**MINISTRY OF HIGHER AND SECONDARY SPECIAL EDUCATION OF THE REPUBLIC OF UZBEKISTAN**

**MINISTRY OF HEALTH CARE OF THE REPUBLIC OF UZBEKISTAN**

**TASHKENT MEDICAL ACADEMY**

****

**FACULTY OF MEDICINE-PROPHYLAXIS AND PUBLIC HEALTH SCHOOL OF PUBLIC HEALTH**

**PROFESSOR-TEACHER AND STAFF NETWORK QUALIFICATION INFORMATION**

**Tashkent 2023**

Director (head) of School of public health, professor **Bakhromjon Mamatkulov**, job duties:

- Fulfilling one's official duties conscientiously;

- Compliance with labor discipline, timely and quality execution of the employer's orders and instructions in accordance with the law;

- Treating the property of the institution with care and using it wisely;

- Be friendly with the members of the institution's team and other persons with whom you come into contact in the course of work, observe the dress code;

- Participation in the discussion and resolution of issues related to the activity of the department at the level of the institution;

- Approval of the work plan of the department, personal work plans of professors and employees, as well as other documents within the scope of the department's activities;

- Distribution of educational workloads to the teaching staff of the department and control of their timely and high-quality performance;

- To ensure the recruitment of pedagogic personnel to the department on the basis of competition, to provide them with material and moral incentives, as well as to make proposals to the management of TMA in the prescribed manner on the application of disciplinary measures;

- to require the relevant service units of TMA to provide the necessary conditions for carrying out the educational and scientific-research process at the required level;

- Preparation of the report of the department on the activities of the academic year in the specified order and time, giving a report at the meetings of the TMA Council;

- Carrying out scientific and research works in accordance with the approved plan, with education, science and production of completed scientific and research works

ensuring integration;

- Reviewing the educational, scientific-methodical, scientific-research, spiritual-educational and organizational-methodical work of the teachers of the department in their personal work plans, studying the activities of experienced teachers, summarizing, improving organization of work aimed at popularizing or experiences;

-Introducing modern pedagogical and information and communication technologies, helping young teachers who have started to engage in pedagogical activities in acquiring pedagogical qualifications and skills, creating an information base, using modern educational and technical tools in training sessions, to establish the effective use of individual teaching and independent learning methods, to make proposals for organizing teaching in special educational auditoriums equipped with modern computer equipment, to carry out work on the development of distance education elements increase;

- Training of scientific and pedagogical personnel, discussion of PhD and DSc (doctoral) theses in scientific seminars on the department's specialty or similar specialties, participation in expert groups on determining whether educational documents meet the standard requirements;

- Conducting events aimed at improving the qualifications of specialists in the specialty of the department, developing the system of providing educational services;

- Taking into account the interests of student masters, organizing clubs on various topics, directions and specializations, types of professions, carrying out activities aimed at occupying student masters' free time from classes with productive and useful cocktails;

- Ensuring full and high-quality acquisition of practical skills from the subjects taught at the department, as well as wide involvement of sponsors in providing the department with modern equipment;

- constant monitoring of continuous filling and updating of the information-resource center of TMA with new educational, scientific-technical and periodical literature related to the department's educational directions and specialties;

- Conducting the specified types of training in the subjects of the curricula prepared in accordance with the state educational standards of higher education at a high theoretical, scientific-methodical and professional level, ensuring the quality of education;

- Supervision of professional practice, independent work and research work of master's students;

- Implementation of rating control of master's students' knowledge, organization of activities of master's students outside the auditorium;

- Highly qualified competitive personnel who meet high moral and ethical requirements at the level of developed democratic countries

preparation;

- Development of educational programs for the department's subjects and submitting them for approval in the prescribed manner, as well as preparing reviews and conclusions for the educational programs prepared by the related departments;

- Preparation of textbooks, educational, methodological and demonstration manuals, republished textbooks, training manuals and teaching-methodical literature, including summaries of literature created in co-authorship with foreign scientists;

- Regularly conduct and improve the comparative analysis of State Education Standard, curricula and programs with the educational programs of developed foreign countries in the areas and specialties of the department;

- Selection and training of talented student masters, preparation for participation in Olympiads and contests, including "Iste'dod" fund and state grant competitions, taking measures to improve the forms and methods of independent work of student masters;

- Organizing the scientific and creative activity of master students on a systematic basis, identifying talented master students and involving them in scientific research, teaching them to carry out scientific and research work individually and as a team, and the organization necessary to realize their scientific and creative activity., creation of methodological and material and technical conditions;

- Use of other obligations and rights specified in the Labor Code;

- Implementation of events with the participation of embassies, foreign organizations, and representatives of foreign countries in accordance with the procedure established by higher organizations, with the decision of the Council of International Relations or, in exceptional cases, on the basis of the order of the rector, by higher organizations.

