATION AND RESEARCH
CENTER
SECTION ONE**

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles related to the objectives, areas of activity, governing bodies and duties of the governing bodies of the Istinye University Health Application and Research Center.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions in relation to the objectives, areas of activity, governing bodies and duties of the governing bodies and the operating manner of the Istinye University Health Application and Research Center.

Basis

ARTICLE 3 - (1) This Regulation was prepared based on subparagraph (2) of paragraph (d) of the first clause of Article 7, and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Chairman: refers to the Chairman of the Board of Directors of the Center,
- b) Secretary General: refers to the Secretary General of Istinye University,
- c) Center: refers to the Istinye University Health Application and Research Center,
- d) Chairman of the Board of Trustees: refers to the Chairman of the Board of Trustees of Istinye University,
- d) Rector: refers to the rector of Istinye University,
- e) Faculty of Health Sciences: refers to the Istinye University Faculty of Health Sciences,
- f) Faculty of Medicine: refers to the Istinye University Faculty of Medicine,
- g) University: refers to Istinye University,
- h) Foundation: refers to the 21st Century Anatolia Foundation.

SECTION TWO

The Purpose and Areas of Activity of the Center

Center's purpose

ARTICLE 5 - (1) The purpose of the Center is to provide modern and alternative diagnosis and treatment services which are in line with the requirements and expectations of patients and are respectful of the rights of patients who go to emergency rooms, polyclinics or inpatient clinics of the Hospital to receive healthcare services, by using all the capabilities of the medical science and technology; to train physicians and healthcare personnel; to provide research, publication and application opportunities in the fields related to healthcare services within the Faculty of Medicine and the University; to improve efficiency in healthcare services; and to ensure that accessible, high- quality and ethical healthcare services that are in line with modern hospital operation management principles are provided.

Center's areas of activity

ARTICLE 6 - (1) The center's areas of activity are as follows:

- a) To perform all kinds of quality, scientific, up-to-date and reliable diagnosis and treatment procedures for patients admitted to the center,
- b) To prepare the infrastructure for health application and research activities for faculties and other education and training units that train staff in the field of medicine and health sciences, to organize programs for this purpose, to carry out research and applications,
- c) To provide services related to internship and applications to students of associate degree, undergraduate and graduate programs, studying in the field of medicine and health sciences,
- d) To organize panels, seminars and other similar activities in the field of health,
- e) To establish and operate application units within the Center to support research studies in the field of health services,
- f) To prepare projects, present scientific opinions and provide other similar services to national and international institutions and organizations in line with the purposes of the Center,
- g) To ensure the development of a healthy society by cooperating with other institutions and organizations,
- h) To establish and operate units and polyclinic units in all medical departments and sciences and other health-related fields at the Center to provide comprehensive health services in addition to inpatient treatment services,
- h) To establish and/or take over and operate the locations and facilities where the Center will operate through donation, purchase, usufruct or leasing,
- i) To ensure that university students gain awareness in the area of healthy living and take an active role in the projects of the Center, to carry out encouraging activities for this purpose,
- i) To prepare projects in line with the objectives of the Center, to publish periodicals and non-periodicals, to organize programs in print and visual media, to offer scientific opinions,

j) To support the establishment and operation of various social services units and other similar facilities such as hospices, kindergartens, nursing homes, and to operate them if necessary, to provide home care services or to purchase such services,

k) Carrying out other activities to be decided by the Board of Trustees, Rector and Board of Directors of Istinye University.

SECTION THREE

Governing Bodies of the Center and their Duties

Governing bodies

ARTICLE 7 - (1) The governing bodies of the Center are as follows:

- a) Board of Directors.
- b) General Coordinator.
- c) Medical Director.
- d) Chief Physician.
- e) Director of Nursing Services.
- f) Finance Director.
- g) Business Director.

Board of Directors

ARTICLE 8 - (1) The Board of Directors consists of nine members including the Chairman of the Board of Trustees, the Rector, the Dean of the Faculty of Medicine, the Dean of the Faculty of Health Sciences, Secretary General, General Coordinator, and the three members to be designated by the Board of Directors of the Foundation for two years. The Chairman of the Board of Trustees is also the Chairman of the Board of Directors.

