
REGULATION

From Istinye University:

**ISTINYE UNIVERSITY ORAL AND DENTAL HEALTH APPLICATION AND
RESEARCH CENTER REGULATION**

**CHAPTER 1
Preliminary Provisions**

Purpose

ARTICLE 1- (1) This Regulation governs the procedures and principles surrounding the objectives, the fields of activity, and the management bodies and their duties and procedures at Istinye University's Oral and Dental Health Application and Research Center.

Scope

ARTICLE 2- (1) This Regulation governs the procedures and principles surrounding the objectives, the fields of activity, and the management bodies and their duties and procedures at Istinye University's Oral and Dental Health Application and Research Center.

Basis

ARTICLE 3- (1) This Regulation has been prepared based on subparagraph (2) of clause (d) of the first paragraph of Article 7 and article 14 of the Higher Education Law No. 2547 dated 4 November 1981.

Definitions

ARTICLE 4- (1) In this Regulation, the following are defined as:

- a) Faculty: Istinye University Faculty of Dentistry
- b) Center: Istinye University Oral and Dental Health Application and Research Center
- c) Director (Chief Physician): The Director of the Center
- d) Board of Trustees: Istinye University Board of Trustees
- e) Chairman of the Board of Trustees: Chairman of the Board of Trustees of Istinye University
- f) Rector: Rector of Istinye University
- g) University: Istinye University
- h) Board of Directors: The Board of Directors of the Center

CHAPTER 2

Purposes and Fields of Activity of the Center

Purposes of the center

ARTICLE 5- (1) The purposes of the center are as follows:

- a) Providing oral and dental health services to patients applying to the center on an outpatient or inpatient basis.
- b) Training dentists and specialist dentists and to contribute to post-graduate dental education.
- c) Supporting the training of auxiliary healthcare personnel
- d) Cooperating with faculties, institutes, colleges, application and research centers and other institutions operating in the fields of University health services, especially the faculty of dentistry, in order to provide education, scientific practice and research opportunities within the scope of the relevant legislative provisions.
- e) Increasing the efficiency and quality of education and health services
- f) Preparing scientific research conditions for oral and dental health research and practices to be carried out at the highest level, to operate according to modern business management principles and to ensure the provision of accessible quality health services.

Areas of activity of the center

ARTICLE 6 - (1) The activity areas of the center are as follows:

- a) Ensuring that patients are observed, examined, diagnosed, treated and rehabilitated on an outpatient or inpatient basis under local and general anesthesia, by applying interventional surgical techniques and establishing units related to the subject in the center within the scope of the treatment protocols of the oral and dental health and oral, dental and maxillofacial surgery discipline.
- b) Practicing preventive dentistry in the field of oral and dental health and conducting practices and research on this subject.
- c) Developing projects and collaborate on research for community oral and dental health with clinical medical sciences and other disciplines.
- d) Ensuring that university students develop awareness of oral and dental health, receive clinical training, and take an active part in the Center's projects.
- e) Conducting other activities as decided by the Board of Trustees, the Rector and the governing bodies of the Center.

CHAPTER 3

Governing Bodies and Duties of the Center

Governing bodies of the center

ARTICLE 7- (1) The governing bodies of the center are:

- a) Director (Chief Physician)
- b) Board of Directors

Director (Chief Physician)

ARTICLE 8- (1) The Director (Chief Physician) may be appointed by the Chairman of the Board of Trustees from among the full-time faculty members of the faculty who work on the fields of activity of the Center, and may be dismissed with the same procedure when necessary. A Deputy Director (Deputy Chief Physician) may be appointed to assist the Director (Chief Physician) at the center upon the recommendation of the Director (Chief Physician) and the decision of the Chairman of the Board of Trustees.

Duties of the Director (Chief Physician)

ARTICLE 9- (1) The following are the duties of the Director (Chief Physician):

