

Number: 223/QD-CDYT

Thai Binh, July 21, 2025

## DECISION

**Regarding the issuance of the Quality Assurance System for the 2024-2025 school year.**

### PRINCIPAL OF THAI BINH MEDICAL COLLEGE

Based on Circular No. 1308/VBHN-BLDTBXH dated April 5, 2019, issued by the Minister of Labor, War Invalids and Social Affairs, promulgating the Charter of Colleges, which stipulates the powers and responsibilities of the College Principal;

Based on Circular No. 14/2024/TT-BLDTBXH dated December 31, 2024, issued by the Minister of Labour, Invalids and Social Affairs, promulgating regulations on criteria and standards for evaluating occupational quality;

Based on Circular No. 28/2017/TT-BLDTBXH dated December 15, 2017, issued by the Minister of Labour, Invalids and Social Affairs, promulgating regulations on the Quality Assurance System of vocational education institutions;

Considering the proposal of the Head of the Inspection, Examination & Quality Assurance Department,

## DECISION

**Article 1:** The Thai Binh Medical College has issued a set of documents on its Quality Assurance System, including: the Quality Manual; the Quality Policy for the period 2020-2025; the Quality Objectives for 2024-2025; and the Quality Assurance Processes and Tools. (*Detailed list attached*).

**Article 2:** This decision takes effect from the date of signing.

**Article 3:** The heads of departments, faculties, and affiliated units, as well as all administrators, teachers, and employees of the School, are responsible for implementing this Decision.

***Recipient:***

- Board of Directors
- Self-Assessment Council
- As per Article 3
- Luu VT, TCHC, TT-KT-KĐCL

PRINCIPAL

**Nguyen Thi Thu Dung**



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

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh  
City

Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn

Fax: 0227.3844966 Web: www.caodangytb.edu.vn

**QUALITY POLICY FOR THE PERIOD 2020 - 2025**

(Attached to Decision No. 236/QĐ-CDYT dated July 12, 2023)

(by the Principal of Thai Binh Medical College)

Thai Binh Medical College is a training institution that provides high-quality human resources in the health sciences sector, focusing on professional expertise and ethical conduct, meeting the demands of society according to regional standards and aiming towards international standards .

The Board of Directors, administrators , teachers , staff , workers, and students of the school commit to:

1. All activities in the school are learner-centered.
2. Utilize all resources, apply active learning methods, and closely integrate theory and practice to improve the quality of training.
3. Diversify training methods to meet societal needs.
4. Continuously improve the quality of the management staff, teachers, employees, and workers in the school .
5. Expand cooperative relationships with domestic and international organizations to collaborate on training and job placement for students after graduation.
6. Establish, operate, and develop a quality assurance system based on national, regional, and international standards.



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

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh  
City

Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn

Fax: 0227.3844966 Web: www.caodangytb.edu.vn

**QUALITY OBJECTIVES FOR THE 2024-2025 SCHOOL YEAR**

(Attached to Decision No. 223/QĐ-CDYT dated July 21, 2025)

(by the Principal of Thai Binh Medical College)

In 2024-2025, all administrators, teachers, staff, and workers will demonstrate a spirit of responsibility, solidarity, and determination to successfully achieve the following quality objectives:

1. 100% of teachers meet the standards for vocational education teachers as prescribed.
2. Achieve 70% of enrollment target.
3. 100% of training programs have complete curricula that are compiled, selected, and evaluated according to regulations.
4. 100% of the lectures have sufficient reference materials as required.
5. Finalize consumption norms and ensure 100% availability of materials and equipment for teaching and learning activities.
6. Implement 100% of the training inspection and monitoring plans correctly and completely.
7. Over 85% of faculty members received positive feedback from students.
8. Ensure 100% participation in extracurricular programs and explore job opportunities for students upon graduation.
9. Maintain discipline, professional conduct, and a positive pedagogical environment. Ensure that at least 65% of students achieve a "Good" academic rating; over 85% of students achieve a "Good" or higher rating in their conduct; and 70% of graduates find employment in their trained field.
10. Revise and supplement the quality assurance system; Self-assess to meet the quality accreditation standards for vocational education institutions.



## INDEX

I. GENERAL INTRODUCTION .....	6
<b>1. Development History</b> .....	6
<b>2. Organizational Structure</b> .....	6
<b>3. Functions – Tasks</b> .....	7
<b>4. List of training fields/</b> .....	16
<b>5. Achievements</b> .....	16
<b>6. Training occupations and training</b> .....	1714
II. SCOPE OF APPLICATION .....	18
<b>1. Scope of application:</b> .....	18
<b>2. Areas of application</b> .....	19
III. OPERATIONAL PROCESS AND DESCRIPTION OF THE RELATIONSHIP ....	21
<b>1. The operational process of the quality management field</b> .....	21
<b>2. Implement improvements</b> .....	23
<b>3. Content of the quality management areas</b> .....	23

## **I. GENERAL INTRODUCTION**

The Quality Assurance Manual is a document providing information about the quality assurance system of Thai Binh Medical College to administrators, teachers, staff, and stakeholders. It defines the scope of application, quality policies and objectives, introduces the activities and organizational structure, functions and responsibilities of the college, and the quality assurance procedures that have been issued, serving as a basis for the leadership and key personnel of the college to manage their quality management system.

