

**ALTINBAŞ UNIVERSITY REGULATION ON ORAL AND DENTAL HEALTH RESEARCH AND
APPLICATION CENTRE**

PART I

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to set forth rules and procedures governing the activities, management and operation of **Altınbaş University Research and Application Center for Oral and Dental Health**.

Scope

ARTICLE 2 — (1) This Regulation covers provisions governing **Altınbaş University Research and Application Center for Oral and Dental Health's** objectives, areas of activities, administrative bodies, their roles and responsibilities as well as the Centre's mode of operation.

Legal Basis

ARTICLE 3 — (1) This Regulation has been drawn up on the basis of the sub-clause (2) of clause (d) of sub-article 1 of Article 7 of Turkish Higher Education Act No. 2547 of November 4th, 1981 and Article 14 of the aforesaid Act.

Definitions

ARTICLE 4 — (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) Dean: Dean of Altınbaş University Dental School,
- b) Dental School: Altınbaş University Dental School,
- c) Administrative Director: Administrative Director of Altınbaş University Research and Application Centre for Oral and Dental Health
- ç) Centre (Polyclinic): Altınbaş University Research and Application Centre for Oral and Dental Health
- d) Director (Chief Physician): Director of Altınbaş University Research and Application Centre for Oral and Dental Health,
- e) Board of Trustees: Altınbaş University Board of Trustees,
- f) President: President of Altınbaş University,
- g) Medical Director (Deputy Chief Physician): Medical Director of Altınbaş University Research and Application Centre for Oral and Dental Health,
- ğ) University: Altınbaş University,
- h) Administrative Board: Administrative Board of Altınbaş University Research and Application Centre for Oral and Dental Health

PART II

Objectives of the Centre and its Areas of Activity

Objectives of the Centre

ARTICLE 5 — (1) The objectives of the centre are as follows:

- a) Conduct scientific research and development activities to provide the public with advanced oral and dental diagnosis and treatment methods,
- b) Offer high-quality and modern diagnosis and treatment services to meet patient expectations,
- c) Academically contribute to theoretical and practical learning experience of associate's, bachelor's and master's degree students at Altınbaş University,

ç) In order to contribute to the training of medical and healthcare staff, help increase the efficiency of healthcare services by cooperating particularly with AU Dental School, as well as other undergraduate, graduate, vocational schools, and research centres at Altınbaş University, also with several national and international institutions.

Areas of Activity

ARTICLE 6 — (1) The areas of activity of the centre are as follows:

- a) Conduct R&D activity in oral and dental health so as to achieve the objectives stated in Article 5,
- b) Offer dental diagnosis and treatment services to help maintain and improve oral and dental public health; develop projects aimed at raising public awareness of oral and dental health, contribute to public health policies,
- c) Collaborate with government agencies and private institutions to help maintain and improve oral and dental public health; provide these entities with scientific support.
- ç) Offer in-service courses, training programmes, panels, seminars etc. about oral and dental health in collaboration with national and international institutions; award certificates to the participants of the above-mentioned events; offer scientific opinions to dental health community,
- d) Create and operate application units at the Centre in order to support research, training and applications in healthcare services,
- e) In order to offer comprehensive health services, establish and manage inpatient treatment units as well as oral and dental health units and polyclinics as part of the Centre, purchase these facilities if required, or take them over through donation and other similar methods, support the creation and management of various social service units and similar facilities for oral and dental health; manage them if necessary, or purchase services to help in the management of these facilities,
- f) Help university students develop a sense of leading a healthy lifestyle; ensure student engagement in Centre's projects; hold educational activities to promote student engagement,
- g) Build strong infrastructure for health-related research and application activities that are conducted by the faculty and healthcare staff of AU Dental School as well as other training units; hold national and international scientific conferences, workshops, courses and seminars,
- ğ) Publish books, journals, brochures, and other similar periodicals and non-periodicals in order to raise public awareness of healthy lifestyle; develop programmes in visual and print media,
- h) Carry out other tasks and activities requested by the Board of Trustees, University President and the Centre's administrative bodies.

