

No. 764.**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971****PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN****STATUT HOSPITAL SULTAN ZAINAL ABIDIN 2024**

Pada menjalankan kuasa yang diberikan oleh seksyen 35(1) Perlembagaan Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], Canselor membuat statut yang berikut:

Nama dan permulaan kuat kuasa

1. (1) Statut ini bolehlah dinamakan Statut Hospital Sultan Zainal Abidin 2024.
- (2) Statut ini disifatkan telah mula berkuat kuasa pada 1 Jun 2024.

Tafsiran

2. Dalam Statut ini, melainkan jika konteksnya menghendaki makna yang lain—

“ahli akademik” ertinya seseorang yang dilantik menjadi pengajar atau penyelidik oleh Universiti dan termasuklah profesor, profesor madya, felo penyelidikan, felo, penolong profesor, pensyarah kanan, pensyarah, penolong pensyarah, guru bahasa dan tutor;

“Akta” ertinya Akta Universiti dan Kolej Universiti 1971;

“Dekan Farmasi” ertinya Dekan, Fakulti Farmasi;

“Dekan Kesihatan” ertinya Dekan, Fakulti Sains Kesihatan;

“Dekan Perubatan” ertinya Dekan, Fakulti Perubatan;

“Hospital” ertinya Hospital Sultan Zainal Abidin dan termasuk mana-mana cawangan Hospital yang ditubuhkan oleh Universiti;

“Jawatankuasa” ertinya Jawatankuasa Penasihat Syariah;

“Lembaga” ertinya Lembaga Pengarah Universiti Sultan Zainal Abidin;

“Majlis” ertinya Majlis Hospital Sultan Zainal Abidin;

“Perlembagaan” ertinya Perlembagaan Universiti Sultan Zainal Abidin;

“Senat” ertinya badan akademik bagi Universiti; dan

“Universiti” ertinya Universiti Sultan Zainal Abidin.

Objektif Hospital

3. Hospital hendaklah—

- (a) berfungsi berteraskan nilai Islam;
- (b) berfungsi sebagai sebuah hospital pendidikan, pengajaran dan penyelidikan bagi Universiti;
- (c) menjalankan fungsi-fungsi pengajaran dan pembelajaran klinikal untuk menghasilkan graduan prasiswazah dan pascasiswazah;
- (d) bekerjasama dengan hospital, institusi, konsortium universiti awam dan agensi yang berkaitan dalam menyediakan ekosistem penjagaan kesihatan yang berkualiti tinggi;
- (e) menjadi pusat rujukan serantau bagi perkhidmatan perubatan dan kesihatan;
- (f) menjadi pusat penyelidikan dan inovasi bertaraf dunia;
- (g) menghasilkan penerbitan dan penulisan yang berkualiti dalam bidang klinikal dan kesihatan;
- (h) mewujudkan kelestarian pengurusan kewangan melalui penjanaan pendapatan;
- (i) menjalankan aktiviti libat sama kesihatan dan promosi kesihatan kepada masyarakat di peringkat negeri, nasional dan antarabangsa; dan
- (j) menyokong industri pelancongan kesihatan serantau.

Penubuhan dan keahlian Majlis Hospital Sultan Zainal Abidin

4. (1) Keahlian Majlis hendaklah terdiri daripada:

- (a) Naib Canselor, yang hendaklah menjadi Pengerusi;
- (b) Timbalan-Timbalan Naib Canselor;
- (c) seorang ahli Lembaga yang dilantik oleh Lembaga, yang hendaklah bukan wakil Senat dalam Lembaga;
- (d) Pendaftar;
- (e) Bursar;
- (f) Penasihat Undang-Undang;
- (g) Pengarah Hospital;

- (h) Dekan Perubatan;
- (i) Dekan Kesihatan;
- (j) Dekan Farmasi;
- (k) satu orang wakil tetap daripada Kementerian Kesihatan Malaysia;
- (l) satu orang wakil tetap daripada Kementerian Pengajian Tinggi; dan
- (m) mana-mana orang lain yang dilantik oleh Pengerusi, sekiranya perlu.

