



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria - Vlada - Government

**STATUTE (GRK) NO. 01/2023 OF THE HOSPITAL AND UNIVERSITY
CLINICAL SERVICE OF KOSOVA¹**

¹ Statute (GRK) NO. 01/2023 of the Hospital and University Clinical Service of Kosova, was approved on the 180 meeting of the Government of Kosovo, with the Decision No.29/180 dated 27.12.2023.

The Government of the Republic of Kosova,

Pursuant to paragraph 4.5 of Article 8 and paragraph 1.5 of Article 11 of the Law No.08/L-117 on the Government of the Republic of Kosova, in accordance with paragraphs 2 and 3 of Article 63 and Article 23 of the Law No. 04/L-125 on Health,

Approves:

STATUTE (GRK) NO. 01/2023 OF THE HOSPITAL AND UNIVERSITY CLINICAL SERVICE OF KOSOVA

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Mission**

The mission of Hospital and University Clinical Service of Kosova (hereinafter “HUCSK”) is to ensure the continuous provision of quality, safe and accessible health services for all, advancement of scientific research, continuous education of medical professionals and promotion of healthcare to improve overall health and well-being.

**Article 2
Purpose**

The purpose of this Statute is to set out and regulate the scope, organisation, governing bodies, rights and responsibilities, the manner of electing governing bodies, the constituent units of HUCSK, as well as other issues related to the performance of activities and functioning of the HUCSK.

**Article 3
Scope**

Provisions of this Statute shall apply to Hospital and University Clinical Service of Kosova and its constituent units.

**Article 4
Definitions**

The terms used in this Statute shall have the meaning as provided for in the Law on Health and other relevant legislation.

CHAPTER II NAMING, STATUS, HEAD OFFICE AND STAMPS

Name 5 Naming and Status

1. HUCSK is a public service institution that carries out health, educational and research activities in the field of health, in accordance with the Law on Health and relevant legislation.
2. HUCSK consists of secondary and tertiary level healthcare institutions, as provided for by the Law on Health and this statute.
3. HUCSK is a legal entity, which acts and participates in legal actions under the name of HUCSK, in accordance with the relevant legislation.
4. The name “Hospital and University Clinical Service of Kosova” is placed in the building/buildings where HUCSK activities are carried out.

Article 6 Head Office

1. The head office of HUCSK is located in Prishtina.
2. The change of the name and headquarters of the HUCSK shall be carried out through the Law on Health.

Article 7 Stamp and Logo

1. HUCSK and its constituent units have a circular stamp for the authentication of documents, as well as a square stamp for the protocolling of documents, according to the dimensions and criteria provided by Law on Stamps of the Republic of Kosova Institutions.
2. HUCSK has an identification mark (logo), which is approved by the Steering Board, representing the health, educational and scientific components.
3. The constituent units of HUCSK have their own identification mark (logo), which are used along with the HUCSK logo.
4. The General Director of HUCSK shall decide on the types, number, composition, method of use, as well as authorization of the person for the use and keeping of seals, in accordance with Law on Stamps of the Republic of Kosova Institutions.

CHAPTER III

DUTIES, RESPONSIBILITIES AND COMPOSITION OF THE HUCSK

Article 8

Duties and Responsibilities

1. The duties and responsibilities of HUCSK and it's the constituent units are:
 - 1.1. Ensuring the provision of quality and safe healthcare and health services to patients, including diagnosing, treatment, surgical procedures, rehabilitation and preventive care;
 - 1.2. Providing specialized and healthcare services that may not be available at other health care institutions;
 - 1.3. Caring for the quality and safety of the patient in health care, respecting medical standards and protocols;
 - 1.4. Training of medical students, other healthcare professionals, professional associates through clinical and practical experience;
 - 1.5. Providing educational programs and workshops to train and enhance the skills and knowledge of zfuture healthcare professionals;
 - 1.6. Supporting the continuing education and training of health care staff, ensuring they stay up-to-date with the latest medical developments and practices;
 - 1.7. Provision of emergency clinical and hospital healthcare services.
 - 1.8. Engagement in medical, clinical research and collaboration with academic partners to advance knowledge in various fields of medicine and health care.
 - 1.9. Supervision of work criteria and standards related to efficiency and key performance indicators for all units within HUCSK;
 - 1.10. Assessing, updating, advancing and continuously improving the quality and safety of health care services through data-based analysis.

