

DECISION

**Issuing Regulations on the Quality Assurance System
Thai Binh Medical College for the period 2023-2025**

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. 28/2017/TT-BLDTBXH dated December 15, 2017, issued by the Ministry of Labour, Invalids and Social Affairs, promulgating regulations on the quality assurance system of vocational education institutions. occupation;

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

DECISION:

Article 1. The "Regulations on" are issued together with this Decision. “The Quality Assurance System of Thai Binh Medical College for the period 2023-2025”

Article 2. This Decision shall take effect from the date of signing.

Article 3. **The Head of** the Administrative and Management Department , the Head of the Inspection, Examination and Quality Assurance Department , the heads of subordinate units, and all officials and employees of the School are responsible for implementing this Decision.

Recipient:

- As per Article 3;
- Board of Directors ;
- Departments, Divisions, Centers ;
- team school ;
- Luu VT, Quality Control and Testing Center



PRINCIPAL

Nguyen Thi Thu Dung



REGULATIONS

Quality Assurance System

of Thai Binh Medical College for the period 2023-2025

(Issued together with Decision No.) Decision No. /QD- CDYT dated / /2023 of the
Principal of Thai Binh Medical College

CHAPTER I. GENERAL PROVISIONS

Article 1. Scope and subjects of regulation

1. This regulation specifies the purpose, principles of establishment , and organizational structure of the Quality Assurance System ; it also regulates the operation of the documentation system, the quality assurance information system, and its implementation. The quality assurance system of Thai Binh Medical College (hereinafter referred to as School).

2. This regulation applies to activities related to the training of college and vocational school-level students in the full-time program of the School, with the subjects of regulation being the activities of departments, faculties, and centers under its purview. School.

Quality Assurance System

1. To provide guidance on all aspects of the school's work in order to ensure improved quality and effectiveness of its operations. School

2. Comply with the requirements of Circular No. 28/2017/TT-BLDTBXH dated December 15, 2017, of the Ministry of Labor, War Invalids and Social Affairs.

Article 3. Principles and requirements for establishing a Quality Assurance System

1. Comply with current regulations, ensuring alignment with training objectives, effectively meeting the vision, mission, strategy, planning, and plans of the School, and fulfilling the requirements of relevant stakeholders. mandarin.

2. Emphasize the role of administrative staff, linking the autonomy and accountability of the School with a student-centered approach. heart.

3. Mobilize the participation of all administrators, teachers, staff, and students.

4. Process-based approach; ensuring systematic approach, alignment with criteria and standards for vocational education quality accreditation, and maximum application of information technology in management. logic.

5. Suitable for the practical conditions of the School, easy to implement. onion.

6. Continuously improve and simplify quality assurance procedures, ensuring they are scientific, efficient, and cost-effective .

Article 4. Definitions

this Regulation , the following terms are understood as follows:

1. *Quality Assurance System* It is a system of policies, procedures , tools, etc. , to monitor the school's activities and to continuously improve the quality of training, in order to achieve the goals set by the school, based on the requirements of the Quality Assurance System stipulated by the Ministry of Labour, Invalids and Social Affairs. determined.

2. *The quality policy* is a general guideline for each stage related to quality. The quality policy is consistent with the school's overall policy and serves as the basis for determining quality objectives. year.

3. *Quality objectives* are specific quality-related aspirations of the University, built upon the quality policy and stipulated for the University's affiliated units, in order to be implemented. presently.

4. *The quality assurance documentation system* includes quality policy, quality manual, procedures, and quality assurance tools for each content area within the management fields. logic.

5. *Quality assurance processes and tools* are methods for carrying out a specific activity, specifying the sequence, methods, and requirements to meet the stated quality objectives. go out.

6. *The Quality Assurance Manual* is a document that provides information about the quality assurance system to managers, teachers, staff, and stakeholders. mandarin.

7. *Evaluating the quality assurance system of vocational education institutions* is the process of collecting and processing information, and assessing the effectiveness of the quality assurance system's operation. School.

8. *The Quality Assurance Information System* is a system designed to collect, create, store, and distribute necessary and accurate quality assurance data to units during system operation. BÐCL.

9. *Documented information* refers to all documented information within the quality assurance system (QA), built and organized in a consistent order to ensure that documents and data are accurate, valid, up-to-date, readily available at the workplace, and easily accessible. find.

