

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 15/2019

Title: **The Performance of the Records Management at the Faculty of Medicine in Hradec Králové**

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

**Article 1
Basic Provisions**

1. This Measure is issued in accordance with Article 22(5) of Rector's measure No. 60/2018 Records Management Regulation of the Charles University (hereinafter the 'UK Records Management Regulation').
2. The performance of the records management at the Faculty of Medicine in Hradec Králové (hereinafter 'the Faculty') is governed by the UK Records Management Regulation and by the applicable legislation. This Measure regulates the details of the performance of records management at the Faculty in accordance with the UK Records Management Regulation.
3. Further details of the performance of records management at the Faculty may be adjusted by methodological documents, which must be in accordance with the applicable legislation, the UK Records Management Regulation and this Measure.

**Article 2
Organization of the Performance of Records Management**

1. The organization of the performance of records management at the Faculty shall be ensured by the local Records Management Coordinator (hereinafter referred to as the 'Coordinator'), who shall carry out in particular the activities referred to in Article 3(3) of the UK Records Management Regulation.
2. The local Records Management Coordinator is organized under the Administration Department and oversees the departments of the Faculty Registry and the Faculty File Room.
3. The Faculty sets up a main File Room. The local Records Management Coordinator shall be responsible for the administration of the File Room. The Faculty also establishes, for each Records Management Point, the File Room of the Records Management Point. The File Room of the Records Management Point shall be managed by the Head of the Records Management Point or, where appropriate, by the person designated by the Head.
4. At the Faculty, records management is performed at the following Records Management Points:
 - **Other parts**

- a) Radio-Isotope Laboratory and Vivarium (RIL)
- b) Computer Technology Center (OVT)
- **Dean's Office**
 - a) Administration Department (SPRO)
 - b) Grants and International Division (GZO)
 - c) Operational and Technical Department (PTO)
 - d) Economic Division (EO)
 - e) Secretariat (Secretariat)
 - f) Medical Library (Library)
 - g) Study Division (SO)
 - h) Human Resources Department (PERSO)
 - i) Public Affairs and Communications Department (OPR)
- **Joint departments of the Faculty and University Hospital Hradec Králové**
 - a) Department of Infectious Diseases (INF)
 - b) Academic Department of Surgery (Surgery)
 - i. Department of Neurosurgery (NCH)
 - ii. Department of Urology (UROL)
 - iii. Department of Surgery (CHIR)
 - iv. Department of Cardiosurgery (KCH)
 - v. Department of Orthopedic Surgery (ORTOP)
 - c) Department of Clinical Immunology and Allergology (ÚKIA)
 - d) Department of Pediatrics (DK)
 - e) Department of Rehabilitation (REHAB)
 - f) Department of Anesthesiology, Resuscitation and Intensive Medicine (KARIM)
 - g) Department of Forensic Medicine (FORENSIC)
 - h) Department of Neurology (NEUTRAL)
 - i) Department of Ophthalmology (OPHTHAL)
 - j) Department of Otorhinolaryngology and Head and Neck Surgery (ORL)
 - k) Department of Obstetrics and Gynecology (PGK)
 - l) Department of Psychiatry (PSYCH)
 - m) Department of Oncology and Radiotherapy (ONKOL)
 - n) Department of Dentistry (STOM)
 - o) Department of Clinical Microbiology (ÚKM)
 - p) Department of Dermatology and Venereology (DERMA)
 - q) The Fingerland Department of Pathology (FÚP)
 - r) Department of Diagnostic Radiology (RDG)
 - s) Academic Department of Internal Medicine (Internal Medicine)
 - t) Department of Clinical Biochemistry (UKBD)
- **Theoretical departments**
 - a) Department of Anatomy (ANAT)
 - b) Department of Hygiene and Preventive Medicine (HYG)
 - c) Department of Medical Biophysics (PHYSICS)
 - d) Department of Pharmacology (FARM)
 - e) Department of Pathological Physiology (PATFYZ)
 - f) Department of Languages (LANGUAGES)
 - g) Department of Medical Biochemistry (CHEMISTRY)
 - h) Department of Medical Biology and Genetics (BIOL)
 - i) Department of Histology and Embryology (HISTOL)

- j) Department of Social Medicine (SOCLEK)
- k) Department of Physiology (FYZIOL)

Article 3

Distribution and Circulation of Documents

1. The Registry employee sorts and distributes the documents among the Faculty's Records Management Points. The transfer of documents is confirmed by the technical means of the ESSS UK system.
2. Incoming analogue documents are scanned (if the nature and form of the document allows) after registration and enclosed as an attachment to the ESSS UK system.
3. Within a Records Management Point, the documents shall be assigned by the Head of the Records Management Point to a particular employee for processing. If an analogue document is received, the processor has such a document available in paper as well as electronic form.
4. If the processor finds out that the document should not be allocated to them, the processor shall immediately return it to the Head of the Records Management Point. The Head of the Records Management Point shall ensure that the document is reassigned. If the document does not belong to the assigned Records Management Point, the Head of the Records Management Point returns the document to the Registry. The Registry employee reassigns the document to another Records Management Point.

Article 4

Final Provisions

1. This Measure is binding to all staff members of the Faculty.
2. This Measure was in accordance with Article 3(1)(a) and Article 6(a) of UK Records Management Regulation discussed with the Records Management Coordinator of the Charles University and the Charles University Archive, which issued favourable opinion to the Measure on 30 October 2019 under Ref. UKRUK/303397/2019-2.
3. This Measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 13 November 2019

prof. MUDr. Jiří Mand'ák. Ph.D.

Dean of the Faculty