

**ISTANBUL AYDIN UNIVERSITY
ORAL AND DENTAL HEALTH PRACTICE AND RESEARCH
CENTER REGULATION**

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose

(1) The purpose of this Regulation is to set out the procedures and principles regarding the objectives, activities, management bodies and working procedures of the Istanbul Aydın University Oral and Dental Health Practice and Research Center, established under the Rectorate of Istanbul Aydın University.

ARTICLE 2 – Scope

(1) This Regulation covers provisions regarding the objectives, activities, management bodies and working procedures of the Istanbul Aydın University Oral and Dental Health Practice and Research Center.

ARTICLE 3 – Legal basis

(1) This Regulation has been prepared on the basis of subparagraph (2) of paragraph (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

ARTICLE 4 – Definitions

(1) In this Regulation:

- a) Dean: the Dean of the Istanbul Aydın University Faculty of Dentistry,
- b) Faculty of Dentistry: the Istanbul Aydın University Faculty of Dentistry,
- c) Administrative Director: the Administrative Director of the Istanbul Aydın University Oral and Dental Health Practice and Research Center,
- ç) Center (Clinic): the Istanbul Aydın University Oral and Dental Health Practice and Research Center,
- d) Center Director (Chief Physician): the Director of the Istanbul Aydın University Oral and Dental Health Practice and Research Center,

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- e) Board of Trustees: the Board of Trustees of Istanbul Aydın University,
 - f) Rector: the Rector of Istanbul Aydın University,
 - g) Medical Director (Deputy Chief Physician): the Medical Director of the Istanbul Aydın University Oral and Dental Health Practice and Research Center,
 - ğ) University: Istanbul Aydın University,
 - h) Administrative Board: the Administrative Board of the Istanbul Aydın University Oral and Dental Health Practice and Research Center,
- shall be understood.

CHAPTER TWO
Purpose and Fields of Activity of the Center

ARTICLE 5 – Purpose of the Center

- (1) The purposes of the Center are as follows:
- a) Primarily to carry out scientific research and development activities in order to offer advanced diagnostic and treatment methods in matters concerning the oral and dental health of society,
 - b) To provide a quality and modern diagnostic and treatment service that is respectful of patient rights and appropriate to needs and expectations in line with the requirements of the age,
 - c) To contribute academically to the education and practical training of the University's students continuing associate, undergraduate and graduate education in the field of health sciences,
 - ç) To increase efficiency in education and health services by cooperating—primarily with the Faculty of Dentistry—with other faculties, institutes, schools, application and research centers within the University, as well as national and international institutions, in order to contribute to training medical and health personnel at all levels.

ARTICLE 6 – Fields of activity

- (1) The fields of activity of the Center are as follows:
- a) To carry out the research and practices required to achieve the purposes stated in Article 5 of this Regulation in areas related to oral and dental health, and to organize related programs,

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- b) To provide diagnostic and treatment services for the oral and dental health of the society; to develop projects to raise individuals' awareness of oral and dental health; and to contribute to health policies,
- c) To cooperate with relevant public and private sector institutions and organizations to protect and improve public health, and to provide scientific support to these institutions and organizations,
- ç) To organize in-service courses, training programs, panels, seminars and similar activities in cooperation with national and international institutions in the field of health services, and to present scientific opinions,
- d) To establish and operate practice units or departments within the Center in order to support research, education and practices carried out in the field of health services,
- e) To establish and operate Center units and outpatient clinic units in departments of oral and dental health and other related fields, as well as inpatient treatment services to provide comprehensive health services; to purchase these facilities; to take them over by donation or other means and operate them; to support the establishment and operation of various social service units and similar enterprises related to oral and dental health, and, where necessary, to operate them or procure services in this regard,
- f) To ensure that University students gain awareness of healthy living and take active roles in Center projects, and to conduct encouraging educational activities for this purpose,
- g) To prepare infrastructure for health practice and research activities, primarily within faculties and other education and training units that train medical and health personnel within the University; and to organize national and international scientific congresses, workshops, courses and seminars,
- ğ) To publish periodical and non-periodical publications such as books, journals and brochures, and to organize programs in written and visual media and present scientific opinions, for the purpose of informing and educating society about healthy living,
- h) To carry out other activities to be decided by the Board of Trustees, the Rector and the Center's management bodies.