Article 5. Organizational structure for quality assurance of the School

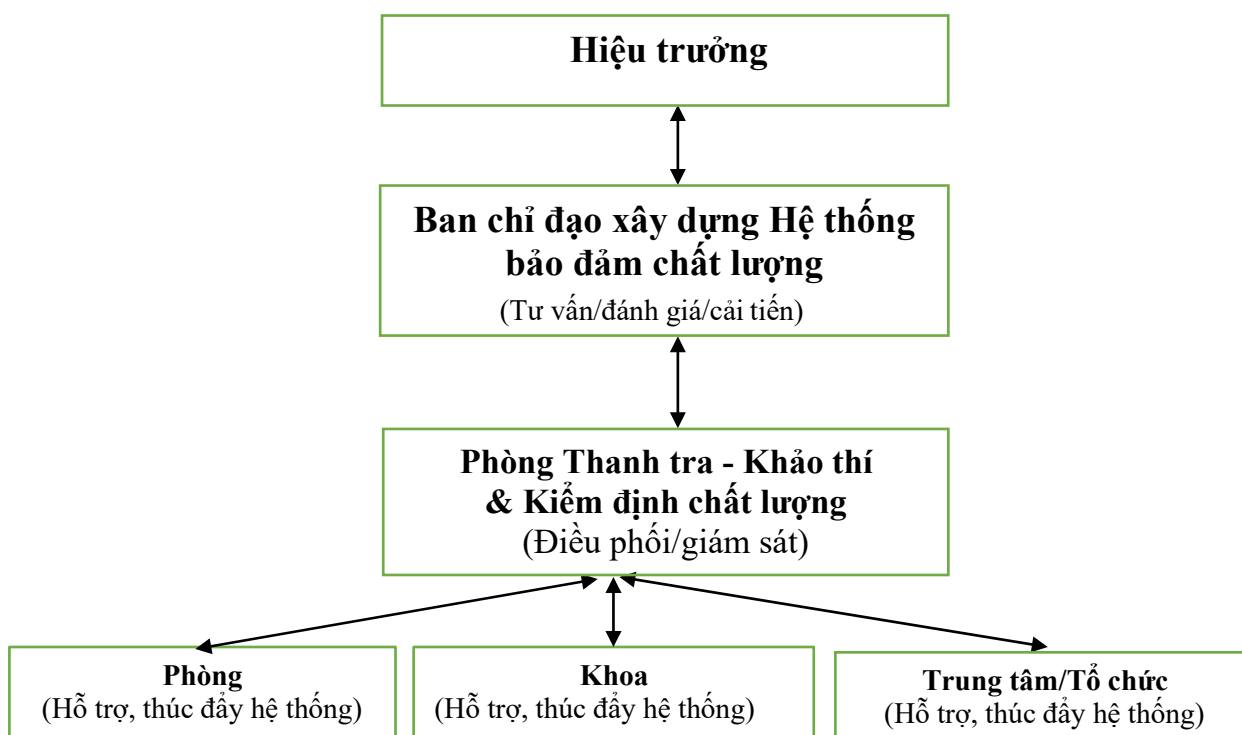
a) The principal directly supervises the organization, development, implementation, maintenance, and improvement of the quality assurance system. School.

b) The Steering Committee for the Quality Assurance System is responsible for assisting the Rector in issuing decisions on objectives, strategic plans, and policies on quality and quality assurance in the University; and advising the Rector on issues related to the development, operation, evaluation, and improvement of the system. BĐCL.

c) Room Inspection - Testing & Quality Assurance Its functions include advising and assisting the Rector and the Steering Committee for the construction of the Quality Assurance System in coordinating with units to build, operate, evaluate, and improve the system; and being responsible for coordinating quality assurance activities as directed by the Rector. Chief.

d) Subordinate units are responsible for the quality of their own units, and are responsible for the construction, operation, evaluation, and improvement of the system. Assign a personnel member with expertise in the unit's operations to be responsible for managing the unit's quality assurance system.

d) Diagram of the school's Quality Assurance System



(Figure 1_ Diagram of the Quality Control System)

CHAPTER II. REGULATIONS ON THE DOCUMENTATION SYSTEM QUALITY ASSURANCE

Article 6 : The school 's quality assurance documentation system includes :

- Quality Policy
- Quality objectives
- Quality notebook
- Processes and tools for ensuring quality for each content area within management fields .

Article 7: The Inspection, Examination & Quality Assurance Department is responsible for compiling , coordinating , and issuing the school's quality assurance documentation system; The function is to update amendments and additions ; guide and support units in implementing them ;

Article 8: The head of the unit is responsible for issuing and archiving the quality assurance procedures and tools of their unit (*Appendix 1*) ; assigning and supervising their implementation within the unit, ensuring compliance with the unit's operational procedures; proactively reporting and proposing improvement activities (*if any*); organizing the archiving of complete and correctly ordered evidence for each step in the prescribed procedure;

CHAPTER II I. REGULATIONS ON INFORMATION SYSTEMS

QUALITY ASSURANCE

Article 9. Establishing a quality assurance information system

1. The quality assurance information system includes a quality assurance database and information infrastructure. believe.

a) The quality assurance database includes: textual information; input information for each quality assurance process, or each step within a process; output information for each quality assurance process or each step within a process; and information related to the quality assurance system;

b) Information infrastructure includes: Machinery, equipment, software, and technology used in the construction and operation of the quality assurance system. quantity.

2. Principles for building a quality-assured database. quantity

a) An open database, capable of being expanded and updated as needed. design;

b) To fully, promptly, and accurately reflect information serving the school's management and the operation of the quality assurance system. quantity;

c) Applying information technology to ensure connectivity with the management information systems of state management agencies for vocational education and training. grant;

d) Granting system access rights according to management levels to support management decision-making and operational activities related to quality assurance quantity.