- a) To ensure cooperation and coordination in all activities of the Center, to take the necessary measures for the development of the Center according to its strategic plans and goals, and to execute the necessary arrangements and studies.
- b) To conduct research and make recommendations on the recruitment of physicians and other healthcare personnel who will be useful to the center, and to evaluate the results of the work of healthcare teams and departments.
- c) To represent the Center in public institutions and organizations and academic circles, and to prepare projects to improve the professional problems and working conditions of physicians.
- d) To develop the theoretical and practical skills of students doing clinical practice and those in specialty training at the Center, and to coordinate joint programs with the Dean's Office and department heads in order to increase their contribution to the services at the Center.
- e) To monitor and direct the performance of medical services offered throughout the group, according to medical standards and the Center's goals and values, and to contribute to the creation of the infrastructure of the medical services offered and to meet their technological needs.
- f) To contribute to the continuous improvement of the quality of medical services within the Center and in all its affiliated units.
- g) To supervise the preparation of medical records and reports in accordance with scientific principles.
- h) To ensure that the Center's clinical, operating room, laboratories, patient admission and discharge, medical documentation and archives, diagnosis, treatment, maintenance and other health, administrative and technical support services units operate regularly, harmoniously, effectively, continuously and efficiently according to the aims and objectives of the Center.
- i) To set up contingency plans to prevent disruption of services when physicians are temporarily unable to attend the Center for reasons such as inpatient duties, leave and congresses.
- j) To submit the center's appropriations, personnel needs, appointment of unit managers and budget, as well as other relevant suggestions and annual activity report with their justifications, to the General Coordinator for presentation to the Board of Directors.

Board of Directors

ARTICLE 10- (1) The Board of Directors is the decision-making body of the Center.

(2) Members of the Board of Directors are appointed by the University Board of Trustees. Members serve for a period of three years. The Board of Directors consists of a total of five or seven members, including the Chairman of the Board of Trustees, the Rector, the Dean of the Faculty of Dentistry, the General Coordinator and one or three faculty members working in a field of activity related to the Center. The Chairman of the Board of Trustees is also the Chairman of the Board of Directors.

(3) The Board of Directors meets at least twice a year. The Chairman may also call an extraordinary meeting of the Board of Directors, ex officio or upon the request of the Rector or General Coordinator.

(4) The Board of Directors meets with the absolute majority of the total number of members. Decisions are taken by the majority vote of those attending the meeting. When votes are divided equally, the Chairman's vote determines the majority.

(5) In the absence of the Chairman, the Rector acts as the Chairman.

(6) The Chairman appoints the rapporteur of the Board of Directors from one of its members. Secretariat operations are carried out by the Business Coordinator.

(7) The Board of Directors is responsible to the Rector and the Board of Trustees for its work.

Duties of the Board of Directors

ARTICLE 11- (1) The duties of the Board of Directors are as follows:

- a) To take decisions regarding the work and management of the Center in accordance with the relevant legislation.
- b) To decide on the annual work report, plans and programs.
- c) To determine the working procedures and principles of groups or units within the center.
- d) To decide the establishment of new units in the field of health.
- e) To execute other duties in accordance with the provisions of the relevant legislation in accordance with the objectives of the center.

CHAPTER 4

Miscellaneous and Final Provisions

General coordinator

ARTICLE 12- (1) The General Coordinator may be appointed by the Board of Directors among master's degree graduates who have professional experience in the healthcare industry. The General Coordinator is a member of the Board of Directors and the top manager of all units related to his/her duty within the Center. Deputy General Coordinators may be appointed at the recommendation of the General Coordinator and with the approval of the Board of Directors. The

number of Deputy General Coordinators is determined by need; unnecessary Deputy positions may be removed by the decision of the Board of Directors.

Duties of the General Coordinator

ARTICLE 13- (1) The duties of the General Coordinator are as follows:

- a) To represent the Center. To attend the Board of Directors meetings and to execute the affairs of the Center under the supervision of the Board of Directors.
- b) To prepare the Center's short, medium and long-term goals and policies, research-related plans and programs and submit them to the approval of the Board of Directors.
- c) To track all business-related practices, especially financial, medical, commercial, quality, human resources, information technologies, marketing, patient rights and relations, public relations, according to the determined performance criteria, and to take the necessary measures to ensure that the provision of health services is uninterrupted, continuous and of high quality.
- d) To monitor the performance indicators of medical and business departments, to evaluate trends related to performance indicators, to organize indicator review activities together with relevant departments and to evaluate improvement opportunities.
- e) To prepare the justified budget, appropriation, staff and personnel needs of the center and the annual activity report and present it to the Board of Directors.
- f) To make arrangements to ensure the procurement of current goods and services required for delivery of the Center's services and the procurement and maintenance-repair of equipment and other fixtures; and to determine building maintenance-repair needs and address them in a timely manner.

Situations in which there is no provision

ARTICLE 14- (1) In cases where there is no provision in this Regulation, the provisions of Law No. 2547 and other relevant legislation shall apply.

Force

ARTICLE 15- (1) This Regulation is effective on the date of its publication.

Executive

ARTICLE 16- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.