



**On approval of the rules for additional and non-formal education of health professionals, qualification requirements for organizations implementing educational programs of additional and non-formal education in the field of health, as well as the rules for recognizing the learning outcomes of health professionals received through additional and non-formal education**

*Unofficial translation*

Order of the Minister of Health of the Republic of Kazakhstan dated December 21, 2020 No. ҚР ДСМ -303/2020. Registered in the Ministry of Justice of the Republic of Kazakhstan on December 22, 2020 No. 21847

Unofficial translation

In the implementation of paragraph 6 of Article 221 of the Code of the Republic of Kazakhstan dated July 7, 2020 "On people's health and health care system, I HEREBY ORDER:

1. To approve:

1) the rules for additional and non-formal education of health professionals and the recognition of learning outcomes obtained through additional and non-formal education, in accordance with Appendix 1 to this order;

2) qualification requirements for organizations implementing educational programs of additional and non-formal education in the field of healthcare, in accordance with Appendix 2 to this order.

2. To recognize as invalid some orders of the Ministry of Health of the Republic of Kazakhstan in accordance with Appendix 3 to this order.

3. The Department of science and human resources of the Ministry of Health of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, to ensure:

1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;

2) posting this order on the Internet resource of the Ministry of Health of the Republic of Kazakhstan after its official publication;

3) within ten working days after the state registration of this order, submission of information to the Legal Department of the Ministry of Health of the Republic of Kazakhstan on implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph.

4. The supervising vice minister of health of the Republic of Kazakhstan is authorized to control the execution of this order.

5. This order comes into effect upon the expiration of twenty one calendar days after the day of its first official publication.

A G R E E D

Ministry of education and science  
of the Republic of Kazakhstan  
" \_\_\_\_\_ " \_\_\_\_\_ 2020

Appendix 1  
to the order  
Minister of health of the  
Republic of Kazakhstan  
dated December 21, 2020  
№ ҚР ДСМ-303/2020

## **Rules for additional and non-formal education of health professionals and recognition of the learning outcomes received through additional and non-formal education**

### **Chapter 1. General Provisions**

1. The rules for additional and non-formal education of health professionals and recognition of learning outcomes obtained through additional and non-formal education ( hereinafter referred to as the Rules) are developed in accordance with paragraph 6 of Article 221 of the Code of the Republic of Kazakhstan dated July 7, 2020 “On people’s health and healthcare system" (hereinafter - the Code) and determine the procedure for implementation of programs for additional and non-formal education of health professionals and recognition of learning outcomes obtained through additional and non-formal education.

2. The following terms and definitions are used in these Rules:

1) assessment organization - an organization accredited by the authorized body that assesses the knowledge and skills of students, graduates of professional training and healthcare professionals;

2) advanced training - a form of additional education that allows to maintain, expand, deepen and improve previously acquired professional knowledge, skills and abilities, as well as to master new (additional) competencies within the main specialty;

3) educational program - a single complex of basic characteristics of education, including goals, results and content of learning, organization of the educational process, methods and ways of their implementation, criteria for assessing learning outcomes;

4) information system of the catalog of educational programs - an automated information platform designed to form and update a single information environment for recording all programs of additional education;

5) additional education of health professionals (hereinafter - additional education) - a learning process carried out in order to meet the educational needs of health personnel in

order to maintain, expand, deepen and improve professional knowledge, skills and abilities, as well as to master new (additional) competencies;

6) healthcare specialist - an individual who has a professional medical and (or) pharmaceutical education and carries out medical and (or) pharmaceutical practice or activities in the field of sanitary and epidemiological well-being of the population;

7) recognition of learning outcomes - confirmation by a state body of the significance of the results of additional and non-formal education in order to use its owner in professional activities.

