



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

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## PERSONNEL PLANNING PROCESS

Encryption : QT.35/TCHC

Issued for the first time : 01

Effective from date June 14, 2022

|             | <b>Author</b>                 | <b>Inspector</b>                  | <b>Approver</b>            |
|-------------|-------------------------------|-----------------------------------|----------------------------|
| Signature   |                               |                                   |                            |
| Full name   | <b>Bui Van Kien</b>           | <b>Nguyen Thanh</b>               | <b>Nguyen Thi Thu Dung</b> |
| Son, Title: | <b>Head of Organizational</b> | <b>Department, Vice Principal</b> | <b>PRINCIPAL</b>           |

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:**

Regulations on the procedures and processes for planning leadership personnel under the school's management.

**2. Scope of application**

This process is applied to the planning of leadership personnel under the school's management.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Define:.**

- School-managed leadership staff: Heads and deputy heads of school units and on-duty personnel. belonging to Quang Ninh Medical College

**2. Abbreviations:**

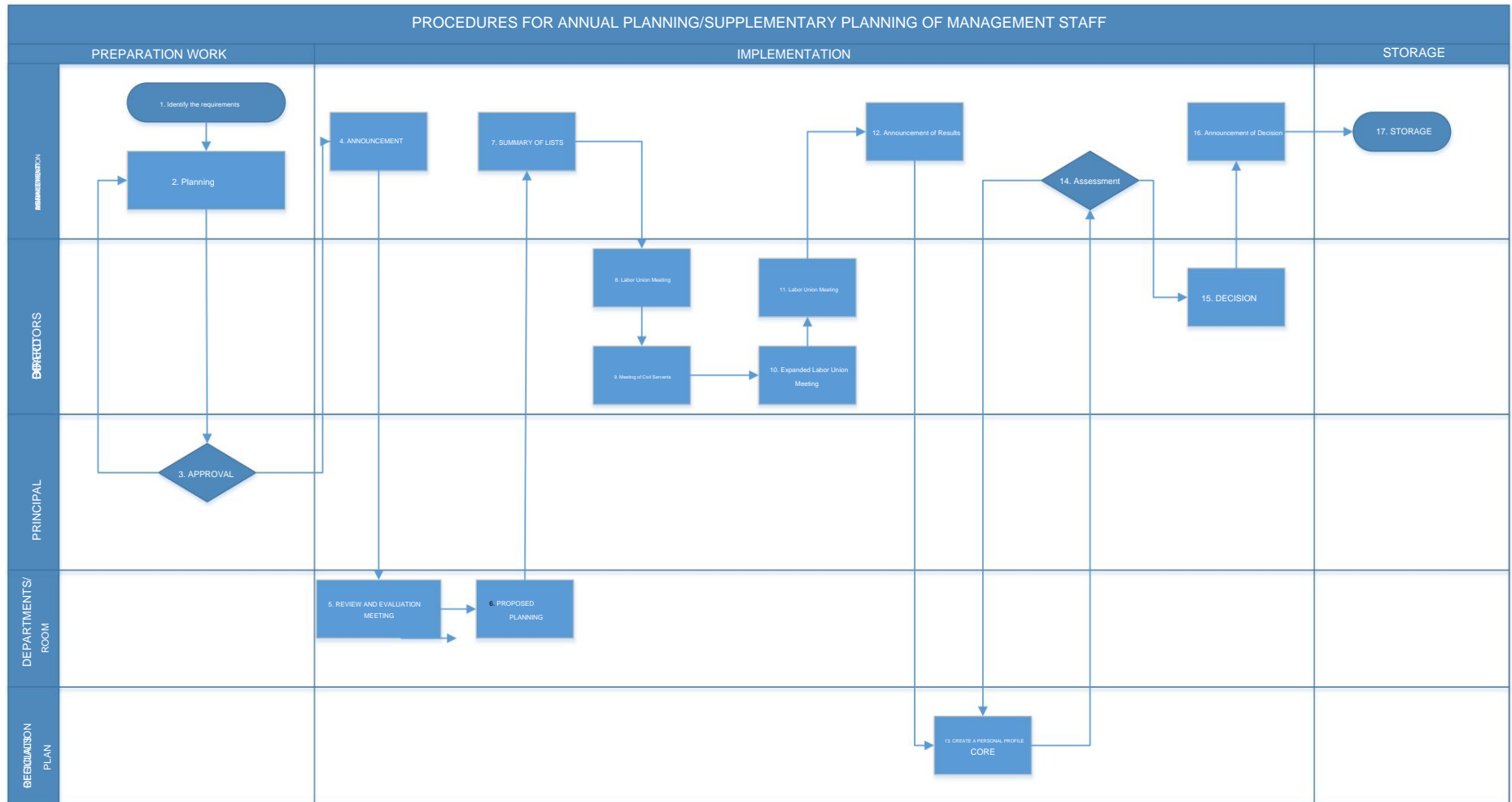
|      |               |   |                       |
|------|---------------|---|-----------------------|
| QT   | Procedure     | Board of Directors                          | Board of Directors    |
| BM   | Form          | TC-HC-TH Administration - Organization - TH |                       |
| QD   | Decision      | HT  | Principal             |
| CBCC | Key personnel | Labor Union                                 | collective leadership |
| KH   | Plan III.     | laboratory                                  | Confidence Vote       |

