

Approved by Resolution No. 13 of the Academic Council of

Tbilisi Humanitarian University of Education dated May 31, 2019

**Tbilisi Humanitarian University**  
**Medical Assistance Service Regulations**

**Article 1. General Provisions**

1. This Regulation of the Medical Care Service of Tbilisi Humanitarian University LLC (hereinafter referred to as the University) establishes the main goals and functions of the service, duties, responsibilities of personnel, etc.
2. The Medical Care Service is guided in its activities by the legislation of Georgia, internal normative documents of the University, and this Regulation.
3. The Medical Care Service is a structural unit of the University, which is directly subordinate to the Head of Administration.

**Article 2. Structure**

1. The Medical Care Service is headed by a doctor.
2. The employees of the Medical Care Service are appointed to positions by competition or direct contracting and dismissed from positions by the Rector on the basis of an order.
3. The doctor is accountable to the Rector and the Head of Administration.
4. The Medical Care Service includes a doctor and a nurse.
5. In the event of the doctor's absence (vacation, business trip, illness), his duties shall be performed by a person determined by the order of the rector.

**Article 3. Goals and functions of the medical aid service**

The goals and functions of the medical aid service are:

1. Providing first aid to students and university employees;
2. Periodically providing first aid with medicines and personal hygiene items;
3. Checking the expiration date of existing and purchased medicines and using them only after verification;
4. Keeping a registration log of first aid provision.

#### **Article 4. Functions of a Doctor The functions of a doctor are:**

1. Ensuring, maintaining and restoring the health of students and staff of the University using medical regulations and ethical norms recognized in the country;
2. Within the scope of competence, control over compliance with epidemiological and sanitary-hygienic norms at the University;
3. When providing medical care, recording information in writing and creating relevant documentation on the medical care provided;
4. Protecting the confidentiality of information about the patient's health status in accordance with the current legislation of Georgia;
5. Submitting a written request to the relevant structure of the University to acquire the resources necessary for medical care;
6. Exercising other powers related to the mechanisms for providing medical care.

#### **Article 5. Functions of a nurse**

The functions of a nurse are:

1. Ensuring, maintaining and restoring the health of university students and staff using medical regulations and ethical norms recognized in the country;
2. Providing first aid to university students and staff if necessary;
3. Following the instructions of the head physician;
4. Calling a medical team if necessary;
5. Protecting the confidentiality of information about the patient's health status in accordance with the current legislation of Georgia.

#### **Article 6. Final provisions**

1. This provision shall enter into force after approval by the Academic Council.
2. Upon the entry into force of this provision, the provision/regulatory rule of the medical care service in force at the university before the entry into force of this provision shall be repealed.
3. The medical care service personnel shall be obliged to familiarize themselves with this provision and comply with its requirements. The administration shall be obliged to provide them with the opportunity to familiarize themselves with the provision at any time.
4. The initiator of amendments and additions to this Regulation may be the Rector, Head of Administration, Head of Legal Service.
5. Approval of this Regulation, amendments and additions to the Regulation shall be carried out upon submission of the Medical Assistance Service to the Academic Council.
6. The invalidation of any article/provision of this Regulation shall not apply to other articles/provisions of this Regulation.

7. All issues not provided for in this Regulation and other regulatory provisions/rules in force at the University shall be regulated by the legislation of Georgia.
8. This Regulation shall cease to be valid in the event of approval of a new Regulation of the Medical Assistance Service.
9. Reorganization or liquidation of the Service shall be carried out by making appropriate amendments to the University Regulation, in accordance with the legislation of Georgia.