

	<b>ERCIYES UNIVERSITY</b> <b>FACULTY OF VETERINARY</b> <b>MEDICINE</b>  <b>JOB DEFINITIONS</b>	<b>DOCUMENT NO:</b>	VF Y, G, 01-09
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<b>HOSPITAL DIRECTOR IN CHARGE</b>			
<b>UNIT</b>	FACULTY OF VETERINARY MEDICINE		
<b>CHIEF</b>	DEAN		
<b>STAFF TITLE</b>	LECTURER		
<b>JOB TITLE</b>	HOSPITAL MANAGER		
<b>JOB DESCRIPTION</b>	To ensure that the administrative, financial, technical and health services of the Animal Hospital are carried out within the framework of laws, regulations, directives and instructions,		
<b>DUTIES AND RESPONSIBILITIES</b>			
<div>1. To present a copy of the records kept at the Animal Hospital during the inspections of the Republic of Turkey Ministry of Agriculture and Forestry to the personnel coming for the inspection,</div> <div>2. In case of detection or suspicion of a disease that must be reported in animals brought to the hospital, to immediately report the situation to the Hospital Chief Physician and the Provincial Directorate of Agriculture and Forestry and to take the necessary measures,</div> <div>3. To ensure that the hospital operates in accordance with the provisions of the "Animal Hospitals Regulation" numbered 28149, dated 21.12.2011, of the Republic of Turkey Ministry of Agriculture and Forestry.</div> <div>4. To control the working order of the technical and administrative service personnel in the hospital and to report it to the hospital chief physician,</div> <div>5. To determine all needs of the hospital and report them to the Chief Physician of the Hospital,</div> <div>6. Ensuring that the drugs prescribed and used in the animal hospital are entered into the drug tracking system (DTS).</div> <div>7. To perform other duties assigned by the Dean,</div>			
<b>SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB</b>			
<div>*To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,</div> <div>*Knowing all regulations regarding staff and students,</div> <div>* Having work experience at the level required for the position,</div> <div>*To represent the unit at home and abroad when necessary and to provide opinions and suggestions,</div>			
<b>WORK OUTPUT</b>	All kinds of written, document, form, list, approval, announcement, report, plan, research, analysis, verbal information that are ready to be presented to the department head and other institutions regarding the work and transactions carried out within the scope of their authority and responsibility.		
<b>INFORMATION SOURCES</b>	<div><b>Information needed during the work:</b> Laws, official letters, regulations and circulars, written and verbal orders, referred transactions, prepared studies,</div> <div><b>Places where information can be obtained:</b> Dean, Vice Deans, Department Heads, Department Heads, Faculty Secretary, Dean's Office Units, Department Secretary, Academic Staff,</div> <div><b>Form of information:</b> Law, circular, regulation, letter, telephone, e-mail, poster, invitation, face to face.</div>		

<b>PREPARED BY:</b> <b>QUALITY AND STRATEGY</b> <b>DEVELOPMENT</b> <b>COMMISSION</b>	<b>CHECKING CHIEF</b> <b>PHYSICIAN Prof. Dr.</b> <b>Gültekin ATALAN</b>	<b>CONTROLLED BY:</b> <b>ASSISTANT DEAN,</b> <b>Prof. Dr. Murat KANBUR</b>	<b>APPROVED BY:</b> <b>DEAN</b> <b>Prof. Dr. Abdullah INCI</b>
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