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|  | ERCIYES UNIVERSITY FACULTY OF VETERINARY MEDICINE JOB DEFINITIONS | DOCUMENT NO: | VF Y. G. 01-09 |
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| HOSPITAL CHIEF PHYSICIAN | | | |
| UNIT | FACULTY OF VETERINARY MEDICINE | | |
| CHIEF | DEAB | | |
| STAFF TITLE | LECTURER | | |
| JOB TITLE | CHIEF PHYSICIAN | | |
| JOB DESCRIPTION | 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. | | |
| DUTIES AND RESPONSIBILITIES | | | |
| <div><div>1.</div><div>To ensure the orderly and effective operation of polyclinic and emergency services,</div></div> <div><div>2.</div><div>To coordinate the academic staff and veterinarians working in clinics and emergency shifts, to supervise their duties and responsibilities, to plan shifts,</div></div> <div><div>3.</div><div>To plan the shifts and workflow of students working in the shift service, to ensure their participation,</div></div> <div><div>4.</div><div>To ensure that hospital units work in harmony and their needs are met,</div></div> <div><div>5.</div><div>To prepare hospital workflow and job descriptions together with the hospital director,</div></div> <div><div>6.</div><div>To determine the devices that need to be purchased for the hospital and to plan their purchase,</div></div> <div><div>7.</div><div>To make arrangements regarding occupational health, safety and biosecurity of the personnel working in the hospital, to report the needs in this regard to the dean's office,</div></div> <div><div>8.</div><div>8. Ensuring employee and patient safety by coordinating with the hospital security unit,</div></div> <div><div>9.</div><div>9. Organizing, coordinating, and controlling in-hospital student practices, and arranging the care, feeding, referral, and management of animals used in student practices,</div></div> <div><div>10.</div><div>Organizing the entrance and exit of animals treated with protocols to the hospital and ensuring coordination with relevant institutions,</div></div> <div><div>11.</div><div>Ensuring that occupational health, safety, and biosecurity training is provided for hospital personnel, students, and animals and that these rules are followed,</div></div> <div><div>12.</div><div>Organizing the cleaning, maintenance, and operation of the hospitalization unit,</div></div> <div><div>13.</div><div>Controlling the collection of medical and chemical wastes and ensuring that they are sent to the waste unit and disposal company,</div></div> <div><div>14.</div><div>Ensuring the regular operation of the central laboratory and meeting its needs,</div></div> <div><div>15.</div><div>Coordinating the work of the hospital's academic and administrative staff,</div></div> <div><div>16.</div><div>To ensure that academic and administrative staff at the hospital work in harmony,</div></div> <div><div>17.</div><div>To examine, evaluate and report complaints about the hospital,</div></div> <div><div>18.</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>19.</div><div>To manage the operation of the hospital in accordance with ethical rules, to participate in internal control activities,</div></div> <div><div>20.</div><div>To perform other duties related to the field assigned by the Dean,</div></div> | | | |

SKILLS AND QUALIFICATIONS REQUIRED FOR THE JOB

*Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,

*Knowing all regulations regarding personnel and students,

*Having work experience at the level required for the position,

*Representing the unit domestically and abroad when necessary and providing opinions and suggestions.

WORK OUTPUT

All kinds of written, document, form, list, approval, announcement, report, plan, research, analysis, verbal information regarding the work and transactions carried out within the scope of authority and responsibility, ready to be presented to the department head and other institutions.

INFORMATION SOURCES

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

Places where information will be obtained:
Dean, Vice Deans, Department Head, Department Heads, 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

CONTROLLED BY:
HOSPITAL CHIEF
PHYSICIAN:
Prof. Dr. Gültekin ATALAN

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VICE DEAN.
Prof. Dr. Murat KANBUR

APPROVING:
DEAN
Prof. Dr. Abdullah İNCİ