

**Kingdom of Cambodia
Nation Religion King**



No: 311 ស្តីប្រកាស

Phnom Penh, May 25, 2003

Prakas

On

Organization and Functioning of Regional Health Training Center



Senior Minister, Minister of the Ministry of Health

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal decree NS/RKT/1198/72 dated November 30, 2004 on the formation of the Royal Government of the Kingdom of Cambodia
- Having seen the Law on Organization and Functioning of the Council of Ministers, promulgated by Kram 02/NS/94 dated July 20, 1994
- Having seen the Law on Establishment of the Ministry of Health, promulgated by Kram NS/RKM 0196/06 dated January 24, 1996
- Having seen Sub-decree 67 ANKr.BK on the Organization and Functioning of the Ministry of Health dated October 22, 1997
- Having seen Sub-decree 129 ANKr.BK on the Management of Regional Health Training Center dated December 30, 2002
- Necessity of the Ministry of Health

Hereby Decide

Article 1:

To organize regional health training center and relevant office as well as defining roles and responsibilities.

Article 2:

Regional health training center, abbreviated as “RTC”, is a health professional training institution in respective region and under direct supervision and management of the ministry of health in term of administration, finance and technical aspects.

Article 3:

RTC bears a leading role in and manage of training activities in related provinces of respective region.

Article 4:

RTC is responsible for training duties in 4 regions in which cover of following provinces:

- RTC Steung Treng: Steung Treng, Preah Vihear, Ratanakiri and Mondulakiri province
- RTC Battambang: Battambang, Siemreap, Pursath, Banteay Meanchey, Udar Meanchey and Pailin province
- RTC Kampot: Kampot, Takeo, Kosh Kong, Preah Sihanouk, and Kep province
- RTC Kampong Cham: Kampong Cham, Prey Veng, Kampong Thom and Kratie province

Article 5:

Regional Training Center is responsible for development human resources of quality and promotes capacity building of health officers through dissemination/extension of knowledge, technical skills, service management and professional behavioral changes conform to the strategic policies of the Ministry of Health.

Article 6:

RTC has the following duties:

- Develop training master plan of own regional consists of: Training curriculum, estimation of training needs, action plan, implementation, monitoring and evaluation on the training program.
- Develop health human resources through local-based training, post-specialist training of nurse and midwifery and other related paramedical trainings.
- Capacity building for health officers through pedagogical training course and short-courses.
- Provide training to provincial training of trainers in the region, technical assistant as well as training materials to enhance training quality at provincial level and operational district.
- Monitoring and Evaluation on impacts and effectiveness of the training provided and manage training course as well as encourage the application of health human resources database.

Article 7:

RTC has three offices as secretariat as following:

- Office of Administration and Personnel,
- Office of Accounting and
- Technical Office

Article 8:

Office of Administration and Personnel shall lead by one chief, one or more deputy chief in which separated into two categories: Administration and Personnel.

A. Administration section is responsible for:

- Coordinate related center administration tasks
- Manage and circulate related administrative documents
- Facilitate and ensure administrative effectiveness and safety
- Coordinate social related affairs
- Set up instruction as an administration standard for center management
- Totaling and making report of trainings and other center related activities
- Manage all related students' affairs
- Be responsible in an administration manner and maintain all properties, making related expenditures of maintenance costs in collaboration with concerned offices.

B. Personnel sector is responsible for:

- Manage center staffs, making staffs statistic as well as defining roles and responsibilities of staffs
- Manage all related staffs work

Article 9:

Office of accounting shall lead by one chief, one or more deputy chief in which divided into two sections: Accounting and Logistic

A. Accounting

- Set up budget plan, expenditure plan and follow up of center income and expenditure
- Accounting work

B. Logistic

- Manage and make up center inventory list
- Related warehouse stock tasks
- Logistical work

Article 10:

Technical office shall lead by one chief, on or more deputy chief consists of four sections:

- Basic training
- On-going training
- Post- basic training
- Library, research and documents

Each section is responsible for the improvement of training quality in the center.

A. Basic training

- responsible for the management of training curriculum of nurse and nurse-midwifery

B. On-going training

- responsible for on training program of health officers including of: minimum package of activities and complementary package activities, pedagogical training, short-courses, and teaching methodology training to training of trainers.

C. Post-basic training

- responsible for the management of specialist training program on nurse-midwifery and related paramedical.

D. Library, research and documents

- responsible in information sharing, references and training materials to support improvement of teaching and learning activities.
- responsible and collaborate in research activities
- responsible for compilation and maintenance of documents

Article 12:

RTC has three councils as assistant:

- Regional coordination council
- Technical council
- Discipline council

Article 13:

Regional coordination council is responsible for coordination of training activities in the region. This council has RTC director as chairman and director or deputy director of respective provincial department of health in the region as member. This council has a regular quarterly meeting with provincial department of health attended by director of provincial health department, chief of technical office and chief of training office.

Article 14:

Technical council is responsible for developing and guiding of technical matters. This council has RTC director as chairman, chief of technical office as vice-chairman, chief of administration and

personnel, particular schools or institutions, director of provincial department of health and chief of nursing unit in respective provincial department involved in clinical internship as member. This council has a regular meeting in every two months or as proposed.

Article 15:

Discipline council is responsible for the implementation of center internal regulations, present of appraisal, warning/fining of and evaluation of students' performance. This council shall lead a center deputy director as chairman, chief of administration office as vice-chairman, other important staffs of the center and representative of students as member.

Article 16:

Organization and functioning of other sector/office in the regional training center including of roles and responsibilities of deputy director shall be defined by the center director based on competencies and skills of deputy director and the burden of the center.

Article 17:

Any provisions contrary to this Prakas shall be considered null and void.

Article 18:

Directorate General for Health, Directorate General of Administration and Finance, Inspectorate, Directors of Regional Training Center of Battambang, Steung Treng, Kampot and Kampong Cham shall effectively implement this Prakas in their respective competencies from date of the signature.

Senior Minister, Minister of Health

MD. Hong Sunhouth

Receivers:

- Council of Ministers
- Ministry of Economics and Finance
- Secretary of State for the Civil Service
- Concerned Provincial Hall
- Cabinet of the Ministry of Health
- All provincial/municipal health departments
- As in Article 18
- Documents

Organizational Chart of Regional Health Training Center

