

	<b>ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE</b>  <b>JOB DEFINITIONS</b>	<b>DOCUMENT NO:</b>	VF Y. G. 01-10
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<b>HOSPITAL CHIEF PHYSICIAN ASSISTANT (RESPONSIBLE FOR ADMINISTRATIVE AND FINANCIAL AFFAIRS)</b>			
<b>UNIT</b>	FACULTY OF VETERINARY MEDICINE		
<b>CHIEF</b>	DEAN		
<b>STAFF TITLE</b>	LECTURER		
<b>JOB TITLE</b>	ASSISTANT CHIEF PHYSICIAN		
<b>JOB DESCRIPTION</b>	To supervise the effective operation of the animal hospital operating within the faculty, to provide quality service and to ensure that student applications are carried out flawlessly, and to coordinate the orderly and harmonious work of the staff.		
<b>DUTIES AND RESPONSIBILITIES</b>			
<div><div>1.</div><div>To ensure the orderly and effective operation of the polyclinic and emergency services,</div></div> <div><div>2.</div><div>To deputize for the Chief Physician when the Chief Physician is on leave, on sick leave, on assignment, etc.,</div></div> <div><div>3.</div><div>To coordinate the academic staff and veterinarians on duty in clinics and emergency shifts, to supervise their duties and responsibilities, to plan shifts,</div></div> <div><div>4.</div><div>To plan the shifts and workflow of students on duty in the duty service, to ensure their participation,</div></div> <div><div>5.</div><div>To ensure that hospital units work in harmony and their needs are met,</div></div> <div><div>6.</div><div>To prepare the hospital workflow and job descriptions together with the hospital director,</div></div> <div><div>7.</div><div>To determine the devices that need to be purchased for the hospital and to plan their purchase,</div></div> <div><div>8.</div><div>To make arrangements regarding occupational health, safety and biosecurity of the personnel working in the hospital, to inform the Chief Physician about the needs in this regard,</div></div> <div><div>9.</div><div>To ensure the safety of the staff and patients by establishing coordination with the security unit in the hospital,</div></div> <div><div>10.</div><div>To organize, coordinate and control the student practices in the hospital, to arrange the care, feeding, referral and management of the animals used in student practices,</div></div> <div><div>11.</div><div>To regulate the entrance and exit of animals treated with the protocol to the hospital and to ensure coordination with relevant institutions,</div></div> <div><div>12.</div><div>To ensure that occupational health and safety and biosecurity training is received for hospital personnel, students and animals and that these rules are followed,</div></div> <div><div>13.</div><div>To regulate the cleaning, maintenance and operation of the hospitalization unit,</div></div> <div><div>14.</div><div>To control the collection of medical and chemical wastes and to ensure that they are sent to the waste unit and disposal company,</div></div> <div><div>15.</div><div>To ensure the regular operation of the central laboratory and to meet its needs,</div></div> <div><div>16.</div><div>To coordinate the work of the hospital academic and administrative staff,</div></div> <div><div>17.</div><div>To ensure that the academic and administrative staff working in the hospital work in harmony,</div></div> <div><div>18.</div><div>To examine, evaluate and report complaints about the hospital,</div></div> <div><div>19.</div><div>To ensure that the hospital is prepared for EAEVE and VEDEK visits, to work in coordination with the committees on this issue,</div></div> <div><div>20.</div><div>To manage the operation of the hospital in accordance with ethical rules, to participate in internal control activities,</div></div> <div><div>21.</div><div>To perform other duties related to the field assigned by the Dean and Chief Physician,</div></div>			

**SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB**

- \* To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
- \* To know all regulations regarding personnel and students,
- \* To have work experience at the level required for the position,
- \* To represent the unit domestically and abroad when necessary and to provide opinions and suggestions.

**WORK OUTPUT**

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 authority and responsibility.

**INFORMATION SOURCES**

Information needed during the work:  
Laws, official letters, regulations and circulars,  
Written and verbal orders, referred transactions,  
prepared studies,

Places where information can be obtained:  
Vice Deans, Department Head, Faculty Secretary,  
Dean's Office Units, Department Secretary,  
academic staff.

Form of information:

Law, circular, regulation, text, telephone, e-mail, poster, invitation, face to face.

**PREPARED BY:**  
**QUALITY AND STRATEGY**  
**DEVELOPMENT**  
**COMMISSION**

**CHECKING BY CHIEF**  
**PHYSICIAN**  
**Prof. Dr. Gültekin ATALAN**

**CHECKING BY:**  
**VICE DEAN**  
**Prof. Dr. Murat KANBUR**

**APPROVING BY: DEAN**  
**Prof.Dr. Abdullah İNCİ**

