
 <b>NÁRODNÝ ONKOLOGICKÝ ÚSTAV</b> <i>umenie liečiť</i> Klenová 1 833 10 Bratislava Slovenská republika	<b>ORGANIZATION RULES</b>	Valid since:	July 1, 2020
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	Drawn up by:	Checked by:	Approved by:	Approved by:
Name and surname	Dr. Michala Olgyayová, LL.M.	Mária Rečková, M.D., PhD.	prof. Juraj Pechan, M.D., PhD.	Tomáš Alscher, MSc., MPH
Position	Lawyer of NCI	Director of NOI	Medical Director of NCI	Director General of NCI
Date				
Signature				

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## 1 PURPOSE

The purpose of these statutes is to regulate the details about the status, responsibilities, authorities and competence of the National Oncology Institute (hereinafter referred to as “NOI” or “Institute”), relations between NOI and other facilities of the National Cancer Institute (hereinafter referred to as “NCI”), interdisciplinary cooperation with other institutions under the Ministry of Health of the Slovak Republic (hereinafter referred to as “MoH SR”) and determination of conditions for activities of NOI itself.

## 2 SCOPE

NOI is an individual establishment according to Organization Rules of the NCI, as amended. These statutes are valid and binding for all employees of NCI and they govern the activities of NOI.

## 3 RIGHTS AND RESPONSIBILITIES

NOI has been established as an expert clinical research, academic and educational platform for implementation of goals of National Oncology Program (NOP) in cooperation with other stakeholders, including the MoH SR. The rights and responsibilities of NOI are stated in the body of the statutes.

## 4 TERMS AND ABBREVIATIONS

### 4.1 Terms

The basic goals of the **National Oncology Program** are to implement steps leading to a decrease in age-standardized incidence, morbidity and mortality of oncological diseases and an improvement of quality of life of cancer patients, particularly via systemic implementation of evidence-based strategies focused on prevention, screening, early detection, diagnostics, early and optimal treatment, supportive therapy, follow-up treatment, palliative care and end-of-life care, research and development in oncology.

**Prevention** is a set of active steps leading to a decrease in the risk of cancer. It is a promotion of healthy behavior and less harmful environment in order to reduce the risk of development of cancer.

**Screening** or secondary prevention is a population-wide activity leading to an across-the-board detection of individuals with diseases without clinical symptoms. The goal of screening is disease detection in stages when it is still treatable. An increased use of suitable screening tests aims to ensure early diagnostics and effective treatment.


**Incidence** refers to new cases of diseases (most often indicated per 100,000 citizens).

**Morbidity** is disease rate (most often indicated per 100,000 citizens).

**Mortality** is death rate (most often indicated per 100,000 citizens).

### 4.2 Abbreviations

<b>NCI</b>	National Cancer Institute	<b>MoH SR</b>	Ministry of Health of the SR
<b>NOI</b>	National Oncology Institute	<b>QM</b>	Quality Manager

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<b>NOP</b>	National Oncology Program	<b>SC NOI</b>	Scientific Council of the National Oncology Institute
<b>NOR</b>	National Oncology Register	<b>HC</b>	Healthcare
<b>NSR</b>	National Screening Register	<b>NHIC</b>	National Health Information Center
<b>SCOG</b>	Slovak Cooperative Oncology Group		

## 5 DESCRIPTION

### 5.1 NOI mission


The main mission of NOI is to serve as a clinical research, academic and educational platform for cooperation in order to carry out activities which help fulfill the National Oncology Program.

### 5.2 NOI staffing

1. NOI is an individual organizational unit within the NCI subordinate to section of Director General (Annex No. 1).
2. The activities of NOI are managed by the director of NOI and their team.
3. Administration of NOI is managed by administrative employees of NOI.
4. Authorities and competences of the director of NOI:
  - a) manages the activities of NOI;
  - b) opens calls for NOI grants for short-term international fellowships;
  - c) opens calls for support of clinical trials;
  - d) appoints members of NOI Scientific Council apart from the president, who is the director of NOI, and an MoH SR nominee nominated by the Minister of Health of the SR;
  - e) appoints members of Slovak Cooperative Oncology Group committee;
  - f) coordinates updates of concept of cancer care in cooperation with NOI Scientific Council and MoH SR and presents it to the MoH SR;
  - g) coordinates updates of National Oncology Program in cooperation with NOI Scientific Council and MoH SR;
  - h) manages other activities according to current needs.
5. NOI Scientific Council is an advisory board for the activities of NOI in all areas implemented and supervised by NOI, assesses important scientific questions in the fields of research, development, cancer care in clinical and radiation oncology and in other interdisciplinary specialties, participates in updates of the National Oncology Program and concept of cancer care in Slovakia and proposes priority areas of clinical research in Slovakia for assessment. It also evaluates NOI grant applications. The activities of the Scientific Council are regulated by separate statutes.

### 5.3 Activities of NOI

1. NOI manages the following main activities:
  - a) **epidemiology:**
    - analysis of data from NOR;

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- monitoring, assessment and correct expert interpretation of epidemiological trends;
  - publication of clinical epidemiological outputs from NOR;
  - updates and support of implementation of updated reporting procedures for NOR.
- b) **prevention and screening:**
- analysis of medical procedures, statistic and economic data;
  - processing of NSR data;
  - providing outputs of analyses to the screening program supervisor (MoH SR) and their publication on NOI website.
- c) **diagnostics and treatment:**
- updates of National Oncology Program and concept of cancer care in cooperation with corresponding chief experts for oncology and MoH SR.
- d) **research and development:**
- administration and continual updates of Clinical Trials Register;
  - supervision of Slovak Cooperative Oncology Group (SCOG) activities in order to promote national and international cooperation in oncological clinical research;
  - direct support of oncological research via NOI's own projects and participation in research projects;
  - direct support of oncological research via opening of calls for support of clinical trials;
  - direct support of education of oncologists via NOI grants for short-term international fellowships;
- e) **cooperation with patients' organizations:**
- support of educational platform in order to expertly supervise education in oncology.

#### 5.4 Funding of NOI activities

NOI activities are funded by the MoH SR and NCI via separate account in order to distinguish the funding of therapeutic and preventive care from NOI activities. Apart from the funds allocated in the budgets of MoH SR and NCI, NOI will be able to use resources beyond the state budget (such as international grants, resources from private sector).

## 6 DOCUMENTATION

### 6.1 Records and forms

Published on intranet – documentation and valid forms, statistic reports.


### 6.2 References

PO.01 – Establishment plan  
PO.09 – Statutes of NCI Scientific Council

National Strategy for Development of Healthcare for Patients with Oncological Diseases for 2015 – 2020

## 7 CHANGES

QM is responsible for changes in this document within IMS.

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## 8 FINAL CLAUSE


1. Every NCI employee must report mistakes in the published document to the author and can propose changes.
2. The responsible chief employee and the QM are accountable for monitoring the fulfillment of rules stated in this document.
3. This publication of NOI Statutes cancels the previous wording of NOI Statutes, edition No. 1, valid since August 1, 2018.

## 9 ANNEXES

Annex No. 1 – NOI organization chart

## 10 DISTRIBUTION LIST

ISSUE No.	ASSIGNED TO		DATE	SIGNATURE
	NAME AND SURNAME	POSITION		
1	Silvia Dömösová	Chief of Directors' office		
2	Ing. Anna Vitáriusová	Supervisor, QM		

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Annex No. 1 – NOI organization chart