Article 10. Information infrastructure of the Quality Assurance System

1. Website [http:// caodangytb.edu.vn](http://caodangytb.edu.vn) To communicate and publicize to relevant parties the operation of the Quality Assurance System. School.

2. All documents of the School's Quality Assurance System are stored, maintained, and updated on the website at: <https://caodangytb.edu.vn> . The Inspection, Examination & Quality Assurance Department is responsible for reviewing, editing, proposing approval for, and uploading all information related to the University's Quality Assurance to the website. Departments, Faculties, Centers, Organizations, etc., use the information on the website as a basis for carrying out their quality assurance activities.

3. Units use Google Drive, integrated into their unit's email address, to store content related to the document system. tell Ensure quality, send links to general information pages (if needed) to gather general information ; maintain records during system operation as required in each Procedure.

Article 11. Management and operation of the quality assurance information system

1. Inspection, Examination & Quality Assurance Department Responsible for managing the system of information posted on the website; managing and storing all documents of the School's security system.

2. The units shall operate the information system in accordance with Clauses 1, 2 and 3 of Article 10 of this Regulation.

3. Annually, the Inspection, Examination & Quality Assurance Department develops a plan for evaluating and improving the operation of the Quality Assurance system; a plan for self-assessment of school quality in accordance with the steps stipulated in Circular No. 15/2017/TT-BLDTBXH dated June 8, 2017, of the Minister of Labor, Invalids and Social Affairs; and reports the results to the Principal.

Article 12. Implementation of reporting regime to competent management agencies

1. Inspection, Examination & Quality Assurance Department Based on the results of the assessment and improvement of the school's quality assurance system and the results of the school's self-assessment of quality, compile and complete the quality assurance system report for submission to the Rector for approval. Review.

2. Inspection, Examination & Quality Assurance Department Assist the Principal in updating the quality assurance database of the management information system belonging to state management agencies for vocational education; submit the school's quality assurance system report to the Department of Labor, War Invalids and Social Affairs and the General Department of Vocational Education (Department of Vocational Education Quality Accreditation) no later than December 31st of each year. year.

CHAPTER IV. IMPLEMENTATION

Article 13. Responsibilities of the Steering Committee for the Development of the Quality Assurance System

1. Assist the Principal in directing the development, operation, inspection, monitoring, evaluation, and improvement of the quality assurance system. quantity.
2. Hold regular meetings to review and evaluate the operation of the quality assurance system; assist the Rector in organizing training activities to improve the quality and effectiveness of the system's operation. system.

Article 14. Responsibilities of the Inspection, Examination & Quality Assurance Department.

1. Annually, preside over and coordinate with subordinate units to develop a plan for the construction, operation, evaluation, and improvement of the quality assurance system, submit it to the Rector for approval, and direct its implementation. presently.
2. To urge, inspect, monitor, and propose measures for the construction, operation, and improvement of the quality assurance system to ensure timely completion and quality and effectiveness. fruit.
3. Report and publish the results of the construction, operation, and improvement of the quality assurance system as required by the Board. Chief.

Article 15. Responsibilities of the Secretary of the Steering Committee for the Development of the Quality Assurance System

1. The Secretariat of the Steering Committee for the Development of the Quality Assurance System includes representatives from the leadership and specialists from the Inspection, Examination & Quality Assurance Department .
2. To act as a bridge for the exchange of results between the Steering Committee for the construction of the Quality Assurance System and its subordinate units during the process of building, operating, evaluating, and improving the quality assurance system. quantity.
3. Document internal and external evaluation activities; record minutes of

meetings during the development, operation, evaluation, and improvement of the system. system.

4. Store, organize, and update all records within the quality assurance system.

Article 16. Responsibilities of heads of subordinate units

1. Assign members within the unit to ensure and control the quality of the order. taste.

2. Lead the development of quality assurance processes, procedures, and tools appropriate to the unit's functions and responsibilities. taste.

3. Store and organize documents, records, and evidence related to the unit's activities. taste.

4. Ensure that processes, procedures, and tools within the unit are continuously implemented, evaluated, and improved to enhance efficiency. fruit.

Quality Assurance System

The Head of the Planning and Finance Department, in collaboration with the Inspection, Examination & Quality Assurance Department, advises the Rector on securing funding for the construction, operation, evaluation, and improvement of the School's Quality Assurance System. year.

Article 18. Enforcement Provisions

1. This regulation applies within the Thai Binh Medical College and takes effect from August 1, 2023. All previous regulations that contradict this regulation are hereby repealed.

The Head of the Inspection, Examination & Quality Assurance Department is responsible for assisting the Rector in directing the dissemination, implementation, and organization of this Regulation.

2. During the implementation process, if any problems or inconsistencies arise, the heads of subordinate units shall promptly report them directly to the Inspection, Examination & Quality Assurance Department for reporting and proposing solutions to the Rector for consideration and resolution. decision./.