(2) The Board of Directors holds an ordinary meeting once a month for a pre-determined agenda. The Chairman may also call for an extraordinary meeting of the Board of Directors ex officio or upon the request of the Rector or the General Coordinator. The Board of Directors convenes by simple majority and decisions are taken by majority vote. In case of an equality of the votes, the majority of votes shall be deemed to have been cast in favor of the President's vote.

(3) In the absence of the Chairman, the Rector shall become the acting Chairman.

(4) The General Coordinator ensures the execution on behalf of the Board of Directors. The General Coordinator performs his/her duties in collaboration with the Medical Director, Director of Nursing Services, Finance Director and Business Director.

(5) The members identified by the Foundation may be dismissed in accordance with the procedure they are elected in cases where it's deemed to be necessary by the Board of Directors of the Foundation or upon the request of the Board of Directors of the Center.

(6) New members shall be appointed to replace and complete the remaining terms of office of members who are dismissed or who resigned from their posts.

(7) The rapporteur of the Board of Directors shall be one of the members designated by the Chairman. Secretariat procedures are carried out by the Management Coordinator's Office.

(8) Unit supervisors or advisors may be invited to the meetings of the Board of Directors to consult with them where necessary.

Duties of the Board of Directors

ARTICLE 9 - (1) The duties of the Board of Directors are as follows:

- a) To decide on the appointment, re-appointment or dismissal of the personnel who shall be employed at the center and whose appointment is under the authority of the Board of Directors,
- b) To decide on annual work reports, plans and programs,
- c) To identify the working procedures and principles of the groups, units or divisions within the center, d) To take decisions in areas of activity that are appropriate for the purpose of the establishment,
- d) To take decisions on the establishment of new units or divisions in the field of health,
- e) To inspect/receive services for the inspection of the annual activities of the Center in terms of health service delivery, operation, finance and other aspects,
- f) To evaluate and audit the work reports and statistical data prepared by the General Coordinator, Medical Director, Director of Nursing Services, Finance Director, Business Director and/or related units,
- g) To prepare opinions about the personnel requirements and budget proposal of the center.

General Coordinator

ARTICLE 10 - (1) The General Coordinator is appointed by the Board of Directors from among master's graduates who have at least ten years of professional experience in healthcare organizations. The General Coordinator is a member of the Board of Directors and s/he is also the top supervisor of all units and divisions within the Center, which are related to his/her post.

(2) Deputy general coordinators may be appointed with the proposal of the General Coordinator and the approval of the Board of Directors. The number of deputies is identified based on requirements. The deputy general coordinator positions that are no longer required can be abolished by the decision of the Board of Directors. When the commission of the General Coordinator expires, the commission of his/her deputies also automatically expires.

(3) The deputy general coordinators act on behalf of the General Coordinator in areas that they are authorized and are responsible to the General Coordinator.

(4) Where required, the General Coordinator and his/her deputies may be dismissed in accordance with the procedure they were appointed.

(5) In his/her absence, one of the deputies which s/he shall appoint shall be the acting General Coordinator.

Duties of the General Coordinator

ARTICLE 11 - (1) The duties of the General Coordinator are as follows:

