

The change is approved

by the Rector's Order №501 of October 02.2024  
(The effective date of the order: October 03. 2024.)

Rector, Professor Marina Pirtskhalava

## **Regulation of Rehabilitation Clinic of University Geomedi LLC**

### **Article 1. General Provisions**

- 1.1. This regulation defines the functions and operational procedures of the University Rehabilitation Clinic (hereinafter referred to as "the Clinic"), a structural unit of University Geomedi LLC (hereinafter referred to as "the University").
- 1.2. The Clinic is an outpatient rehabilitation center that provides a full range of rehabilitation procedures.
- 1.3. The Clinic operates in accordance with the applicable legislation of Georgia, the University's charter, and this regulation.
- 1.4. The Clinic manages and utilizes financial resources as stipulated by this regulation.
- 1.5. The Clinic has an official round seal.
- 1.6. The Clinic is located at the University's actual/registered address: 170 Davit Aghmashenebeli Avenue, Tbilisi.

### **Article 2. Primary Objective of the Clinic**

- 2.1. The objective of the clinic is to provide rehabilitative medical services in accordance with professional and ethical standards.
- 2.2. The clinic focuses on the treatment and prevention of primary diseases, prevention and management of functional disorders and complications, improvement of functional abilities and activities, reduction of pain and other limiting symptoms, achievement of better physical fitness, and maintaining an active and athletic form for a longer period, among other goals.

### **Article 3. Types of Medical Services**

- 3.1. The clinic fulfills its objectives, as defined by this regulation, by providing the following types of medical services:
- Doctor consultation
  - Therapeutic exercise
  - Mechanotherapy (joint mobilization)
  - Orthopedic injury and post-operative care
  - Post-amputation rehabilitation
  - Post-stroke rehabilitation
  - Post-traumatic brain injury rehabilitation
  - Post-spinal cord injury rehabilitation
  - Neurology (rehabilitation following central and peripheral nervous system damage)
  - Massage
  - Apparatus-based physiotherapy (electrotherapy, ultrasound therapy, magnetotherapy, cryotherapy)
  - Lymphatic drainage
- 3.2. An individualized treatment plan is developed for each patient, involving the following stakeholders: the patient, the patient's family members, potential caregivers, and the multidisciplinary rehabilitation team (doctor, rehabilitation specialist, physiotherapist).

### **Article 4. Clinic Structure and Management**

- 4.1. The clinic is managed by the Clinic Director.
- 4.2. The clinic employs licensed doctors (both staff and visiting specialists), physiotherapists/rehabilitation specialists, a trauma-orthopedic surgeon, and support personnel, including a cashier-receptionist and a housekeeper.
- 4.3. The Clinic Director:**
- 4.3.1. The Clinic Director (hereinafter referred to as the Director) is responsible for the management and representation of the clinic. The Director is appointed and dismissed by the Rector of Geomedi University.
- 4.3.2. Represents the clinic within the scope of their authority.
- 4.3.3. Submits recommendations/opinions regarding potential hires and candidates for employment at the clinic to the Vice-Rector for Administrative and Economic Affairs of the university.
- 4.3.4. Conducts negotiations and submits information to the Vice-Rector for Administrative and Economic Affairs regarding organizations willing to enter into contracts with the clinic.

- 4.3.5. Provides recommendations/opinions to the Vice-Rector for Administrative and Economic Affairs on matters related to employee dismissal, incentives, and disciplinary measures.
- 4.3.6. Assigns duties among clinic staff, issues mandatory instructions and assignments, and oversees the fulfillment of employees' responsibilities.
- 4.3.7. Ensures the proper management, use, and maintenance of the clinic's material assets, which are transferred to the clinic through an official handover act.
- 4.3.8. Resolves all ongoing matters related to the clinic's operations within the scope of their competence.
- 4.3.9. Submits relevant requests to the university's financial department regarding the clinic's needs.
- 4.3.10. The Clinic Director is accountable to the Vice-Rector for Administrative and Economic Affairs.
- 4.3.11. The Director is obligated to act in good faith, considering the best interests of the clinic.
- 4.3.12. The Director supervises all employees of the clinic, including both staff and visiting doctors, physiotherapists/rehabilitation specialists, trauma-orthopedic surgeons, operators, and the housekeeper.
- 4.3.13. Submits quarterly reports on the clinic's activities to the Vice-Rector for Administrative and Economic Affairs.
- 4.3.14. The employment contract with the Clinic Director is signed by the Rector of the university.
- 4.3.15. In the Director's absence, their duties are performed by an individual designated by the Director, with prior approval from the Vice-Rector for Administrative and Economic Affairs.
- 4.3.16. The Director is fully responsible for compensating any damage caused to the clinic due to their fault (whether intentional or due to negligence). Compensation may include salary deductions.

#### **4.4. Clinic Doctor:**

- 4.4.1. Conducts patient consultations in accordance with established protocols and guidelines.
- 4.4.2. Ensures the development of individualized rehabilitation programs and oversees their implementation.
- 4.4.3. Issues medical certificates (Form 100/a) regarding patients' health status.
- 4.4.4. The doctor is accountable to the Clinic Director.
- 4.4.5. The employment contract with the clinic doctor is signed by the Rector of the university.
- 4.4.6. The doctor is fully responsible for compensating any damage caused to the clinic due to their fault (whether intentional or due to negligence). Compensation may include salary deductions.

