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Yekatit 12 Hospital Medical College
Proclamation

Proclamation No. 31/2011
Yekatit 12 Hospital Medical College
Establishment Proclamation

WHEREAS, it is found necessary to build institutional capacity and professional strength to ensure effective implementation of the national health policy that emphasises on tackling of the main health problems of our society, the spread of communicable and non communicable diseases, through preventive measures;

WHEREAS, it is required to establish medical training center under the city Government of Addis Ababa to train higher and medium level health professionals through applying a new method of training that sufficiently combines theoretical training with practical application in amalgamation with hospital health service delivery so that to give enduring solution to the shortage of specialized and general practitioner medical professionals that has been seriously constraining the effective implementation of the national health policy;

NOW, THEREFORE, in accordance with Article 5(2) of the Higher Education Proclamation No. 650/2009 as well as Article 14(1)(a) of the Revised Charter of Addis Ababa City Government Proclamation No.361/2003 the City Council of Addis Ababa has issued this proclamation as follows;

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1. **Short Title**
   
   This proclamation may be cited as the "Yekatit 12 Hospital Medical College Establishment Proclamation No. 31/2011".

2. **Definitions**
   
   Unless the context requires otherwise, in this proclamation:
   
   i. "Government" means the Addis Ababa City Government;
   
   ii. "Bureau and Bureau head" means the Health Bureau and Head of the Health Bureau of the City Government of Addis Ababa, respectively;
   
   iii. "Proclamation" means the Higher Education Proclamation No. 650/2009;
   
   iv. "Provost" means the chief administrator of the College, who is appointed in accordance with this proclamation;
   
   v. "Academic Staff" means member of the college engaged in a capacity of teaching and research;
   
   vi. "Medical staff" means member of the college engaged in medical service thereof;
   
   vii. "Administrative staff" means member of the college engaged in rendering administrative service;
   
   viii. "Board" means the governing board of the college established in accordance with this proclamation;
   
   ix. "College" means the Yekatit 12 Hospital Medical College established in accordance with this proclamation.

3. **Establishment**
   
   1. Yekatit 12 Hospital Medical College (hereafter called the college) is hereby established by this proclamation having legal personality;
   
   2. The college shall be accountable to the Bureau;
   
   3. Relevant provisions of the Higher Education Proclamation shall be applicable to the college;
Part Two
Organisational Structure, Power and Function

4. Objectives

The college shall have the following objectives:

1. Produce highly qualified and competent health professionals through applying new methods of training that sufficiently combines theoretical and practical training.

2. Conduct health service focusing on the alleviation of heath problems of the society that are highly prevalent at the grass root level.

3. Abolish the society's health problem by giving them education and training and by also conducting health problem solving research.

5. Independence and Accountability of the College

The college shall be autonomously organized and independently function in a manner that would enable it to achieve its objectives stipulated in this proclamation.

6. Organisational Structure

The college shall have:

- The Board of Governors
- The Senate
- The Academic Council
- The Dean
- The Faculty
- The Department
- The Programme units
- The Office

7. Power and Function of the College

The college shall have the following power and functions:

- Providing quality and well standardized health service to public.
- Establish and run various health service providing units and centres.
- Implement and apply graduate and post graduate programmes through organizing programmes units.
- Other relevant staff members.
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Part Three

Establishment, function and Accountability of the Governing bodies of the college

8. Establishment and Accountability of the College

1. The governing board of Yekatit 12 Hospital Medical College (hereafter called the board) is hereby established by this proclamation:

2. Accountability of the board shall be to the bureau.

9. Members of the board

1. The board shall have nine members including the provost;

2. Excluding the provost, all other members of the board shall be appointed by Mayor of the City;
3. The nominees for the membership of the board shall be highly qualified individual serving or used to serve as academicians in the intuitions of higher learning and earned commendable reputation for their academic excellencies and believed to give viable leadership and make the demanded contribution for the success of the college;

4. The tenure of the board shall be five years. However, any one of them can be reappointed for only one additional term;

5. With out prejudice to sub article 4 of this article, the members of the board collectively as well as separately shall be accountable for any wrong doing they commit.

