

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Regulation of medical post

Tbilisi

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Article 1. General Provisions

- 1.1. The present regulation defines the main goals and tasks, functions, duties, powers, management organization, and structure of the administrative structural unit - the medical center of "International Black Sea University" LLC (hereinafter - the University);
- 1.2. The medical center is guided by the legislation of Georgia, the regulations of the university, this regulation and other legal acts in effect at the university.
- 1.3. The medical center is subordinate to the head of the procurement and logistics department, responsible and accountable to him.

Article 2. Medical functions

1. The functions of the medical center are:
 - a) Searches for relevant recommendations for the prevention of diseases, studying their spread and establishing a safe environment for human health and distributing them in the university;
 - b) Provides quality, safe, and free medical emergency/scheduled services for university students and employees;
 - c) During conducting activities, it is guided by professional standards and the requirements of the current legislation of Georgia.

Article 3. Structure and management of the medical center

1. The composition of the medical center includes:
 - a) Doctor;
2. In accordance with the rules established in the university, the employee of the medical center is appointed and dismissed by the rector of the university on the recommendation of the vice-rector in the financial field.
3. When accepting an employee at the medical center, additional qualification requirements will be submitted to the employees, if necessary, the rector will determine.

Article 4. The head of the medical center and his function - duties.

- 4.1. The medical center is headed by a doctor;

4.2. A person with a higher education in the medical field is accepted for the position of doctor.

4.3. The functions and duties of a doctor are:

- a) The doctor represents the medical center in internal university and external relations,
- b) Plans and directs the activities of the section and is responsible for its effective operation.
- c) Fulfills the doctor's oath;
- d) Using the medical standards and ethical norms recognized in the country, as well as taking into account the relevant legal norms, ensures the protection of the health of the students and staff of the university;
- e) Ensures the conduct of medical activities only in accordance with the patient's interests;
- f) Upon finding medical assistance, he presents in writing the information about the provided medical assistance and, in accordance with the procedure established by the current legislation of Georgia, makes relevant entries in the medical documentation;
- g) Within the scope of his competence, controls the observance of epidemiological and sanitary-hygienic norms in the university;
- h) Periodically submits to the vice-rector in the field of relations with students and graduates, the list of necessary medicines, medical consumables, or other medical equipment, to be presented to the vice-rector in the financial field, to agree on the purchase;
- i) In accordance with the current legislation of Georgia, protects the confidentiality of information about the patient's health;

Article 5. Final Provisions

1. This provision shall enter into force immediately upon acceptance by the Governing Board; 2. Amendments to this regulation are made in accordance with the rules established by the university;
3. Changes are reviewed and approved by the university's governing board.
4. Additional functions of the service can be determined by other normative documents of the university;

5. The vice-rector in the financial field supervises the implementation of this provision.