### **1. Development history**

#### ***1.1. General information about the school***

School name: Thai Binh Medical College

English name: Thaibinh Medical College

Governing body: Thai Binh Provincial People's Committee

Address: 290 Phan Bá Vành – Quang Trung - Thai Binh City

- Phone:            Fax: 02383.852194

Website: <http://caodangytb.edu.vn> Email: [c.aodangytb@gmail.com](mailto:c.aodangytb@gmail.com)

#### ***1.2. History of the school's development***

Thai Binh Medical College is a public institution within the vocational education system, a public service unit under the People's Committee of Thai Binh province. It was established on the basis of upgrading Thai Binh Medical Secondary School according to Decision No. 333/QĐ-BGDĐT dated January 21, 2008, of the Ministry of Education and Training.

The school's predecessor was the Thai Binh Medical School, established in October 1960 under the management of the Ministry of Health, with the mission of training medical personnel at the intermediate and lower levels. In 1974, it was renamed the Thai Binh Medical High School, under the management of the Thai Binh Department of Health. During this period, the school relocated to several places: Dong Hung District, Hung Ha District, Quynh Phu District, and Thai Binh City, training many medical personnel for Thai Binh Province and other sectors such as the Ministry of Public Security, and also training medical personnel for Laos.

### **2. Organizational structure**

School administration: Principal . Vice Principal

Functional rooms: 5 rooms

Department of Training, Scientific Research and International Cooperation

Examination and Quality Assurance Department

Personnel Department

Planning and Finance Department

Administrative Department

Training departments: 4 departments

Faculty of Basic Sciences

Department of Basic Medicine.

Clinical Department

Pharmacy Department

Centers: 2 centers

Center for Training Based on Social Needs

Admissions and Study Abroad Counseling Center

School Council: Consists of 9 members: Representatives from the Provincial People's Committee, the Department of Health, the Party Committee, the Board of Directors, and administrative staff. The School Council was established by a decision of the Thai Binh Provincial People's Committee. Political and social organizations: School Party Committee, School Trade Union, Youth Union.

### **3. Functions and Responsibilities**

#### ***3.1. Functions and Responsibilities of the School***

- To train human resources with college-level qualifications and lower in the healthcare field, possessing good political and ethical qualities, practical professional knowledge commensurate with their training level, good health, and the ability to adapt to employment in society.

- Conduct scientific research and technological development. Combine training with scientific research and production, and provide scientific and technological services in accordance with the Law on Science and Technology, the Law on Education, and other legal regulations. Participate in the work of caring for and protecting the health of the people as prescribed by the Ministry of Health.

- Managing faculty, staff, and employees, building a teaching staff that is sufficient in number and balanced in terms of qualifications.

- Collaborate with students' families, organizations, and individuals in educational activities.

- Organize social activities for lecturers, staff, and students that are relevant to their field of study and meet the needs of society.

- Manage the use of land, school buildings, equipment, and finances in accordance with the law.

#### ***3.2. Functions and responsibilities of the units***

##### ***3.2.1. Personnel Department***

Function:

To advise and assist the Rector in organizational and personnel matters; internal political security; emulation, commendation, inspection, and disciplinary work; conducting inspection, supervision, and legal affairs in accordance with current regulations; and other tasks assigned by the Rector.

Mission

\* Organizational and personnel matters

- To build the school's organizational structure in accordance with State regulations and those of Thai Binh Medical College, in line with the school's development situation, such as: developing plans for the establishment, dissolution, and restructuring of departments, faculties, centers, and service units.

- Planning for the staffing of management personnel, lecturers, administrative staff, and support staff for each medium-term and long-term period.

- Develop strategies for staff development, training plans, and effective management and utilization of the workforce; manage the School's staff who are doctoral students, pursuing master's degrees, or undergoing professional development.

- Arrange, assign, recruit, and deploy staff within the school in accordance with the functions, tasks, and development scale of each unit; propose the appointment and dismissal of staff according to the hierarchical structure.

- To act as the focal point in developing regulations outlining the functions and responsibilities of units and organizations within the school.

- Managing, updating, and supplementing records, profiles, and social insurance books of officials, employees, and contract workers.

- Propose the establishment of advisory councils to support the Rector, such as: Recruitment Council, Salary Council, Emulation and Commendation Council, Disciplinary Council, Promotion Review Council, etc.

- Implement policies and regulations for civil servants, public employees, and contract workers, such as: salary increases, reclassification, promotion, retirement, social insurance, health insurance, hazardous work allowances, sick leave, maternity leave, and other allowances as prescribed by the State.

- Compile and report on personnel organization matters on a regular and ad hoc basis.

- Coordinate with relevant units to decide on the deployment of staff to perform the school's tasks.

- To carry out political and ideological work, acting as the focal point for disseminating and publicizing the Party's guidelines and policies, and the State's laws to cadres, civil servants, and contract workers in the School.

- Carry out internal political security work.

- \* Emulation and reward activities

- Implement and manage the emulation and reward system for collectives and individuals within the School in accordance with current regulations.

- Organize scientific conferences, apply advanced experiences, and implement technical innovation initiatives to improve the quality and efficiency of work.

- Develop plans and measures to effectively implement the school's emulation and reward system.

- Conducting the review process for nominations for the titles of People's Teacher, Excellent Teacher, and the Commemorative Medal for the Cause of Education...

- \* Perform office duties for the Party Committee and professional associations.

- \* Perform other duties as directed by the School Board.

### *3.2.2. Department of Training Management and Student Affairs*

Function:

The Department of Training Management and Student Affairs is responsible for advising and assisting the Rector on matters of training, scientific research and international cooperation; student affairs and other tasks assigned by the Rector.