Article 9

The composition of HUCSK

1. HUCSK consists of secondary and tertiary level healthcare institutions in the public sector, as follows:
 - 1.1. University Clinical Center of Kosova;
 - 1.2. Dental University Clinical Center of Kosova;
 - 1.3. National Telemedicine Center;
 - 1.4. National Center of Sports Medicine;

- 1.5.National Center of Occupational Medicine;
 - 1.6. General Hospital in Mitrovica;
 - 1.7.General Hospital in Gjilan;
 - 1.8.General Hospital in Peja;
 - 1.9.General Hospital in Gjakova;
 - 1.10.General Hospital in Prizren;
 - 1.11.General Hospital in Ferizaj;
 - 1.12.General Hospital in Vushtrri;
 - 1.13. Community based Mental Health Centres and Houses for Integration;
 - 1.14. Centre for Integration and Rehabilitation of Chronic Psychiatric Patients in Shtime;
 - 1.15.Specialist dental polyclinics;
2. The internal administrative and support functions of HUCSK are organized and carried out by the central administration headquartered in Prishtina, which is responsible for all HUCSK constituent units.
 3. Services from the List of Basic Healthcare Services, as well as services from the List of Supplementary Healthcare Services, provided for by Law on Health, are provided by the HUCSK constituent units.
 - 4.The HUCSK constituent units provide integrated and continuous, quality and safe services to all citizens in need, as well as cooperate and coordinate with HUCSK according to this Statute, and in accordance with the Law on Health.
 5. The constituent units of HUCSK, according to paragraph 1 of this Article, are headed by directors/heads who report to the General Director of HUCSK.
 6. Within tertiary level healthcare institutions, a Director for education and science is appointed, who is proposed by the professors of the relevant faculty of medical sciences. The function of the Director for education and science is an additional function of the professor assigned to this position, and is compensated according to the Law on Salaries in the Public Sector defined for additional functions.

CHAPTER IV ORGANIZATION, GOVERNANCE AND MANAGEMENT OF THE HUCSK

Article 10 Organization of HUCSK

1. HUCSK is organized based on the model that integrates financial and administrative functions with professional and scientific functions within the healthcare sector, through close cooperation with healthcare institutions/organizational units of HUCSK and respective professional services.
2. Authorizations, duties and responsibilities of the constituent units are regulated by Statutes, which are prepared by the Board of HUCSK, in cooperation with the HUCSK constituent units, and approved by the Minister of Health, in accordance with the Law on Health.
3. The internal organization of the HUCSK administration is done in accordance with the standards provided for by Law on Internal Organization and Systematization of Work Positions in Public Administration.
4. The internal administrative and support functions of HUCSK are organized and performed by the central administration located in Prishtina, which is responsible for all secondary and tertiary level healthcare institutions of HUCSK.
5. In order to increase the efficiency of administrative services, the central administration can place its employees in the HUCSK constituent units, which are managed by the relevant divisions of the central administration.
6. The technical services of the HUCSK constituent units are organized and performed by an organizational unit at the division level, which can be established in any HUCSK constituent unit.
7. The divisions as provided in paragraph 6 of this article regarding management and accountability are placed within the Department for General Services of the central administration, and report to the director of this department.

Article 11 Organization of healthcare services in general hospitals

1. General Hospitals shall, according to paragraph of Article 9 of this Statute, provide the following healthcare services:
 - 1.1 General Surgery;
 - 1.2 Internal medicine;
 - 1.3 Pediatrician;
 - 1.4 Gynecology and Obstetrics;
 - 1.5 Medical emergencies.

2. In addition to healthcare services provided for in paragraph 1 of this article, General Hospitals that are defined as specialized centers can also provide other tertiary healthcare services within the area of responsibility that is defined and approved by the Steering Board of HUCSK.

3. The healthcare services as in paragraph 1 of this article are provided through Departments, which are basic organizational units of General Hospitals, and are headed by the heads of Departments, who report to the Director of the General Hospital.

Article 12 **General acts**

1. The general basic act of HUCSK is the Statute.

2. Other acts of HUCSK are as follows:

2.1. Rules of procedure of the Steering Board;

2.2. Regulation of internal organization and systematization of work positions;

2.3. Regulations and other acts necessary for the provision of services and functioning of HUCSK.

3. Other general acts as in paragraph 2 of this article must be in accordance with the Statute of HUCSK and the relevant legislation.

4. The procedure for approving, amending and supplementing the Statute and other general acts of HUCSK shall be initiated by the Steering Board, according to the legislation in force.

5. The Steering Board shall send the proposal of the Statute of HUCSK and its amendments to the Minister of Health for processing and approval by the Government.

6. The General Director shall send the proposal of internal acts for the organization of HUCSK units or their changes to the Steering Board for approval.