8) learning outcomes - confirmed by a positive assessment of the knowledge and skills of mastered professional competencies within the educational program of additional and non-formal education;

9) expert organization - an organization determined by the authorized body in the field of medical and pharmaceutical education, for implementation of expertise of advanced training programs in the field of health care, implemented by educational organizations and scientific organizations;

10) certification course - a form of additional education aimed at expanding, deepening and forming additional professional knowledge, skills and abilities in a narrow specialization within the main one;

11) internship - a form of non-formal education aimed at the formation and consolidation in practice of professional knowledge, skills and abilities obtained on the basis of theoretical training, as well as the study of the specifics of work, advanced experience for further professional activity;

12) trainee - a person enrolled in training in an organization that implements additional education programs;

13) non-formal education - a type of education carried out by organizations that provide educational services without taking into account the place, timing and form of training with the issuance of a document confirming the results of training;

3. Additional and non-formal education is carried out by organizations of higher and (or) postgraduate education, national and scientific centers, research institutes, higher medical colleges on the basis of accredited clinical bases, clinics of educational organizations in the field of health care, university hospitals that implement educational programs of additional and (or) non-formal education and have passed institutional accreditation in accreditation bodies entered in the register of recognized accreditation bodies (hereinafter - educational organizations) in accordance with paragraph 6 of Article 221 of the Code.

4. Additional education is carried out at the expense of the budget, the employer, and (or) other sources not prohibited by the legislation of the Republic of Kazakhstan.

For additional education in foreign organizations, at the expense of the republican and local budgets, health professionals working in state health organizations and clinics of non-profit medical educational organizations are sent.

5. The mastering of additional education programs is carried out full-time or part-time. In cases of partial training, the student performs work on a part-time basis and at the same time is trained in one of the forms of additional education, including the use of distance learning technologies, in the manner prescribed by the Rules for organizing the educational process on distance educational technologies, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 (registered in the Register of state registration of regulatory legal acts under No. 10768).

## **Chapter 2. Procedure for additional education of health professionals**

6. Additional education of specialists in the field of healthcare is carried out in accordance with the list of educational programs published in the information system of the catalog of educational programs of additional education (hereinafter - the Catalog).

The catalog is formed, published and updated by the expert organization in electronic form in the form in accordance with Appendix 1 to these Rules.

The inclusion and publication of the educational program of additional education ( hereinafter referred to as the program) in the catalog is carried out in four stages:

1) filing an application from an educational organization in the field of health care in the information system of the catalog;

2) consideration of the application and appointment of an expert examination of the program;

3) examination of the program;

4) publication and updating of the program in the catalog.

7. Programs of additional education, depending on the content and direction (purpose), are divided into:

1) advanced training programs aimed at maintaining, deepening and improving professional competencies in accordance with the qualification requirements of the industry qualifications framework and professional standards in the field of healthcare;

2) a certification course aimed at expanding and (or) mastering new professional competencies in the direction of the main specialty.

8. Advanced training programs are subdivided into four levels in accordance with Appendix 2 of these Rules.

9. The duration of additional education programs ranges from 2 credits (60 hours) to 10 credits (300 hours) for professional development, from 15 credits (450 hours) to 60 credits ( 1800 hours) for certification courses. One credit equals 30 academic hours.

The duration of one academic hour is 50 minutes.

10. To determine the initial (primary) level of knowledge of students of additional education programs, a basic control is carried out, during training - current control, at the end of training - final control.

Basic and current control of students is carried out by the educational organization. The final control of students is carried out by an accredited assessment organization for certification courses programs in the manner determined in accordance with paragraph 6 of Article 223 of the Code.

11. For the positive result of the final control (above the threshold score), the students who have mastered the programs:

1) advanced training – receive a certificate of advanced training in the form, in accordance with Appendix 3 of these Rules;

2) certification courses - receive a certificate of a certification course with an attachment (transcript) containing a list of knowledge and skills mastered by a specialist in the form, in accordance with Appendix 4 of these Rules.

A certificate of a certification course without an attachment (transcript), including those obtained abroad, is not valid.

