

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 3/2019

Title: **Reimbursement for Events and Operations relating to Specialist Training of Physicians**

Validity and effectiveness: On the day of the Dean's signature

Article 1 Subject of the Measure

1. This measure regulates the amount and method of reimbursement for training events, examinations and activities in the disciplines of specialized medical training within the scope of public administration in accordance with the Public Contract concluded between the Charles University and the Ministry of Health of the Czech Republic, as amended, in connection to the system of post-graduate education in the health sector and in accordance with the legislation in force.
2. The amounts for reimbursement for educational events, tests and other activities are listed in the Annex to this Measure or are governed by the applicable law.

Article 2 Definitions

1. The Faculty of Medicine in Hradec Králové (hereinafter 'the Faculty') ensures, on request, the issue of copies or duplicates of original documents (other than diplomas of specialization), provided that their duplicates are available in the file.
2. The copy shall be issued at the request of the person to whom the original was issued or of their authorized representative (officially certified letter of attorney). The copy shall be issued as a copy of the original submitted and shall be stamped, and supplied with a first name, last name and signature of the person who issued the copy and the date of issue of the copy. In the case where the original consists of several separate sheets, these particulars shall appear on each sheet. The issue of the copy shall be indicated in the relevant file.
3. A counterpart (duplicate) shall be issued at the request of the person to whom the original was issued or of their authorized representative (officially certified letter of attorney). A counterpart shall be made out on the appropriate form in force at the time of issue of the original or, in the absence of such a form, a copy shall be made out on another appropriate form. The issue of the counterpart shall be indicated in the relevant file.
4. Where it is not possible to acquire the signatures of the persons who signed the original, the name of those persons with the entry 'v.r.' shall be indicated on the counterpart; if the stamp used on the original cannot be obtained, the abbreviation 'L.S.' shall be indicated

on the counterpart instead. The counterpart shall be accompanied by the clause ‘This counterpart is in agreement with the original’. The following particulars shall accompany the clause: first name, last name and signature of the authorized official who issued the copy, stamp and date of the copy. Where a counterpart consists of several separate sheets, each sheet shall contain the clause and particulars.

Article 3 Administrative Fees

1. The fees shall cover administrative proceedings governed by Act No. 95/2004 Coll., on the conditions for the acquisition and recognition of professional qualifications and specialized qualifications for the medical profession of physician, dentist and pharmacist, as amended, and other activities of administrative office related to the performance of the state administration.
2. The amount of the administrative fees and the conditions for carrying out the operations are laid down in the Tariff of Act No 634/2004 Coll., on administrative charges, as amended (hereinafter referred to as ‘the Act on Administrative Charges’). The operations subject to the fees under this Measure are defined in the Tariff under headings 3 and 7, the selected part of which is annexed to this measure.
3. The fee shall be charged and collected by the Faculty and shall be payable before the task is performed. If the fee is not paid, the Faculty will not perform the task.
4. The fee shall be paid in cash in Czech koruna (CZK) at the cash register of the Dean's office under payment reference number 8130404; in exceptional cases another method of payment may be agreed upon.

Article 4 Educational Events

1. The Faculty provides the theoretical part of the education programs in basic disciplines based on the accreditation granted by the Ministry of Health of the Czech Republic.
2. The payment of the corresponding financial amount shall be a condition for participation in this training. The amount shall be set and collected by the Faculty. A person interested in participating in this training shall pay the specified amount to the appropriate Faculty account upon validation of the application by the Faculty.
3. The execution of the payment shall be demonstrated before the start of the training and at the latest on the day of the event. If no payment is made, the person cannot participate in the training.
4. Payments shall be made by bank transfer to the Faculty account; in exceptional cases another method of payment may be agreed upon.

Article 5
Examinations of Physicians and Dentists

1. The amount of reimbursement for examinations of physicians and dentists is regulated by Government Regulation No. 324/2018 Coll., on the amount of reimbursement for examinations of physicians, dentists and pharmacists, as amended.
2. The payment shall be made by bank transfer to the Faculty account under payment reference number 8130403; in exceptional cases another method of payment may be agreed upon.

Article 6
Final Provisions

1. This Measure shall be valid and take effect on the date of Dean's signature.
2. Dean's measure No. 8/2014-15 Fees connected to Specialized Training of Physicians at the Charles University Faculty of Medicine in Hradec Králové is hereby repealed.

Appendix: The Amount of Reimbursement for Training and Other Activities

In Hradec Králové on 2nd April 2019

prof. MUDr. Jiří Mand'ák, Ph.D.
Dean of the Faculty

AMOUNT OF REIMBURSEMENT FOR TRAINING AND OTHER ACTIVITIES

Administrative Fees	VS 8130404
Heading 3 (selected part) of the tariff for administrative charges, published as an Annex to the Act on Administrative Charges	
For the issue of a counterpart, a copy, a photocopy or an extract from official files, private files held in official storage, from registers, registries, books, records, files, lists, documents or from other written and image material, and, where appropriate, for notification of negative findings	CZK 50 for each page started CZK 40 on the technical medium CZK 15 for the first page and CZK 5 for each additional page that is started if it is procured on a copier or a printer of a computer
Heading 16 of the tariff for administrative charges, published as an Annex to the Act on Administrative Charges	
The issue of a document, card, certificate or similar document in lieu of a document, card, certificate or similar document if it is damaged, destroyed, lost, stolen, unfit, or for a document, card, certificate or similar document containing entries made without authorization (issue of a duplicate)	CZK 100

Educational Events	
One-day training	CZK 1,500–2,000 *)
A multi-day training for each day of duration	CZK 1,000 *)
Mandatory test (to end a base subject or pre-attestation)	CZK 300

*) Participants who are employed on the date of application for the training at the University Hospital Hradec Králové, a discount of 50% is provided on the price of the training.