Specific tasks

- \* Training activities:

- Research and develop training objectives and open new majors for various programs within the university. Compile the framework curriculum and detailed course syllabi, and be responsible for monitoring and evaluating the aforementioned issues.

- Develop teaching and learning plans, plans for excellent lecturers, plans and implementation of the school's faculty conference, and other related plans for each academic year. Establish teaching schedules, develop the academic year's curriculum including the opening day, start and end dates of semesters, completion dates of the teaching and learning program, examinations, holidays, and summer break, assign teaching hours to departments, create timetables, examination schedules, etc., and organize and monitor the implementation of the above plans.

- Develop clinical plans for each group according to the academic year plan, training contracts, framework agreements, detailed plans with practice facilities, and contracts with visiting lecturers.

- Advise, propose, and coordinate the development and management of the websites of Thai Binh Medical College. Participate in the development and management of training software, electronic class attendance software, re-examination and re-course software; upload weekly lecture schedules and training information to the school's website.

- Develop rules and regulations for teaching and learning. Monitor the teaching of lecturers inside and outside the school; monitor the learning and academic results of students. Develop plans for the mid-year and end-of-year reviews.

- Monitor and compile teaching hours for semesters and academic years, and prepare periodic and ad hoc reports on training activities as required by superiors and to support the school's management.

- Organize and supervise training and examinations for all training programs in accordance with the regulations of the Ministry of Labour, Invalids and Social Affairs and the Ministry of Health; advise the school's Board of Directors on developing plans and organizing the implementation of student recruitment, graduation examinations, or graduation theses for eligible candidates in accordance with the regulations issued by the Ministry of Labour, Invalids and Social Affairs.

- Managing various types of diploma, certificate, and certification forms; managing the register of diploma, certificate, and certification issuance according to regulations; printing, issuing, revoking, canceling, verifying, and issuing copies of diplomas, certificates, and certifications according to current regulations.

- Manage and store records, documents, papers, ledgers, and exam scores related to training activities.

- Manage and store exam approval forms, exam room lists, exam postponement requests, and exam application forms related to training activities.

- Managing and organizing the archiving and utilization of information materials, books, magazines, textbooks, electronic documents, and printed textbooks for internal circulation... to serve teaching, learning, and scientific research; Improving reader services in a civilized, courteous manner and with continuous service throughout the week; Developing a library development plan towards modernization, gradually transforming it into the school's information center; Planning and organizing the purchase, acquisition, exchange, and supplementation of new materials, books, and electronic documents on the Internet...; Organizing the management, archiving, and preservation of book collections and information materials in accordance with regulations; Organizing learning resource and Internet services to support teaching, learning, and scientific research.

- \* Scientific research activities:

- Planning and implementing scientific research tasks, innovation initiatives, and technology transfer; managing project progress; and conducting acceptance testing for scientific projects and research topics of the University.

- Organizing scientific seminars for the University and other activities related to science and technology.

- Collaborate with departments and faculties within the university to plan and direct long-term and annual scientific research activities, determine feasibility, and advise the Rector on allocating research funding effectively.

- Organize, direct, manage, and propose the implementation of plans, timelines, and content for scientific research.

- Summarize and report on scientific research activities each semester. Advise on finding sources of supplies and additional equipment to enhance scientific research activities and transfer research results for practical application.

- Coordinate with relevant units to organize workshops, summarize achievements, and promptly reward faculty, staff, and students who have achieved good results in scientific research.

- Organize the collection of scientific information, develop and manage the compilation and publication of newsletters and journals as learning materials and reference books for teaching purposes.

- Proactively coordinate with relevant units in scientific research cooperation with domestic and foreign partners, identify and select effective projects, programs, and partners for the Rector's approval.

- Monitor, supervise, and inspect the progress of scientific research projects within the scope of management.

- \* Student recruitment and study abroad counseling:

- Develop annual enrollment plans in accordance with legal regulations and the enrollment quotas approved by the Ministry of Labour, Invalids and Social Affairs.

- Providing advice, making recommendations, developing recruitment plans, and offering study abroad counseling.

- Establish committees to assist the Admissions Council.

- Perform admissions and study abroad counseling duties: monitor online application forms on the website; check answers in the list automatically sent to email; make confirmation calls, provide guidance on application procedures, and mark applications on the list.

- Perform the task of collecting admission applications in accordance with the regulations of the Ministry of Labour, Invalids and Social Affairs: issue the school's admission announcements according to the set plan targets; provide admission counseling; guide students in preparing application forms and filling out application forms; collect applications.

- Advising on the admissions process: Compiling lists of registered students, admitted students, and unsuccessful students for the Admissions Council's review and decision; verifying information; compiling the list of admitted students and admissions minutes; writing and printing admission notices; sending admission notices.

- Manage student enrollment records according to the requirements of the Ministry of Labour, Invalids and Social Affairs: Assign record numbers; enter record information into an Excel file for management; save records according to the regulations of the Ministry of Labour, Invalids and Social Affairs.

- Carry out the admissions process in accordance with the regulations of the Ministry of Labour, Invalids and Social Affairs: collect successful application files; number successful application files; verify successful application files; and store successful application files in accordance with regulations.

- Prepare regular and ad hoc reports as required by the School regarding enrollment record statistics;

- Planning and implementing student recruitment and study abroad counseling activities, organizing study abroad counseling workshops and extracurricular activities related to student recruitment and study abroad counseling programs.

- Coordinate with partner units and departments/offices to provide student counseling services according to the school's plan.

