

Changes have been approved by  
LLC Teaching University Geomedi's  
Academic Council session:  
Protocol #10; 20. 10. 2021

Rector \_\_\_\_\_ Marina Pirtskhalava

**LLC Teaching University Geomedi**  
**Regulation of the Professional Development and Residency Office**

**Article 1. General Provisions**

1. This Regulation defines the functions and rules of operation of LLC Teaching University Geomedi's (hereinafter the University) structural unit- Professional Development and Residency Office (hereinafter the Office).
2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute of the University, the regulations of the University and the internal normative acts of the University.

**Article 2.Goal and Functions of the office**

The goal of the office

1. Continuous support to the academic, invited, administrative staff, students and graduates of the University, as well as the professional and personal development of the general public, the acquisition of new professional skills throughout life.
2. Conducting postgraduate medical education (residency) programs.

**The functions of the office**

1. To plan and implement short-term and long-term training courses / trainings following the labor market requirements, and for the development of general and personal professional skills;

2. To plan and implement training courses / trainings necessary for the development of general and personal skills of students and graduates, which aids them in employment and continuous professional development;
3. 3. To plan and implement relevant training courses/training for both academic and invited staff, to improve pedagogical skills, to implement modern teaching methods, and to conduct quality learning;
4. Plan and implement various language courses for university staff as well as students, alumni and anyone interested. Also cooperate with foreign institutions and plan joint training courses / trainings, practices abroad.
5. 5. To plan training courses required for the development of professional skills of the University staff, for teamwork and smooth implementation of the strategic development of the University.
6. To strengthen the scientific potential, plan training courses / trainings on writing grant projects, sending applications, developing various scientific and technological innovations, working with databases and communicating with high-ranking scientific journals, and developing skills necessary for modern scientific work.
7. To invite or use the human resources (academic / invited and administrative staff) of the University as heads / trainers of the training courses, whose education and work experience are in accordance with the high-professional level of the training / training course.
8. To ensure the timely distribution of information about current training / training courses,
9. The training course / training at the University may be compulsory or voluntary for the academic and administrative staff of the University, depending on the subject and importance of the offered course.
10. To organize and administer postgraduate medical education (residency) programs (search for relevant clinics, infrastructure, as well as study materials for the implementation of programs).
11. To issue a certificate / certificate / certificate confirming the completion of the training course / training.

### **Article 3. Office personnel**

1. The staff of the Office consists of: the head of the Office and specialists.

2. The position of the staff of the Office is selected taking into account / observing the rules of appointment to the position of administrative / support staff operating at the University.
3. The Rector of the University appoints and dismisses the staff of the Office.

#### **Article 4. Head of the Office**

Head of the Professional Development and Residency Office

1. Is responsible for the organization and quality management of the activities in the office, is obliged to rationally distribute workload among specialists (if any) and to control the quality of the work performed.
2. Prepares proposals within the competence of the office and submits them to the Vice-Rector for Academic Affairs.
3. acts on behalf of the office and represents it in relations with third parties within the scope of his/her authority.
4. Periodically hears the reports from the office staff (if any) on their work.
5. At the end of each semester, submits an activity report to the Vice-Rector for Academic Affairs.

#### **Article 5. Final Provisions**

1. The regulations of the Office are approved by the Academic Board of the University;
2. The Regulation of the Office shall be repealed, amendments and additions shall be made by the Academic Board of the University.