

Decree of clinical skills and multidisciplinary simulation center of Tbilisi State Medical University

chapter 1. General provisions

The clinical skills and multidisciplinary center is the structural unit of Tbilisi state Medical University.

University center is established for non-stop professional education and development of undergraduates and postgraduates. They can master the skills of performing scientific procedures, in order to provide students, medical field professionals, pharmacists, stomatologists and others with professional competence. (04.04.2018. N23/5).

2. The center works out the special teaching programs for different medicals in primary and urgent aid.
3. The center is headed by Georgian constitution, Georgian law on higher education, legislative and subordinate normative acts, statutes of TSMU, management and administration acts and the regulations that are approved by University representative council.
4. The center functions with transferred assets, financial resources and present provisions.
5. The center has a round seal with full name in Georgian and English, stamp and title sheet approved by The University.
6. The center is located in Tbilisi, Vazha-Pshavela avenue 29. TSSU building 1. 1-st floor (04.04.2018 N 23/5).

chapter 2

Tasks and purposes

1. The main tasks and aims of the center:

- Preparation of teaching programs for post-graduate medical education, constant improvement and participation in its implementation (04.04.2018 N 23/5).
- Organising objectively structured clinical examination and introduction of international system for standard assessment of students, residents and physicians.
- Preparation of special course of clinical skills training in the rehabilitation programs of medical field professions taking into account the qualification.
- Constant renewal of supporting scientific equipments, masks, simulators, diagnostic equipments and introduction of new treatment and rehabilitation methods in curriculum
- Professional development of individuals employed at clinical skills and multidisciplinary simulation center by training of international experts attending the conference workshops (04.04.2018 N 23/5).
- Preparation and implementation of special courses for standardised patients.

- creating associations in medical education, cooperation with relevant international organizations to improve methodical assistance, planning and management.
- Participation of clinical skills and multidisciplinary center in international meetings and conferences.
- Preparation and implementation of special programs for the purpose of conducting practical medical manipulations within the adult learning program for university staff and other interested persons.
- Development and implementation of special training module for the purpose of conducting clinical diagnostic procedures and medical manipulations in the Nursing Education Diploma Program.
- Developing nurses training programs, taking into consideration the specifics of workplaces, adaptation of exam tests and evaluation sheets with international standardized and objectively structured clinical examinations.
- Preparation of educational programs for professionals in different fields (for policemen, firefighters, urgent emergency co-workers, teachers) in order to obtain primary and urgent medical skills.
- Preparation and dissemination of educational materials, books, brochures, booklets, posters about various medical manipulations.
- Facilitate the development and promotion of clinical skills and multidisciplinary simulation (setting open lessons in the center for school graduates, arranging parenting school on newborn training models, the study of childcare principles and ect.) during open door day and participation in planned and organized events by the Ministry of science and education (04.04.2018.N 23/5).
- Preparation and implementation of a special training course for junior medical and non-medical personnel employed in medical establishments in the management of patient care and first aid.
- University participation in high quality and affordable medical services, along with relevant structural units of the Ministry of Education and Science, Health and Social Affairs of Georgia.
- Evaluation of the manipulations performed on the training models in the educational process based on the complete computer and technical equipments using the existing surveillance system.
- Usage of multimedia tools for demonstration and learning of practical communication skills, involving web pages in the process of learning, finding Web site bases and planning innovative activities.
- Provide technical safety rules while working with simulators and training models.
- The Center manages the necessary clinical activities for academic and scientific purposes.
- Achieving the goals set out by this regulation and solving the tasks the center cooperates with:
 - 1-University structural units
 - 2-University and partner clinics

3-Medical establishments of Tbilisi and Georgian regions

4- Georgian and foreign governmental and non-governmental organizations, international organizations.

CHAPTER 3

Center structure

Article 3

- The Advisory board can be established at the center.

CHAPTER 4

Director of center

Article 4

-The Center is headed by the Director of the Center, who is appointed and dismissed by the Rector of the University.

-The director of the Center is accountable to the Rector and the Chancellor, taking into account the competence of the management bodies.

-The Director of the Center provides:

1. Management and protection of property transferred by the University to the functioning of the Center.
2. Participation of the academic personnel in the activities of the relevant departments and faculties of the University faculties.
3. For the successful conduct of the teaching process in the center, the University submits the Rector to the selected candidates for the contract.
4. Control the mobilization of the center's revenue
5. Planning and organizing activities of the Center (organizational, material-technical, internal events).

CHAPTER 5

Center and supportive staff

ARTICLE 5

-Rector appoints and dismisses employees of the Center by the Director of the Center

- The number of staff members of the center is determined by the university staff schedule.
- There are separate directions of the Center's activities, which are not provided by the University Staff Schedule, which are performed by the individual on the basis of the relevant labor agreement.
- The staff of the Center ensure the fulfillment of these provisions and the functions assigned by the relevant agreement.
- An employee who is directly related to the property and value of the property transferred to him or the use of it in the working process signs the agreement about full financial responsibility.

CHAPTER 6

THE PROPERTY OF CENTER

Article 6

- The Center uses TSMU property and it is obliged to provide property protection and purposeful use.

CHAPTER 7

Revenue and expenses of the Center

Article 7

- The revenue of the center can be:

1. Income from clinical skills and medical education programs and other economic activities.
2. Revenues within the scope of scientific grant.
3. Income from the activities carried out as a result of the victory in the tender competition.
4. Other revenues allowed under the law
5. Revenues from the commercial activities of the Center will be mainly used by the University to carry out the objectives and objectives of the Center.
6. The revenue and expenditure of the Center provides the University with its structural units.

CHAPTER 8

Economic activity of the center

ARTICLE 8

1. The Center carries out economic activity on the basis of the agreements concluded under the present legislation.

2. The Center uses the cost-estimate prices and tariffs approved by the TSMU during implementation of economic activities.
3. Prices and tariffs regulated by the state or local self-government bodies are mandatory for the Center.
- 4.

CHAPTER 9

Accounting and reporting

Article 9

-The accounting and statistical accounting of the Center is carried out by the volume and periodicity envisaged by the legislation.

CHAPTER 10

The control of center activity

Article 10

1. The activities of the Center are undertaken by the TSMU Management Authority.
2. The activities of the Center shall be checked in accordance with the rules established by the legislation.

CHAPTER 11

Responsibility and dispute settlement.

Article 11

1. The Center is responsible for its obligations.
2. Responsibilities of the Center's Director and Center staff are determined in accordance with the applicable legislation.

CHAPTER 12

Termination of the Center's activities.

Article 12

The Center's activities may be discontinued in accordance with applicable legal acts.

CHAPTER 13

Final Provisions

Article 13

Withdrawal of the Center's provision, changes in it and additions are made by the University Representative Council, in accordance with the rule established by the legislation.