

Amendment Approved
By the Academic Council Meeting of
LLC University Geomedi; Protocol #04, 03.04.2025

Rector, Professor Marina Pirtskhalava

Regulation of University Dental Clinic

Article 1. General Provisions

- 1.1. This regulation defines the functions and operational procedures of the University Dental Clinic (hereinafter referred to as "the Clinic"), a structural unit of LLC University Geomedi (hereinafter referred to as "the University").
- 1.2. The Clinic operates in accordance with the applicable legislation of Georgia, the University's charter, and this regulation.
- 1.3. The Clinic utilizes and manages financial resources in accordance with the procedures established by this regulation.
- 1.4. The Clinic has an official round seal.
- 1.5. The Clinic is located at the actual/registered address of the University: 4 King Solomon II Street, Tbilisi.

Article 2. Objectives and Functions of the Clinic

- 2.1. The objective of the Clinic is to provide medical-dental services in compliance with professional and ethical standards.
- 2.2. The Clinic serves as a clinical base for the implementation of continuous professional training programs, including both undergraduate and postgraduate (residency) education.
- 2.3. The Clinic promotes the deepening and consolidation of theoretical and practical knowledge in the field of dentistry, facilitating its application in solving specific practical tasks. It contributes to the development of professional competencies based on theoretical knowledge of dental disciplines and enhances deontological skills.
- 2.4. The Clinic conducts activities in the areas of dental disease diagnostics, differential diagnostics, prevention and treatment, radiological and laboratory methods, as well as educational-methodological and scientific-research work.

Article 3. Authority of the Clinic

- 3.1. The Clinic is authorized to carry out all necessary actions in accordance with established procedures that are related to the fulfillment of its functions and objectives as defined by this regulation.
- 3.2. The Clinic is obligated to promptly provide the University Rector with information regarding the number of patients received and the medical services rendered.

Article 4. Structure and Management of the Clinic

- 4.1. The Clinic is managed by the Clinic Manager.
- 4.2. The Clinic's staff includes licensed physicians, a sterilization nurse, a cashier-registrar, a housekeeper, and an engineer-technician. The appointment and dismissal of employees are carried out by the University Rector.

4.3. The Clinic Manager:

- 4.3.1. The Clinic is led and represented by the Clinic Manager, who is appointed and dismissed by the University Rector.
- 4.3.2. The Clinic Manager represents the Clinic within the scope of their authority.
- 4.3.3. The Clinic Manager submits opinions and recommendations regarding candidates for employment to the University's Vice-Rector for Administrative and Economic Affairs.
- 4.3.4. The Clinic Manager submits opinions and recommendations to the University's Vice-Rector for Administrative and Economic Affairs regarding the dismissal, promotion, and disciplinary actions of Clinic employees.
- 4.3.5. The Clinic Manager oversees the fulfillment of employees' professional duties.
- 4.3.6. To ensure the fulfillment of the functions defined by the Clinic's regulations, the Clinic Manager oversees the management of the Clinic's allocated material assets and is responsible for their proper use and maintenance.
- 4.3.7. The Clinic Manager resolves all operational matters related to the Clinic's activities within their competence.
- 4.3.8. The Clinic Manager submits relevant financial requests to the University's financial department concerning the needs of the Clinic.
- 4.3.9. The Clinic Manager is accountable to the University's Vice-Rector for Administrative and Economic Affairs.
- 4.3.10. The Clinic Manager is required to act in good faith, considering the best interests of the Clinic.
- 4.3.11. The Clinic Manager submits reports on the Clinic's activities to the University's Vice-Rector for Administrative and Economic Affairs.
- 4.3.12. In the absence of the Clinic Manager, their duties are performed by a Clinic employee appointed by the Rector's order.
- 4.3.13. The Clinic Manager is obligated to fully compensate for any damage caused to the Clinic due to their fault (whether intentional or negligent). Compensation may also be deducted from their salary.

4.4. Clinic Doctor:

- 4.4.1. Performs medical activities, providing medical services to the patient in accordance with Georgian legislation and professional standards;
- 4.4.2. Adheres to professional ethics and prioritizes the patient's interests;
- 4.4.3. Is selfless, free, and independent when making professional decisions;
- 4.4.4. Provides the patient with complete, objective, and timely information regarding:
 - Planned preventive, diagnostic, and therapeutic interventions, their associated risks, and effectiveness;
 - Diagnosis, expected prognosis, as well as the course of treatment;

- 4.4.5. Maintains the confidentiality of information regarding the patient's health condition, both during the conduct of medical activities and after their termination, except in cases defined by Georgian legislation;
- 4.4.6. Maintains medical records for each patient in accordance with the procedures established by Georgian legislation;
- 4.4.7. Issues a health status certificate (Form 100/A) as required;
- 4.4.8. Reports to the Clinic Manager.

