



APPROVED

*BY THE DECISION OF THE REPRESENTATIVE COUNCIL, THE № 10 _____ 26.12.2017
PROTOCOL*

HEAD OF ADMINISTRATION, CHANCELLOR

L.KHVEDELIDZE

Provision of medical unit

ND №2-010301-26

BATUMI

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Preamble

1. The present provision is a normative document of the medical unit;
2. The provision:
 1. Developed by BNTU Quality Assurance Service;
 2. Approved by the BNTU Representative Council;
 3. Comes into force immediately after approval.
3. Changes in the provision are processed and included if needed, or/and taking into consideration the amendments of the normative documents under which this provision was developed;
4. The provision applies to the following documents of BNTU:
 1. Personal instructions of the head of the Medical unit and the Personnel (if any).
5. Recorded copies of the provision are stored :
 1. At the office of the head of the BNTU administration - Chancellor(original);
 2. At BNTU Quality Assurance Service (E-version);
 3. At medical unit (E-version).
6. Normative sources:
 1. Current legislative and subordinate normative acts of Georgia;
 2. International Standard of ISO 9001: 2015, Quality Management Systems - Requirements;
 3. International Standard of ISO 9000: 2015, Quality Management System and Dictionary;
 4. ND №2-010102 – Regulation of BNTU Activities (Internal Regulations);
 5. ND №2-020101-01 –Document Management Procedure

Abbreviations and definitions of BNTU

ISO - International Organization for Standardization;

QS - Quality system;

ECTS - European system of credit transfer and accumulation;

Vocational Education Credit - the unit expressing the volume (load) of the work performed by a vocational student;

ID - Informational document;

MTA - Maritime Transport Agency of Georgia

ND - normative document, which establishes the rules, general principles and characteristics of various activities and deals with the types of activities and their results;

Position instructions - An internal normative document that determines the requirements, obligations, rights and responsibilities of the employee appointed as a designated position;

The provision of structural unit- Internal normative document determining the status of a structural unit, field or direction, tasks and functions, the appointment of the head of the structural unit and its functions;

Recorded copies – a Document containing the accounting number according to the list of copies;

Student- A person who, according to the legislation, enrolled in the Bachelor / Master's educational program;

MA-Master, A person who, according to the legislation, enrolled in the Master's educational program;

Vocational Student- A person enrolled in accordance with the legislation and studies a vocational education program;

Educational Program- Bachelor / Master / Vocational Education Program

HEI - Higher Educational Institution / Educational Institution;

BNTU or Teaching University - Batumi Navigation Teaching University Ltd.

Article 1. General provisions

1. Medical unit of BNTU is a structural unit that should provide first aid for BNTU students, professional students, employees and for BNTU patients and control of sanitary-hygienic rules in BNTU;
2. Medical unit is leaded by the Law of Georgia on Health Care, Legislative and Subordinate Normative Acts of Georgia, BNTU Internal Regulations, with the present Regulation and the Orders of the Chancellor –head of the Administration.

Article 2. Functions of medical unit

Medical unit functions include:

- Provide consultation within urgent medical care and competence;
- Control the condition of inventory and equipment needed for emergency medical care;
- Creation of necessary supplies for urgent medical care and Periodically checking their suitability;
- Solving the problems caused by sudden impaired health, providing BNTU students, professional students, employees and BNTU patients with urgent medical assistance, contacting the urgent medical service if necessary, performing the duties envisaged by the BNTU Internal Rules;
- Provide medical preventive measures in BNTU and control of sanitary-hygienic rules.