**FLOWCHART** (See page 2)

**IV.** (See pages 3-5)

**SPECIFICATIONS V. ACCOMPANYING FORMS/INSTRUCTIONS**

| TT | Form/Document Name   | Symbol         |
|----|--|----------------|
| 1  | Recommendation form for faculty-level planning                                 | QT50/TCHC/BM01 |
| 2. | Recommendation forms for planning proposals at the QT50/TCHC/BM02 Conferences. |                |
| 3. | Minutes of vote counting at the conferences                                    | QT50/TCHC/BM03 |
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**SPECIFICATION OF THE ANNUAL PLANNING/SUPPLEMENTARY PLANNING PROCESS FOR MANAGEMENT STAFF**

| No. | Job step name                                    | Content   | Department/<br>person responsible           | Department/person<br>in charge of<br>implementation | Results<br>achieved                                   | Deadline | Form                             |
|-----|--|---|---|---|---|----------|----------------------------------|
| 1.  | Planning: Develop a plan                         | for reviewing, supplementing, and adjusting the annual personnel plan.  | Administration and Finance Department<br>QT | Departments/Divisions                               | Draft Plan<br>plan                                    |          |                                  |
| 2.  | Approval   | Approve the plan. Post  | Principal                                   |   | Plan  |          |                                  |
|     | Announcement of Plan<br>plan                     | the announcement.<br>plan on the school's<br>intranet.  | Administration and Finance Department<br>TH | employees   | The staff knows the plan.<br>plan                     |          |                                  |
| 3.  | Meeting to review<br>and evaluate the<br>staff.  | Review and evaluate the staff<br>to ensure they meet the<br>planning requirements.                                | Departments/Divisions: Administration and   | Human Resources Department<br>TH                    | Select handle<br>complete set<br>standard             |          |                                  |
| 4.  | Introduction to the<br>plan                      | Based on the criteria<br>for the planning position,<br>propose a list of candidates<br>for the planning position. | Departments/Divisions: Administration and   | Human Resources Department<br>TH                    | DS introduces<br>planning from<br>departments<br>room |          |                                  |
| 5   | Compilation of<br>planning<br>introduction lists | Compilation of planning<br>introduction lists   | Administration and Finance Department<br>TH | Departments/Divisions of                            | Population and<br>Family Planning                     |          | QT50/TCHC/<br>BM01               |
| 6   | Reports  | Board of Directors<br>report on the list of<br>proposed plans   | Administration and Finance Department<br>TH | Board of Directors                                  |   |          |                                  |
| 7.  | Collective Meeting<br>leader                     | Finalize the list of<br>personnel nominated for<br>the planning of positions.                                     | Board of Directors,<br>Party Secretary      | Administration and Finance Department<br>TH         | List<br>introduction, content                         |          | QT50/TCHC/<br>BM02<br>QT50/TCHC/ |

|   |  |  |  |  |   |  |      |
|---|--|--|--|--|---|--|------|
|   |  | Name and content, sequence of implementation of the personnel planning process |  |  | Dung Quy<br>implementation<br><br>presently |  | BM03 |
| 8. Meeting of key personnel lock          | Gather feedback and discard confidence vote, list of nominees for planning   | Board of Directors   | Secretary, Deputy Secretary of the Party Committee,<br>Heads/Deputy Heads of Departments/Divisions, Chairpersons<br>Chairman of the Trade Union,<br>Secretary of the Youth Union | Meeting minutes<br>List results<br>book review<br>Thieu Quy<br>plan (on<br>30% (Laboratory)                        |   | QT50/TCHC/<br>BM02<br>QT50/TCHC/<br>BM03 |      |
| 9. Expanded collective leadership meeting | Gather feedback and discard confidence vote, list of nominees for planning   | Board of Directors   | Heads of departments/<br>divisions   | Meeting minutes<br>List results<br>book review<br>Thieu Quy<br>plan (on<br>50% (Laboratory)                        |   | QT50/TCHC/<br>BM02<br>QT50/TCHC/<br>BM03 |      |
| 10. Leadership Team Meeting               | The collective leadership meeting discussed the results of the confidence vote at the expanded leadership meeting and voted to nominate candidates for the same confidence vote. | Board of Directors,<br>Party Secretary   | Department of General Administration - Minutes   | meeting<br>- List<br>personnel planning<br>set<br><br><small>The Trade Union Committee unanimously agreed.</small> |   | QT50/TCHC/<br>BM02<br>QT50/TCHC/<br>BM03 |      |
| 11. Notification of referral results      | Post the planning results announcement on  | Administration and Finance Department<br>TH                                    | employees  | List   |   |  |      |

|     |                            |  |  |  |  |  |  |
|-----|----------------------------|--|--|--|--|--|--|
|     | planning                   | school intranet  |  |  | planning   |  |  |
| 12  | Personal Planning Profiles | The nominated staff member submits their personal file to the department.<br><small>International Cooperation Agency</small> | Individuals are referred to the planning process.          | <small>Administration and Finance Department</small><br>TH, departments, and organizations |  |  |  |
| 13. | File appraisal initial     | Reviewing applications   | Board of Directors   | <small>Administration and Finance Department</small><br>TH                                 | Complete file  |  |  |
| 14. | Decision Making: Planning  | Decision Making  | Principal  | <small>Administration and Finance Department</small><br>TH                                 | Decision planning  |  |  |
| 15  | Announcements Decision     | Announce the Decision via the internal network and to higher authorities.  | <small>Administration and Finance Department</small><br>TH | Officials and competent authorities  | Staff, agency<br>The competent authority is aware of<br>QD |  |  |
| 16. | Save the file.             | Maintain records as required.  | <small>Administration and Finance Department</small><br>TH |  | After completion<br>wall                                   |  |  |