Article 13 **Governing bodies of HUCSK**

1. The governing bodies of HUCSK are:

1.1. Steering Board;

1.2. General Director.

Article 14
Steering Board of HUCSK

1. The Steering Board is a collegial body that governs with the HUCSK, and is the highest decision-making body in HUCSK, which consists of:
 - 1.1. one (1) representative from the University Clinical Center of Kosova;
 - 1.2. one (1) representative from the Dental University Clinical Center of Kosova;
 - 1.3. one (1) representative from the National Institute of Public Health of Kosova;
 - 1.4. one (1) representative from General Hospitals, based on rotation and fulfilment of health service quality indicators;
 - 1.5. one (1) representative from primary health care services, based on the proposal of the Association of Municipalities of the Republic of Kosovo;
 - 1.6. one (1) representative of the Ministry of Health; and
 - 1.7. one (1) health management expert with high professional and scientific qualifications, appointed based on the public competition.
2. The Steering Board is appointed by the Government based on the proposal of the Minister of Health, and shall report to the Government through the Minister of Health.
3. The Steering Board is headed by the Chairperson, with a one (1) year mandate, who is elected based on the principle of rotation by its members.
4. The Steering Board may appoint local or international experts as observers for support.
5. The work of the Steering Board is determined and regulated by the Rules of Procedure, which is approved by the Steering Board.

Article 15
Duties and responsibilities of the Steering Board

1. The duties and responsibilities of the Steering Board of HUCSK are:
 - 1.1. Definition of the Institutional development plan, including definition of mission, vision and objectives of HUCSK and approval of operational plans for achieving these objectives;
 - 1.2. Approval of the budget and financial statements;
 - 1.3. Monitoring financial performance and ensuring that financial resources are allocated in accordance with fundraising needs, in order to ensure the financial sustainability of HUCSK;

1.4. Supporting the Ministry of Health in the development and adoption of policies that guide the operation of health services, patient care, safety and other aspects of healthcare services provision;

1.5. Proposing and revising policies and procedures for the governance of HUCSK, including the development and approval of general acts that are not within the competence of the Ministry of Health and the Government, codes of conduct and other governing documents;

1.6. Ensuring the high quality of patient care and safety through monitoring mechanisms and improving the quality and safety of healthcare services provided, as well as respecting ethical standards in the provision and research of healthcare;

1.7. Appointment, supervision, dismissal and performance appraisal of the General Director of HUCSK, according to the legislation in force;

1.8. Ensuring that health service providers are prepared for emergencies and disasters and adopting emergency preparedness plans;

1.9. The proposal of amending and supplementing the Statute of the HUCSK, the statutes of constituent units, as well as the creation, merger, separation and dissolution of the HUCSK constituent units;

in accordance with the needs of citizens for health services, performance and efficiency criteria based on legislation in force and the Statute;

1.10. Issues and approves internal acts for the organization of UCCK clinics;

1.11. Proposing and approving strategic partnerships with other healthcare organizations, universities or research institutions, depending on the needs of HUCSK;

1.12. Regular annual and quarterly reporting together with the financial statement and audit reports on the activity of HUCSK for the Ministry of Health and the Government.

Article 16

Meeting, quorum and decision-making of the Steering Board

1. The meetings of the Steering Board are held with the physical presence of members, while with the consent of the majority of the members, meetings can also be held through other suitable communication platforms from distance.

2. Meetings shall be valid if members are duly notified and more than half of its members are present at the meeting.

3. If more than half of members are not present at the summoned meeting, there is no quorum, the meeting shall not be held, but a second meeting shall be summoned with the same agenda. In this case, the second meeting shall be valid if more than one third (1/3) of its members are present at the meeting.

4. The decisions of the Steering Board are taken by open voting, which is carried out by voice, signs or any other suitable form, the decisions of the Steering Board may also be approved by a rotational procedure, in case no member expresses an objection.

5. Notwithstanding from paragraph 4 of this article, decisions related to the election of an individual shall be taken by secret voting.

6. Decisions of the Steering Board shall be made by the majority of votes of the members present at the meeting, while decisions by rotational procedure shall be made by the majority of votes of the Steering Board members.

7. Abstentions or blank votes shall be counted for as votes against, in case of equality of votes, the vote of the Chairperson of the Steering Board shall be decisive.

8. At each meeting, the Secretary of the Steering Board shall keep the minutes, where the date and place of the meeting, members who participate, issues discussed and claims of members, decisions taken, as well as the form and result of the votes are noted.

9. The minutes as in paragraph 8 of this article shall be presented for approval at the end of the relevant meeting or at the beginning of the preceding meeting and after approval, the minutes are signed jointly by the Chairperson of the Steering Board and the Secretary of the Steering Board.