Article 3. Head of the medical unit

1. Medical unit (Hereinafter - paragraph) is headed by the head, who is appointed via competition or direct contracts and dismissed by the BNTU's head of administration - the Chancellor. The head of the unit shall have medical education and no less than 01 years of experience in working with similar functions / similar duties, BNTU is authorized to specify and / or establish other qualification requirements;
2. Head of the Medical unit should know the function of the medical unit and ensure the fulfillment of this function, should know the safety and safety of the safety, safety and safety standards and rules and ensure control of their performance; be aware of labor protection, safety, sanitation and safety standards and rules and control their implementation;
3. The head of the unit is entitled to:
 - Assess the current situation, elaborate relevant measures and proposals;
 - Take part in the discussion of the issues relating to the activities of the Office;
 - Give instructions to BNTU students, professional students and staff;
 - To order, give directions and recommend to all the subordinate employee.
4. Head of the Service is obliged to ensure the work and service functions of the Service;
5. The head of the service is responsible for:
 - Service work, labor discipline, including the execution of its tasks;
 - Elimination of any inconsistency in the service and quality of the service.
6. Head of the unit:
 - Represents the Medical unit , in exercising the duties and obligations imposed on service and responsible for fulfilling its functions
 - Supervises employees under her/his supervision;
 - Plan the main works for the implementation of functions of the Medical unit;
 - Allocates responsibilities among the staff, give them instructions and tasks;
 - Within the limits of its competence,decides all matters related to the function of the medical unit;
 - Monitors and supervises the staff 's proper performance of duties, controls BNTU's internal regulations implementation
 - Controls the expenditures of the medical equipment;
 - Prepares and presents an annual report on the activities of the service, as well as at any time by the order of the head of administration-the Chancellor;
 - propose to the Chancellor, about the qualification requirements for selection of staff members, Conditions of instructions of employee, the changes in the present provision, the internal structure of the apparatus, staffing, organization of work, encouragement of employees and etc.
 - Mediates with the head of the administration-chancellor deal with purchasing of the Equipment, inventory, computer equipment and various types of purchases that is necessary to perform the function of the apparatus;
 - Mediates with head of administration-chancellor deal with staff professional development and retraining of the peersonel;
 - Within its authority prepares conclusions;
 - Carries out the functions and tasks defined in BNTU regulations, labor agreement, position instructions (if applicable), present provision and by orders of the head of administration-chancellor;
 - Accountable to the head of the Administration- Chancellor and Subordinated to her.

Article 4. Staff of the medical unit

1. staff of the Medical unit (unit personnel) are appointed via competition or direct contract way and dismissed by the head of the BNTU administration-Cancellor. BNTU is authorized to define and apply qualification requirements for selection of employer candidates;
2. Staff of the Medical unit is obliged to fulfill the obligations imposed on him/her and take responsibility for the quality of the work done. The rights and obligations of a staff members shall be determined by the current legislation of Georgia, according to the Labor Agreement, the



BNTU's internal regulations, with the provisions of the present Regulations, Positional instruction (if any), with work assignments given by head of medical unit or by the orders of administration or chancellor;

3. Service staff are accountable to the head of the medical unit and to the Head of the administration-Chancellor.

Article 5. Rights and Responsibilities

1. Employee has the right to: Get acquainted with the BNTU management decisions projects which related to its activities; submit to the administration proposals for the improvement of works related to its obligations; Receive information and documents necessary for the fulfillment of its obligations from structural units; request from administration to fulfill the terms of the labor agreement, create appropriate conditions for labor and provide assistance for the performance of their positions and rights;

2. An employee is obliged to get acquainted with the information established on BNTU website (public information) or acquainted with information received by BNTU official e-mail (personal information) and perform relevant requirements, not knowing does not relieve them from the obligation to fulfill these requirements and from the accountability of their failure.

Its personal responsibility is to perform the timely and high quality of the duties imposed by the Regulations and other regulatory provisions / regulations, labor agreement, present provisions and position instructions (if any); Protection of labor discipline, labor regulations, rules of conduct, ethics code; Quality assurance and quality standards according to ISO 9001: 2015 standard of international standard; Privacy protection of non-public information.

Article 6. Final provisions

1. This Regulation shall enter into force upon approval by the Council of Representatives;

2. Upon entry into force of new provision, the previous acting provision of medical unit, shall be annulled;

3. the head of the medical unit and personnel are obliged to get acquainted with this provision and fulfill its requirements. The BNTU administration is obliged to give them the opportunity to be informed at any time;

4. In the present provision, changes and additions can be initiated by the Rector, Head of Administration - Chancellor, Representative Council, Academic Council, Quality Assurance and Legal Services;

5. Amendments and additions to this provision shall be made by the approval of the Representative Council;

6. The headings of the present provision are intended to facilitate the use of the text, these titles are not considered for any article, substitute or settlement;

7. The invalidation of any article / provision of this provision shall not apply to other provisions of the present provision;

8. All the matters which are not envisaged by the present provision and other regulatory provisions / regulations in BNTU are regulated by the legislation in Georgia;

9. The present provision loses its power in case of approval of the new provision of the Medical unit.