Must know:

Laws related to the activity of the department, Decisions of the Cabinet of Ministers, Decisions of the Council of the Ministry, orders, the essence of the orders of the rector of TMA, annual and prospective plans of TMA

Qualification requirements:

- Professional and organizational abilities necessary for a managerial position in higher education institutions, leadership experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- Having exemplary personal qualities - intelligence, civility, leadership, creative abilities, politeness, organization, initiative and entrepreneurial skills, sense of responsibility, independent decision-making and work, decisive action, achieving the strategic goals of the institution have security features;

- It is necessary to have a doctor of science degree or a candidate of science degree, a professor or associate professor degree in one of the directions and specialties of bachelor's and master's training at the Higher Education Institution.

- It is necessary to have at least 5 years of effective work experience in the field.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 794 | Head of the department | 1239 | Management staff | Higher education | In the field of application of knowledge |

**I familiazired: B. Mamatqulov**

Duties of **I.R. Urazalieva**, associate professor of the department:

- Conducting lectures, laboratory, practical and other types of training at a high theoretical, scientific methodical and professional level, as specified in the curricula prepared in accordance with the state educational standards of higher education;

- To supervise the professional practice and independent work of graduate students;

- Implementation of rating control of master's students' knowledge;

- Conducting activities on organizing the work of master students outside the auditorium;

- Training of highly qualified personnel who meet high moral and ethical requirements at the level of developed democratic countries;

- Development of educational programs for the department's subjects and submitting them for approval in the prescribed manner, as well as preparing reviews and conclusions for educational programs prepared by related departments;

- Preparation of textbooks, educational, methodological and demonstration manuals, as well as republished textbooks, educational manuals and educational methodological literature, including with foreign scientists drawing up conclusions on co-authored works;

- Participation in the preparation of necessary educational methodological literature on the orders of non-state educational institutions;

- Working with talented student masters, preparing them to participate in Olympiads and contests, including the competition of the "Talent" fund, improving the forms and methods of independent training of student masters; to take measures to increase the volume of independent preparation in order to optimize audience work;

- Carrying out scientific research works in accordance with the approved plan, discussing completed scientific research works and introducing their results into production, recommending the publication of completed scientific works;

- Ensuring effective integration of education, science and production; guiding the research work of master’s students; guidance to intern-researcher-researchers, independent researchers.

- Studying, summarizing and disseminating work experiences of experienced teachers, introducing new pedagogical technology;

- Helping teachers who have started to engage in pedagogical activities in acquiring pedagogical skills; creation of an information base, use of modern educational equipment and means of individual teaching and independent learning during training sessions;

- Development of distance education system; to highlight the work experience of foreign educational institutions;

- Training of competitive and scientific pedagogical personnel; reviewing theses submitted for defense by the members of the department or other researchers on the order of the rectorate; participation in expert groups for determining the equivalence of educational documents;

- Attracting funds outside the budget;

- Conducting activities to improve the qualifications of specialists according to the profile of the department;

- Broad development of educational service provision system;

- Development of international relations with foreign partners, scientific and educational institutions.

Must know:

Knowledge of laws related to pedagogical activities, decisions of the Cabinet of Ministers, decisions of the Council of the Ministry, orders, orders of the Rector of TMA, annual and future plans of the department.

Qualification requirements:

- Has professional and organizational skills necessary for pedagogical activity, work experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- It is necessary to have a candidate of science degree and an associate professor degree in one of the fields and specialties of bachelor's and master's training at the Higher Education Institution.