(2) Timbalan Pengarah (Pengurusan) Hospital hendaklah menjadi Setiausaha kepada Majlis.

(3) Seseorang ahli Majlis hendaklah menjadi ahli selama tempoh tiga tahun, melainkan jika beliau dilantik menjadi ahli Majlis kerana sesuatu jawatan, maka dia hendaklah terhenti menjadi ahli jika sebelum habis tempoh keahliannya itu, dia terhenti memegang jawatan tersebut.

(4) Jika berlaku suatu kekosongan di bawah perenggan 4(1)(c), Lembaga hendaklah dengan seberapa segera membuat suatu pelantikan untuk mengisi kekosongan tersebut.

(5) Semua timbalan pengarah lain Hospital hendaklah menjadi anggota *ex-officio* Majlis.

Mesyuarat Majlis

5. (1) Pengerusi hendaklah menentukan tarikh, tempat, masa dan agenda bagi mesyuarat Majlis dan mesyuarat Majlis hendaklah diadakan sekurang-kurangnya empat kali setahun. Mesyuarat Majlis boleh dilaksanakan secara dalam talian atas persetujuan Pengerusi.

(2) Mesyuarat Majlis akan dipanggil oleh Setiausaha Majlis.

(3) Kuorum mesyuarat Majlis hendaklah tidak kurang daripada satu pertiga daripada jumlah keahlian Majlis.

(4) Majlis boleh mengadakan terma rujukan Hospital dalam menguruskan perjalanan tadbir urus Majlis.

Kuasa dan fungsi Majlis

6. Majlis bertanggungjawab untuk—

- (a) merancang dan melaksanakan dasar yang diputuskan oleh Universiti;
- (b) memperkukuhkan jalinan kerjasama yang menyokong aktiviti pembelajaran dan penyelidikan dalam bidang klinikal dan kesihatan;

- (c) mengadakan jalinan kerjasama dan penyelarasan antara Hospital dengan perkhidmatan perubatan dan kesihatan, agensi kerajaan dan swasta dalam isu kepentingan bersama;
- (d) merancang, membuat dan mengelola dasar, dan mengawasi perkhidmatan berkaitan dengan pesakit Hospital;
- (e) merancang, menyelaraskan dan menentukan kemudahan fizikal, aset dan infrastruktur Hospital;
- (f) bertanggungjawab memantau belanjawan tahunan Hospital;
- (g) bertanggungjawab merancang dan memantau sumber manusia Hospital;
- (h) merancang dan meneliti pendekatan ke arah penjana kewangan dan pendapatan Hospital serta pelaksanaannya;
- (i) menubuhkan apa-apa jawatankuasa sebagaimana dan apabila perlu untuk membantu Majlis dalam melaksanakan fungsinya; dan
- (j) melaksanakan segala perkara lain yang bersampingan dan selaras dengan kuasa Universiti di bawah Perlembagaan.

Penubuhan dan keahlian Jawatankuasa Penasihat Syariah

7. (1) Jawatankuasa hendaklah terdiri daripada Pengerusi dan ahli yang berikut:

- (a) Pengarah Hospital, yang hendaklah menjadi Pengerusi;
- (b) seorang Timbalan Pengarah Hospital;
- (c) Dekan Perubatan;
- (d) Dekan Kesihatan;
- (e) Dekan Farmasi;
- (f) tiga orang ahli akademik Universiti yang mempunyai kelayakan yang berkaitan, yang dilantik oleh Naib Canselor; dan
- (g) mana-mana orang lain yang mempunyai kelayakan yang berkaitan, yang dilantik oleh Naib Canselor, sekiranya perlu.

(2) Seorang pekerja Universiti daripada pengurusan Hospital hendaklah menjadi Setiausaha kepada Jawatankuasa.

(3) Seseorang ahli Jawatankuasa hendaklah menjadi ahli selama tempoh tiga tahun, melainkan jika beliau dilantik menjadi ahli Jawatankuasa kerana sesuatu jawatan, maka dia hendaklah berhenti menjadi ahli jika sebelum habis tempoh keahliannya itu, dia berhenti memegang jawatan tersebut.