- a) To represent the Center, to attend the meetings of the Board of Directors and to conduct the activities of the Center under the oversight and supervision of the Board of Directors,
- b) To prepare the short, medium and long-term goals and strategic plan of the Center and to apply it after submitting it for the opinion of the Board of Directors and receiving their approval,
- c) To submit his/her proposals to the Rectorate about those to be appointed as Medical Director, Director of Nursing Services, Finance Director and Business Director,
- d) To monitor all the practices of the Center, particularly, the financial, medical, and commercial ones, and those related to quality, human resources, information technologies, marketing, patient rights and relations, and public relations in line with the identified performance criteria through the managers who report to him/her. To take the necessary measures to ensure the delivery of uninterrupted, continuous and high-quality healthcare services,
- d) To monitor and evaluate the performance of the managers and submit the proposed changes including promotions to the Board of Directors,
- e) To ensure that the medical, operation, financial and technical support units that are established based on the number of beds and staff, and the workload of the center work together in harmony and efficiently,
- f) To monitor the performance indicators of the medical and operational departments, to evaluate the trends related to the performance indicators, to ensure that the performance review activities are organized with the relevant departments and the opportunities for improvement are seized,
- g) To ensure that the Center's clinic, polyclinic, emergency service, pharmacy, operating rooms, blood center, diagnostic and research laboratories, nutrition and diet, patient admission and discharge, medical documentation and archives, diagnostic, treatment, care and other health, operation, and technical support service units operate regularly, harmoniously, effectively, continuously, rapidly and efficiently in line with the goals and objectives of the Center, and to provide the necessary physical conditions for this, to provide the necessary planning, coordination and supervision for the identification and fulfillment of personnel requirements, and to create in-service training opportunities in the educational units of the University,
- h) To manage, coordinate, supervise and oversee all the administrative, health and technical personnel of the Center,
- h) To document the reasoned budget, appropriation, staff and personnel requirements and prepare the annual activity report of the Center, and present them to the Board of Directors,
- i) To take the necessary measures, ensure the coordination and take the necessary actions for the purchase of any current goods and services that are required for the provision of the Center's services; the procurement of equipment and other fixtures and materials; maintenances and repairs; and the identification of building maintenance and repair requirements, and their timely procurement and application,
- i) To submit proposals to the Board of Directors for the preparation of new health units and divisions to be established within the University; to organize, conduct and supervise the activities of those that are found to be appropriate,
- j) To make suggestions to the Board of Directors for the selection of the directors of the project groups, units or divisions, as well as other new units and divisions to be established within the Center,
- k) To submit the annual reports related to his/her activities to the Board of Directors in a timely manner,
- l) To ensure that the decisions taken by the Board of Directors are implemented,
- m) To fulfill the duties assigned by the Chairman and required by the provisions of the relevant legislation.

Medical Director

ARTICLE 12 - (1) The Medical Director to be appointed is selected from the faculty members of the Faculty of Medicine who graduated from a Faculty of Medicine and have at least ten years of professional experience upon the suggestion of the General Coordinator and the proposal of the Rector, and is appointed by the Board of Directors, and may be dismissed by the same procedure, where necessary.

(2) Deputy medical directors may be appointed with the suggestion of the Medical Director, the proposal of the General Coordinator and the approval of the Board of Directors. The number of deputies is identified based on requirements. The deputy general coordinator positions that are no longer required can be abolished by the decision of the Board of Directors. When the commission of the Medical Director expires, the commission of his/her deputies also automatically expires.

(3) The deputy medical directors act on behalf of the Medical Director in areas that they are authorized and are responsible to the Medical Director.

(4) Where required, the Medical Director and his/her deputies may be dismissed in accordance with the procedure they were appointed.

(5) In his/her absence, one of the deputies which the Medical Director shall appoint shall be the acting Medical Director.

Duties of the Medical Director

ARTICLE 13 - (1) The duties of the Medical Director are as follows:

- a) To make recommendations to the General Coordinator regarding the Chief Physician and the Deputy Chief Physicians of the Center,
- b) To ensure cooperation and coordination in all activities of the Center,
- c) To take the necessary measures, make the necessary arrangements, and take the necessary actions for the development of the center in line with its strategic plans and objectives,
- d) To lead the development of existing services and the introduction of scientific and technological changes at the Center based on the requirements and expectations of patients and physicians,
- e) To research and provide suggestions for the recruitment of physicians and other health personnel who will be useful for the center, to evaluate the results of the work of the health teams and the departments,
- f) To represent the Center at public institutions and organizations and academic circles, to prepare projects to eliminate the professional problems and improve the working conditions of physicians,