CHAPTER THREE

Management Bodies of the Center and Their Duties

ARTICLE 7 – Management bodies of the Center

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(1) The management bodies of the Center are:

- a) Administrative Board,
- b) Center Director (Chief Physician),
- c) Medical Director (Deputy Chief Physician),
- ç) Administrative Director.

ARTICLE 8 – Administrative Board

(1) The Administrative Board consists of the Center Director (Chief Physician), the Medical Director (Deputy Chief Physician), the Administrative Director, and two faculty members—especially experienced in oral and dental health—appointed for two years upon the Rector’s proposal and the approval of the Chair of the Board of Trustees. Members whose term ends may be reappointed.

(2) The Chair of the Administrative Board is the Center Director (Chief Physician). The Board meets four times a year with a pre-determined agenda under the chairmanship of the Center Director. When the Center Director is absent, the Medical Director acts as chair. The Center Director may call the Board to an extraordinary meeting. The Board convenes with an absolute majority and decisions are taken by majority vote; members may not abstain. In case of a tie, the side supported by the Center Director’s vote is deemed to have the majority. The rapporteurship of the Board, and implementation and follow-up of decisions, are carried out by the Medical Director and the Administrative Director.

ARTICLE 9 – Duties of the Administrative Board

(1) The duties of the Administrative Board are as follows:

- a) To ensure that the Center’s activities are carried out efficiently and regularly,
- b) To discuss and decide on reports, proposals and projects prepared by units affiliated to the management bodies, or by working groups and committees,
- c) To decide on annual academic activity reports, plans and programs,
- ç) To determine the procedures and principles of work of project groups, units, committees or commissions to be established within the Center,
- d) To take decisions in areas of activity in line with the purpose of establishment,
- e) To prepare proposals to be submitted to the approval of the Board of Trustees regarding establishing new units or departments in the field of oral and dental health,

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f) To prepare the Center's annual budget, staffing and personnel needs, and annual activity report and submit them to the Rector and the Board of Trustees.

ARTICLE 10 – Center Director (Chief Physician)

(1) The Center Director (Chief Physician) is appointed for two years by the Chair of the Board of Trustees upon the Rector's recommendation. A Director whose term ends may be reappointed. The Center Director is also the manager of other health-related units and departments. When necessary, the Center Director may be dismissed before the end of the two-year term with the Rector's proposal and the approval of the Board of Trustees. When the Center Director is absent, the Medical Director (Deputy Chief Physician) acts on their behalf.

ARTICLE 11 – Duties of the Center Director (Chief Physician)

(1) The duties of the Center Director (Chief Physician) are as follows:

- a) To represent the Center, chair Administrative Board meetings, and ensure implementation of the decisions taken by the Administrative Board,
- b) To take necessary measures for the Center's development in line with its strategic plans and goals; to carry out necessary arrangements and studies; and to periodically inspect or have inspected all services of the Center,
- c) To determine and procure the Center's human resources needs and, if necessary, to establish research and project working teams,
- ç) To make proposals to the Rector for the appointment of the Medical and Administrative Directors,
- d) To ensure improvement of existing services according to the needs and expectations of patients and health personnel, and to lead the adoption of changing dynamics in health technology at the Center for this purpose,
- e) To represent the Center in public institutions and organizations and academic circles, and to prepare projects to improve physicians' professional issues and working conditions,
- f) To ensure that the Center's research, health, administrative and technical support service units and affiliated units work regularly, harmoniously, effectively, continuously and efficiently in line with their purposes and objectives,
- g) To submit annual reports related to activities to the Administrative Board,
- ğ) To supervise the operation of project groups, units, committees and commissions established in the Center and its affiliated units,
- h) To make necessary planning to ensure services are not disrupted in cases where physicians and health personnel cannot work temporarily due to reports, leave and similar reasons,

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- i) To organize joint programs with the Dean's Office and department heads to improve the education and practice of Faculty of Dentistry students and those in specialty training, and to increase their contribution to services at the Center,
- i) To supervise that medical records and reports are prepared in accordance with scientific principles,
- j) To perform other duties assigned in relation to the Center.

ARTICLE 12 – Medical Director

(1) The Medical Director is appointed for one year by the Chair of the Board of Trustees upon the recommendation of the Rector and the Center Director (Chief Physician) from among the faculty members of the Faculty of Dentistry. A Medical Director whose term ends may be reappointed. When necessary, the Medical Director may be dismissed before the end of the one-year term with the recommendation of the Rector and the Center Director and the approval of the Board of Trustees. When the Medical Director is absent, a physician to be designated by them within the Center acts on their behalf.

