

Residency Provision

Article 1. Purpose

The purpose of this document is to ensure the introduction of postgraduate education alternative postgraduate education within the School of Health Sciences of the University of Georgia. Facilitating the training of highly qualified specialists with state-accredited programs of postgraduate professional training in various specialties of medicine in accordance with the legislation in the country.

Article 2. General Provisions

1. This provision is based on the Law of Georgia on Medical Activities and the Order of the Minister of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia No 135/n "On the Participation in Postgraduate Education (Vocational Training) Alternative to Residency Alternative Diploma Education (Vocational Training), its Conduct and Evaluation and the Approval of the Criteria and Procedures for Accreditation of Medical Institutions and/or Institutions in which Postgraduate Education (Vocational Education is possible) Preparation) to take the course";
2. This provision defines the competence and rules for residency direction of the School of Health Sciences of the University of Georgia, the Head of the residency program and the head of the supervisor/module, the postgraduate education alternative to residency and the procedure for the applicant of a resident/medical specialty. It also regulates issues related to the implementation and management of residency programs.
3. The residency direction is an organizational-structural unit of postgraduate studies that provides: . a) the development of postgraduate vocational training (residency) programmes, preparation and management for relevant accreditation, accredited by the Professional Development Council of the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia, and approved by the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia in agreement with the Ministry of Education, Science, Culture and Sport of Georgia. in accordance with programs; b) postgraduate education alternative to residency;
4. The decision on the residency fee is made by the Board of the School of Health Sciences on the basis of the application of the Program Development Board and shall be submitted to the Academic Council of the University for approval;

Article 3. Residency Direction

1. The residency direction of the School of Health Sciences is managed by the supervisor, who ensures the management of the residency programs within the school with the active involvement of the relevant supervisors;
2. The functions of the Head of the Residency Direction of the School of Health Sciences are:
 - a) Preparation, management and monitoring of postgraduate vocational training (residency) programmes.

- b) ensuring organisational issues of postgraduate education alternative to residency;
- c) the assessment of the progress of professional training of residential/medical specialty seekers;
- d) analysis of residency problems;
- e) convening specialist experts to perform individual work within the scope of competence;
- f) a step-by-step and final assessment of residents/medical specialty seekers, which allows for the assessment of knowledge, skills and approaches, as well as practical activities;
- g) preparation and submission of documents to the Professional Development Council for the purpose of implementing programmes;
- h) coordinate the activities of the residency programme and the heads of the module, organise relevant sessions for the purpose of quality control and monitor the progress of the residency programmes;
- i) assessment of professional training reports for residents/medical specialty seekers;
- j) organize the issuance of state certificates related to the completion residence programme, which includes preparation of relevant written documentation on the successful completion of the program and withdrawal of the license qualification exam.
- k) organizational and consulting support for the admission of specialty seekers to residency;
- l) continuous improvement of the management mechanisms of state residency program;
- m) carrying out any other activity related to the implementation of residency program.
- n) the introduction and promotion of active cooperation with European and international associations and scientific research organisations and hospitals in the field of postgraduate education.

Article 4. Affiliated institutions participating in the implementation of residency programs

1. Postgraduate education alternative to residency and/or residency program is being implemented in clinics affiliated with the University of Georgia and in the university space;
2. Responsible for ensuring the quality of postgraduate education of residency program/residency alternative to residency in an affiliated clinic are: a) the head of the residency program; b) Heads of individual modules; c) the administration of an affiliated clinic (in terms of mobilization and use of the resources of the clinic); d) School and University Quality Assurance Services

Article 5. Procedure for enrollment in the residency program and postgraduate education (vocational training) alternative to residency

1. In order to receive postgraduate education alternative to residency/residency, a person who has gained 170 points or more on the unified postgraduate qualification exam and has a state certificate certifying the seeker has the right to participate in the competition.
2. The basis for obtaining the status of a specialty seeker for residency and/or postgraduate education programs (vocational training) for Georgian citizens shall be the results of the Unified Postgraduate Qualification Examinations.
3. Enrollment in postgraduate education programs (vocational training) alternative to residency and residency is carried out on the approval of the procedure for conducting and evaluating the

accreditation criteria and procedures of medical institutions and/or institutions that are possible
Completion of the postgraduate education (vocational training) course: - on the basis of the order (#135/n, 08.04.2009) and according to the limit granted by the accretion in accordance with it.

