



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE  
COLLEGE OF MEDICINE**

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**TRAINING AND DEVELOPMENT PROCESS  
STANDARDIZATION OF TEACHERS AND ADMINISTRATORS**

Encryption : QT08/TCHC  
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	<b>Prepared by I. Checked by</b>	<b>Approver</b>	
Signature			
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Job title	<b>CITY ORGANIZATION HCTH</b>	<b>PRINCIPAL</b>	

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:**

Implement systematic training and professional development programs to improve quality and skill levels. The staff and officials meet the requirements of professional job titles and other basic knowledge to perform their duties effectively.

**2. Scope of application**

This applies to training and professional development courses, both domestic and international, for officials and employees of Thai Binh Medical College.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Define:**

**2. Abbreviations:**

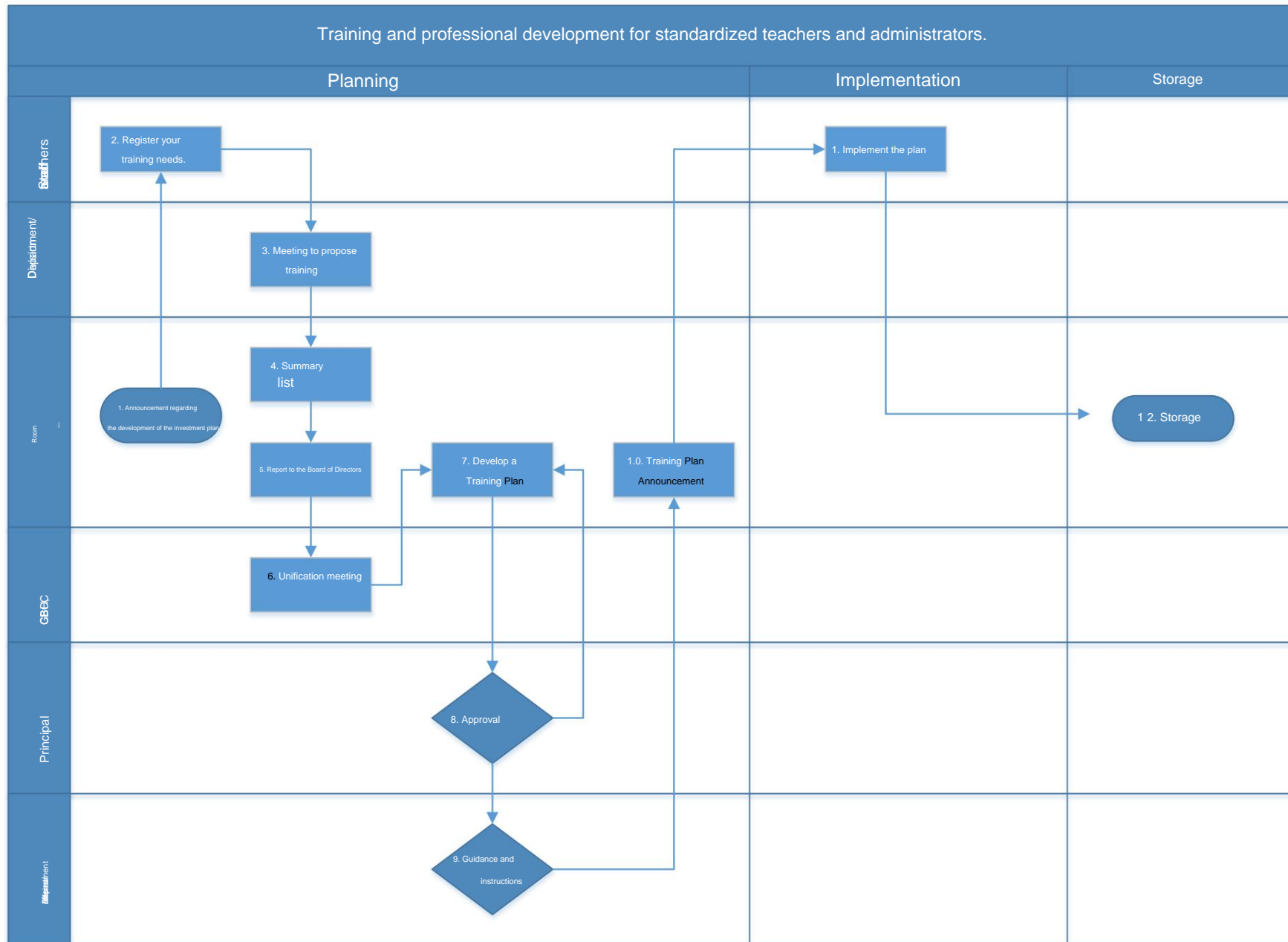
- International Cooperation Agency: Administrative organization
- Teachers: Staff and teachers
- DTBD: Training and professional development
- BGH: Board of Directors
- KH: Plan
- CBCC: Key personnel

**III. FLOWCHART**

**IV.** (See pages 4-6)

**SPECIFICATIONS V. ACCOMPANYING FORMS/INSTRUCTIONS**

TT	Form/Document Name	Symbol
1.	Training and professional development registration form	
2.	Training and Development Plan	



**SPECIFICATION OF THE PROCESS FOR STANDARDIZED TRAINING AND PROFESSIONAL DEVELOPMENT OF TEACHERS  
AND MANAGEMENT STAFF (QT 51)**

No.	Job step name	Content	Department/ person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Form
1.	Notification on the development of development plans for the create	- Send notification regarding: of training and professional coming year; department/division.  - Individual registration (if applicable)	Administrative and Organizational Department		Department/Office knows about the course  training courses	Early January every year	
2.	Registration of needs - Individual	Individual registration (if Training Have)	Teachers			One week after the registration announcement.	
3.	Department/Division Meeting to Propose Training Needs	Departments/meeting rooms propose training needs for staff and teachers.	Department/ Division		List of questions  I propose participating in training and professional development programs.	One day after the announcement.	
4.	General list registration lists from departments/offices.	Compilation of training course	Room TCHCTH		Training registration list	Three days after the department meeting.	
5.	Board of Directors Report	The Board of Directors' report on the registration list has been compiled.	Room TCHCTH			Five days after the department meeting.	
6.	Unification Meeting	Meeting to reach consensus on training and professional development.	Board of Directors, staff key		Meeting minutes CBCC		

7. Develop a training plan.	Develop a plan for training and professional development of staff during the year.	Room TCHCTH		Draft plan plan	After the meeting, it was agreed upon 5 days later.	
8 Approvals	Approve the plan.	Principal		Plan		
9. Report to the Department of Internal Affairs.	Report to the Department of Internal Affairs. training of officials and teachers	Room TCHCTH			After approval, within 3 days.	
10. Training Plan Announcements	Post the training plan announcement on the school's website.	Room TCHCTH	Administration network	Training schedules are announced on the school's website.		
11. Implementation Organization	Implement the program of sending officials for training and professional development.	Room TCHCTH	CB, GV		According to KH	
12. Storage	Maintaining records of staff and teacher training	Room TCHCTH		The records are stored in accordance with regulations.	After completion	