- \* International Cooperation Activities:

- Develop medium-term and long-term international cooperation strategies and annual international cooperation plans.

- Organize negotiations and signing of cooperation agreements with international organizations and universities, and plan to monitor the implementation of these agreements.

- Participate in and organize extracurricular festivals to strengthen connections and bring information about programs to students.

- Plan and conduct counseling sessions and workshops at high schools and in current classes to provide students with the latest information and answer any questions or concerns about international programs.

- Providing advice and information on international cooperation to training institutions and staff.

- Providing advice on joint university training programs with foreign universities.
- Coordinate with the Human Resources and Administration Department to monitor and manage outgoing and incoming delegations according to regulations; handle invitation procedures and apply for entry visas for experts and international guests.
- Organize the reception of international delegations visiting the school for work.
- Verify translations from foreign languages into Vietnamese and from Vietnamese into foreign languages for faculty, staff, and students at the university.
- Coordinate with departments and divisions within the university and external units to ensure security and political stability in international cooperation.

\* Student Affairs

- Organizing educational and propaganda activities: Political and ideological education, moral and lifestyle education, education and dissemination of laws, creating conditions and assisting students to strive and train to join the ranks of the Communist Party of Vietnam and participate in student organizations within the school, physical education, etc. for students;
- Student management: Organizing the admission of successful candidates according to regulations; managing and archiving records and handling administrative tasks related to students; monitoring and evaluating students' academic performance and conduct; participating in vocational skills competitions at all levels, cultural contests, arts festivals, and sports events; supervising the implementation of regulations and rules for students; being on duty for student awards and disciplinary actions...

Managing boarding and non-boarding students: Reviewing, accepting, issuing, and organizing the implementation of regulations for managing boarding students; coordinating with the police and local authorities in managing non-boarding students.

Organize political orientation sessions at the beginning and end of each academic year for students. Regularly hold annual dialogues between students and the School's Board of Directors.

- Support and services for students: developing study and training plans suitable to their goals, abilities, and health; providing assistance to students with disabilities, those from disadvantaged backgrounds, students from difficult circumstances, and students in need of support; educating students on soft skills and entrepreneurship; providing training on reproductive health and other necessary supplementary knowledge and skills; providing information, counseling, and job placement services for students; organizing collaborative activities between the school and businesses and organizations employing workers to enhance students' professional skills in line with practical requirements; and implementing school health services as prescribed.

\* Perform other duties as assigned by the Principal.

### *3.2.3. Examination and Quality Assurance Department*

Function:

To advise and assist the Rector in carrying out educational inspection, examination, and quality assurance work in accordance with the current regulations of the Ministry of Education and Training and other tasks assigned by the Rector.

Mission:

\* Perform the Examination duties:

- Advise on the development of guidelines on testing and quality assurance in accordance with the regulations of the Ministry of Labour, Invalids and Social Affairs, and organize the implementation of regulations on quality accreditation.
- Collaborate with departments to develop a question bank system for subjects for different student groups.
- Propose improvements and developments in examination formats to suit the training requirements of various disciplines and training methods, aiming to enhance assessment effectiveness and training quality.

- Develop procedures for testing, end-of-course exams, and final exams.
- Organize the development of exam questions, evaluate exam questions, handle printing, copying, and publishing exam questions before each exam session according to the schedule of the Training Management - Student Affairs Department.
- Coordinate with relevant departments to organize inspections and supervision of examinations.
- Organize the collection of exam papers, assign codes to answer sheets, and distribute exam papers; organize the grading process; enter scores and send scores to the Training Management and Student Affairs Department according to the prescribed schedule.
- Organize training and provide consultancy on quality assurance activities for staff and lecturers, guide faculties in developing assessment tools and question banks, and improve forms and methods of evaluating student learning outcomes.
- \* Perform quality assurance tasks
- Advise the Board of Directors on issuing regulations and inspection plans for the school's training activities, including theoretical and practical teaching activities at the school, preparation for teaching, teaching activities, student management at internship sites, and coordination with internship sites.
- Organize inspections and supervision of examinations during the training process, coordinate with the Training Management and Student Affairs Department to organize regular and unscheduled inspections of training activities at the school and at training facilities. Periodically inspect faculties and departments regarding teaching activities.
- Coordinate with the Training Management and Student Affairs Department to periodically review the progress of training within the school.
- Implementing scientific research projects in the field of testing and quality assurance.
- Update and provide information about the unit's work to the University's website.
- Carry out the tasks of archiving and securing records and data, and preparing statistical reports in accordance with State regulations.
- Conduct internal and external evaluations according to the set of criteria for quality accreditation of vocational education issued by the Ministry of Labour, Invalids and Social Affairs.
- Advise and propose training courses and professional development programs on surveying and quality assurance.
- \* Perform other tasks as directed by the School Board.

#### *3.2.4. Financial Planning Department*

##### Function

Assisting the Rector in planning, monitoring, and supervising the implementation of training plans, financial plans, capital construction plans, major repairs of fixed assets, and equipment procurement.

To advise, synthesize, and propose ideas to assist the Principal in organizing, managing, and implementing financial management and accounting procedures. To centrally manage and effectively utilize the school's financial resources in accordance with state regulations.

##### Mission:

- Prepare annual recurrent expenditure budgets and develop plans for allocating funds to the school's recurrent expenditure activities.
- Develop investment plans for capital construction, major repairs of fixed assets, and procurement of machinery and equipment; balance financial resources and advise the investor on organizing bidding, selecting contractors, and implementing projects according to regulations.
- Develop and implement short-term, medium-term, and long-term financial plans.
- Prepare budget estimates for programs, projects, and other funding sources of the unit.
- Annual financial disclosure as required by regulations.

