

Approved on: -----

By the Representative Council of
Shota Meskhia State Teaching University of Zugdidi

Regulations of a Doctor of Shota Meskhia State Teaching University of Zugdidi,

Article 1. General Provisions

1. The Doctor shall be guided by the Constitution of Georgia, the Law of Georgia on Higher Education, the Statute of the Teaching University, the present Regulations and other legislative and subordinate normative acts.

Article 2. Structure

1. The staff list and the payroll budget of the Shota Meskhia State Teaching University of Zugdidi provide 2 (two) staffing units for the Doctor's position.
2. The Doctor shall be accountable to Rector and the Head of Administration.
3. The Doctor is appointed/dismissed by the Rector, upon the recommendation of the Head of Administration.

Article 3. Rights and Obligations of the Doctor

1. Within his/her authorities, the doctor is obliged to:
 - A) If necessary, render medical assistance (first aid) to staff members, students/vocational education students of the Teaching University;
 - B) If necessary, conduct medical check-ups of staff members, students/vocational education students of the Teaching University;
 - C) Submit a written request for the acquisition of resources/medicines needed to provide medical assistance;
 - E) Take care to enhance the quality and effectiveness of medical care.
 - F) Perform other authorities related to mechanisms of rendering medical aid.
 - G) If necessary, contact the medical emergency service.
2. As provided by the present Regulations, the Doctor shall be responsible for the fulfillment of the medical tasks and functions facing the Teaching University, including identification and protection of sanitary and hygienic standards in the canteen, workshop, auditoriums and sanitary units.
3. The Doctor shall provide the Rector and the Head of Administration with proposals for improving and perfecting the process of medical care.

Article 4. Other Rights and Obligations

1. The Doctor is obliged to:
 - A) Follow the rules of the Teaching University's internal regulations and the norms of disciplinary liability;
 - B) Take care of the property and business reputation of the Teaching University;
 - C) Take care of the documents (shall not allow them to be lost/damaged);
 - D) Protect the confidentiality of the information at his/her disposal;
 - E) Provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;
 - F) Provide proper and qualified consultation;
 - G) Engage in other university activities, including organizational affairs; other than his/her office duties;
 - H) Create a positive environment, follow the principle of ethics, collegiality, and subordination;
 - I) Take care of everyday activities of the Teaching University;
 - J) Within his/her accountability, provide monthly and annual reports and an office action plan, as provided by the Regulations;
 - K) In order to facilitate efficient use of quality assurance mechanisms in the management process, cooperate with the Head of Quality Assurance Office of the Teaching University, in the process of making questionnaires for planned surveys and in conducting surveys (self-assessment/assessment/satisfaction survey);
 - L) Perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;
 - M) Cooperate and provide appropriate assistance within the scope of his/her competence to the Head of the Office of Internal Audit when evaluating the financial management and control system in the process of conducting an internal audit.
 - N) Participate in the identification of office risks and as a key element with a decisive role in the viability of the Teaching University - cooperate with the Head of Administration for the implementation of business process continuity plans.
 - O) Take part in the formation of the budget within the scope of his/her competence in cooperation with the Head of Administration. Request the allocation of necessary resources from the Head of Administration in order to perform/improve his/her official duties.
 - P) Be responsible for carrying out the functions specified by the Regulations, in accordance with the legislation.

Article 5. Reorganization and Liquidation of the Office

Reorganization/liquidation of the Office shall be done in accordance with the applicable legislation, following the rule specified by the Representative Council of the Teaching University.

Article 6. The Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the Regulations shall be made by the decision of the Representative Council.
2. The Regulations shall enter into force upon its approval unless otherwise specified by the Representative Council.