4. The following persons are eligible to participate in the competition: a) a graduate medical doctor of an accredited higher education institution, who has passed the unified postgraduate qualification exam in accordance with the established procedure and has received a certificate and/or a relevant certificate of a specialty seeker; b) a certified medical specialist who wants to obtain the right to independent medical practice in a new medical specialty; c) a person who has received higher medical education abroad and his/her diploma is recognised in accordance with the procedure established by the legislation of Georgia;
5. The resolution of organizational issues of enrollment, including consultations of medical specialty seekers, receipt of applications, verification of compliance with the established procedure of documents is ensured by the Direction of Residency.
6. The number of persons enrolled in residency/postgraduate education (vocational training) programs shall be determined according to the limit (quoti) of residency/postgraduate education (vocational training) granted by accreditation.
. Pre-registration for residency/postgraduate education (vocational training) programs according to medical specialties, the terms of the competition and the composition and conditions of the Competition Commission shall be determined by the order of the Rector based on the decision of the School Board of Health Sciences;
7. A person wishing to enroll in residency/residency alternative postgraduate education (vocational training) programs must submit the following documents:
 - Application for admission to the residency program (according to the established form, see Annex No 1);
 - A certificate and/or certificate of a specialty seeker granted as a result of passing the Unified Postgraduate Qualification Exam, from the moment of issuance of which 3 (three) years have not passed;
 - Higher medical education certificate (diploma and its copy);
 - Curriculum Vitae (CV);
 - .ID card and its copy;
 - 2 color photos 3X4;
 - A receipt confirming the full payment of the tuition fee or a decision of the University may establish a different procedure for paying the tuition fee on the basis of individual application.
 - State certificate of independent medical practice (only for doctor-specialists);
 - Electronical version of these documents must be submitted (CD).
8. The seeker has the right to import documents into only one medical specialty.
9. Enrollment of medical specialty seekers will be carried out according to the points awarded to the unified postgraduate qualification exam

10. Residency/Residency Alternative Postgraduate Education (Vocational Training) programs will be enrolled in the specialty seekers' programs. The quantity is determined within the limit (quot) established as a result of accreditation.
11. Enrollment of seekers for residency/residency alternative postgraduate education (vocational training) programs shall be carried out by the order of the Rector.

Article 5¹. Organizational issues related to the training process of a resident/medical specialty seeker

1. After enrolling in post-graduate education programs (vocational training) alternative residency and residency alternative postgraduate education programs (vocational training), the resident/medical specialty seeker will be given a unique identification number and password (password can be changed at will) which is a pass in his/her consumer area ("My UG").
2. "My UG" provides any information related to the learning process (program, assessments, application to the university administration, etc.); It is not allowed to use someone else's identification number; Personal data (name, surname, personal number, date of birth, address, telephone, email, etc. In the event of a change, the residential/medical specialty seeker will apply to the Administration Service of the Study Process through "My UG", which changes the data(s) based on the submission of the relevant documentation; If the data is not presented and/or the identification data is transferred to a third party, the University shall be held liable for the intended outcome. Information on a residential/medical specialty seeker may be issued to third parties only in the cases provided for by legislation.
3. Registration for the modules provided for by the Resident/Medical Specialty Seeker Program shall be carried out by the residency direction.
4. . A residential/medical specialty seeker who cannot receive a positive assessment provided by the program in the module is considered a failure.
5. A resident/medical specialty seeker who does not pay the tuition fee will be suspended status, the maximum duration of suspension of the status is 1 year.
6. .After the expiry of 1 year after the suspension of the status, the status of the resident/medical specialty seeker shall be terminated.
7. A decision on the time limits related to the restoration of the status of a resident/medical specialty seeker shall be made by the Board of the School of Health Sciences and shall be approved on the basis of the Rector's order.
8. In case of suspension of the status of a resident/medical specialty seeker, the paid tuition fee shall be kept and can be used in case of restoration of status
9. A resident/medical specialty seeker who decides to terminate the status shall notify the University one month in advance.
10. In case of termination of the status by a resident/medical specialty seeker, the tuition fee paid shall not be refunded.

Article 6. Personnel involved in the residency program.

1. The implementation of the residency/residency alternative postgraduate education (vocational training) program is ensured by the head of the program and the head of the module.