PART III

Administrative Bodies of the Centre and their Roles and Responsibilities

Administrative Bodies of the Centre

ARTICLE 7— (1) The administrative bodies of the centre are as follows:

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

Administrative Board

ARTICLE 8 — (1) The Administrative Board shall consist of a total of five members. Apart from the Director (Chief Physician), Medical Director (Deputy Chief Physician) and Administrative Director, two members shall be appointed by the Board of Trustees upon the University President's recommendation for a two-year term from among faculty members engaged in research on oral and dental health.

(2) The Director shall chair the Administrative Board. The Administrative Board shall assemble once a quarter to discuss a pre-determined agenda of items under the chairpersonship of the Director (Chief Physician). In

the absence of the Director (Chief Physician), Medical Director shall chair the Board. The Director (Chief Physician) may convene an extraordinary meeting of the Board if s/he deems it necessary. The Board shall assemble at the request of a simple majority of its members. All decisions shall be made by a majority of the votes. The Board Members shall not abstain from a vote. In the event of an equality of votes, the Director (Chief Physician) shall have a casting vote. The Medical Director (Deputy Chief Physician) and the Administrative Director shall act as the rapporteurs of the Board. They shall also be responsible for proper execution of the Board's decisions.

Roles and Responsibilities of the Administrative Board

ARTICLE 9 — (1) The roles and responsibilities of the Administrative Board are as follows:

- a) Ensure that the activities of the Centre Merkez are carried out in an efficient and proper way,
- b) Evaluate reports, proposals, and projects prepared by the affiliated units, work groups or committees, and issue a decision accordingly,
- c) Make decisions regarding annual academic activity reports, planning and schedules,
- ç) Set forth the operating principles of project groups, units, committees, or commissions to be created as part of the Centre,
- d) Issue decisions in line with the founding purposes of the Centre,
- e) Draw up proposals about the creation of oral and dental units; submit these proposals for the approval of the Board of Trustees,
- f) Draw up an annual activity report, an annual budget report, as well as a report indicating the Centre's staff and recruitment needs; submit these reports for the approval of the University President and the Board of Trustees..

Director

ARTICLE 10 — (1) The Director (Chief Physician) shall be appointed by the Board of Trustees upon recommendation of the University President for a definite term. The Director (Chief Physician) whose term of office has ended may be re-appointed. The Director (Chief Physician) shall also act as the director of other health units. The Director (Chief Physician) may be removed from office if deemed necessary by the University President and the Board of Trustees before the completion of his/her two-year term. In the absence of the Director (Chief Physician), the Medical Director (Deputy Chief Physician) shall act on his/her behalf.

Roles and Responsibilities of the Director

ARTICLE 11 — (1) The roles and responsibilities of the Director (Chief Physician) are as follows:

- a) Act as the representative of the Centre; chair the Administrative Board meetings; and ensure that the decisions of the Board are enforced properly,
- b) Take necessary measures and make necessary efforts to ensure that the Centre is improved in line with its strategic plan and objectives; regularly audit the services offered and activities performed at the Centre,
- c) Determine and meet the recruitment needs for the Centre; form research and project teams if necessary,
- ç) Offer the University President recommendations for the position of Medical and Administrative Director,
- d) Ensure that the existing services are improved in accordance with patient and healthcare staff needs and expectations; pave the way for the transfer of changing dynamics in cutting edge healthcare technology to the Centre,
- e) Represent the Centre at in public and academic environments; prepare projects designed to improve the working conditions of physicians, and address the work-related issues they are experiencing,
- f) Ensure a constant, effective and efficient operation of the Centre's research, health, administrative, and technical support units under their key purposes and objectives,
- g) Submit annual activity reports to the Administrative Board,
- ğ) Audit the operation of project groups, committees and commissions created under the Centre and its affiliated units,

- h) Take the necessary precautions against a possible halt in operations when physicians and other medical staff are temporarily absent due to annual or sick leave,
- i) Help dental students and students in specialty training improve their learning and performance; offer programs jointly with the Dean's Office and department chairs in order to increase their academic contributions to the Centre,
- i) Evaluate whether the medical records and reports kept at the Centre are organised according to scientific classification,
- j) Carry out other duties involving the Centre affairs.