- Possessing exemplary personal qualities - intelligence, civility, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring the achievement of the strategic goals of the institution is necessary.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 792 | Associate professor | 2310 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: I.R. Urazalieva**

Senior teacher of the department **Z.U. Adilova’s** duties:

- To carry out laboratory, practical and other types of training at a high theoretical, scientific methodical and professional level, as specified in the curricula prepared in accordance with the state educational standards of higher education;

- To supervise the professional practice and independent work of graduate students;

- Implementation of rating control of master's students' knowledge;

- Conducting events on organizing the work of master students outside the auditorium;

- Training of highly qualified personnel who meet high moral and ethical requirements at the level of developed democratic countries;

- Preparation of textbooks, educational, methodological and demonstration manuals, as well as republished textbooks, educational manuals and methodological literature, including those created in co-authorship with foreign scientists. drawing conclusions;

- Participation in the preparation of necessary educational methodological literature on the orders of non-state educational institutions;

- Working with talented student masters, preparing them to participate in Olympiads and contests, including the competition of the "Talent" fund, improving the forms and methods of independent training of student masters; take measures to increase the volume of independent preparation in order to optimize audience work;

- Carrying out scientific research works in accordance with the approved plan, discussing the completed scientific research works and introducing their results to the development, recommending the publication of completed scientific works;

- Ensuring effective integration of education, science and production; guiding the research work of masters students;

- Studying, summarizing and disseminating work experiences of experienced teachers, introducing new pedagogical technology;

- Helping teachers who have started to engage in pedagogical activities in acquiring pedagogical skills; use of modern educational equipment and means of individual teaching and independent learning in the process of conducting training sessions.

Must know:

Knowledge of laws related to pedagogical activity, decisions of the Cabinet of Ministers, decisions of the Board of the Ministry, orders, orders of the rector of TMA, annual and future plans of the department.

Qualification requirements:

- Has professional and organizational skills necessary for pedagogical activity, work experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- Having a higher education;

- Possessing exemplary personal qualities - intelligence, civility, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring the achievement of the strategic goals of the institution is necessary.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 2510 | Senior lecturer | 2310 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: Z.U. Adilova**

The teacher of the department is assistant **B.A. Abdurakhimov’s** job duties:

- To carry out laboratory, practical and other types of training at a high theoretical, scientific methodical and professional level, as specified in the curricula prepared in accordance with the state educational standards of higher education;

- To supervise the professional practice and independent work of graduate students;

- Implementation of rating control of master's students' knowledge;

- Conducting events on organizing the work of master students outside the auditorium;

- Training of highly qualified personnel who meet high moral and ethical requirements at the level of developed democratic countries;

- Preparation of textbooks, educational, methodological and demonstration manuals, as well as republished textbooks, educational manuals and methodological literature, including those created in co-authorship with foreign scientists. drawing conclusions;

- Participation in the preparation of necessary educational methodological literature on the orders of non-state educational institutions;

- Working with talented student masters, preparing them to participate in Olympiads and contests, including the competition of the "Talent" fund, improving the forms and methods of independent training of student masters;

- To take measures to increase the volume of independent preparation in order to optimize the work of the auditorium;

- Carrying out scientific research works in accordance with the approved plan, discussing the completed scientific research works and introducing their results to the development, recommending the publication of completed scientific works;

- Ensuring effective integration of education, science and production;

- To guide the scientific research work of master's students;

- Studying, summarizing and disseminating work experiences of experienced teachers, introducing new pedagogical technology;

- Use of modern educational equipment and tools for individual teaching and independent learning during training sessions.

Must know:

To know the essence of the laws related to pedagogical activity, the Decisions of the Council of Ministers, the Decisions of the Board of the Ministry, orders, orders of the rector of TMA, to know the annual and prospective plans of the department;

Qualification requirements:

- Has professional and organizational skills necessary for pedagogical activity, work experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- Having a higher education;

- Possessing exemplary personal qualities - intelligence, cultured, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring achievement of strategic goals of the institution is necessary.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 2261 | Teacher, assistant | 2320 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: B.A. Abdurakhimov**

The teacher of the department is assistant **A.A. Nematov’s** job duties:

- To carry out laboratory, practical and other types of training at a high theoretical, scientific methodical and professional level, as specified in the curricula prepared in accordance with the state educational standards of higher education;

- To supervise the professional practice and independent work of graduate students;

- Implementation of rating control of master's students' knowledge;

- Conducting events on organizing the work of master students outside the auditorium;

- Training of highly qualified personnel who meet high moral and ethical requirements at the level of developed democratic countries;

- Preparation of textbooks, educational, methodological and demonstration manuals, as well as republished textbooks, educational manuals and methodological literature, including those created in co-authorship with foreign scientists. drawing conclusions;

- Participation in the preparation of necessary educational methodological literature on the orders of non-state educational institutions;

- Working with talented student masters, preparing them to participate in Olympiads and contests, including the competition of the "Talent" fund, improving the forms and methods of independent training of student masters;

- To take measures to increase the volume of independent preparation in order to optimize the work of the auditorium;

- Carrying out scientific research works in accordance with the approved plan, discussing the completed scientific research works and introducing their results to the development, recommending the publication of completed scientific works;

- Ensuring effective integration of education, science and production;

- To guide the scientific research work of master's students;

- Studying, summarizing and disseminating work experiences of experienced teachers, introducing new pedagogical technology;

- Use of modern educational equipment and tools for individual teaching and independent learning during training sessions.

