

REGULATIONS OF THE CENTRE FOR POSTGRADUATE STUDIES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

I. GENERAL PART

1. The regulations of the Centre for Postgraduate Studies (hereinafter - the Centre) of the Lithuanian University of Health Sciences (hereinafter - the University) regulate the tasks, functions, rights, duties and organisation of activities of this Centre.
2. The Centre operates in cooperation with structural and functional departments of the University, Lithuanian and foreign legal entities.
3. The structure of the Centre, the number of employees and their wages are determined by the Rector of the University.
4. In its activities, the Centre is guided by the laws of the Republic of Lithuania, the University Statute, the Centre's regulations and other legal acts.
5. The Centre is directly subordinated to the University vice-rector for clinical medicine.
6. The regulations of the Centre and their changes are approved by the University Senate.
7. The Centre has its own form with the name and a sub-account in the University account.

II. TASKS AND FUNCTIONS OF THE CENTRE

9. Tasks of the centre:

- 9.1. to plan and implement the training of specialists by organising non-degree (residency) studies;
- 9.2. to implement the improvement of professional qualifications of healthcare, pharmaceutical and other specialists by organising courses, internships and scientific-practical conferences;
- 9.3. to implement the raising of the qualification of veterinarians by organising courses, seminars, internships, scientific-practical conferences;
- 9.4. to organise clinical medical practice in cooperation with the Faculty of Medicine of the University's Medical Academy.

10. Functions of the Centre:

- 10.1. Organisation of non-degree (residency) studies:
 - 10.1.1. preparation of regulations for non-degree (residency) studies in accordance with the legal acts of the Republic of Lithuania and, if the latter change, their adjustment;
 - 10.1.2. determining the procedure and conditions of residency studies in accordance with the regulation of residency studies and control;
 - 10.1.3. control and quality assessment of the residency studies process, providing recommendations for studies quality improvement;
 - 10.1.4. initiation of renewal of residency programmes;
 - 10.1.5. evaluation of compliance of programmes with formal requirements;
 - 10.1.6. providing methodological assistance to LSMU lecturers and research staff for residency studies questions;
 - 10.1.7. organisation of admission to residency studies;
 - 10.1.8. provision of information related to the organisation of residency to the Ministry of Education and Science of the Republic of Lithuania, other interested institutions;
 - 10.1.9. processing and storage of documents related to the administration and coordination of residency in accordance with the procedure established by legal acts.
- 10.2. Organisation of professional qualification improvement of healthcare, pharmacy and other specialists:

- 10.1.1. preparation of the regulation on improving the professional qualifications of healthcare, pharmacy and other specialists in accordance with the legal acts of the Republic of Lithuania and, if the latter changes, its adjustment;
- 10.1.2. determination and control of the procedure for improving the professional qualifications of healthcare, pharmaceutical and other specialists and according to the regulation on improving the professional qualifications of healthcare, pharmaceutical and other specialists;
- 10.1.3. quality control of the implementation of healthcare, pharmacy and other specialist professional qualification development course programmes;
- 10.1.4. quality control of the preparation and implementation of programmes for other professional qualification improvement events;
- 10.1.5. provision of methodological assistance to LSMU lecturers and research workers in matters of improving the professional qualifications of health care, pharmacy and other specialists;
- 10.1.6. provision of information related to the organisation of improving the professional qualifications of healthcare, pharmacy and other specialists to interested institutions of the Republic of Lithuania;
- 10.1.7. processing and storage of documents related to the administration and coordination of the improvement of the professional qualifications of healthcare, pharmaceuticals and other specialists in accordance with the procedure established by the LSMU and the legal acts of the Republic of Lithuania.

10.2. Organisation of clinical medical practice:

- 10.2.1. organisation of the selection and assessment of clinical medical practice bases in accordance with the procedure established by the legal acts of the Republic of Lithuania;
- 10.2.2. organising the distribution of students to Clinical Medicine Practice Bases;
- 10.2.3. quality control of clinical medical practice;
- 10.2.4. providing methodological assistance in matters of clinical medical practice;
- 10.2.5. documents related to the administration and coordination of clinical medical practice handling and storage according to the procedure established by LSMU and legal acts of the Republic of Lithuania.

10.4. Other functions:

- 10.4.1 Preparation and implementation of LSMU, national and international scientific and practical postgraduate training projects;
- 10.4.2 organisation and execution of the assessment of acquired competences.