#### **4.5. Clinic Physiotherapist/Rehabilitation Specialist:**

- 4.5.1. Ensures the creation of a patient's treatment record based on the individualized program prescribed by the doctor, in accordance with established protocols and guidelines.
- 4.5.2. Conducts appropriate procedures for the patient based on the treatment record.
- 4.5.3. Is accountable to the Clinic Director.
- 4.5.4. The employment contract with the clinic physiotherapist/rehabilitation specialist is signed by the Rector of the university.
- 4.5.5. Is fully responsible for compensating any damage caused to the clinic due to their fault (whether intentional or due to negligence). Compensation may include salary deductions.

#### **4.6. Clinic Cashier-Registrar Responsibilities:**

- 4.6.1. Plans patient admissions and consultations.
- 4.6.2. Fills out the patient's ambulatory medical record.
- 4.6.3. Processes payments in accordance with the doctor's prescription.
- 4.6.4. Schedules physiotherapy sessions.
- 4.6.5. Prepares financial calculations.
- 4.6.6. Collects initial information for insurance companies and informs the relevant insurance provider about the admitted patient.
- 4.6.7. Resolves issues with insurance companies upon the patient's arrival and notifies the director in case of any problems.
- 4.6.8. Maintains the registration journal in compliance with existing legislation.
- 4.6.9. Receives and disburses funds in the cash register, ensuring the proper functioning of the cash register system.
- 4.6.10. Properly documents all financial transactions in accordance with Georgian legislation.
- 4.6.11. Calculates staff earnings based on the hospital's internal system and submits the information to the accountant.
- 4.6.12. Properly closes the cash register at the end of each working day (e.g., using Z-reports).
- 4.6.13. Is accountable to the Clinic Director.
- 4.6.14. The employment contract with the clinic cashier-registrar is signed by the Rector of the university.
- 4.6.15. Is fully responsible for compensating any damage caused to the clinic due to their fault (whether intentional or due to negligence). Compensation may include salary deductions.

#### **4.7. Clinic Housekeeper**

- 4.7.1. Ensures the adequate supply and timely replenishment of non-medical consumables.
- 4.7.2. Submits a request for non-medical consumables to the director at the beginning of each month.
- 4.7.3. Is responsible for both medical and non-medical inventory.

- 4.7.4. Monitors the usage of non-medical consumables.
- 4.7.5. Conducts an inventory check once a month and submits a written report to the director.
- 4.7.6. Ensures compliance with sanitary and hygiene regulations.
- 4.7.7. Is accountable to the Clinic Director.
- 4.7.8. The employment contract with the clinic housekeeper is signed by the Rector of the university.
- 4.7.9. Is fully responsible for compensating any damage caused to the clinic due to their fault (whether intentional or due to negligence). Compensation may include salary deductions.

#### **Article 5. Clinic Property**

- 5.1. The property of the clinic is owned by the university, and the clinic utilizes it under the right of use for the purposes defined by this regulation.
- 5.2. Decisions regarding the management of the clinic's property are made by the Deputy Rector for Administrative and Economic Affairs.
- 5.3. The clinic is provided with property (both movable and immovable) through an official transfer-acceptance act, which is signed by the Deputy Rector for Administrative and Economic Affairs on behalf of the university and the Clinic Director on behalf of the clinic.
- 5.4. Any acquisition of additional property (movable or immovable) necessary for achieving the objectives outlined in this regulation is decided by the Deputy Rector for Administrative and Economic Affairs, based on a written request from the Clinic Director.

#### **Article 6. Service Fees**

- 6.1. The clinic operates based on rehabilitation service fees, which are approved by an order of the university's Rector.
- 6.2. A cost calculation has been developed for each service, which is approved by the university's Rector upon submission by the Clinic Director.
- 6.3. Any modification or addition to the existing rehabilitation service fees at the clinic must be reported to the university's Rector, who will approve the revised fees through an official order.

#### **Article 7. Accounting and Reporting**

- 7.1. The clinic's cashier-registrar is responsible for maintaining accounting and statistical records.
- 7.2. The university ensures the final recording of accounting and statistical data in accordance with applicable legislation, in the required scope and periodicity.
- 7.3. At the end of each week, the Clinic Director ensures the transfer of revenue received from medical services to the university's financial department, with the corresponding act being issued.

#### **Article 8. Supervision of the Clinic's Activities**

- 8.1. The supervision of the clinic's activities is carried out by the Vice-Rector for Administrative and Economic Affairs, who, if necessary, may appoint an auditor in accordance with the procedures established by Georgian legislation.

#### **Article 9. Liability and Dispute Resolution**

- 9.1. The university retains the right to claim any outstanding obligations (debts) from the clinic. Additionally, the university is responsible for the clinic's obligations towards third parties.
- 9.2. Any disputes between the university and employees of the university rehabilitation clinic shall be resolved in accordance with the applicable labor and civil legislation.
- 9.3. The liability of the clinic's director, as well as employees of the university rehabilitation clinic, shall be determined in accordance with the applicable legislation.

#### **Article 10. Working and Rest Hours**

- 10.1. The clinic's working hours are from 09:00 to 21:00.
- 10.2. The designated break time in the clinic is one hour.
- 10.3. The clinic operates from Monday to Saturday.

#### **Article 11. Remuneration**

- 11.1. Employee remuneration is determined in accordance with the tariff rates established by the university.
- 11.2. The remuneration of each employee is specified in their individual employment contract.

## **Article 12. Termination of the Clinic's Operations**

12.1. The grounds for terminating the clinic's operations are as follows:

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

## **Article 13. Final Provisions**

13.1. The clinic's regulations are approved by the Academic Council of the university.

13.2. The repeal or amendment of the clinic's regulations is carried out by the Academic Council of the university.