3) students with the result of the final control below the threshold score are assigned a repeated final control. Upon receipt of the repeated result of the final control below the threshold score, students are issued a certificate of completing additional education indicating the volume of the mastered program in the form, in accordance with Appendix 5 of these Rules.

12. Health professionals who have completed additional educational programs abroad provide a document on additional education with an attachment (transcript).

A document issued in a foreign language is additionally provided with a notarized translation in Kazakh and Russian.

13. Acceptance of applications for enrollment of a student for advanced training cycles, as well as the issuance of documents on completion of advanced training are carried out by educational organizations that implement additional education programs, in electronic format through the web portal "electronic government" (partially automated) and (or) in paper form.

14. The state service "Issuance of documents on completion of advanced training of health personnel" (hereinafter - the public service) is provided by educational organizations in the field of healthcare (hereinafter - the service provider).

The list of basic requirements for provision of a public service, including the characteristics of the process, the form, content and result of the provision, as well as other information, taking into account the specifics of the provision of a public service, is given in the standard of public services in accordance with Appendix 6 to these Rules.

The issuance of the result of the provision of a public service on paper is carried out by direct contact to the service provider or in electronic format through the web portal of "electronic government" on the basis of an electronic request from the service recipient.

When the service recipient applies through the web portal, the notification of the result of the public service is sent to the "personal account" in the form of an electronic document certified by the electronic digital signature of the authorized person of the service provider.

15. The service provider refuses to provide a public service in the cases and on the grounds specified in paragraph 9 of the public service standard.

16. In case of failure of the information system, the service provider notifies the operator of the information and communication infrastructure of "electronic government" within one working day.

In this case, the operator, within the period specified in part one of this paragraph of the Rules, draws up a protocol on a technical problem and signs it with the service provider.

17. Complaints of service recipients regarding the provision of public services are subject to consideration in accordance with the legislation of the Republic of Kazakhstan.

In case of disagreement with the results of the decision of the service provider, the service recipient has the right to appeal the results in court.

### **Chapter 3. Order of non-formal education of health professionals**

18. Non-formal education of health professionals is carried out by organizations of higher and (or) postgraduate education, national and scientific centers, research institutes, higher medical colleges on the basis of accredited clinical bases, clinics of educational organizations in the field of health care, university hospitals.

19. Non-formal education of health professionals is carried out in the form of internships, seminars, trainings, master classes, webinars, online courses.

20. The duration of the internship, seminar, training, master class, webinar, online course is determined by the educational organization in the field of health care independently.

21. Health professionals who complete non-formal education are issued a certificate of completion of non-formal education.

### **Chapter 4. Procedure for recognition of learning outcomes obtained by health professionals through additional and non-formal education**

22. The result of training received by a health professional through additional and non-formal education are:

1) additional education:

certificate of professional development;

certificate of a certification course with attachment (transcript).

2) non-formal education:

a report on implementation of the individual plan of the internship, information on the knowledge, skills and abilities acquired during the internship, feedback from the head of the structural unit to a healthcare specialist following the results of the internship;

certificate of completion of a seminar, training, master class, webinar, online course;

a positive self-assessment result of an accredited assessment organization.



	0-1	1-2	2-3	3-5	5-7	7-10	10-13	13-15	15-16	16-20	20-25	Over 25, Further every 5 years
Levels of educational programs for professional development (basic, secondary, higher, specialized)	Basic level: professional development cycles corresponding to general issues of professional activity				Intermediate level: advanced training corresponding to in-depth professional issues		The highest level: advanced training, corresponding to in-depth issues of innovative, advanced technologies of professional activity		The highest level: advanced training, corresponding to in-depth issues of innovative, advanced technologies of professional activity		Specialized level: international or foreign training in innovative, advanced high-tech medical services of professional activities	Specialized level: international or foreign training in innovative, advanced high-tech medical services of professional activities

Appendix 3  
to the Rules of  
additional and non-formal  
education of healthcare  
professionals  
Form