Article 17

The organizational structure of the HUCSK administration

1. The organizational structure of the HUCSK administration is as follows:

1.1. Steering Board

1.2. Office of the General Director of HUCSK;

1.3. Departments;

1.4. Divisions.

2. The internal organization and systematization of work positions of the administration of HUCSK shall be determined and regulated by the Regulation on Internal Organization and Systematization of Work Positions, which is approved by the Board of HUCSK.

Article 18

Duties and responsibilities of the General Director of HUCSK

1. The duties and responsibilities of the General Director of HUCSK are:

1.1. Implementing the objectives and development plans in accordance with the mission of HUCSK and in accordance with the decisions of the Steering Board;

- 1.2. Daily supervision of the operation of HUCSK, thus ensuring the efficient and effective provision of healthcare services;
- 1.3. Identification and management of financial and operational risks, including assessment and mitigation or elimination of risks that may affect the work of HUCSK;
- 1.4. Budget management, including financial revenues, expenditure control and financial reporting, as well as ensuring the financial stability of the HUCSK.
- 1.5. Development and ensuring of an efficient system of internal financial control and identification of opportunities to reduce expenses;
- 1.6. Management with human resources, ensuring transparency and merit in employment, performance appraisal, to ensure that HUCSK has skilled and motivated employees;
- 1.7. Communication with the Steering Board, providing updated information on activities, financial performance and strategic initiatives of HUCSK;
- 1.8. Ensuring the implementation of legislation, policies and decisions of the Board, as well as solving complex issues that affect the realization of the objectives of HUCSK;
- 1.9. Supporting and promoting ethical and moral standards within HUCSK, ensuring compliance with ethical guidelines and fostering a culture of integrity;
- 1.10. Implementing emergencies, including public health crises, natural disasters and other unexpected events, in accordance with applicable legislation;
- 1.11. Performs other tasks defined by the relevant legislation, the Statute of the HUCSK, internal acts and decisions of the Steering Board.

Article 19

Selection of the General Director

1. The General Director of HUCSK is selected through a public competition announced by the Steering Board of the HUCSK.
2. The mandate of the General Director of HUCSK shall be four (4) years, with the possibility of extension for another term of the same duration.
3. In addition to the general criteria provided for by the legislation on public officials for senior management officials, the candidate for General Director of HUCSK must not be a member of the Steering Board of HUCSK.

Article 20
The status of HUCSK employees

1. The employees of HUCSK and its component units shall have the status of public service employees as provided for by the Law on Public Officials, with the exception of members of the Steering Board.
2. The employment relationship of employees in HUCSK and its component units shall be regulated by the Law on Public Officials and the Law on Labour, except for the members of the Steering Board.

Article 21
Assets and working tools of HUCSK

1. The assets and working tools of HUCSK and its members consist of items, rights and funds acquired through its establishment, through its services or received from the Ministry as well as from other sources according to the relevant legislation.
2. Assets and work tools as in paragraph 1 of this article are used for health activities as well as for the performance of duties and responsibilities defined by law.
3. Any form of alienation of assets and work tools shall be subject to prior approval by the Ministry and is allowed only for the needs of providing health services or improving healthcare performance.
4. In case of destruction or damage to assets and work tools, excluding here the expenditure or depreciation within the framework of regular use, the value of which exceeds one thousand (1,000) €, HUCSK shall be obliged to notify the Ministry about the case and the reasons for the destruction, respectively of damage.
5. HUCSK shall submit to the Ministry the annual report containing the complete inventory of all assets and work tools in possession and used by it and its component units, which is submitted no later than by the end of February for the following year.

Article 22
Financing of HUCSK

1. HUCSK is financed from the state budget and from other sources determined by the Law on Health, as well as by-laws issued by the Ministry, ensuring full transparency of all financial resources in relation to the Ministry of Health and the Government of Kosovo.
2. In case of positive financial business, the health institution – a HUCSK constituent unit shall have the right, in accordance with the decision of the Steering Board, to make the performance payment for health professionals, in accordance with the respective legislation in force.

Article 23
Payments for HUCSK Services

1. Basic healthcare services, provided by the constituent units of HUCSK (health institutions), can be used free of charge by the categories of citizens and residents, defined by the Law on Health.

2. All citizens and other residents can use these services by participating in the cost of treatment through co-payment, the value of which is determined by a sub-legal act issued by the Ministry, in accordance with the Law on Health.

3. Citizens and residents who are clients of foreign (private or public), or domestic (private) health insurance companies can use these services based on their documented health insurance status.