- Collect and process accounting data and payments according to the subject and content of work in accordance with accounting and auditing standards and regulations; inspect and monitor financial revenues and expenditures, collection, payment, and settlement obligations; inspect the management and use of assets; detect and prevent violations of financial and accounting laws.

- Analyze accounting information and data, advise and propose solutions to meet the economic and financial management requirements of the school; organize the preservation and storage of accounting records and documents, and maintain the confidentiality of accounting documents and data in accordance with regulations.

- Prepare and submit financial reports, tax reports, and other reports on time. Analyze and evaluate the effectiveness of the use of funds, capital, and resources.

- To collect tuition fees, other fees, and other charges from students accurately, completely, and promptly. To advise the Rector on the issuance of fee schedules and rates in accordance with current State regulations, taking into account the economic situation and the actual training practices of the School.

- Accounting and tracking of income and expenses, and recording revenue from the operation of the multi-specialty clinic.

- Accounting and tracking of income and expenses, and accounting for revenue from the operation of the Center for Training to Meet Social Needs and the Center for Career Counseling and Job Placement.

- Accounting and monitoring of the school's business operations.

- Primarily responsible for developing, revising, and supplementing the school's annual internal spending regulations.

- To make payments for salaries, social insurance, health insurance, management and teaching allowances, welfare benefits, overtime pay, and other entitlements for staff, teachers, and contract workers; to pay scholarships and allowances for students; and to cover all expenses related to learning, teaching, scientific research, infrastructure development, repairs, and equipment purchases of the school in accordance with current regulations.

- Monitor the settlement of tax forms, declare and settle personal income tax for staff and teachers. Declare corporate income tax according to regulations.

- Monitor the school's financial resources in its accounts at banks and treasuries.

- Coordinate with relevant departments to organize and manage the implementation effectively and economically, utilizing the school's financial resources and assets.

- Manage and utilize human resources, facilities, and assigned equipment and resources effectively.

- Perform other duties as directed by the school's administration.

### *3.2.5. Administrative and Management Department*

#### *Function:*

To advise and assist the Principal in administrative and managerial tasks; document management and archiving; construction, procurement, management, repair, and protection of facilities, assets, and equipment; environmental sanitation of the School; and other tasks assigned by the Principal.

#### *Mission*

- \* Administrative work.

- Develop programs and work plans for the school in stages: monthly, quarterly, and annually.

- Performing administrative, general, clerical, archiving, and managing/using the school's seal. Drafting and issuing documents in the fields of administration, clerical work, and archiving.

- Providing guidance on administrative, document management, and archiving tasks to staff working in document management and office administration at units under the University.

- Managing meeting rooms and classrooms; handling reception, ceremonial arrangements, sound, and lighting in auditoriums and meeting rooms under the department's management.
- Develop plans for organizing conferences and events; organize reception and ceremonial services for the School, support the work of the Board of Directors and general school activities, and handle the financial settlement for organizing these activities.
- Operate and manage vehicles used for school activities.
- \* Management and supplies.
- Managing land and construction projects of the School; planning and developing construction investment projects according to the approved plan; renovating, repairing, and supervising the construction of buildings to ensure they meet design, technical, and quality standards.
- Manage the electricity and water systems to ensure safety, efficiency, and cost-effectiveness in serving the teaching, learning, and general activities of the school.
- Manage assets, arrange the use of lecture halls, offices and other facilities rationally and efficiently; coordinate the liquidation of assets in accordance with State regulations.
- Purchasing, managing, and supplying machinery, materials, equipment, and stationery to support teaching, medical examination and treatment, learning, research, and administrative activities of the School.
- Develop a regular plan for maintenance, repair, and procurement of equipment and supplies belonging to the school's assets.
- Maintain law and order in the school area, and be on standby for flood and storm prevention and fire prevention within the school premises.
- Organize and implement food safety and hygiene and environmental sanitation within the school premises, and take care of trees, flower gardens, and ornamental plants.
- \* Manage and utilize effectively the assets, equipment, and materials acquired, purchased, or received from the Projects in accordance with current regulations.
- \* Perform other tasks as directed by the School Board.

### *3.2.6. Admissions and Study Abroad Counseling Center*

To advise and consult with the Rector on organizing and implementing tasks related to student recruitment for all types of training programs offered by the university; to coordinate with organizations and businesses in organizing and managing practical professional activities and internships for students; to organize job placement and career surveys for students; to implement cooperation activities with agencies and businesses to contribute to improving the quality of training and achieving training goals that meet societal needs; and to manage the university's website and Facebook page.

Identify human resource needs for various training programs. Develop and implement a recruitment and career counseling plan to create a pool of qualified candidates for the school's training programs.

Develop and implement plans for recruiting students for various short-term training programs, including: retraining, short-term training, demand-based training, and corporate training.

Collaborate with businesses to provide job placement counseling for graduates and assess the employment status of graduates after graduation.

Manage and provide information and activities on the school's website and Facebook page.

The organization provides career counseling and recruitment promotion through establishing cooperative relationships with agencies and businesses, through internships and other event organizing activities...

Providing career counseling and guidance to students regarding job opportunities, necessary knowledge and skills before and after graduation, and offering information to help students find scholarships and study abroad opportunities.