(4) Jika berlaku suatu kekosongan di bawah perenggan 7(1)(f) dan 7(1)(g), Naib Canselor hendaklah dengan seberapa segera membuat suatu pelantikan untuk mengisi kekosongan tersebut.

Kuasa dan fungsi Jawatankuasa

8. Jawatankuasa adalah bertanggungjawab untuk—

- (a) memastikan perjalanan operasi Hospital adalah selaras dengan prinsip-prinsip syariah dan berteraskan nilai Islam;
- (b) menasihati pihak pengurusan Hospital dalam semua perkara berhubung operasi Hospital dan bertindak sebagai pusat rujukan dalam semua isu berkaitan syariah;
- (c) mengkaji dan membincangkan isu operasi Hospital untuk merumuskan satu pendapat yang selaras dengan hukum syarak;
- (d) memberi pandangan dari sudut dalil dan hujah terhadap sesuatu isu operasi Hospital sebelum mensabitkan hukum berkenaan;
- (e) memberi ulasan, nasihat dan pandangan terhadap kajian berkaitan isu-isu operasi Hospital;
- (f) menjadi rujukan dan memberi khidmat nasihat dalam isu-isu operasi Hospital supaya selaras dengan tuntutan syarak; dan
- (g) membuat laporan cadangan dan nasihat kepada pengurusan Hospital berkaitan apa-apa perkara berhubung operasi Hospital supaya selaras dengan prinsip-prinsip syariah bagi memenuhi objektif Hospital yang berfungsi berteraskan nilai Islam.

Pengarah Hospital

9. (1) Tertakluk kepada mana-mana undang-undang bertulis yang berkaitan, Naib Canselor hendaklah melantik seorang pegawai atau ahli akademik Universiti sebagai Pengarah Hospital, mengikut nasihat Jawatankuasa Pemilih, untuk tempoh tidak melebihi tiga tahun yang akan bertanggungjawab ke atas pentadbiran dan pengurusan Hospital mengikut peruntukan Perlembagaan dan Statut ini. Pengarah Hospital boleh dilantik semula selepas tamat tempoh lantikannya.

(2) Dalam menjalankan kewajibannya, Pengarah Hospital hendaklah bertanggungjawab dari segi pentadbiran kepada Naib Canselor.

(3) Kewajipan dan fungsi Pengarah Hospital adalah termasuk—

- (a) menjalankan pengawasan ke atas pekerja di Hospital dan berfungsi sebagai ketua pentadbir Hospital;

- (b) melaksanakan dasar pentadbiran Majlis dan jawatankuasa *ad-hoc* dan memastikan bahawa dasar ini dipatuhi oleh semua pekerja Hospital;
- (c) menguruskan perkhidmatan kajian klinikal dan penyelidikan di Hospital;
- (d) menguruskan peralatan hospital dan perkhidmatan farmasi di Hospital;
- (e) bekerjasama dengan Dekan Perubatan, Dekan Kesihatan dan Dekan Farmasi berkenaan dengan tanggungjawab dan penyelarasan pengajaran, penyelidikan dan perkhidmatan pesakit;
- (f) menguruskan perkhidmatan farmasi di Hospital serta memastikan bahawa pembekalan dan penggunaan ubat-ubatan dibuat dengan teratur;
- (g) menyediakan laporan berkala mengenai aktiviti dan pentadbiran Hospital termasuk status dan kedudukan kewangan Hospital untuk dikemukakan kepada Majlis dan Naib Canselor;
- (h) menyediakan anggaran pendapatan dan perbelanjaan tahunan Hospital untuk pertimbangan Majlis;
- (i) menguruskan aktiviti kewangan dan operasi Hospital mengikut amalan dan tadbir urus terbaik;
- (j) tertakluk kepada Peraturan Kewangan Universiti dan apa-apa peraturan yang berkuat kuasa, menyempurnakan apa-apa perjanjian, surat cara atau dokumen yang berkaitan dengan pengurusan dan pengoperasian Hospital yang diberi kuasa kepadanya oleh Lembaga untuk disempurnakan;
- (k) membantu Naib Canselor dalam menetapkan struktur pengurusan Hospital bagi memastikan bahawa Hospital mencapai tujuan dan objektif penubuhannya; dan
- (l) menjalankan apa-apa kuasa lain sebagaimana yang diberi kepadanya dan melaksanakan apa-apa kewajipan lain sebagaimana yang dipertanggungjawabkan ke atasnya dari semasa ke semasa, oleh Majlis atau Statut ini.