- g) To coordinate joint programs with the deans' offices and the offices of the heads of departments to improve the theoretical and practical skills of the students who do internships and practice at the Center and to improve their contribution to the services at the Center,
- h) To carry out activities for the creation and implementation of the policies, procedures and standards of the medical services,
- i) To establish the goals and strategies of the medical services and realize the necessary planning, coordination and communication,
- j) To monitor and guide the performance of the medical services provided throughout the group in line with the medical standards and the goals and values of the Center,
- k) To contribute to the establishment of the infrastructure and fulfillment of the technological requirements of the medical services that are provided,
- l) To contribute to the continuous improvement of the quality of the medical services within the Center and all the units and divisions of the Center,
- m) To supervise the preparation of medical records and reports in accordance with scientific principles,
- n) To ensure that the Center's clinic, polyclinic, emergency service, pharmacy, operating rooms, blood center, diagnostic and research laboratories, nutrition and diet, patient admission and discharge, medical documentation and archives, diagnostic, treatment, care and other health, operation, and technical support service units operate regularly, harmoniously, effectively, continuously and efficiently in line with the goals and objectives of the Center,
- o) To submit his/her documented suggestions and their justifications for the Center, primarily on appropriations, personnel requirements, the appointment of unit supervisors and budget, as well as the annual activity report to the General Coordinator, to be presented to the Board of Directors,
- p) To create requests for the establishment of new coordinators, where required,
- q) To identify and apply the principles for the inpatient and outpatient admissions, discharge procedures and procedures in case of death,
- r) To identify the requirements and ensure the purchase of medical equipment used in hospital polyclinic, inpatient service and operating rooms for the execution of the services of the Center,
- s) To prepare the proposals regarding the fees to be applied for the procedures and services performed at the Center, and present them to the Board of Directors,
- t) To present the proposals in relation to the principles for the shift and working order for the continuous and uninterrupted delivery of hospital services, to the General Coordinator by consulting with the clinic and other units,
- u) To prepare projects to eliminate the professional problems and improve the working conditions of all employees working at the Center,
- v) To fulfill the duties assigned by the General Coordinator and required by the provisions of the relevant legislation.

Chief Physician

ARTICLE 14 - (1) The Chief Physician to be appointed is selected from the faculty members of the Faculty of Medicine who have at least ten years of professional experience upon the suggestion of the Medical Director and the proposal of the General Coordinator, and is appointed by the Board of Directors, and may be dismissed in accordance with the same procedure s/he is appointed.

(2) Deputy Chief Physicians may be appointed by the suggestion of the Chief Physician, the proposal of the Medical Director and the approval of the General Coordinator.

(3) When the commission of the Medical Director and the Chief Physician expires, the commission of the Chief Physician and the deputy chief physicians, respectively, also automatically expires.

Duties of the Chief Physician

ARTICLE 15- (1) The duties of the Chief Physician are as follows:

- a) To ensure that the Center's clinic, polyclinic, emergency service, pharmacy, operating rooms, blood center, diagnostic and research laboratories, nutrition and diet, medical documentation and archives, diagnostic, treatment, care and other health service units operate regularly, harmoniously, effectively, uninterruptedly, continuously, and efficiently in line with the goals and objectives of the Center, and to provide the necessary support to the General Coordinator and the Medical Director for the creation of the physical conditions, and the identification and fulfillment of personnel needs that are required for this,
- b) To manage, coordinate, supervise and oversee all the medical personnel of the Center,
- c) To make sure and oversee that medical records and reports are prepared in accordance with scientific principles and the relevant legislation,
- d) To make the necessary plans so that services are not disrupted in cases where physicians are temporarily unable to work due to reasons such as the follow-up of patients at the polyclinic and emergency room, and the patients admitted to the hospital for operations, as well as documented health issues, leaves and attendance in congresses,
- e) To ensure that the boards and committees work effectively and efficiently,
- f) To fulfill the duties required by the provisions of the relevant legislation.

Director of Nursing Services

ARTICLE 16 - (1) The Director of Nursing Services to be appointed is selected from candidates who have at least a bachelor's degree in nursing and have at least 10 years of professional experience, upon the suggestion of the General Coordinator and the proposal of the Rector, and is appointed by the Board of Directors.

(2) Deputy directors of nursing services may be appointed with the suggestion of the Director of Nursing Services, the proposal of the General Coordinator and the approval of the Board of Directors. The number of deputies is identified based on requirements. The deputy general coordinator positions that are no longer required can be abolished by the decision of the Board of Directors. When the commission of the Director of Nursing Services expires, the commission of his/her deputies also automatically expires.