Medical Director

ARTICLE 12 (1) The Board of Trustees shall appoint a Medical Director from among the dental faculty upon recommendation of the University President and the Chief Physician for one-year term. The Medical Director whose term of office is expired may be re-appointed to the same position. When necessary, the Medical Director may be removed from office before the expiration of his/her term upon recommendation of the University President and the Chief Physician, subject to the approval of the Board of Trustees. In the absence of the Medical Director, a physician of his/her choosing (a member of the Centre) shall act on his/her behalf.

Roles and Responsibilities of the Medical Director

ARTICLE 13 — (1) The roles and responsibilities of the Medical Director (Chief Physician) are as follows:

- a) Create policies, procedures and standards for medical services offered at the Centre,
- b) Determine the objectives and the strategies for medical services, make the necessary planning, ensure effective coordination and interaction,
- c) Monitor the quality of medical services offered according to the latest scientific data, the latest clinical guidelines and standards, and the purposes of the Centre,
- c) Help improve the infrastructure of health services offered by the Centre and meet the Centre's technological needs for offering these,
- d) Contribute to the constant improvement of medical service quality offered by the Centre and its affiliated units,
- e) Ensure the proper management of healthcare staff in accordance with the health service requirements,
- f) Carry out other duties related to the operation of the Centre.

Administrative Director

ARTICLE 14 — (1) The Administrative Director shall be appointed by the Chair of Board of Trustees for a two-year term from among the healthcare professionals with extensive experience in the industry upon the recommendation of the University President and the Chief Physician. The Administrative Director may be re-appointed after the expiration of his/her term. If necessary, the Administrative Director may be removed from office by the Board of Trustees before the expiration of his/her two-year term upon the recommendation of the University President and the Chief Physician. In the absence of the Administrative Director, an administrative member of the Centre staff shall serve on his/her behalf.

Roles and Responsibilities of the Administrative Director

ARTICLE 15 - (1) The roles and responsibilities of the Administrative Director are as follows:

- a) Set short, medium and long-term goals for the Centre and its affiliated units,
- b) Ensure that the health, administrative, and technical units of the Centre, including clinics, operating rooms, patient registration and admission, medical documentation and archiving, diagnosis, treatment, and care units, continue to function in the most efficient and effective way in accordance with the objectives and purposes of the Centre; create the necessary physical condition needed to maintain the Centre's effective operation; provide the

necessary planning coordination and control to identify and meet the hiring needs; provide the infrastructure required to offer in-service trainings.

c) Ensure the proper management, and coordination, perform auditing and general inspection of the administrative, health and technical units of the Centre.

d) Prepare night shift schedules for staff working after office hours, ensuring these schedules are adhered to.

e) Take the necessary actions to identify and ensure the timely supply of services, materials, consumables, and equipment necessary for the proper functioning of the Centre; make necessary efforts to ensure the timely and regular maintenance and/or repair of technical equipment.

f) Monitor the procurement, material inspection, and other financial processes involving the technical equipment and consumables ordered for the Centre, ensuring that all processes are carried out according to the provisions of the relevant laws and regulations; monitor the progress and operation of material inspection and receiving committees.

g) Draw up contracts to purchase goods and services required by the Centre, ensuring the provisions stated in these contracts are adhered to by all parties.

ğ) Carry out other duties related to the operation of the Centre.

PART IV

Miscellaneous and Final Provisions

Situations that are not governed by the provisions of the regulation

ARTICLE 16 - (1) Other relevant legislation and University Senate's decisions shall apply to situations that are not covered by this Regulation.

Units of the Centre and their Operating Principles

ARTICLE 17 - (1) The staff members of the Centre and affiliated units (operating room, other medical services, polyclinic, and laboratory) as well as the administrative staff of the Centre shall be accountable to the Director (Chief Physician), Medical Director, and Administrative Director for the results of exercising their duties and the responsibilities allocated to them.

(2) Project groups, boards, commissions, committees, or other affiliated units can be created to improve and assess the efficiency of the Centre and its service quality.

Effective Date

ARTICLE 18 - (1) This regulation shall become effective the day following its publication.

Execution

ARTICLE 19 - (1) The provisions of this Regulation shall be executed by Altınbaş University President.