**Advanced training certificate № \_\_\_\_\_**

Hereby certifies \_\_\_\_\_

(surname, name, patronymic (if any))

that she (he) from " \_\_\_\_ " \_\_\_\_\_ to " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_

completed advanced training in the specialty \_\_\_\_\_

by cycle \_\_\_\_\_

\_\_\_\_\_ in the volume \_\_\_\_\_ hours  
qualification level \_\_\_\_\_

(second, first, highest – specify)

at \_\_\_\_\_

(name of educational organization)

(surname, name, patronymic (if any), signature of the head)

Qualification level in the Industry Qualifications Framework to which the professional development program corresponds

\_\_\_\_\_



Stamp here

Date of issue " \_\_\_ " \_\_\_\_\_ 20 \_\_\_

Appendix 4  
to the Rules of  
additional and non-formal  
education of healthcare  
professionals  
Form

**Certificate of certification course № \_\_\_\_\_**

Hereby certifies \_\_\_\_\_

(surname, name, patronymic (if any))

that she (he) from " \_\_\_ " \_\_\_\_\_ to " \_\_\_ " \_\_\_\_\_ 20 \_\_\_ completed a  
certification course in the specialty \_\_\_\_\_

\_\_\_\_\_ in the volume \_\_\_\_\_ hours at \_\_\_\_\_

\_\_\_\_\_ (name of educational organization)

\_\_\_\_\_ (surname, name, patronymic (if any), signature of the head)

Qualification level in the Industry Qualifications Framework to which the professional  
development program corresponds

Stamp here

Date of issue " \_\_\_ " \_\_\_\_\_ 20 \_\_\_

Attachment to  
the certificate of certification  
course

**Name of educational organization**

**TRANSCRIPT**

Full Name \_\_\_\_\_

Date of training \_\_\_\_\_

Cycle name \_\_\_\_\_

Specialty \_\_\_\_\_

Specialization \_\_\_\_\_

Number of credits (hours) \_\_\_\_\_

			Assessment	
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Code	Name of discipline	Number of credits	Letters	Point	Final assessment

Recorder \_\_\_\_\_

(surname, name, patronymic (if any))

\_\_\_\_\_ (signature)

Registration number № \_\_\_\_\_

Date of issue \_\_\_\_\_

Appendix 5  
to the Rules of  
additional and non-formal  
education of healthcare  
professionals  
Form

**Certificate of completion of additional education № \_\_\_\_\_**

Hereby certifies \_\_\_\_\_

(surname, name, patronymic (if any))

that she (he) from "\_\_\_" \_\_\_\_\_ to "\_\_\_" \_\_\_\_\_ 20 \_\_\_ completed a certification course in the specialty \_\_\_\_\_

\_\_\_\_\_ by cycle

\_\_\_\_\_ in the volume

\_\_\_\_\_ hours

additional education program \_\_\_\_\_

\_\_\_\_\_ (professional development or certification course - specify)

at \_\_\_\_\_

\_\_\_\_\_ (name of educational organization)

\_\_\_\_\_ ((surname, name, patronymic (if any), signature of the head)

Qualification level in the Industry Qualifications Framework to which the professional development program corresponds

Stamp here

Date of issue " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_

Appendix 6  
to the Rules of  
additional and non-formal  
education of healthcare  
professionals

## Public service standard "Issuance of documents on completion of advanced training and certification courses for health personnel"