Timbalan Pengarah Hospital

10. Naib Canselor boleh melantik mana-mana pegawai atau ahli akademik Universiti, atau mana-mana orang lain yang berkeelayakan sebagai Timbalan Pengarah Hospital untuk tempoh tidak melebihi tiga tahun dan akan bertanggungjawab membantu Pengarah Hospital. Timbalan Pengarah Hospital boleh dilantik semula selepas tamat tempoh lantikannya.

Keahlian Jawatankuasa Pemilih bagi maksud pelantikan ke jawatan Pengarah Hospital

11. (1) Keahlian Jawatankuasa Pemilih bagi maksud pelantikan ke jawatan Pengarah Hospital hendaklah terdiri daripada—

- (a) Naib Canselor, yang hendaklah menjadi Pengerusi;
- (b) dua orang ahli Lembaga yang dilantik oleh Lembaga;
- (c) Dekan Perubatan atau mana-mana Dekan Fakulti yang berkaitan; dan
- (d) dua orang ahli Senat yang dilantik oleh Senat.

(2) Pendaftar hendaklah menjadi Setiausaha Jawatankuasa Pemilih ini.

(3) Kuorum bagi mesyuarat Jawatankuasa Pemilih ini ialah Pengerusi dan dua orang ahli Jawatankuasa Pemilih.

Kesahan perbuatan pegawai yang menjalankan tugas berkenaan sebelum kuat kuasa Statut

12. Tiada apa-apa perbuatan atau peninggalan oleh mana-mana pegawai yang menjalankan tugas yang berkenaan sebelum kuat kuasanya Statut ini boleh menjadi tidak sah atas sebab Statut ini belum berkuat kuasa.

Dibuat 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Canselor
Universiti Sultan Zainal Abidin

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

CONSTITUTION OF UNIVERSITI SULTAN ZAINAL ABIDIN

HOSPITAL SULTAN ZAINAL ABIDIN STATUTE 2024

In exercise of the powers conferred by section 35(1) of the Constitution of Universiti Sultan Zainal Abidin [*P.U. (A) 456/2010*], the Chancellor makes the following statute:

Citation and commencement

1. (1) This Statute may be cited as the Hospital Sultan Zainal Abidin Statute 2024.

(2) This Statute is deemed to have come into operation on 1 June 2024.

Interpretation

2. In this Statute, unless the context otherwise requires—

“academician” means a person appointed to be an educator or researcher by the Board in accordance with the Constitution, and includes a professor, associate professor, researcher fellow, fellow, assistant professor, senior lecturer, lecturer, assistant lecturer, language teacher and tutor;

“Act” means the Universities and University Colleges Act 1971;

“Dean of Pharmacy” means the Dean of Faculty of Pharmacy;

“Dean of Health” means the Dean of Faculty of Health Sciences;

“Dean of Medicine” means the Dean of Faculty of Medicine;

“Hospital” means Hospital Sultan Zainal Abidin and shall include any branch of the Hospital as established by the University;

“Board” means the University Board of Directors;

“Committee” means the Syariah Advisory Committee;

“Council” means Council of Hospital Sultan Zainal Abidin;

“Constitution” means the Constitution of Universiti Sultan Zainal Abidin;

“Senate” means the academic body of University; and

“University” means Universiti Sultan Zainal Abidin.