Mobilize agencies, organizations, businesses, and philanthropists to establish a Student Support Fund for the School. Connect with alumni and former students to maximize their intellectual, spiritual, and material support for students and contribute to the development of the School.

The university will preside over and coordinate with agencies and businesses to organize counseling activities, workshops, conferences for exchanging experiences, career orientation, recruitment, and communication activities to connect students with businesses and employers; build a database of graduating students annually to provide to recruiting units; introduce job opportunities after graduation to students; conduct surveys and gather feedback from students and businesses on activities to help the university adjust its management, admissions, and training organization to meet societal needs.

As the coordinating unit, it will work with departments, faculties, and related units to identify and build a network of agencies and units to serve as locations for practical training, professional experience, and vocational internships for students. It will also develop regulations for coordination with relevant units inside and outside the university to organize and manage these activities scientifically and effectively.

Organize for students to participate in social events and forums, media activities, brand promotion, professional skills training, life skills training, and other events that are appropriate and useful for the youth of the school.

Manage the Center's workforce, facilities, and equipment in accordance with regulations, and increase investment to improve the Center's operational capacity.

### *3.2.7. Training Centers Based on Social Needs*

Foreign language training for the school's students.

We establish training partnerships with healthcare facilities inside and outside the province to provide training and certification for trainees.

### *3.2.8. Departments*

Advising the Board of Directors on the development direction of the faculty, improving the quality of training, and expanding training programs. Leading the process of finalizing training program content according to standards, and organizing the compilation of lecture outlines for each profession.

Organize and implement teaching, learning, and educational activities according to the school's annual training program and plan.

Training is provided at three levels: College, Intermediate, and Basic. Retraining and advanced training are also offered for healthcare professionals within and outside the province.

Organize the implementation of curriculum development, materials, and textbooks when assigned; organize research on content innovation and improvement of teaching and learning methods to ensure and enhance the quality of training.

Organize and conduct experimental activities, scientific research, and technology transfer and application.

Manage faculty, staff, and students within your unit.

Manage and utilize facilities and equipment effectively in accordance with the Principal's regulations. Propose and develop plans for supplementing and maintaining teaching and learning equipment.

Submit periodic reports on training and educational results to the school as required.

Propose to the Principal a plan for teachers, including training and professional development opportunities to enhance their skills and expertise.

Coordinate with departments and faculties to find sources of materials linked to practical lessons to improve students' skills, and find internship locations for students.

To perform educational functions, manage student learning, cultivate student ethics, and propose forms of reward and discipline for students in the department.

Plan investments in teaching equipment and practical training materials.

Managing the archiving of departmental records and documents; managing student grades.

Collaborate with foreign experts and volunteers when they come to work at the department.

#### 4. List of training fields/ occupations

- Includes 6 college-level programs : Nursing , Midwifery, Pharmacy, Laboratory Technician, Physical Therapy/Rehabilitation Technician , and Medical Assistant.

- 2 intermediate-level vocational courses: Nursing, Pharmacy, and Laboratory Technician

#### 5. Achievements

Thanks to the continuous efforts of the entire staff and faculty, who always strive to fulfill their duties well, the school has been recognized by the Provincial People's Committee, the Ministry of Education and Training, and the Ministry of Health as having excellently completed its tasks and has received many prestigious awards.

Year	Emulation title	Number, date, month, and year of the decision recognizing the emulation title; issuing authority of the decision.
2011	Government Emulation Flag	Decision No. 690/QD-TTg dated June 8, 2012 of the Prime Minister
2012	Emulation flag of the People's Committee of Thai Binh province	Decision No. 72/QD-UBND dated January 16, 2013, of the Chairman of the People's Committee of Thai Binh Province
2013	Emulation flag of the People's Committee of Thai Binh province	Decision No. 107/QD-UBND dated January 10, 2014, of the Chairman of the People's Committee of Thai Binh Province
2014	Government Emulation Flag	Decision No. 435/QD-TTg dated April 2, 2015 of the Prime Minister
2016	Government Emulation Flag	Decision of the Prime Minister
2019	Government Emulation Flag	Decision No. 576/QD-TTg dated April 28, 2020 of the Prime Minister
2022	Emulation flag of the Ministry of Health	Decision No. 1778/QD-BYT dated April 11, 2023, of the Minister of Health
2022	Government Emulation Flag	Decision No. 115/QD-TTg dated February 17, 2023 of the Prime Minister

## Forms of reward

Year	Forms of reward	Number, date, month, and year of the award decision; issuing authority of the decision.
2009	Certificate of Merit from the Prime Minister	Decision No. 1668/QD-TTg dated October 19, 2009 of the Prime Minister
2010	Certificate of Commendation from the Chairman of the People's Committee of Thai Binh Province	Decision No. 839/QD-UBND dated May 17, 2011, of the Chairman of the People's Committee of Thai Binh Province
2010	First <b>Class</b> Labor Medal	Decision No. 1200/QD-CTN dated August 5, 2010, of the President of the Socialist Republic of Vietnam
2011	Awarded the "Golden Human Resources Award 2011"	Decision No. 574/QD-LHH dated September 15, 2011 of the Vietnam Union of Science and Technology Associations
2012	Certificate of Merit from the Prime Minister	Decision No. 1333/QD-TTg dated August 6, 2013 of the Prime Minister
2015	First <b>Class</b> Labor Medal	Decision No. 2528/QD-CTN dated November 12, 2015, of the President of the Socialist Republic of Vietnam
2018	Certificate of Commendation from the Chairman of the People's Committee of Thai Binh Province	Decision of the Chairman of the People's Committee of Thai Binh Province
2020	Certificate of Commendation from the Chairman of the People's Committee of Thai Binh Province	Decision No. 2908/QD-UBND dated October 19, 2020, of the Chairman of the People's Committee of Thai Binh Province