(3) The deputy Directors of Nursing Services act on behalf of the Director of Nursing Services in areas that they are authorized in and are responsible to the Director of Nursing Services.

(4) Where required, the Director of Nursing Services and his/her deputies may be dismissed in accordance with the procedure they were appointed.

(5) In his/her absence, one of the deputies which the Director of Nursing Services shall appoint shall be the acting Director of Nursing Services.

Duties of the Director of Nursing Services

ARTICLE 17 - (1) The duties of the Director of Nursing Services are as follows:

a) To organize patient care and treatment, particularly through human resources planning, and ensure that it works effectively,

b) To identify, evaluate and report the number and features of the available resources, facilities, equipment and materials related to nursing services,

c) To develop and prioritize short-term and long-term goals and objectives for nursing services in line with the hospital management and policies,

d) To develop job descriptions for nursing staff in consistency with the health policies of the country and in intervals required by the services, and to ensure that they are implemented,

e) To provide information to the nursing staff, patients, other members of the healthcare team, the community and other departments, where necessary in relation to the policies, objectives, rules and regulations of the hospital and the nursing department, and to ensure that they adopt such information,

f) To create the necessary organizations to measure and monitor the quality of the ongoing patient care provided at the Center, to develop new policies and to ensure that patient care is provided at international standards,

g) To plan for and ensure the implementation of events such as orientation programs, in-service training programs, workshops, seminars, and conferences with in-service training nurses to ensure the professional development of all the nursing staff and so that they can benefit from other ongoing training opportunities,

h) To take decisions on the identification of the working areas of the personnel in his/her services and their relocation,

i) To fulfill the duties assigned by the General Coordinator and required by the provisions of the relevant legislation.

Finance Director

ARTICLE 18 - (1) The Finance Director to be appointed is selected from candidates who have at least a bachelor's degree and at least ten years of professional experience in finance, upon the suggestion of the General Coordinator and the proposal of the Rector, and is appointed by the Board of Directors.

(2) Deputy finance directors may be appointed with the suggestion of the Finance Director, the proposal of the General Coordinator and the approval of the Board of Directors. The number of deputies is identified based on requirements. The deputy general coordinator positions that are no longer required can be abolished by the decision of the Board of Directors. When the commission of the Finance Director expires, the commission of his/her deputies also automatically expires.

(3) The deputy finance directors act on behalf of the Finance Director in areas that they are authorized and are responsible to the Finance Director.

(4) Where required, the Finance Director and his/her deputies may be dismissed in accordance with the procedure they were appointed.

(5) In his/her absence, one of the deputies which the Finance Director shall appoint shall be the acting Finance Director.

Duties of the Finance Director

ARTICLE 19 - (1) The duties of the Finance Director are as follows:

a) To be primarily responsible for financial affairs in achieving the objectives set and coordinated by the General Coordinator,

b) To represent the Center on financial matters before financial institutions, partners and the state,

c) To support the General Coordinator in making investment decisions by evaluating the financial and feasibility analyses,

d) To assist the General Coordinator and the Board of Directors in formulating the strategies of the Center,

e) To establish the financial policies of the Center in terms of loans, collections and payments in line with the policies and strategies of the Foundation and to ensure that such policies are followed,

f) To prepare and check the work programs of the Center prepared by the finance department, which include the services, materials, personnel, expenses and investment budgets, as well as the income statement, and to submit them for the approval of the General Coordinator,

g) To inspect and approve the budgets, investments, contracts and policies of the contracted subcontractors of the Center,

h) To create the agreements of the center with insurance companies, and private and public institutions, to track their periods of effectiveness, and to perform feasibility studies for new agreements,

i) To fulfill the duties assigned by the General Coordinator and required by the provisions of the relevant legislation.

Business Director

ARTICLE 20 - (1) The Business Director to be appointed is selected from candidates who have at least a bachelor's degree and at least ten years of professional experience in business administration, upon the suggestion of the General Coordinator and the proposal of the Rector, and is appointed by the Board of Directors of the Center.

