

Codified

Amended (20.03.2012 # 23/4)

(27.12.2013 # 23/8)

(27.04.2015 # 23/6)

(22.12.2016 # 23/11)

Appendix 1

Approved by

TSMU Representative Council

January 25, 2011

# 23/1 resolution

## STATUTE

### **Regulation of Givi Zhvania, Tbilisi State Medical University Pediatrics Academic Clinic**

#### **Article 1. General provisions**

Tbilisi State Medical University "named after Givi Zhvania

Pediatric Academic Clinic "(hereinafter referred to as the Clinic) is the TSMU

Structural unit, is created in accordance with the Laws of Georgia on "medical practice" and other normative acts. on "Higher Education"

2. .The clinic represents the Tbilisi State Medical University's (hereinafter

TSMU) structural unit operated by TSMU Delegated and within the competence defined by this regulation.

3. The clinic is guided by the Constitution of Georgia, International treaties and agreements,

Legislative and subordinate normative acts of Georgia, TSMU management Decisions bodies and the present provision.

4. The clinic has the right to use the requisites approved by the defined rule. The implementation of financial management, as well as financial resources transferred to the clinic for its functioning, is carried out in accordance with the regulation stated by the present provision.

The clinic has the settlement account and the cash register for accumulating financial resources

5. The address of the clinic administration is: Tbilisi, Lubliana street 21.

## **Article 2. The objectives and functions of the clinic**

1. The main goal of the clinic is Continuous professional Development (upgrading professional preparedness and medical staff Qualification) as well as Undergraduate (basic) and Postgraduate diploma (Residency, residency alternate form).

Ensuring clinical bases for program implementation.

Professional medical service recognized in the country and Medical activities relevant to ethical standards.

2. The main directions of the clinic are:

A) carrying out vocational preparation (teaching clinical disciplines) for diploma and postgraduate (resident) ) According to the modern requirements;

B) Continuous professional development: continuous medical education

Professional rehabilitation and other relevant programs, cycles and

Carry out trainings;

C) Training-methodological and carrying out scientific research works;

D) Testing the curative technologies and implementing new medical remedies;

E) Upgrading the qualification of medical personnel.

3. while implementing the activities defined by the abovestated provision. The clinic has the right to make decisions on its own initiative, Which do not contradict the Georgian legislation and this provision.

4. The clinic is entitled to:

A) carry out all necessary actions under the established rule,

Which will be related to Fulfillment of tasks and functions defined by the Statute and

TSMU tasks and concluded Contracts;

b) Make the Contracts (contracts) on the implementation of works (services) with appropriate physical or legal entities within the authority delegated by the TSMU;

C) create funds and commissions (including Ethics and Medical Standards Commission) in agreement with TSMU,;

5. The clinic defines and approves medical standards by the clinic

According to the medical services to be implemented.

6. The clinic is obliged to provide TSMU management bodies with requested information about works done.

7. The person is considered to be employed who fulfills works on the basis of the contract

Approved by the clinic administration, Despite the occupied position.

8. Heads of structural subdivisions (services) of the clinic for their positions are appointed upon the decision of TSMU Rector (hereafter Rector).

### **Article 3. Management of the Clinic**

1. The general management of the clinic is performed by the General Director, Who is appointed and dismissed by the Rector. (# 23/8 27.12.2013)

2. The position of the General Director of the Clinic shall be occupied by a person with higher medical education and 10-year professional experience. (# 23/8 27.12.2013)

3. Legal activities of the clinic, financial economics and Administrative business services are managed by the clinic Director, who is nominated by the Chancellor of the University and approved by the Rector. (# 23/4 20.03.2012)

31. Organizational director conducts and coordinates the Management of Human Resources about various medical issues among the institutions and Tbilisi State Medical University structural units on employee appointment or termination which is approved by the Rector. (# 23/4 20.03.2012)

4. In case of absence of the general director of the clinic, his duties are fulfilled by the financial director, According to the director's order Director in the organizational field or one of the structural subdivisions Head. (# 23/8 27.12.2013)

### **Article 4.**

General Director of the Clinic (# 23/8 27.12.2013)

1. General Director of the Clinic: (# 23/8 27.12.2013)

A) Define the structure of the clinic, the staff schedule and

Submit to the TSMU representative for review and approval Council (# 23/11 22.12.2016)

B) is responsible for the legislative acts of Georgia, the TSMU Management decisions and tasks Clinic activities;

C) within the delegated authority represents a clinic;

D) makes agreements (contracts) with physical and legal entities on the purpose of performing appropriate work Within the competence and boundary value defined by the TSMU;

l) makes contracts With the provider selected by the Tender Commission of the Clinic with the announced tender; (27.04.15 # 23/6)

E) is entitled to To get and dismiss employees on the basis of a labor contract , besides the individuals concerned by this provision;

F) terminates employees' encouragement and disciplinary action

Liability issues;

G) Develop the annual cost estimate of the clinic, financial plan,

The remuneration forms, the provision of bonuses and submits for approval to TSMU;

H) approve the regulations of the clinic;

I) approve medical standards and ensure the quality

Monitoring; Promotes the implementation of guidelines and protocols;

J) Distributes duties among the staff of the clinic, gives them

Controlling mandatory instructions and tasks to perform

Employees to perform their duties;

K) With the purpose of fulfilling the functions defined by the clinic regulations, Within the framework established by TSMU, the clinic is financed

Funds and material property management and is responsible for its Usage and maintenance;

L) independently solves All the issues related to the clinic activity within its competence;

M) manages human resources management, marketing and

Public Relations.