## 6. Training occupations and training SCALE

TT	Job title	Level train	Number of apprentices		
			2022	2023	2024
(1)	(2)	(3)	(4)	(5)	(6)
<b>A</b>	<b>Regular</b>				
1	Nursing	College	431	353	375
		Intermediate level	0	0	0
2	Pharmacy	College	437	458	471
		Intermediate level	0	0	0
3	Medical testing techniques	College	37	25	16
		Intermediate level	0	0	0
4	Physiotherapy	College	28	50	224

		Intermediate level	0	0	0
5	Doctor	College	0	78	253
		Intermediate level	154	120	61
<b>B</b>	<b>Regular transfer program</b>				
1	Nursing	College	0	24	60
		Intermediate level	0	0	0
2	Pharmacy	College	0	33	33
		Intermediate level	0	0	0
3	Medical testing techniques	College	12	0	0
		Intermediate level	0	0	0
<b>C</b>	<b>Continuing Education Program</b>				
1	Nursing	College	0	0	0
		Intermediate level	0	0	0
2	Pharmacy	College	0	0	0
		Intermediate level	0	0	0
3	Medical testing techniques	College	0	0	0
		Intermediate level	0	0	0

## II. SCOPE OF APPLICATION

### 1. Scope of application

Thai Binh Medical College has developed and implemented a quality assurance system to manage all of its educational and training activities. This demonstrates the college's ability to provide products/services that consistently adhere to established procedures and processes, meeting the increasingly high demands of its customers.

This quality assurance manual aims to disseminate the content and procedures of the quality assurance system to all staff, teachers, employees, and students of the school, so that they can correctly apply the procedures/tools corresponding to each specific requirement, and to refine and improve them year by year.

Thai Binh Medical College is implemented in all departments/faculties/centers throughout the college:

Functional rooms: 5 rooms

Department of Training and Student Affairs.

Examination and Quality Assurance Department.

Personnel Department.

Financial Planning Department .

Administrative Department.

Specialized departments: 4 departments

Faculty of Basic Sciences

Department of Basic Medicine.

Clinical Department

Pharmacy Department

Centers: 2 centers

Center for Training Based on Social Needs

## Admissions and Study Abroad Counseling Center

### 2. Areas of application

The Quality Manual of Thai Binh College of Health Sciences is applied to activities within the functions and duties of the College, as per Decision No. /QD- CDYT dated ... month year 2024 of the Principal on the promulgation of the Document System. Quality assurance for the 2024-2025 school year.

The school has developed 65 procedures describing how to meet the following general requirements:

TT	PROCESS NAME	Responsible unit
1	Annual Goal and Task Development Process	Board of Directors
3	Quality Assurance Manual	Examination Department
4	Quality policy and quality objectives	Examination Department
5	Teaching Activities Management Process	Examination Department
6	Class Observation Procedure	Examination Department
7	Theory test procedure	Examination Department
8	The process of building a multiple-choice test system.	Examination Department
9	The process for verifying diplomas and certificates.	Training Department
10	Student opinion survey process	Examination Department
11	Award and commendation procedures	Organizational Department
12	The process of self-assessment of vocational education quality.	Examination Department
13	Quality Assurance System Improvement Process	Examination Room
14	Training Program Development Process	Training Department
15	Self-study monitoring process	Training Department
16	The process for managing blank forms, printing, and issuing diplomas and certificates.	Training Department
17	Procedure for preserving academic results	Training Department
18	The process of building elearning courses.	Training Department
19	Retake exam procedures	Training Department
20	Exam review process	Training Department
21	Admission process	Training Department
22	The process of creating a weekly teaching schedule.	Training Department
23	The process of reviewing and revising training programs.	Training Department
24	The process of developing a general training plan.	Training Department

25	Curriculum evaluation process	Training Department
26	Exam review process	Training Department
27	Process for training and standardizing cadres	Organizational Department
28	The process for planning the Youth Union activities for the school year.	Youth Union
29	Human resource recruitment process	Organizational Department
30	Procedures for disciplining officials	Organizational Department
31	Process for evaluating and ranking civil servants	Organizational Department
32	Salary increase review process	Organizational Department
33	The process of developing curricula and training materials is a regular practice.	Center for Social Research and Training
34	Personnel planning process	Organizational Department
35	Procedures for the Faculty-level Excellent Student Competition	Departments
36	Records Management Process	Organizational Department
37	Youth Union Awarding Procedures	Youth Union
38	Procedures for organizing the Youth Union congress	Youth Union
39	Party membership admission process for high school and university students.	Youth Union
40	Scholarship application process	Training Department
41	Student disciplinary procedures	Training Department
42	Student Awarding Procedures	Training Department
43	Training performance scoring process	Training Department
44	Admission process	Training Department
45	Student record management process	Training Department
46	Procedure for issuing certificates to students.	Training Department
47	Student tracking and tracing process	Training Department
48	Student job placement process	Training Department