2. . Head of the Program: Academic/scientific degree (full/associate professor or doctor of sciences) in the relevant medical specialty of the residency program (except for the medical specialty "Family Medicine"), pedagogical experience not less than 5 years. The head of the program shall participate in pre-graduate education and/or continuous professional development system.

3. The Head of the program is accountable to the Head of the Residency Department, the School Board and the school principal;

4. The functions of the Head of the Program shall be:

- a) coordination of the implementation of a residency program drawn up on the basis of a description of the specialty;
- b) participation in the residency process;
- c) drawing up an individual plan and schedule together with a medical institution, the Head of the module and a resident;
- d) monitor the number of manipulations to be performed by the resident according to the volume of work to be performed and the number of manipulations to be carried out in advance according to the individual schedule;
- e) annually assess the annual assessment of the training and activities of the resident and the provision of relevant recommendations;
- f) the failure of the resident summary certification after the successful completion of the residency programme;
- g) monitor and evaluate the activities of the head of individual modules;

5. The head of the module: 1 year of pedagogical experience, a state certificate in the relevant medical specialty of the residency program and at least 3 years of experience of practical work in the medical specialty defined by the state certificate, or a scientific degree, a state certificate in the relevant medical specialty of the residency program and at least 3 years of experience in the medical specialty defined by the state certificate, or a state certificate of residency program At least 5 years of experience of practical work in the medical specialty defined by the state certificate and passing the teacher training program. The head of the module shall participate in pre-graduate education and/or in the continuous professional development system.

6. The functions of the head of the module shall be:

- a) conducting the work of a resident within the module;
- b) monitoring the work of a resident/medical specialty seeker, and ensuring interim and final assessments;
- c) identify the advantages and sides to be improved by a residential/medical specialty seeker;
- d) to create the individual plan for a resident/medical speciality seeker for advantages or strengthen sides needing improvement (if any);
- e) fixing the final assessment and his/her opinion after passing the portfolio-module of a resident/medical specialty seeker;
- f) Confirmation of the work performed by a resident/medical specialty seeker in the resident's diary;

Article 7. Grading System

1. A residential/medical specialty seeker is evaluated according to the relevant scheme of the educational program, through the assessment card (see Annex No 2 (Resident Assessment Card) and Annex No 3 (Assessment of the Head of the Module)). In the assessment card, the level of competence achieved by the heads of modules shall be recorded by the residential/medical specialty seeker;
2. The evaluation card is checked every six months by the Head of the program and in case of shortcomings requires its correction within the specified timeframe. After completing the residency, a certified copy of the assessment card will be handed over to the resident. One copy of the evaluation card is stored in the archive.

Article 8. Evaluation

1. A residential/medical specialty applicant is entitled to request an audio/video recording of a written paper and/or oral/remote exam (if any) and appeal the result obtained in the assessment within 4 working days after reflection in My UG system (the day of reflection of the result is considered the first day).
2. A residential/medical specialty seeker shall apply to the Program Head within the time limits established in paragraph 1 for the purpose of obtaining a paper and/or video/audio recording through the "My UG" system; The decision on the admissibility of the evaluation appeal shall be made by the Head of the program.
3. A residential/medical specialty applicant shall indicate in the application which issue or what part of the assessment he objects; The general complaint will not be considered.
4. Within 10 calendar days after receiving the application , the head of the program will ensure the review of the application and the results are reflected
5. To review the appealed paper, the head of the program ensures the establishment of the Appeal Commission.
6. An essential member of the Appeal Commission is: the head of the residency direction, the head of the relevant program, the head of the module (another professor implementing the same module in case of his/her absence); The appeal commission may also be a member of the School Director, the Head of the Department, another professor implementing the same module. The meeting of the Appeal Commission shall be coordinated. The chairperson of the session is the head of the program, whose resident/medical specialty seeker shall appeal the evaluation form.

Article 9. Resident/Medical Specialty Seeker

1. A resident/medical specialty seeker shall have the right to: a) request the provision of relevant educational and practical conditions; b) inform the head of the programme and the head of the residency direction about the problems related to the preparation process.
2. A residential/medical specialty seeker is obliged to: a) comply with the curriculum defined by the residency programme; b) carry out a diary (see Annex No 4 (Residency Diary) for the purpose of registering the work carried out/performed by him/her; c) submit a report of the work performed to the programme supervisor at the end of each school year, and undergo a