Must know:

To know the essence of the laws related to pedagogical activity, the Decisions of the Council of Ministers, the Decisions of the Board of the Ministry, orders, orders of the rector of TMA, to know the annual and prospective plans of the department;

Qualification requirements:

- Has professional and organizational skills necessary for pedagogical activity, work experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- Having a higher education;

- Possessing exemplary personal qualities - intelligence, cultured, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring achievement of strategic goals of the institution is necessary.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 2261 | Teacher, assistant | 2320 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: A.A. Nematov**

The teacher of the department is assistant **G.K. Tolipova’s** job duties:

- To carry out laboratory, practical and other types of training at a high theoretical, scientific methodical and professional level, as specified in the curricula prepared in accordance with the state educational standards of higher education;

- To supervise the professional practice and independent work of graduate students;

- Implementation of rating control of master's students' knowledge;

- Conducting events on organizing the work of master students outside the auditorium;

- Training of highly qualified personnel who meet high moral and ethical requirements at the level of developed democratic countries;

- Preparation of textbooks, educational, methodological and demonstration manuals, as well as republished textbooks, educational manuals and methodological literature, including those created in co-authorship with foreign scientists. drawing conclusions;

- Participation in the preparation of necessary educational methodological literature on the orders of non-state educational institutions;

- Working with talented student masters, preparing them to participate in Olympiads and contests, including the competition of the "Talent" fund, improving the forms and methods of independent training of student masters;

- To take measures to increase the volume of independent preparation in order to optimize the work of the auditorium;

- Carrying out scientific research works in accordance with the approved plan, discussing the completed scientific research works and introducing their results to the development, recommending the publication of completed scientific works;

- Ensuring effective integration of education, science and production;

- To guide the scientific research work of master's students;

- Studying, summarizing and disseminating work experiences of experienced teachers, introducing new pedagogical technology;

- Use of modern educational equipment and tools for individual teaching and independent learning during training sessions.

Must know:

To know the essence of the laws related to pedagogical activity, the Decisions of the Council of Ministers, the Decisions of the Board of the Ministry, orders, orders of the rector of TMA, to know the annual and prospective plans of the department;

Qualification requirements:

- Has professional and organizational skills necessary for pedagogical activity, work experience and seniority in the field of education, relevant knowledge and skills within the scope of the type of activity and powers;

- Having a higher education;

- Possessing exemplary personal qualities - intelligence, cultured, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring achievement of strategic goals of the institution is necessary.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 2261 | Teacher, assistant | 2320 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: G.K. Tolipova**

Responsible for auditories **M.K. Rakhmatullayeva’s** job duties:

- To provide classrooms with educational tools based on educational programs and plans before each training session;

- Providing the department's methodical cabinet with new educational and methodical literature from the library;

- Providing practical assistance to professors-teachers in teaching using technical-educational tools;

- Carrying out technical relocation works in the department;

- Control over the sanitary-hygienic condition of study rooms in the department;

- Complying with legal orders and orders of the employer;

- Compliance with the requirements of labor protection, safety equipment and production sanitation;

- Compliance with job descriptions.

Must know:

Knowledge of the Regulations, guidelines and regulatory documents, TMA internal procedures and regulatory documents related to their activities;

Qualification requirements:

- Possessing exemplary personal qualities - intelligence, civility, creative abilities, courtesy and initiative, sense of responsibility, independent decision-making and acting, decisive action, ensuring the achievement of the strategic goals of the institution to be;

- Having a higher education;

- It is necessary to be aware of information and data on issues related to his field.

**By classifier:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | Position title | Code by National Standard Classifier of Training(NSCT) | Staff category | Information the lowest level | Directions of secondary special, vocational education, classification of professions and specialties |
| 789 | Responsible for auditories | 1239 | Specialist | Higher education | In the field of application of knowledge |

**I familiarized: M.K. Rakhmatullayeva**