49	Payment and settlement procedures	Planning Department
50	Tuition fee collection process	Planning Department
51	Business trip expense reimbursement process	Planning Department
52	Theoretical process of constructing a National Hospitality Management System (NHCH).	Examination Department
53	Practical training facility survey process	Departments
54	Textbook compilation process	Departments
55	Procedures for organizing the Faculty-level competition for outstanding lecturers.	Departments
56	The process of developing ongoing training programs.	Center for Social Research and Training
57	The process of developing continuing education programs and materials.	Center for Social Research and Training
58	Library borrowing process	Training Department
59	Faculty-level lesson plan and curriculum review process	Departments
60	The financial budgeting process	Planning Department
61	Payment procedure for visiting lecturers' teaching hours.	Planning Department
62	School-level research project acceptance process	Training Department
63	Procedure for approving the opening of new training programs.	Training Department
64	Academic performance management process	Training Department
65	Library materials acquisition process	Training Department
66	Financial management process	Planning Department
67	Program and training material development process	Center for Social Research and Training

The functional units corresponding to the above tasks are the focal units (responsible for drafting and implementing the procedures); other units and individuals within the School are responsible for carrying out related tasks as stipulated in those procedures.

### **III. OPERATIONAL PROCESS AND DESCRIPTION OF THE RELATIONSHIP**

#### **1. The operational process of the quality management field**

Thai Binh Medical College has defined the process for building, operating, evaluating, and improving its quality assurance system as follows:

Step 1: Preparation

The principal assigned the Examination and Quality Assurance Department the responsibility of ensuring quality.

The Head of Department/Faculty/Center shall preside over and coordinate with relevant departments/faculties/centers to plan and organize the implementation, operation, evaluation, and improvement of the quality assurance system. The plan shall be submitted to the Rector for approval.

The Rector approves the Decision to establish the Council for evaluating and accepting the quality assurance process system.

To urge, inspect, monitor, and propose measures for the construction, operation, and improvement of the quality assurance system in a timely, effective, and quality-assured manner.

Report on the results of building, operating, and improving the quality assurance system as required by the Principal.

Assess the current situation of the school and the conditions for ensuring its quality.

Develop a plan for building and improving the quality assurance system.

Guidelines for building, improving, and implementing a quality assurance system.

Step 2: Establish a quality assurance system

Establishing quality objectives and quality policies.

The Examination and Quality Assurance Department is responsible for developing the school's quality objectives and quality policy, which are then submitted to the Principal for approval.

Quality objectives are developed from the objectives of the departments/faculties/centers within the university, in accordance with the university's quality policy.

It has been reviewed, adjusted, supplemented, and updated to suit the school's development and relevant regulations.

Develop a quality assurance manual.

The Examination and Quality Assurance Department develops a quality assurance manual and submits it to the Rector for approval.

The quality assurance manual accurately and truthfully reflects the regulations regarding the school's quality assurance system.

Reviewed, adjusted, supplemented, and updated to suit the school's development realities.

Establish a quality assurance process system.

The Examination and Quality Assurance Department is responsible for coordinating with other departments/faculties/centers to develop a quality assurance process system.

Departments/divisions/centers develop or improve appropriate processes depending on their functions and responsibilities.

Step 3: Evaluation and acceptance of the quality assurance process system.

The Examination and Quality Assurance Department compiles the quality assurance process system developed by the departments and submits it to the Appraisal and Acceptance Council for review and consideration.

The council responsible for evaluating and approving the quality assurance process system met and made a decision.

Step 4: Approve and operate the quality assurance process system.

The principal approves the quality assurance process system and decides to apply the quality assurance process system throughout the school.

The Examination and Quality Assurance Department sends the approved procedures to the

departments/faculties/centers for archiving and implementation.

Step 5: Evaluate and improve the quality assurance system and implement a reporting system.

Evaluating the quality assurance system

Each year, the Examination and Quality Assurance Department develops a plan for evaluating the school's quality assurance system and submits it to the Principal for approval.

Departments/divisions/centers write reports evaluating quality assurance work and send them to the Examination and Quality Assurance Department for compilation and reporting, with the following contents:

- + The suitability and effectiveness of achieving the school's quality objectives.
- + The suitability and operational results of the quality assurance process system.
- + Results of implementing the quality assurance procedures system within your unit.

The Examination and Quality Assurance Department, based on the quality assurance reports submitted by departments/faculties/centers, prepares a school-level quality assurance system assessment report for each assessment period, gathers feedback from units, staff, teachers, and organizations to synthesize and finalize the quality assurance system assessment report for the Rector's approval.

## 2. Implement improvements

Based on the school's quality assurance system assessment report, the Examination and Quality Assurance Department will synthesize, analyze, and propose an improvement plan.

Gather feedback from Party organizations, mass organizations, and businesses that receive students for internships, etc. Compile and finalize the improvement plan for the Rector's approval.

Deploy departments/divisions/centers to implement the improvement plan.

Submit a report to the higher-level management agency.

The Examination and Quality Assurance Department, based on the results of building, operating, evaluating, and improving the school's quality assurance system, shall prepare a report on the school's quality assurance system according to the template in Appendix No. 02 of Circular No. 28/2017/TT-BLDTBXH dated December 15, 2017, and submit it to the Rector for approval.

Submit the school's quality assurance system report to the Thai Binh Department of Labor , War Invalids and Social Affairs and the General Department of Vocational Education before December 31st of each year.

## 3. Content of the quality management areas

The Quality Assurance Manual clearly defines the responsibilities and authority of the departments/faculties/centers within the school, as well as the leadership and coordination relationships between these departments/faculties/centers in carrying out their tasks.

The school ensures that all staff, teachers, and employees understand and comply with the regulations of the quality assurance system that has been issued.

**PRINCIPAL**  
  
**Nguyen Thi Thu Dung**