4.5. Clinic Cashier-Registrar is responsible for:

- 4.5.1. Receiving patients and scheduling consultations;
- 4.5.2. Processing payments (cash payments) in accordance with the doctor's prescriptions;
- 4.5.3. Receiving and disbursing funds through the cash register;
- 4.5.4. Ensuring the proper functioning of the cash register;
- 4.5.5. Documenting any movement of funds in accordance with Georgian legislation;
- 4.5.6. Timely depositing funds received from paid services into the university's bank accounts;
- 4.5.7. Closing the cash register daily according to the prescribed procedure (using the "Z-report");
- 4.5.8. Reporting to the Clinic Manager.

4.6. Clinic Housekeeper

- 4.6.1. Ensures compliance with sanitary and hygienic regulations in the clinic;
- 4.6.2. Ensures adequate stocking of non-medical consumables and timely replenishment of supplies;
- 4.6.3. Cleans the clinic's premises daily with wet cleaning methods as needed, and at least twice a day cleans glass surfaces and floors;
- 4.6.4. Conducts a general cleaning once a month using both dry and wet methods;
- 4.6.5. Cleans the floor around the dental chair up to 40 centimeters and disposes of waste after each patient service;
- 4.6.6. Reports to the Clinic Manager.

4.7. Clinic Sterilization Nurse

- 4.7.1. Performs pre-disinfection, disinfection, and sterilization according to modern standards, fully adhering to the instrument disinfection-sterilization protocol.
- 4.7.2. Is responsible for ensuring that instruments are sterile before they are handed out for use.
- 4.7.3. Reports to the Clinic Manager.

4.8. Clinic Engineer-Technician

- 4.8.1. Conducts periodic checks of the dental equipment and devices in the clinic.
- 4.8.2. Ensures the proper functioning of dental equipment and devices.
- 4.8.3. In case of technical malfunction of dental equipment, notifies the Clinic Manager and takes measures to resolve the issue.

Article 5. Clinic Property

- 5.1. The clinic's property is owned by the university, which the clinic uses under the right of usufruct for the purposes defined by this regulation.
- 5.2. The issue of disposing of the clinic's property is decided by the university's vice-rector for administrative and economic affairs.

- 5.3. Decisions on acquiring additional property (real estate, movable) necessary for the implementation of the purposes defined by this regulation are made by the university's vice-rector for administrative and economic affairs, based on a written request from the clinic manager.
- 5.4. The clinic is equipped with modern medical equipment, dental devices, apparatus, tools, and medicinal products, which facilitates the development of practical and clinical skills for students and provides the highest level of medical services to patients.

Article 6. Accounting, Reporting, and Control

- 6.1. The clinic carries out accounting and statistical registration in the scope and frequency prescribed by the applicable legislation.
- 6.2. The fiscal year coincides with the calendar year and lasts from January 1 to December 31.
- 6.3. The clinic manager ensures the transfer of funds received from medical services to the university's financial group at the end of each week, and a corresponding act is issued.
- 6.4. The control of the clinic's activities is carried out by the vice-rector for administrative and economic affairs, who, if necessary, appoints an auditor in accordance with the procedures established by Georgian legislation.

Article 7. Service Tariffs

- 7.1. The clinic applies dental service tariffs, which are approved by the rector's order of the university.
- 7.2. In case of any changes or additions to the existing dental service tariffs, the rector of the university must be informed, and the revised tariffs will be approved by the rector through the corresponding order.

Article 8. Responsibility and Dispute Resolution

- 8.1. The university has the right to claim obligations (debts) from the clinic. Additionally, the university is responsible to third parties for the clinic's obligations.
- 8.2. Any dispute between the university and individuals employed at the university's dental clinic will be resolved based on applicable labor and civil legislation.
- 8.3. The responsibility of the clinic's manager, as well as the responsibility of individuals employed at the university's dental clinic, is determined in accordance with the applicable legislation.

Article 9. Working and Rest Time

- 9.1. The working days at the clinic are from Monday to Saturday.
- 9.2. The working hours at the clinic are determined as follows: from Monday to Friday, from 09:00 to 21:00, and on Saturday from 10:00 to 17:00.
- 9.3. A one-hour break is designated as the rest time at the clinic.

Article 10. Labor Compensation

- 10.1. The labor compensation for employees is determined according to the rates currently in force at the university.
- 10.2. The labor compensation for employees is specified in the labor contract signed with each employee.

Article 11. Termination of Clinic's Operations

11.1. The grounds for the termination of the clinic's activities are:

- a. Reorganization of the university;
- b. Liquidation of the university;
- c. Decision of the rector.

Article 12. Final Provisions

12.1. The clinic's regulations are approved by the university's academic council.

12.2. The cancellation or modification of the clinic's regulations is carried out by the university's academic council.