1	Name of service provides	Educational organizations in the field of healthcare
2	Methods of providing a public service	1) the service provider (with the direct application of the service recipient) ; 2) web portal of "electronic government" www.egov.kz (hereinafter referred to as the portal).
3	The term for provision of a public service	when contacting the service provider: 1) from the moment of complete mastering of the educational program, the issuance of documents on completion of advanced training and certification courses - 1 (one) working day (subject to full mastering of the educational program), after the completion of training, regardless of the duration of advanced training and certification courses; 2) the maximum allowable waiting time for submission of documents - no more than 30 (thirty) minutes; 3) the maximum allowable time for servicing the service recipient is 30 (thirty) minutes: 1) from the moment the service recipient submits the documents to the service provider - no more than 30 (thirty) minutes.
4	Form of provision of a public service	electronic (partially automated) and (or) paper.
5	The result of provision of a public service	1) on completion of advanced training: a certificate of advanced training in the form in accordance with Appendix 3 to the Rules for additional and non-formal education of health professionals or a certificate of advanced training ; 2) on completion of the certification course: a certificate of certification course in the form in accordance with Appendix 4 to the Rules for additional and non-formal education of health professionals or a certificate of completion of the certification course.
6	The amount of payment charged from the service recipient when rendering a public service, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	free for individuals
7	Schedule	the service provider - from Monday to Saturday (Monday - Friday from 9.00 to 18.00 without a break, on Saturday from 9.00 to 14.00), except weekends (Sunday) and holidays in accordance with the Labor Code of the Republic of Kazakhstan; 2) the portal - around the clock, with the exception of technical breaks related to repair work (when the service recipient applies after the end

		of working hours, on weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan, applications are accepted and the results of the provision of a public service are issued on the next working day).
8	List of documents required for provision of a public service (or his representative by power of attorney)	1) to the service provider: an identity document for identification during direct contact; 2) to the portal: request in electronic form.
9	Grounds for refusal to provide a public service established by the legislation of the Republic of Kazakhstan	1) establishment of the inaccuracy of the documents submitted by the service recipient for receiving a public service, and (or) the data (information) contained therein; 2) establishment of an incomplete list of documents submitted by the service recipient for obtaining a public service, and (or) the data (information) contained therein.
10	Other requirements, taking into account the specifics of provision of a public service	The addresses and contact phones of the service providers are posted on the Internet resources of educational organizations in the field of healthcare, or in the premises of the service provider. A unified contact center for provision of public services: 8-800-080-7777, 1414. The service recipient has the opportunity to obtain information on the procedure and the status of provision of a public service at any stage of performance of the public service.

Appendix 2  
to the order Minister  
of health of the  
Republic of Kazakhstan  
dated December 21, 2020  
№ ҚР ДСМ-303/2020

## **Qualification requirements for organizations implementing educational programs of additional and non-formal education in the field of healthcare**

### **Chapter 1. General provisions**

1. Qualification requirements for organizations that implement educational programs of additional and non-formal education in the field of health care (hereinafter - the Rules) are developed in accordance with paragraph 6 of Article 221 of the Code of the Republic of Kazakhstan dated July 7, 2020 "On people's health and health care system" (hereinafter – the Code) and determine the qualification requirements for organizations that implement educational programs of additional and non-formal education in the field of healthcare.

2. The following terms and definitions are used in these Rules:

1) educational program - a single set of basic characteristics of education, including goals, results and content of education, organization of the educational process, methods and ways of their implementation, criteria for assessing learning outcomes;

2) additional education of health professionals (hereinafter - additional education) - a learning process carried out in order to meet the educational needs of health personnel in order to maintain, expand, deepen and improve professional knowledge, skills and abilities, as well as mastering new (additional) competencies;

3) simulation technologies - innovative technologies (mannequins, dummies, simulators, standardized patients, virtual reality, computer programs, etc.) that allow simulating and reproducing static and dynamic processes of clinical situations in an artificial environment for practicing and passing skills.