III. STRUCTURE AND MANAGEMENT

11. The activities of the Centre are managed, acted on its behalf and represented by the Dean of the Centre.

12. Dean of the Centre:

- 12.1. Approved (revoked) by the University Senate at the proposal of the University Rector;
- 12.1. The Centre is directly subordinated to the University vice-rector for clinical medicine;
- 12.2. organises the activities of the Centre;
- 12.3. prepares documents regulating the Centre's activities;
- 12.4. submits the documents regulating the activities of the Centre to the Rectorate of the University for consideration, annual activity reports;
- 12.5. assesses the progress and results of ongoing projects;
- 12.6. evaluates the quality of services provided by the Centre and makes suggestions for its improvement;
- 12.7. prepares proposals for changing the provisions of the Centre;
- 12.8. is responsible for compliance of the Centre's activities with the laws and other legal

acts of the Republic of Lithuania, University statute, Centre regulations, University internal normative documents;

- 12.9. responsible for the operation of the Centre, proper management and use of assets;
- 12.10. responsible for the quality of services provided by the Centre; 12.11. The university initiates contracts with other institutions and organisations and individuals which are signed by authorised persons of the University;
- 12.12. mediates the hiring and firing of Centre employees;
- 12.13. coordinates with the University's structural and functional units for residencies and professional development of healthcare, pharmaceutical and other specialists and veterinarians and other issues related to professional development;
- 12.14. ensures safe working conditions and is responsible for them.

13. Vice-Dean of the Centre:

- 13.1. organises the selection and evaluation of clinical medical practice and residency bases;
- 13.2. organises selection for residencies;
- 13.3. controls the course of clinical medical practice and residencies and evaluates their results;
- 13.4. organises the final assessment of residents' knowledge;
- 13.5. directs the work of clinical medical practice and resident managers;
- 13.6. resolves ongoing issues related to the course of clinical medical practice and residencies;
- 13.7. makes suggestions to the dean of the Centre regarding clinical medical practice and residency studies improvement.

14. Other employees of the Centre:

- 14.1. organises and supervises residencies, professional development and career development courses process;
- 14.2. takes care of educational innovations, advanced study methods, more advanced study knowledge and implementation of skills assessment methods;
- 14.3. supervises the work of students practising clinical medicine and their managers, residents and resident supervisors, organisers and lecturers of professional development courses for healthcare, pharmacy and other specialists and training courses for veterinary doctors;
- 14.4. participates in exams organised;
- 14.5. makes current and prospective work plans;
- 14.6. prepares plans for professional development courses for healthcare, pharmacy and other specialists;
- 14.7. controls the received information about the scope of pedagogical work;
- 14.8. participates in the work of the Ministry of Health, Education and Science of the Republic of Lithuania, other institutions of the Republic of Lithuania, commissions formed by the administrations of the University and the University Hospital;
- 14.9. organises and carries out the acceptance of documents of applicants for speciality residencies;
- 14.10. prepares contracts with clinical medical practice and residency bases;
- 14.11. prepares and submits data on clinical medical practice and residency, submits them for orders and reports;
- 14.12. manages residents' files;
- 14.13. issues internships, residencies, healthcare, pharmacy and other specialists' professional qualification certificates;
- 14.14. prepares orders for scientific-practical conferences;

- 14.15. manages admissions to speciality residencies;
- 14.16. fills in and manages the resident database;
- 14.17. prepares orders related to the organisation and execution of the residency process;
- 14.18. prepares plans for the allocation of residents to residency bases;
- 14.19. prepares reports for the register of the Ministry of Education and Science;
- 14.20. keeps records of study credits allocated for clinical medical practice and residency.

IV. RIGHTS AND OBLIGATIONS

15. The Centre has the right to:

- 15.1. attend meetings related to clinical medical practice and residency studies organisation of professional development process for healthcare, pharmacy and other specialists and raising the qualifications of veterinarians;
- 15.2. receive documents necessary to ensure the operation of the Centre;
- 15.3. participate in Lithuanian and international professional training and specialist development programmes;
- 15.4. participate in Lithuanian and international investment programmes and projects.

16. Responsibilities of the Centre :

- 16.1. to participate in the University study process, to ensure methodological support for University lecturers, researchers, residents by applying advanced teaching and learning technologies;
- 16.2. to ensure the updating of professional skills and consistent competence development of the Centre's employees;
- 16.3. to prepare and submit the Centre's development strategy and annual activity report to the University administration for approval.

V. ASSETS AND FUNDS

17. The Centre uses the intangible, long-term and short-term tangible assets of the University in accordance with the procedure established by legal acts.
18. The Centre's funds consist of budget funds for science and studies and other income received on the basis of various contracts, as well as for paid services and consultations, support provided by sponsors and funds received for participation in national and international programmes (projects).
19. The funds of the Centre are used according to the estimate approved by the Rector.

VI. REORGANIZATION AND LIQUIDATION

20. The Centre is reorganised or liquidated by the resolution of the University Council.