2. Clinic's financial plan on the recommendation of the clinic's general director

Is approved by the TSMU Chancellor. (# 23/8 27.12.2013)

3. Manages and coordinates urgent/ Emergency and planned the routine checkups and consultations of patients, ansures organizing the consilium and conferences. Activities carried out by the structural units of the clinic , and medical-diagnosticactivity; Regularly conducts

round and patients Systematically carrying the sick and the sick Consult, provide consiliums and conferences Organization .

31. In its competence issues orders. (# 23/4 20.03.2012)

4. Carries out the treatment, urgency and urgency of the patients

Monitoring of quality health care services.

5. Promotes Applying and testing of new medical remedies and treatment technologies in the clinic.

6. Supervises the clinic based diploma and postgraduate degree program

Implementation. (Residency, continuous professional development, etc.)

7. Elaborates proposals on conditions and criteria for the employee vacancies competition

8. is accountable to the TSMU about the work done.

Article 5. Financial Director of the Clinic

) 1. Supervises solving the legal and legal issues of the clinic in agreement with the General Director. (# 23/8 27.12.2013)

2. extracted(#23/4 20.03.2012)

3. Supervises the financial and economic activity of the clinic. Will work out

Appropriate medical care standards for the clinic. Annually, the Clinic Action Plan will be presented.

4. Manages administrative-business activities.

5. Prepare annual report and work on the work

It is accountable to the Director General and the TSMU. (# 23/8

27.12.2013)

Article 51. The Director of the Clinic in the Organizational Department (# 23/4 20.03.2012)

1. Conducts the Human Resources Management of the Clinicin

In agreement with the general director, prepares proposals about the acceptance of technical personnel at work. (# 23/8 27.12.2013)

2. Conducts relationships with various medical institutions.

(# 23/4 20.03.2012)

3. Manages and coordinates the Relationship of Tbilisi State Medical  
with Structural Units of the University (# 23/4 20.03.2012)

4. prepares the annual report and the work done is accountable to the TSMU General Director  
and the. (# 23/827.12.2013)

**Article 6.** Head of the subdivision of the clinic

1. Directly supervises healthcare process;

2) Makes Control over the quality of medical service; Sistematically conducts rounine checkups;  
manages patient Consultation, develops plan for its research and treatment on special ocasions;

2. Controls the clinic's medical standards; Provides Implementation of guidelines and protocols.

3. Concuets the professional Development (upgrading professional preparedness and medical  
staff Qualification) as well as Undergraduate (basic) and Postgraduate diploma (Residency,  
residency alternate form) of the subdivision.

4. solves the methodological and Organizational issues of the subdivision t.

5. Holds the clinical, patologoanatomyur, science and practical

Conferences and seminars in accordacne with the stated rules.

6. Manages the discussing process of dead patient and patient's records;

**Article 7**

1. The Institute conducts economic and property relations, receiving and administering financial  
resources under the established rule within the scope of the TSMU delegated rights.

2. Writing or alienation of the immovable and movable property in the use of the institute (lease,  
rent, sale, transfer to use) implements TSMU together with the institute in accordance with the  
legislation.

3. Clinic uses the transferred assets write-off Or alienation (lease, rental, use of the transfer) of  
the legislation Together with the clinic is performed by the TSMU.

**Article 8. Institute Financing and Expenses**

1. The source of funding for the clinic:

A) funds allocated from the budget, within the healthcare services; B) income received from rent, lease and other economic activities;

B) Within the framework of educational program from the TSMU budget

Allocated funds;

C) income received within the TSMU scientific grants;

D) other revenues allowed under the legislation of Georgia;

E) All types of income of the clinic are treated as TSMU Income.

2. The institute from its sub accounts and staff accounts carries out: the Utility costs and salaries of contract workers, including grants, as well as expenses incurred for the grant implementation, Expenses which are not subordinated to the procurement law from considering its amount and the disbursement of funds to the TSMU delegated rights

3. In order to form and Approve the compound Competition Budget, Institute Provides information for TSMU about revenue and expenses to discuss by the October 25th of the Year;

4. The Institute is accountable to report the actual information about the actual revenues and expenses to the University periodically, in specific cases (quarterly).

#### **Article 10. Economic Activity of the Clinic**

1. The clinic carries out economic activity by Within the scope delegated competence of TSMU, the present provision, the inactive legislation and other normative acts.

2. The Institute approves the costs and tariffs on the works and services in accordance with the TSMU market conjuncture

3. For the purpose of infrastructure development, office inventory, economic activity and material for technical activities, purchasing is carried out on the basis of the Law of Georgia on Procurement in accordance with the requirements presented by the TSMU Institute.

4. In special cases the institut is authorized to carry out procurements according to the Georgian legislation with the consent of the University.

#### **Article 10. Annual Results**

1. Annual Results of the Clinic - Income and its Expenses,

It will be reflected in the calculation information of the clinic, accounting reports and TSMU compound balance.

2. The list of the funds of the clinic, their filling and usage according to the clinic administration, it is approved by the TSMU.

#### **Article 11. Accounting and reporting**

1. The clinic defines the revenues and expenses incurred by them

Accounting, accounting information (quarterly, annual) And submits to TSMU.

2. The economic year coincides with the calendar year and continues to be the first From January to December 31.

#### **Article 12. Compilation and examination of the clinic balance**

The clinic is obliged to account, accounting balance (Quarterly, annualy) and submit to TSMU.