4) non-formal education - a type of education carried out by organizations that provide educational services without taking into account the place, timing and form of training with the issuance of a document confirming the results of training;

## **Chapter 2. Qualification requirements for organizations that implement educational programs of additional and non-formal education in the field of healthcare**

3. The following qualification requirements are imposed on organizations that implement educational programs of additional education in the field of healthcare:

1) availability of a certificate of institutional accreditation in accordance with paragraph 6 of Article 221 of the Code;

2) to staffing:

additional education (including with the use of distance learning technologies and on-site cycles) is carried out by persons with a doctorate or candidate of science degree, an academic degree of doctor of philosophy or master's. For practical training, it is allowed to attract teachers from among specialists in practical health care without an academic degree, but no more than 50% of the total number of teaching staff;

teachers of additional education must have at least 10 years of experience in the specialty and scientific and pedagogical experience of at least 3 years, professional development at least 4 credits (120 hours) over the last 5 years in the taught profile;

3) to educational and methodological support:

availability of an approved additional education program;

availability of access to specialized international information networks, electronic databases, library funds, computer technologies, educational and methodological and scientific literature;

availability of innovative, simulation technologies and interactive teaching methods;

availability of control and assessing instruments for basic, current and final control;

4) to the material and technical support:

the presence on the basis of the right of ownership and (or) under agreements on operational (trust) management, lease (hiring) of the classroom fund, classes, laboratories corresponding to the size of the contingent of students, sanitary and technical norms and rules ;

the presence on the basis of the right of ownership and (or) under agreements on operational (trust) management, lease (hiring) corresponding to the size of the contingent of students for additional education programs, sanitary-technical norms and rules of computer

equipment for demonstration of printed, audio, video materials, with access to the Internet, library stock, simulation equipment (mannequins, dummies, simulators);

5) to management of additional education programs in the field of health care:

the presence of an administrative structure and a staff of administrative and managerial personnel that ensure the management of the process of additional education, in accordance with the contingent of students of additional education programs.

4. Organizations providing non-formal education in the field of healthcare are required to have a certificate of institutional accreditation from accreditation bodies included in the register of recognized accreditation bodies.

Appendix 3  
to the order  
Minister of health of the  
Republic of Kazakhstan  
dated December 21, 2020  
№ ҚР ДСМ-303/2020

### **List of invalid orders of the Ministry of Health of the Republic of Kazakhstan**

1. Order of the Acting Minister of Health of the Republic of Kazakhstan dated November 11, 2009 No. 691 "On approval of the Rules for advanced training and retraining of medical and pharmaceutical personnel" (registered in the Register of state registration of regulatory legal acts under No. 5904, published in the Collection of acts of central executive and other central state bodies of the Republic of Kazakhstan No. 2, 2010).

2. Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated May 29, 2015 No. 433 "On amendments to the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 11, 2009 No. 691 "On approval of the Rules for advanced training and retraining of medical and pharmaceutical personnel" (registered in the Register of state registration of regulatory legal acts under No. 11448, published in the "Adilet" Information and Legal System dated 03.07.2015).

3. Order of the Minister of Health of the Republic of Kazakhstan dated March 18, 2017 No. 76 "On amendments to the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 11, 2009 No. 691 "On approval of the Rules for advanced training and retraining of medical and pharmaceutical personnel and qualification requirements for organizations implementing programs of additional medical and pharmaceutical education" (registered in the Register of state registration of regulatory legal acts under No. 14954, published in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan in electronic form dated 10.04.2017).

4. Order of the Minister of Health of the Republic of Kazakhstan dated August 25, 2018 No. ҚР ДСМ-7 "On amendments and additions to the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 11, 2009 No. 691 "On approval of the Rules for advanced training and retraining of medical and pharmaceutical personnel, as well as

qualification requirements for organizations implementing programs of additional medical and pharmaceutical education" (registered in the Register of state registration of regulatory legal acts under No. 17436, published in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan in electronic form dated 03.10.2018).

5. Order of the Minister of Health of the Republic of Kazakhstan dated May 26, 2020 No. ҚР ДСМ-57/2020 "On amendments to the order of the Acting Minister of Health of the Republic of Kazakhstan dated November 11, 2009 No. 691 "On approval of the Rules for advanced training and retraining of medical and pharmaceutical personnel, as well as qualification requirements for organizations implementing programs of additional medical and pharmaceutical education" (registered in the Register of state registration of regulatory legal acts under No. 20733, published in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan in electronic form dated 27.05.2020).