

# University Dental Clinic Regulation

## **Article 1. General Provisions**

1.1. This Regulation defines the functions, and status of LLC Teaching University Geomedi's (hereinafter the University) structural unit- - University Dental Clinic.

1.2. The University Dental Clinic (hereinafter the "Clinic") is established following the requirements of the Law of Georgia "on Higher Education", the Law of Georgia "on Medical Activities", "the Civil Code of Georgia" and other normative acts.

1.3. The clinic is guided by the legislative and sub-legislative normative acts of Georgia, including the Statute of the University Geomedi and present regulation.

1.4. The clinic is not a legal entity, does not have a chancellery, a form and a seal. In the tax authorities it operates without state registration.

1.5. The address of the clinic administration is: Tbilisi, King Solomon II St. N. 4

## **2. The goals and functions of the clinic**

2.1. The main goal of the clinic is to provide professional (basic) training before graduation, postgraduate (residency) training, provide a clinical base for the implementation of programs, practice medical-dental activities in accordance with professional and ethical standards.

2.2. The clinic facilitates in deepening the theoretical and practical knowledge of dentistry, its application to practical tasks; Inspecting the student's readiness to work independently in terms of modern requirements; Developing professional competencies based on theoretical knowledge of dental disciplines, refining deontology skills.

2.3. The clinic conducts activities in the field of dental disease diagnosis, differential diagnosis, prevention and treatment, radiological and laboratory methods, teaching-methodological and scientific-research work.

2.4. The clinic conducts its activities in agreement with the university management.

## **3. The clinic is authorized to:**

3.1 Carry out all necessary activities in accordance with the established procedure, which will be related to the performance of the functions and tasks provided by the Regulation,

3.2 The clinic is obliged to promptly provide the university management with information on the number of patients admitted and the medical services provided.

#### **4. Clinic management**

4.1. The clinic is headed by a chief doctor, who is appointed and dismissed by the Rector of the University (hereinafter - the Rector).

4.2. The chief doctor of the clinic may be a person with higher medical education who has experience in the field of dentistry.

4.3 In the absence of the Chief doctor, his / her duties are performed by one of the employees of the clinic appointed on Rector's order.

#### **5. Chief doctor of the clinic**

5.1. is responsible for the implementation of normative acts of Georgia, the decisions of the governing bodies of Geomedi Teaching University LLC, which relate to the activities of the clinic;

5.2. Represents a clinic without a power of attorney;

5.3. Draws up the annual budget of the clinic, financial plan, forms and systems of remuneration, establishes the rules for granting and duration of a leave from work together with the accountant and submits to the Rector of the University for approval.

5.4. Approves the internal regulation of the clinic;

5.5. Distributes duties among the staff of the clinic, gives them mandatory instructions and tasks, supervises the performance of official duties by the staff;

5.6. In order to carry out the functions defined by the regulations of the clinic, he/she manages the financial resources and other tangible property of the clinic within the rules established by the University Geomedi and is responsible for its proper use and maintenance;

5.7. The Chief doctor is accountable to the Vice-Rector for Administrative Affairs.

#### **6. Clinic staff, management of their structural units**

6.1. The activities of the clinic are carried out on the basis of an individual labor contract concluded between the chief doctor and the staff of the clinic.

6.2. The issue of hiring and dismissing the staff of the clinic and concluding an employment contract with them is decided by the Rector of the University.

6.3. Labor contracts must be in accordance with the applicable norms of labor and civil law.

## **7. Clinic property and equipment**

7.1. The property of the clinic is the property of the University and is transferred to the clinic with the right of use.

7.2. In determining the clinic's property and financial responsibilities, the status established for the branch by the current legislation is taken into account, without mandatory state registration.

7.3. Issues related to the clinic's property and finances are regulated between the clinic and the university in accordance with the current legislation and this regulation.

7.4. The University Dental Clinic is equipped with modern medical and dental equipment, devices, instruments, necessary for the dental activities, which leads to the development of student's practical and clinical skills and high quality medical care for patients.

## **8. Accounting and reporting and monitoring**

8.1. The clinic provides bookkeeping and statistical accounting to the volume and periodicity in accordance with the current legislation.

8.2. The financial year coincides with the calendar year and lasts from January 1 to December 31.

8.3. The activities of the clinic are controlled by the relevant governing bodies of the university.

8.4. The university appoints an auditor if necessary.

8.5. The activities of the clinic are inspected in accordance with the existing legislation.

## **9. Liability, dispute resolution and termination of the clinic**

9.1. The staff of the clinic is responsible for fulfilling its obligations.

9.2. The dispute between the clinic and its employee is settled on the basis of current labor and civil law.

9.3. The responsibilities of the chief doctor and the staff are determined in accordance with the current legislation.

9.4. The grounds for termination of the clinic are:

A) reorganization;

B) Liquidation

9.5. The liquidation of the clinic is carried out in accordance with the rules established by law.

**Article 10. Final Provisions**

The Regulation of the clinic is repealed, changes and additions are made by the decision of the Academic Board of University Geomedi following the rules established by law.