

STATUTE

**FOR THE STRUCTURE AND OPERATIONS OF THE
UNIVERSITY VETERINARY HOSPITAL WITH CLINICS
AT TRAKIA UNIVERSITY**

STARA ZAGORA

2021

CHAPTER ONE

GENERAL PROVISIONS

Art. 1. The present statute outlines the structure and activity of the University Veterinary Hospital with Clinics at Trakia University - Stara Zagora, herewith referred to as "University Veterinary Hospital with Clinics - UVHC."

Art. 2. (1) The University Veterinary Hospital with Clinics – UVHC is a veterinary medical establishment per Art. 26, p. 1, item 4 of the Veterinary Act, founded through Resolutions 1 and 2 per item 3 of **Protocol No. 12 / 25.11.2020** of the Academic Council at Trakia University - Stara Zagora.

(2) The University Veterinary Hospital with Clinics – UVHC was founded in order to:

- a. Improve the quality for animal healthcare;
- b. Improve the quality of clinical training for the students, residents and PhD students in veterinary medicine.

(3) The University Veterinary Hospital with Clinics – UVHC is located within the facilities of Trakia University, Stara Zagora, 6000 Student Campus.

CHAPTER TWO

SCOPE OF ACTIVITY AND STRUCTURE

SECTION ONE

SCOPE OF ACTIVITY

Art. 3. (1) The University Veterinary Hospital with Clinics – UVHC performs veterinary medical work per Art. 2, items 3 and 5 of the Veterinary Medical Activities Act (VMAA) - veterinary medical practice, diagnostics and expertise, laboratory work, veterinary medical research.

(2) The activity of the University Veterinary Hospital with Clinics – UVHC is conducted in accordance with the curriculum of Trakia University - Stara Zagora, per the "Veterinary Medicine" specialty, as approved by the National Evaluation and Accreditation Agency (NEAA), as well as the curricula for post-graduate and lifelong education approved by the Faculty Assembly of the Faculty of Veterinary Medicine;

(3) The University Veterinary Hospital with Clinics – UVHC conducts its operations in strict observance of the veterinary medical requirements and quality standards for the provided care, humane treatment and protection of animals, hygienic requirements, as well as good biosecurity practices in student training.

Art.4. The University Veterinary Hospital with Clinics – UVHC conducts:

- 1) Diagnostics and treatment of animal diseases under hospital care conditions;
- 2) Diagnostics and treatment of animal diseases under outpatient care conditions;
- 3) Obstetric care for animals and assisted reproduction techniques;
- 4) Animal rehabilitation;
- 5) Clinical trials of diagnostic and therapeutic methods and techniques, medicinal products and substances intended for animal use, per the acting legislation in the country;
- 6) Educational and research work related to the complete scope of veterinary medical activities and directions permitted by the Veterinary Act.

SECTION TWO

STRUCTURE

Art. 5. (1) In accordance with its conducted operations, the University Veterinary Hospital with Clinics – UVHC includes the following subdivisions and service units within its structure.

(2) The UVHC's primary subdivisions are:

- "Small Animals Clinic and Hospital"
- "Farm Animals Clinic and Hospital"
- "Equine Clinic and Hospital"

(3) The service units of the UVHC are:

- Registration desk with cashier
- Laboratory-diagnostic centre, featuring:
 - Clinical laboratory
 - Microbiology and virology laboratory
 - Histopathology and cytopathology laboratory –
 - Infectious and parasitic diseases laboratory.
- Radiology ward with CAT
- Infectious and parasitic diseases ward with isolation unit
- Reproduction and animal reproductive health management ward
- Rehabilitation and physical therapy centre
- Morgue with autopsy room
- Veterinary pharmacy
- Biobase - animal reference centre
- Animal mobile service unit
- VetsiM educational simulation center with telemedicine services
- Automotive transport, repair and gardening unit.

(4) All subdivisions within the University Veterinary Hospital with Clinics – UVHC are provided with the materials, tools, supplies and equipment necessary for conducting their operations, allowing the teams of veterinary specialists and supporting staff to conduct practical training, diagnostics and treatment of referred and hospitalised patients at peak efficiency.

(5) All subdivisions of the University Veterinary Hospital with Clinics – UVHC work under the conditions of mutual help and interchangeability.

CHAPTER THREE

MANAGEMENT

SECTION ONE

MANAGEMENT AND CONTROL

Art. 6. Managerial bodies of the University Veterinary Hospital with Clinics:

- Management Board
- General Manager

Art.7. (1) The Management Board consists of: a Deputy Rector of Trakia University determined by the Rector, the Dean of the Faculty of Veterinary Medicine, the Director of Trakia University's Financial and Accounting Department. The Board is headed by the Dean of the FVM.

(2) The Management Board determines the policy of the University Veterinary Hospital with Clinics – UVHC by doing the following:

1. Discusses and submits for approval the internal managerial and organisational structure of the University Veterinary Hospital to the Rector of Trakia University;
2. Prepares and submits for approval the long- and short-term programme for development to the Rector, and presents the annual report on the University Veterinary Hospital's activities;
3. Discusses and resolves all issues related to quality of service, hospital modernisation, training of instructors, staff members, and students, as well as the economic efficiency of the University Veterinary Hospital;
4. Prepares and submits for approval the regulations for the operations of the University Veterinary Hospital's subdivisions to the Rector of Trakia University;
5. Prepares and submits for approval a project for a structural and positional schedule to the Rector of Trakia University;
6. Resolves any other issues related to the University Veterinary Hospital.