Article 24
The audit of HUCSK

1. HUCSK shall be subject to internal and external audit procedures in accordance with the law.

2. In cases where there is a reasonable doubt that there is a violation of legality or non-fulfilment of duties by the Steering Board of HUCSK, the General Director or its component units, the Minister of Health may at any time request an audit of HUCSK by the National Audit Office of Kosovo.

3. In the case where the audit report confirms the legal violation or non-fulfilment of the duties by the Steering Board of HUCSK, the Minister of Health may propose the dismissal of the Steering Board, and initiate the procedures for the appointment of a new Board, according to the Law on Health.

Article 25
Management of the constituent units of HUCSK

1. The constituent units of HUCSK are headed by their directors or heads.

2. Directors or the heads of the HUCSK constituent units are elected on the basis of public competition, in accordance with the Law on Public Officials and the Law on Labour.

3. Directors or heads as in paragraph 1 of this article must have completed university education in any of the fields: medical science, economics, law, administration, and must have six (6) years of professional experience, three (3) of them in the field of management.

Article 26
Transparency of the work of HUCSK

1. HUCSK shall inform the public about its work, internal organization and all important information for the recipient of healthcare services through its official website.

2. HUCSK shall inform the public about the working hours through the official website, highlighting the working hours of HUCSK and its constituent units.

3. The information and data of HUCSK are provided in accordance with the legislation in force.

4. Official reports on the activities of HUCSK and access to relevant documentation can be given to the media and other persons only by the General Director of HUCSK, or the person authorized in writing by the General Director of HUCSK.

5. HUCSK shall maintain information or access to documentation in accordance with the legislation on confidentiality and protection of personal data.

Article 27 **Business and professional secret of HUCSK**

Business secrets are all documents and data, disclosure or disclosure to unauthorized persons would be against the business and interests of HUCSK or would damage the reputation of HUCSK, as well as the interests and reputation of employees.

Article 28 **Supervision of HUCSK**

1. Internal and external supervision must ensure the implementation of relevant legal provisions, ethical and professional norms, as well as contemporary standards in health.

2. The internal supervision of HUCSK and its component units is carried out by the Board of HUCSK, the General Director of HUCSK, the Internal Auditor as well as the directors of the constituent units of HUCSK for the respective units.

3. The external supervision of HUCSK and its constituent units is carried out by the Ministry of Health, the Chambers of Health Professionals, the Central Health Inspectorate, the Auditor General of Kosovo, as well as other bodies determined by the legislation in force.

Article 29 **Trade union organization**

1. Trade union organizations can operate in HUCSK where workers with their membership will realize their rights and interests guaranteed by international labor conventions, applicable laws and agreements.

2. Membership in trade union organizations is voluntary and is made by individual declaration.

3. In the event of a strike by workers in HUCSK, the minimum provision of health services must be ensured, according to the legal acts in force.

4. HUCSK implements obligations and duties in accordance with the law.

5. Union representatives can be offered participation in the meetings of the Steering Board of HUCSK and the executive management bodies of the constituent units of HUCSK in the capacity of observer, without the right to vote, in accordance with the relevant legislation for the general administrative procedure.

CHAPTER V TRANSITIONAL AND FINAL PROVISIONS

Article 30 Transitional and final provisions

1. Each constituent unit of HUCSK, according to this statute, is organized and functions on the basis of the legal act, approved by the Minister of Health, through the Steering Board of HUCSK, in accordance with the law.

2. With the entry into force of this statute, the constituent units of HUCSK are obliged to complete/amend the act under the current law within a time limit of 6 months and submit it for approval by the Minister of Health through the Steering Board of HUCSK and according to the legislation in force.

3. Upon the entry into force of this Statute, employees in the administration of HUCSK, in accordance with the Employment Contract, can be organized in another place of work that corresponds to their professional training, ability and the same salary level.

4. For the constituent units of HUCSK that have not elected the respective directors/heads, until the recruitment according to the legal provisions in force, the General Director of HUCSK has the right to appoint acting/substitute directors according to the legislation in force.

Article 31 Subsequent implementation

Upon the entry into force of this statute, Article 9 Paragraph 1.15 begins to be applied when the Law on budget allocations for the budget of the Republic of Kosova is approved, namely when the dental polyclinics within the framework of the relevant municipalities are systematized within the framework of secondary healthcare according to the Law on Health.

Article 32
Abolition

Upon the entry into force of this Statute, the Statute of the Hospital and University Clinical Service of Kosova, approved by the Decision No. 05/148, dated 11/09/2013, shall be abolished.

Article 33
Entry into force

This Statute shall enter into force on the day of its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of the Republic of Kosovo

05 January 2024