(2) Deputy business directors may be appointed with the suggestion of the Business Director, the proposal of the General Coordinator and the approval of the Board of Directors. The number of deputies is identified based on requirements. The deputy general coordinator positions that are no longer required can be abolished by the decision of the Board of Directors. When the commission of the Business Director expires, the commission of his/her deputies also automatically expires.

(3) The deputy business directors act on behalf of the Business Director in areas that they are authorized and are responsible to the Business Director.

(4) Where required, the Business Director and his/her deputies may be dismissed in accordance with the procedure they were appointed.

(5) In his/her absence, one of the deputies which the Business Director shall appoint shall be the acting Business Director.

Duties of the Business Director

ARTICLE 21 - (1) The duties of the Business Director are as follows:

a) To work for the achievement of the objectives set and coordinated by the General Coordinator, as the person who is primarily responsible for the business,

b) To support the operation of the Center and the other units or divisions of the Center, to assist the General Coordinator in the preparation and implementation of short-term, medium-term, and long-term objectives and strategic plan for the Center and its other units and divisions,

c) To ensure that the Center's patient relations, national and international business development, housekeeping, kitchen, technical services, security, parking, purchasing-logistics, biomedical, corporate communication and call center service units operate regularly, harmoniously, effectively, continuously, and efficiently in line with the goals and objectives of the Center, and to plan, coordinate and supervise the creation of the necessary physical conditions, and the identification and fulfillment of personnel needs that are required for this, and to provide in-service training opportunities at the educational units of the University,

d) To manage, coordinate, supervise and oversee all the administrative and technical personnel of the Business Directorate,

d) To present the justified budget, appropriation, staff and personnel requirements and the annual activity report of the Center's patient relations, national and international business development, housekeeping, kitchen, technical services, security, parking, purchasing-logistics, biomedical, corporate communication and call center service units to the General Coordinator,

e) To assist the General Coordinator from a business point of view in the creation, coordination, management and supervision of project teams, and the preparation of the relevant annual activity report for research and project studies at the Center,

f) To ensure that the periodic statistics, polyclinic and laboratory work schedules, and any type of documents and schedules of the Center including sanitary, administrative and financial ones are prepared on time by the institution and submitted to the relevant authority,

g) To ensure that medical documentation-archiving procedures and the follow-up procedures for patient files in forensic cases are carried out regularly, i) To monitor and check warehouse-depot services,

h) To propose the appointment of an information technology supervisor, a warehouse and depot supervisor, a technical support services supervisor, a public relations supervisor, a medical documentation and archive supervisor and other individuals to be responsible for the identified areas of work to the Manager for the services of the Center to be properly executed, and appoint the ones who are approved,

i) To fulfill the duties assigned by the General Coordinator and required by the provisions of the relevant legislation.

SECTION FOUR

Miscellaneous and Final Provisions

Working procedures and principles of the Center units and divisions

ARTICLE 22 - (1) The service, polyclinic or laboratory divisions in the Center and in the units related to healthcare services within the Center, as well as the units working in the administrative affairs of the Center are responsible to the Medical Director, Director of Nursing Services, and Finance Director based on the relevancy of the services they provide, and ultimately to the General Coordinator.

(2) Department heads and Heads of Science Departments work in cooperation and coordination with the Center management to provide hospital services in the most efficient and best way in areas of the Center that are under their responsibility.

(3) Committees or units can be established in order to improve the efficiency and effectiveness of the Center, and to ensure service control and evaluation. The duties of such committees or units, and the duties and working principles of those who will be appointed as their members shall be determined by the General Coordinator.

Staff requirement

ARTICLE 23 - (1) The academic, technical and administrative personnel requirements of the Center are fulfilled by the Board of Directors in accordance with the relevant legislation with the suggestion of the relevant units and the proposal of the Rector.

Cases which are not regulated

ARTICLE 24 - (1) In cases where there are no relevant provisions in this Regulation; the Main Regulation of Istinye University, the provisions of the relevant legislation and the decisions of the Senate shall apply.

Effective Date

ARTICLE 25 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 26- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.