Objectives of the Hospital

3. The Hospital shall—

- (a) function according to Islamic values;
- (b) function as an educational, teaching and research hospital for the University;
- (c) carry out clinical teaching and learning functions to produce undergraduate and postgraduate students;
- (d) collaborate with hospitals, institutions, public university consortium and relevant agencies in providing a high-quality healthcare ecosystem;
- (e) become a regional reference centre for medical and healthcare services;
- (f) become a world class research and innovation centre;

- (g) produce quality publications and writings in clinical and healthcare fields;
- (h) establish financial management sustainability *via* income generation;
- (i) engage in healthcare and health promotion activities with the community at state, national, and international levels; and
- (j) support the regional health tourism industry.

Establishment and membership of the Council of Hospital Sultan Zainal Abidin

4. (1) The membership of the Council shall consist of:

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) all Deputy Vice-Chancellors;
- (c) a member of the Board appointed by the Board, who shall not be the representative of the Senate in the Board;
- (d) Registrar;
- (e) Bursar;
- (f) Legal Advisor;
- (g) Director of Hospital;
- (h) Dean of Medicine;
- (i) Dean of Health;
- (j) Dean of Pharmacy;
- (k) One permanent representative from the Ministry of Health Malaysia;
- (l) One permanent representative from the Ministry of Higher Education Malaysia; and
- (m) any other person appointed by the Chairperson, if necessary.

(2) The Deputy Director (Management) of the Hospital shall serve as the Secretary of the Council.

(3) A member of the Council shall be a member for a period of three years, unless if he is appointed as a member of the Council because of a position, then he ceases to be a member when he ceases to hold that position before the expiry of the membership period.

(4) If there is a vacancy under paragraph 4(1)(c), the Board shall as soon as possible make an appointment to fill the vacancy.

(5) All other deputy directors of the Hospital shall be *ex-officio* members of the Council.

Meetings of Council

5. (1) The Chairperson shall determine the date, place, time and agenda for the Council meetings and the Council meetings shall be held at least four times a year. The Council meetings may be held online at the approval of the Chairperson.

(2) The Council meetings will be called by the Secretary of the Council.

(3) The quorum for the Council meetings shall not be less than one-third of the total members of the Council.

(4) The Council may make a standing order in managing the governance of the Council.

Powers and functions of Council

6. The Council shall—

- (a) plan and implement the policy determined by the University;
- (b) strengthen collaborative relationships that support learning and research activities in clinical and healthcare fields;
- (c) establish collaborations and coordination between the Hospital and medical and healthcare services, government and private agencies in matters of mutual interest;
- (d) design, formulate, and manage policies, and oversee patient-related services at the Hospital;
- (e) plan, coordinate and determine the physical facilities, assets and infrastructure of the Hospital;
- (f) be accountable for monitoring the annual budget of the Hospital;
- (g) be responsible for the planning and monitoring of human resources in the Hospital;
- (h) strategize and examine approaches for generating financial resources and income for the Hospital, and oversee their implementation;

- (i) establish any committee, as and when necessary, to assist the Council in carrying out its functions; and
- (j) execute all other matters that are concurrent and in line with the University's authority under the Constitution.

Establishment and membership of the Syariah Advisory Committee

7. (1) The membership of the Committee shall consist of:

- (a) Director of the Hospital, who shall be the Chairperson;
- (b) a Deputy Director of the Hospital;
- (c) Dean of Medicine;
- (d) Dean of Health;
- (e) Dean of Pharmacy;
- (f) three University academician with relevant qualifications, appointed by the Vice-Chancellor; and
- (g) any other person with relevant qualifications, appointed by the Vice-Chancellor, if necessary.

(2) An employee of the University from the Hospital management shall be Secretary to the Committee.

(3) A member of the Committee shall be a member for a period of three years, unless if he is appointed as a member of the Committee because of a position, then he ceases to be a member when he ceases to hold that position before the expiry of the membership period.

(4) If there is a vacancy under paragraphs 7(1)(f) and 7(1)(g), the Vice-Chancellor shall as soon as possible make an appointment to fill the vacancy.