Art.8. (1) The General Manager is a person with the educational-qualification degree of “Master of Veterinary Medicine,” who has been entered into the registry per Art. 32 of the VA and is a member of the Bulgarian Veterinary Union.

(2) The General Manager is appointed by the Rector of Trakia University, per a proposal by the Dean of Trakia University.

(3) The General Manager conducts the operational management of the University Veterinary Hospital with Clinics – UVHC.

(4) Prepares and submits for approval, via the Dean of the FVM, the job descriptions of the University Veterinary Hospital with Clinics' staff to the Rector of Trakia University.

(5) Controls the funds of the University Veterinary Hospital with Clinics – UVHC as efficiently as possible.

(6) Organises the rotational work and training of veterinary physicians and specialists assigned to the University Veterinary Hospital with Clinics – UVHC.

(7) Prepares the monthly work schedules.

(8) Organises training sessions for the University Veterinary Hospital with Clinics – UVHC's staff.

Art.9. (1) While fulfilling their duties, the General Manager shall be assisted by a Clinical Council, consisting of the Associate Dean of Clinical Activity of the Faculty of Veterinary Medicine, the heads of the primary subdivisions of the University Veterinary Hospital with Clinics – UVHC, and the clinical committee of the FVM. When needed, the director of the Biobase shall participate in the meetings of the Clinical Council, with the right to vote on any matters that concern their subdivision.

(2) The Clinical Council is assembled by the General Manager of the University Veterinary Hospital, who is its member by right and chairs the conducted meetings.

(3) The Clinical Council discusses and makes decisions related to:

1. The efficiency, effectiveness and quality of diagnostic and treatment activities within the subdivisions of the University Veterinary Hospital;
2. Makes statements on cases that are very hard to diagnose and treat;
3. Established the limits for medical means and materials for the students' work during training at the hospital or outside (field training);
4. Following the rules for good veterinary medical practice;
5. Analysis of the clinical and pathological-anatomical diagnosis of animals that had expired or been euthanized at the hospital;
6. Signing cooperation agreements;
7. Financial issues, including price discounts;

8. Through the Dean of the FVM, propose the hiring or release of staff, as well as rewards and reprimands;
9. Prepares and, through the Management Board, submits for approval the Statute of the University Veterinary Hospital with Clinics – UVHC to the Rector of Trakia University;

Art. 10. (1) The management of the subdivisions of the University Veterinary Hospital with Clinics – UVHC is conducted by Directors.

(2) The subdivision Directors of the University Veterinary Hospital are appointed by the Rector of Trakia University by proposal from the General Manager of the, in coordination with the Dean of the Faculty of Veterinary Medicine, for a term of 4 years.

(3) A Director of a clinic at the University Veterinary Hospital shall be a person with the educational-qualification degree of “Master of Veterinary Medicine,” covering the minimum national requirements for assuming the academic position of “Professor,” “Associate Professor,” or “Chief Assistant Professor.”

(4) A subdivision Director, outside the scope defined by para. 3, may be a person with an education-qualification degree of “Bachelor” or “Master” in a vocational field that corresponds to the subdivision’s specific profile and activity.

(5) The subdivision Directors:

1. Conduct the operational management of their respective subdivisions;
2. Prepare and submit to the Clinical Council a motivated statement on the hiring or release of the subdivision’s staff;
3. Provide the participation of students in routine manipulations and their training on first-day key competences;
4. Appoint subdivision hygiene overseers;
5. Organise the repairs and maintenance of the facilities, equipment and furniture;
6. Control the enforcement of the University Veterinary Hospital with Clinics – UVHC’s internal regulations, discipline, proper usage and work with the software, keeping of the schedules for patients, students and veterinarians on duty, proper logging of the patients and the clinical work performed on them;
7. Are responsible for the subdivision’s economic efficiency;
8. Are responsible for the subdivision’s information activities;
9. Create conditions for experimental work within the subdivision;
10. Report their activities to the Hospital’s General Manager;
11. Organise, coordinate, and are responsible for the quality of healthcare;
12. Are responsible for the measures of biosecurity, the hygienic condition of their subdivision, disinfection, disinsection and deratisation;
13. Present to the General Manager monthly financial reports, analysis and information on the state of healthcare in the respective subdivision;

Art. 11. All rights and duties of the persons working and training at the University Veterinary Hospital with Clinics – UVHC, as well as their activities are regulated through a Statute approved the Rector.

Art. 12. The labour relations of the staff of the University Veterinary Hospital are arranged via employment contracts signed with the Rector of Trakia University.

CHAPTER FOUR

FUNDING AND MEANS OF SUPPORT

Art.13. (1) The funding of the University Veterinary Hospital originates from the following sources:

1. Budget resources of Trakia University;
2. Income from its own operations;

3. Donations;
4. Other sources;

(2) The funds of the University Veterinary Hospital shall be spent for the remunerations of its staff, staff and Veterinary Medicine students training, acquisition of medications, materials, equipment, and maintenance.

(3) The spending of the University Veterinary Hospital's funds shall be conducted per the procedures and conditions established within the Statute of the University Veterinary Hospital with Clinics – UVHC, as approved by the Rector of Trakia University.

TRANSITIONAL AND CONCLUSIVE PROVISIONS

§ 1 For any matters not covered by the present Statute, the acting legislation of the Republic of Bulgaria shall be applied.

§ 2. The present Regulations have been accepted by the Academic Assembly of Trakia University via Protocol No. 15 dated 24.0-2.2021 and are considered to be in effect as of 01.03.2021. The present regulations have been amended by the Academic Assembly of Trakia University via **Protocol No. 20 dated 29.09.2021**, in effect as of 29.09.2021.