ARTICLE 13 – Duties of the Medical Director

(1) The duties of the Medical Director are as follows:

- a) To carry out studies aimed at establishing and implementing policies, procedures and standards for medical services,
- b) To establish goals and strategies for medical services and to carry out necessary planning, coordination and information activities,
- c) To monitor and guide the performance of medical services provided in line with scientific data, clinical guidelines and the Center's objectives,
- ç) To contribute to establishing infrastructure and meeting technological needs of the provided health services,
- d) To contribute to continuous improvement of the quality of medical services within the Center and its affiliated units,
- e) To ensure assignment and management of health personnel in line with service requirements,
- f) To perform other duties assigned in relation to the Center.

ARTICLE 14 – Administrative Director

(1) The Administrative Director is appointed for two years by the Chair of the Board of Trustees upon the recommendation of the Rector and the Center Director (Chief Physician) from among persons experienced in the health sector. An Administrative Director whose term ends may be

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reappointed. When necessary, the Administrative Director may be dismissed before the end of the two-year term with the recommendation of the Rector and the Center Director and the approval of the Board of Trustees. When the Administrative Director is absent, an administrative staff member to be designated by them within the Center acts on their behalf.

ARTICLE 15 – Duties of the Administrative Director

(1) The duties of the Administrative Director are as follows:

- a) To conduct activities for establishing and operating the infrastructure of the Center and its affiliated units, meeting needs, and achieving short-, medium- and long-term objectives,
- b) In personnel assignment and management, administration and inspections, to prepare the annual activity report,
- c) To prepare the Center's proposals regarding appropriations, staffing needs and budget together with their justifications,
- ç) To ensure that the Center's units—such as clinical services, operating room, patient admission and discharge, medical documentation and archive, diagnosis, treatment, care, and other health, administrative and technical support service units—work regularly, harmoniously, effectively, continuously and efficiently in line with the Center's purposes and objectives; and for this purpose, to provide planning, coordination and supervision for establishing necessary physical conditions and determining and meeting personnel needs, and to create in-service training infrastructure facilities,
- d) To manage, coordinate, supervise and generally oversee all Center personnel—administrative, health and technical—working at the Center,
- e) To determine and ensure implementation of arrangements regarding after-hours work, duty rosters and management services of the Center,
- f) To take necessary measures, ensure coordination and take initiatives for determining and timely procuring all current goods and service purchases, devices, other fixtures and consumables required for the Center's services, as well as maintenance-repair needs of these and of the building,
- g) To monitor the procedures for entry/exit, year-end carry-over and write-off of all current goods and fixtures to be acquired by the Center in accordance with relevant legislation, and to monitor duties and procedures of inspection and acceptance commissions to be established,
- ğ) To ensure procurement of goods and services in accordance with relevant legislation provisions, to prepare contracts made through service procurement, and to ensure their implementation and supervision,
- h) To perform other duties assigned in relation to the Center.

CHAPTER FOUR
Miscellaneous and Final Provisions

ARTICLE 16 – Fees and reports

(1) Examination and treatment fees to be applied to patients are determined by authorized boards based on the Turkish Dental Association Minimum Fee Tariff.

(2) Rest reports to be issued to those treated at the Center when necessary are prepared by the physician providing the treatment and approved by the Chief Physician.

ARTICLE 17 – Cases not covered

(1) In cases not covered by this Regulation, decisions taken by the Senate of Istanbul Aydın University on the subject shall apply.

ARTICLE 18 – Working procedures and principles of the Center’s units and affiliated departments

(1) Persons working in the operating room, ward, outpatient clinic or laboratory services in the Center and its affiliated units, as well as those working in the Center’s administrative affairs, are responsible to the Center Director (Chief Physician), the Medical Director and the Administrative Director with respect to the services they carry out.

(2) In order to increase efficiency and service quality at the Center and to ensure and evaluate service control, project groups, boards, commissions and committees or affiliated units may be established.

ARTICLE 19 – Entry into force

(1) This Regulation enters into force on the date of its publication.

ARTICLE 20 – Execution

(1) The provisions of this Regulation are executed by the Rector of Istanbul Aydın University.