Powers and functions of the Committee

8. The Committee shall be responsible to—

- (a) ensure that the operation of the Hospital is in accordance with the principles of syariah and is based on Islamic values;
- (b) advise the Hospital management in all matters relating to Hospital operations and act as a reference centre in all syariah-related issues;
- (c) study and discuss Hospital operational issues to formulate an opinion that is in line with syariah law;
- (d) provide views from the point of view of propositions and arguments against any operational issue of the Hospital before deciding the law in question;

- (e) give comments, advice and views on studies related to issues relating to the Hospital's operation;
- (f) be the reference and provide advice on operational issues of the Hospital in order to be in line with the requirements of syariah; and
- (g) make a report of recommendations and advice to the Hospital management regarding any matter relating to the operation of the Hospital so that it is in line with the principles of syariah in order to fulfil the objectives of the Hospital which functions based on Islamic values.

Director of the Hospital

9. (1) Subject to any relevant written law, the Vice-Chancellor shall appoint an officer or academician of the University as the Director of the Hospital on the advice of the Select Committee, for a term not exceeding three years who shall be responsible for the administration and management of the Hospital in accordance with provisions of the Constitution and this Statute. The Director of the Hospital may be reappointed after the expiration of the term of his appointment.

(2) In exercising his duties, the Director of the Hospital shall be answerable to the Vice-Chancellor.

(3) The duties and functions of the Director of the Hospital shall include—

- (a) supervise the employees in the Hospital and act as the chief administrator of the Hospital;
- (b) implement the administration policy of the Council and *ad hoc* committee, and ensure compliance of the policy by all employees of the Hospital;
- (c) manage clinical study and research services at the Hospital;
- (d) manage hospital equipment and pharmacy services at the Hospital;
- (e) co-operate with the Dean of Medicine, Dean of Health and Dean of Pharmacy in respect of the responsibility and co-ordination of teaching, research and patient related services;
- (f) manage the pharmaceutical services in the Hospital and ensure that the supply and use of medicine are in order;
- (g) prepare periodical reports on the activities and administration of the Hospital including the financial status and standing of the Hospital for submission to the Council and the Vice-Chancellor;
- (h) prepare the annual income and expenditure estimate of the Hospital for consideration of the Council;
- (i) manage the financial and operational activities of the Hospital according to the good practice and governance;

- (j) subject to the University Financial Regulations and any regulations in force, to execute any agreements, instruments or documents relating to the management and operation of the Hospital as the Board has authorised him to execute;
- (k) assisting the Vice-Chancellor in determining the management structure of the Hospital in order to ensure that the Hospital achieves the purpose and objective of its establishment; and
- (l) exercising any other powers as may be conferred to him and performing any other duties as may be tasked upon him from time to time, by the Council or this Statute.

Deputy Director of the Hospital

10. The Vice-Chancellor may appoint any officer or academic of the University, or any other qualified person as the Deputy Director of the Hospital for a term of not more than three years and he shall be responsible to assist the Director of the Hospital. The Deputy Director of the Hospital may be reappointed after the expiration of the term of his appointment.

Membership of the Select Committee for the purpose of appointment to the position of the Director of the Hospital

11. (1) Membership of the Select Committee for the purpose of appointment to the position of the Director of the Hospital shall consist of—

- (a) the Vice-Chancellor, who shall be the Chairperson;
- (b) two members of the Board appointed by the Board;
- (c) Dean of Medicine or any relevant Faculty Dean; and
- (d) two members of the Senate appointed by the Senate.

(2) The Registrar shall be the Secretary of this Select Committee.

(3) The quorum for this Select Committee meeting is the Chairman and two members of the Select Committee.

Validity of act of officers exercising the duty in question before the coming into operation of Statute

12. No acts or omissions by any officer who exercises the duty concerned before the coming into operation of this Statute shall be invalid on the ground that this Statute has not come into operation.

Made 4 November 2023

K.D.Y.M.M. SULTANAH NUR ZAHIRAH
Chancellor
Universiti Sultan Zainal Abidin