10. Meeting procedure of the board

1. The board shall meet once a month, however the chair person may call an urgent meeting if it deems necessary;

2. It shall constitute a quorum when ever half of the members are present;

3. Decisions shall be passed by majority vote. When votes are equal, the decision that the chair person supports shall be the decision of the board;

4. If it is requested by ¼ of the members the chair person shall call an urgent meeting;

5. The agenda of the meeting shall have to be delivered to each member five days prior to the meeting.

11. Power and function of the board

The board shall have the following powers and functions;

1. Oversight and coordinate the college as a supreme governing body;

2. Ensure proper application of this proclamation and other regulations and directives that it issues;

3. Discuss and approves the annual plan, the budget and prioritize the activities of the college as well as regularly scrutinize reports on the various activities;

4. Nominate a person who should be appointed as a provost of the college and presents to the bureau;
6. Set modalities and establish procedures for appointment of the vice provosts and issue directives for the effect;

7. Take corrective measure when the vice provosts show weakness in their discharge of responsibilities and commit mistakes;

8. Confirm and approve strategic plans, annual reports on the performances and proper utilization of budget after thoroughly discussing and submits to the concerning bodies and commands their implementation when the concerning body ratifies;

9. Follow up the revenue collecting system of the college and confirm whether the expenditure commensurate with the annual budget;

10. Follow up the procedures of employing academic, medical and administrative staffs of the college whether the application is based on the relevant laws and regulations of the government that are set to administer civil servant;

11. Reports submit performance reports and budgets to the bureau;

12. Give final decisions on complaints raised against any the decisions of the college after investigating;

13. It shall evaluates the over all performances of the college;

14. Issue directives to establish the modus operandi of the board itself and ethical codes for its members;

15. Confer professorships submitted to it by the Senate;

16. Determine various payment proposals that the college provost submits for decision;

17. Follow up the proper effect and fairness of payments Determined for benefits and honorarium for extra-hour works;
18. Ensure the applicability of allowances and other benefits for board members after being set by the bureau.

12. Members of the Senate

The senate of the college shall have the following members:

1. Provost of the college..........................chairman
2. Vice provosts of the college ...member
3. Heads of programmes..........member
4. Chief librarian and head of information department...member
5. The registrar.........................member
6. Two representatives of the academic staff......member
7. A representative of the students...member

13. Power and function of the Senate

The senate shall have the following powers and functions:

1. Cause implementation of academic programs and systems of the college;
2. Issue directives regarding student administration, academic issues, nomination and election of department heads, hiring of staffs, promotion and dismissal, benefits and allowances and ethical codes and ensure their proper implementation;
3. Approves hiring of academic and medical staffs, and prepare and submit proposal to confer professorship;
4. Set criteria for admission of students, determination of academic standards, disciplinary matters and graduation, and examine and decide on appeals relating thereof;
5. Sets general guide lines to determine examination and academic standards;
6. Place a system for affirmative actions targeting female students in order to fill the gender imbalance between female and male students;
8. Place a system to admit students for postgraduate programs;
9. Establish procedures for its meetings and modus operandi;
10. With out prejudice to the provisions of this article, it may temporarily or permanently delegate some of its function to the appropriate bodies of the college;
11. Perform other functions assigned to it by the board.

14. Appointment and dismissal of the provost and vice provosts
1. The provost of the college shall be appointed by the Mayor of the city up on the recommendation by the bureau;
2. The vice-provosts of the college shall be appointed by the bureau up on the recommendation of the board,
3. The tenure of the provost shall be only 5 years while the vice provosts shall serve for four years. However, the tenure of the provost can be extended for one more additional term;
4. Without prejudice to sub article 3 of this Articles, the provost and the vice provosts may be collectively and separately dismissed due to any liability incurred to the college and weakness in the discharge of their responsibility;
5. The bureau shall cause appointment of new provost or vice provosts within a period not more than a month.

15. Power and function of the provost
The provost of the college shall have the following responsibilities.
1. Give leadership to the college as a chief administrator;
2. Confirm whether the educational objectives and values of the college are properly observed and respected by the college community;
12. Make academic and other administrative meetings of the college are conducted in timely basis after having proper preparations;

13. Resolve disputes arise within the college and with the third party legally and peacefully in a manner that helps to advance the accomplishment of the college’s mission;

14. Confirms proper documentation, storage, preservation and dissemination of information about all basic activities and relations of the college;

15. Prepare annual budget of the college and implements it when it gets approval;

16. Disseminate reports of the board to the concerning bodies;

17. Represents the college in relation with the third parties;

18. Open bank accounts for the college in accordance with applicable laws;

19. Confirm the effects of foreign trips are whether only to the benefits of the college and implemented in accordance with predetermined plans;

20. Assign one of vice provosts to represent him in his absence.

16. Functions and responsibilities of the vice provosts.

The college shall have academic and research vice provost administrative and development viceprovost and medical service vice provost.

