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| **信息名称：** | **高等学校医疗保健机构工作规程** |
| **信息索引：** | 360A02-03-1998-0004-1 | **生成日期：** | 1998-04-22 | **发文机构：** | 中华人民共和国教育部 |
| **发文字号：** | 教体[1998]4号 | **信息类别：** | 部门规章 |
| **内容概述：** | 教育部1998年4月22日发布的部门规章，规定了高等学校医疗保健机构的基本职责、管理、奖励与处罚。 |

信息公开\_部文

**教体[1998]4号**

**高等学校医疗保健机构工作规程**

**教体[1998]4号**

(1998年4月22日发布)

**第一章　总则**

　　第一条　为贯彻《学校卫生工作条例》、加强对高等学校医疗保健机构的管理，提高医疗保健工作质量，提高师生员工健康水平，特制定本规程。

　　第二条　高等学校医疗保健机构指设在高等学校内、主要为师生员工提供医疗保健服务的机构，按学校规模大小及服务对象多少分别设置校医院或卫生科。

　　第三条　高等学校医疗保健机构应坚持面向全体师生员工、贯彻预防为主的工作方针，树立为教学服务，为提高师生健康水平服务的工作宗旨。

　　第四条　高等学校医疗保健机构的主要任务是：监测学校人群的健康状况；开展学校健康教育；负责学校常见病和传染病的防治；　对影响学校人群健康的有害因素实施医务监督。

**第二章　基本职责**

　　第五条　负责新生入学健康检查，定期对学校各类人员进行健康检查；对各类健康检查资料进行统计分析、并根据存在问题及时采取有效防治措施。

　　第六条　对患病体弱学生实施医疗照顾：对因病不能坚持学习者，根据学籍管理规定，提出休、退学处理意见。

　　第七条　对学校社区内危重病例实施抢救。校内医疗保健机构不能处理的危重及疑难病例，应当及时转上级医疗机构诊治。

　　第八条　协助教务部门开设大学生健康教育课程(选修课或必修课)或定期举办健康教育讲座，增强学生自我保健能力，促进学生建立健康的生活方式和良好的卫生习惯。

　　第九条　开展学校社区内医疗服务，做好各种常见病和多发病的诊治、控制工作。

　　第十条　贯彻执行传染病防治法规，做好学校社区内传染病预防和管理工作。

　　第十一条　对学校教学卫生、体育卫生、劳动卫生、环境卫生、饮食与营养卫生等实施医务监督，并提供咨询和技术指导。

　　第十二条　根据国家有关规定，结合学校实际情况，积极协助学校有关部门对公费医疗进行改革和管理，

**第三章　管理**

　　第十三条　高等学校医疗保健机构的设置，由各高等学校按《医疗机构管理条例》规定，报所在地卫生行政部门审批。

　　第十四条　高等学校医疗保健机构受主管校长直接领导，或由主管校长委托总务部门领导，业务上接受当地卫生行政部门的监督和指导。

　　第十五条　高等学校医疗保健机构人员编制应根据服务对象的总人数及任务，结合学校的实际情况，参照国家有关规定具体核定。卫生技术人员应占其总编制的80%以上；其中，中、高级技术职务人员应达到卫生技术人员总数的60%左右。

　　第十六条　高等学校医疗保健机构的科室设置，除执行《医疗机构基本标准(试行)》中相应等级医院及综合门诊部的有关规定外，根据学校卫生工作的特点．应设立健康教育及心理咨询科室（组），或设专人负责该项工作。有条件的校医院可设置适当数量高知病房。

　　第十七条　校医院（卫生科）的管理，实行院（科）长负责制，院（科）长由所在学校任命。

　　第十八条　校医院（卫生科）应按照《医疗机构管理条例》的规定，建立以岗位责任制为中心的规章制度。应明确各科室人员职责权限，执行各项保健医疗护理常规和技术操作规程。

　　第十九条　高等学校卫生技术人员的专业技术职务聘任按国家有关规定执行，卫生技术人员的业务进修纳入学校工作计划。

　　第二十条　高等学校卫生技术人员的卫生保健津贴，按照国家有关规定执行。

　　第二十一条　高等学校医疗保健机构的基本建设应纳入学校基建总体规划；其建筑面积按《医疗机构基本标准（试行）》或《普通高校建筑面积标准》的有关规定执行。

　　第二十二条　高等学校医疗保健机构的基建与设备费、经常性经费、预防经费、健康教育经费，应纳入学校年度预算。

　　第二十三条　高等学校医疗保健机构要加强自身建设和管理，提高医疗技术水平和服务质量，减少转诊，降低公费医疗支出。

**第四章　奖励与处罚**

　　第二十四条　在高等学校医疗保健工作中有突出贡献或长期从事高等学校医疗保健工作成绩显著者，学校及教育行政部门应当给予表彰和奖励。

　　第二十五条　医风恶劣，工作不负责任而导致医疗事故者，应根据国务院发布的《医疗事故处理办法》予以处理。

**第五章　附则**

　　第二十六条　本规程自颁布之日起实施。

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