

**Provision  
of the Institute of Postgraduate Medical Education and Continuous Professional Development at  
Tbilisi State Medical University**

ARTICLE 1. General Provisions

The Institute of Postgraduate Medical Education and Continuous Professional Development (referred to as the Institute) at Tbilisi State Medical University (referred to as the University) was established to provide post-graduate medical education (residency, alternative forms of residency, specialty), continuous professional development for physicians, nurses, midwives, and nurse assistants in the management of human sciences related to professional preparation and health care. This was approved by decree #23/5 on 08.06.2012.

The Institute operates by relevant legislation and its provisions. It is a structural unit of the university, with its seal, label, and stamp, and is located at Asatiani Street #7 in Tbilisi.

ARTICLE 2. Aims and Objectives of the Institute

1. Within a scope of competence, the main aims and objectives of the Institute are the following:
  - a. Conducting postgraduate medical education and continuous professional programs;
  - b. Raising the qualification of medical and academic personnel;
  - c. Participation in the implementation of International Medical Programs;
  - d. Organization and participation in Scientific Forums (Conferences, Seminars, Symposiums, Congresses, Conventions);
  - e. Establishing business contacts with governmental and non-governmental organizations and other agencies locally and outside the country;
  - f. Providing internal accreditation expertise to ensure the implementation of postgraduate professional education (residency, specialization) and continuing professional development training programs in medical specialties, adjacent medical specialties and subspecialties;
  - g. Organization of the necessary training and educational activities and provision of

retraining programs for medical personnel who remain outside their professional activities to solve suddenly emerging problems in the country's healthcare system;

h. Providing medical staff with priority areas according to the level of mountainous, remote, cross border, socio-economic development, defined by the Ministry of Labor, Health and Social Affairs, promotion and organizational support for the implementation of training programs and training courses equal to the retraining residency in the deficit medical specialities;

i. Providing training and ongoing professional development for nurses, midwives, and nursing assistants, considering the requirements of various healthcare and institutional environments (approved 08. 06. 2012, #23/5);

j. Providing training programs for the qualification courses of educational staff who implement continuous professional development programs;

2. The institute conducts its activities based on a duly signed contract, including contracts signed within the framework of the state program.

### ARTICLE 3. Structure of The Institute

1. The university structure and staff schedule determine the institution's main subdivisions.

2. TSMU internal regulations govern the legal requirements for the functioning of structural units.

### ARTICLE 4. The Director of the Institute

1. The Institute is headed by the Director, who is appointed and dismissed by the Rector of the University. The relevant agreement regulates labour conditions.

2. The Director of the Institute provides:

a. Management and protection of property transferred by the University to the functioning of the Institute.

b. Planning and organizing organizational work (organizational, material-technical, internal events) of the Institute.

c. Presentation of documents related to the financial and economic activity of the University

in compliance with demand.

d. Other activities that directly or indirectly serve the purposes of the institute.

3. Within the scope of the competence, the institute's director represents the institute to a third individual.
4. The director is responsible for providing postgraduate medical education and offering continuous professional development opportunities for individuals such as residents, specialists, junior doctors, medical specialties, seekers of adjacent and subspecialty fields, nurses, midwives, nurses' assistants, and other relevant personnel, as mandated by legislation. This includes entering into agreements within their area of expertise.

#### ARTICLE 5: Institute Staff

1. The heads of the institute's subdivisions and the institute staff are appointed and dismissed by the Rector based on the Director's recommendation.
2. Institute employees are required to diligently and conscientiously fulfill their assigned duties by internal regulations and the Labor Agreement.

#### ARTICLE 6: Institute's Income

1. The Institute's income includes revenue from current activities (postgraduate and continuous professional development programs, etc.) and other permissible sources outlined in current legislation.
2. To fulfill the main tasks outlined in this provision, the Institute allocates funds to the principal and working capital by established rules.
3. The institution's balance is integral to the university's balance sheet.

#### ARTICLE 7: Reorganization and Liquidation of the Institute

The institution's reorganization and liquidation are conducted according to the rules established by legislation.