17. Functions and responsibilities of the academic and research vice provost:

1. Prepares proposals regarding academic and research works of the college and submits to the provost;

2. Prepares the academic calendar of the college and coordinates its application;

3. Supervise the election of department heads by their respective staffs;
18. Functions and responsibilities of Administrative and Development vice provost

1. Coordinate all activities intended to develop and expand the scope of the college’s service;
2. Give leadership in matters related to human resource of the college and prepares proposals regarding the requiring number of employees for the development activities of the college and submits for decision by the provost;
3. Prepare the annual comprehensive working plan of the college and submits to the provost;
4. Coordinate all facilitative activities for the proper undertaking of academic works of the college;
5. Be responsible for all necessary supplies that the teaching-learning process and students, accommodations require;
6. Be responsible for the security of the college and protection of all properties under its jurisdiction;
7. Be responsible for the implementation of all benefits and entitlements of academic and non academic staffs as per to their approval;
8. Perform other duties assigned to him by the provost.

19. Functions and responsibilities of Medical Service vice provost of the college

1. Prepare proposal about the kind of service and standard that Health service delivery of the College requires with the necessary amount of labour for decision;
2. Implement the decisions and approved proposals;
3. Prepare the annual plan of the hospital and submits to the provost as well as leads the implementation of the approved plan;
4. Coordinate the routine works of the health service delivery of the college on a daily basis;
5. Schedule for the engagement of academic staffs in the health service delivery of the college;
6. Performs any related activities that are assigned to him by the provost.

20. Members of the managing council of the college
1. Provost of the college..................chairman
2. Vice provosts..........................member
3. Student dean...........................member
4. Three persons selected by the provost......member

21. Power and function of the managing council
1. Advice the provost on major strategic issues;
2. Discuss on the over all achievements of college and forward solutions for the identified problems;
3. Discuss on reports about budget utilization academic programs and proposals on the separation and merger of departments and study programs.

22. Members of the academic commission
The academic commission of the college shall have the following members
1. Academic and Research vice provost ...chairman
2. Department Heads ............Member
3. Representatives of the academic staff...member
4. Representatives of the students.....member
5. Three other persons nominated by the provost...... Member.
23. Power and functions of the academic commissions

1. Prepare academic plans of the college and submits it for approval and follow up its implementation after its being approved;
2. Prepare plans for education system and other trainings by the college;
3. Code of conduct for students based on the directives of the senate;
4. Submits proposal about conferring of honorary academic titles and other awards and submits it to the senate;
5. Prepares proposals about the number of assistance lectures, lecturers, graduates and assistance graduates and other professionals that the work of the college requires;
6. Prepare and submit proposal about conferring of professorship;
7. Determines procedures for its meeting;
8. Approves scholarships abroad and sabbatical leaves;
9. Performs other undertakings given by the senate and the provost.

24. Duties of the academic staffs

The academic staffs of the college are duty bound to allot all their working time for academic and research works of the college.

25. Students Admission criterias

1. The college shall admits for its graduate programmes those who are holding first degree in health and natural sciences and currently at service in addition to fulfilling other requirements set by it;
2. The college shall admit those who have accomplished pre-graduate education and would be able to qualify its requirements;
3. It may set separate requirements for admission of female students;
4. The admitted students should be able to express their willingness to share the expenses of their education based on cost sharing regulation of the government;
5. Without prejudice to sub article 4 of this article the college may admit students imposing education fees.

**Part Four**

**Miscellaneous Provisions**

26. Transfer of rights and obligations

The rights and obligations of Yekatit 12 Hospital are hereby transferred to the Yekatit 12 Hospital Medical College by this proclamation.

27. Repealed and Inapplicable Laws

1. Regarding Yekatit 12 Hospital Article 5(21) of the Addis Ababa City Government Executive and Municipality Service Organs Re-establishment Proclamation No. 15/2009 is hereby repealed by this proclamation;
2. Any proclamation, regulation, directive or customary practice inconsistent with matters provided for in this proclamation shall have no effect.

28. Power to Issue Regulation

The City Cabinet may issue regulation for the implementation of this proclamation.

29. Effective Date

This proclamation shall enter into force as of 18th date of February 2012.

Done at Addis Ababa
This 18th Day of February 2012

Kuma Demeksa
Mayor of Addis Ababa City