

Approved

By Decree N 23/3 of May 07, 2014

Of the Representative Board of TSMU

**Decree of the Stomatological Clinic of Apolon Urushadze of LEPL Tbilisi State Medical University**

**Chapter I. General Provisions**

**Article 1.**

1. Stomatological Clinic of Apolon Urushadze of LEPL Tbilisi State Medical University (hereinafter referred to as the Clinic) is established in accordance with the requirements of Laws on High Education and Medical Activities, Civil Code of Georgia and other normative acts.

2. The clinic is the structural unit of Tbilisi State Medical University (hereinafter referred to as TSMU) which functions within the scope of competence defined by the present decree and delegated by TSMU.

3. In its activities the clinic is guided by the constitution of Georgia, international treaties and agreements, legislative and legal normative act, including, the statute of TSMU, in accordance with the competence, TMSU management body decisions and the present decree.

4. The clinic is entitled to the right to use the essential forms on the basis of the approved rule. The clinic uses the property issued for functioning of the clinic, including, use of financial means, on the basis of the rule defined by the present decree. In order to accumulate financial means, the clinic has the sub-account of the university and the respective fund.

**5. Address of the clinic administration is Tbilisi. David Agmashenebeli avenue N 126.**

**Article 2. Main Aim and Functions of the Clinic**

1. The main aim of the clinic is to ensure the clinical base for implementing the programs of pre-diploma (basic) and post diploma (residency, alternative form of residency) and continuous professional development (professional training and raising the qualification of medical personnel), provide medical activities commensurate with professional and ethical standards.

2. Main directions of the clinic activities are:

a) To implement pre and post diploma (residency) professional development (teaching of clinical disciplines) in accordance with modern requirements;

- b) To ensure continuous professional development: professional rehabilitation of continuous medical education and implementation of other respective programs, cycles and training;
- c) To provide medical activities commensurate with professional and ethical medical standards recognized in the country;
- d) To carry out teaching-methodological and scientific-research activities;
- e) To introduce and approbate new medical means and medicinal technologies on the basis of approved rule;
- f) To raise qualification of medical personnel.

3. Upon carrying out the activities defined by the present decree, the clinic is entitled to the right to take decisions independently and/or in agreement with the Tbilisi State Medical University (hereinafter referred to as TSMU) which do not contradict legislation and the present decree.

4. The Clinic is authorized to:

- a) Carry out all necessary actions on the basis of the defined rule which will be related with compliance with the functions and tasks defined by the decree, TSMU tasks and signed agreements.
- b) Conclude respective agreements (contracts) with separate physical and legal entities on behalf of one's own name for delivering works (services) within the limits defined by the university. To reimburse for their service.

5. The clinic defines and approves internal medical standards of the clinic according to the areas of medical service to be delivered by the clinic.

6. The clinic is obliged to provide requested information in timely manner to management bodies of TSMU regarding the state of delivering separate types of work.

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

1. The clinic is headed by the director of the clinic (hereinafter referred to as The Director) who is appointed and dismissed by the rector of LEPL Tbilisi State Medical University (hereinafter referred to as the Rector) on the basis of the rule defined by legislation.

2. The person with high medical education can be appointed as the director of the clinic who has the experience of professional work for not less than 10 (ten) years.

3. The director has 2 deputies in the area of medical and financial administrative provision who are appointed and dismissed from the position by the clinic director.

4. In case of the absence of the director, his deputy serves as the acting director defined by the order of the director.

5. Rights and responsibilities of deputy directors as well as those structural subdivisions which they will coordinate and manage are defined by the decree of the clinic director.

#### **Article 4. Clinic Director**

The clinic director:

- a) defines and approves by the decree in agreement with the rector the structure of the clinic and its staff amount;
- b) is responsible for compliance with the normative acts of Georgia, decisions of management bodies of TSMU and task completion in the area within the scope of concern of the clinic;
- c) Represents the clinic without the proxy;
- d) Concludes agreements (contracts) with physical and legal entities with the view of fulfilling respective works (services) within the scope of marginal values and competencies defined by TSMU;
- e) Is authorized to recruit and dismiss employees on the basis of the employment agreement except the persons defined by the present decree;
- f) Solves the issues of encouraging staff and disciplinary responsibility;
- g) Submits to the TSMU for approval annual cost estimate developed by the financial-economic service of the clinic as well as the financial plan, forms of labor remuneration, forms and systems of bonuses;
- h) Approves internal regulations of the clinic;
- i) Approves internal medical standards of the clinic;
- j) Distributes responsibilities among the clinic staff, gives them obligatory directions and tasks to fulfill, controls compliance of work-related duties by employees;
- k) With the view of implementing the functions defined by the decree of the clinic carries out management of financial means and other material property of the clinic and is responsible for its proper use and care;
- l) Issues orders within the scope of the competence.

2. The financial plan of the clinic is approved by TSMU on the basis of the director's recommendation
3. The director of the clinic is accountable towards the rector and the chancellor about activities envisaging the scope of competence of these bodies.

#### **Article 5. Office of the clinic, management of its structural units and support personnel**

1. Activities of the clinic are carried out by the director on the basis of the individual employment agreement (contract) concluded with the clinic personnel by the director of the clinic.
2. The clinic director is the person who decides recruitment and dismissal of clinic personnel and the issue of concluding the employment agreement (contract) with them within the scope of the approved plan.
3. Employment agreements should envisage acting norms of labor and civil legislation;
4. Structural subdivisions within the clinic are managed by the head of the respective structural sub-division who is appointed and dismissed from the position by the clinic director.
5. Head of the structural sub-division of the clinic reports to the clinic director

#### **Article 6. Clinic Property**

1. To carry out medical and economic activities, the clinic uses movable and immovable property of TMSU which has been given to it with the right of use. It is obliged to take care of this property.
2. The clinic is the structural unit of Tbilisi State Medical University (hereinafter referred to as TSMU) which functions within the scope of competence defined by the present decree and delegated by TSMU.
3. TMSU in cooperation with the clinic writes off or expropriates (lease, rent out, selling, transferring into use) movable and immovable property within the ownership of the clinic in accordance with the existing legislation.

## **Article 7. Funding and Expenditure of the Clinic**

1. The clinic's sources of funding can be:
  - a) Income from medical and economic activities of the clinic;
  - b) Income received within the scope of scientific grants of TMSU;
  - c) Other types of income allowed by the legislation of Georgia.
2. The clinic pays for utility services from its bank sub-accounts, pays for utility services, salaries and covers other expenses which in terms of their content do not comply with the requirements of the law on procurement and uses other amounts within the scope of delegation granted by TSMU.
3. With the view of consolidated draft budget formation and approval, the clinic submits to the TMSU for review the specified information of presumable calculations (clinic budget) of the revenue and expenses to be made.
4. The clinic is responsible for periodically (quarterly) submitting to the university quick information about actually received revenues and expenses made as well as the forms of other defined accounts.

## **Article 8. Annual Results**

1. Annual results are reflected in the clinic balance, consolidated balance of TMSU and accounts.
2. The annual balance of the clinic is submitted to the TMSU.

## **Article 9. Accounting and Reporting**

1. The clinic carries out accounting and statistical reporting within the scope and frequency defined by the acting legislation.
2. The economic year coincides with the calendar year and lasts from January 1 to December 31.

## **Article 10. Control of Activities of the Clinic**

1. Activities of clinic are controlled by the respective management bodies of TSMU.
2. In case of necessity, TSMU appoints the auditor.

3. Activities of the clinic are checked on the basis of the rule defined by the existing legislation.

#### **Article 11. Responsibility and Dispute Resolution**

Responsibilities of the clinic director and its employees are defined in accordance with acting legislation.

#### **Article 12. Termination of the activities of the clinic**

1. The basis for terminating the activities of the clinic are:
  - a) Reorganization;
  - b) Liquidation;
2. The clinic is liquidated on the basis of the rule defined by the legislation.

#### **Article 13. Final provisions**

Cancellation of the decree of the clinic, making amendments and additions to are carried out on the basis of the decision of the representative council and the rule defined by the legislation.

Approved by  
Decree N 23/11 of December 22, 2016  
of the representative board of TSMU

**On making the amendment to the decree of the Stomatological Clinic of Apolon Urushadze of Tbilisi State Medical University**

The following amendment should be made to the decree of the Stomatological Clinic of Apolon Urushadze of Tbilisi State Medical University approved by decree N 23 of May 7, 2014 of the representative board of Tbilisi State Medical University:

1. To provide Article 4, Point 1, sub-point “a” as follows:

“The director of the clinic:

defines the structure of the clinic and regular employment and submits to the representative board of TMSU for approval.