



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

Annex 3

Operating Rules and Regulations Template for University Clinics of Democritus University of Thrace

Article 1
Establishment

Clinic for..... is hereby established in the Department of Medicine of the School of Health Sciences of the Democritus University of Thrace and it is allocated to Sector.....

The Clinic develops the following Units:

- a)..... (Title and brief description)
- b).....
- c).....
- d).....
- e).....

With the Director's approval, these Units may accept medical doctors or other health professionals for further training or for acquiring specialisation in accordance with the applicable provisions and collaborate with Sector or Department Laboratories. They may be developed on Hospital premises or externally as non-hospital structures.

Article 2
Purpose

1. The purpose of the University Clinic forof Democritus University of Thrace is:

- a) to cover the teaching and research needs of the Department of Medicine of DUTH, as well as other Schools and Departments at undergraduate and postgraduate level, on issues that fall within the disciplines of the Clinic, as set out in Article 1 of this Decision;
- b) to cover various social needs when and if specific assistance is requested that falls within the issues the clinic deals with;
- c) to provide a specialisation to doctors, nurses and other healthcare workers and their continuous education and training;
- d) to provide healthcare and hospitalisation to patients with diseases that fall under the Clinic's disciplines;
- e) to carry out clinical, experimental and research programmes for the purpose of studying and to seek new diagnostic techniques and methods of treatment.
- f) to collaborate and exchange scientific knowledge with other domestic or foreign academic research institutions;
- g) to cooperate with European and international organisations for carrying out research, educational programmes and general activities related to the disciplines of the clinic.

h) to organise seminars, symposia, conferences, lectures with the purpose of disseminating knowledge among the clinic's medical and other staff, other hospitals, as well as public information events.

2. The Clinic's work is separated into educational, research and clinical work.

3. Educational work includes:

a) the training of the students of the Department of Medicine of DUTH, which is carried out by the teaching and research staff, includes both theory and practice, and follows the study programme of each academic year;

b) the training of specialist doctors to obtain the specialty of, or to pursue specialisation in, or in this field or in specific subfields where applicable. It is separated into theory and practice. The purpose of practice is to gain experience in diagnosis and patient management. Theoretical training includes clinical and theoretical courses, lectures by Faculty Members and visiting speakers, discussions, presentations of interesting cases, clinicopathological conferences, briefing of literature, teaching visits by the director of the clinic and faculty members, and participation in medical or similar science educational conferences, round tables, and seminars;

c) the training of doctors or other scientists in the context of authoring of doctoral dissertations, post-doctoral research, postgraduate or other scientific papers, following a decision of the Department of Medicine or the School;

d) the training of specialists or specialised doctors in the field of and other specialisations, as set out in the relevant provisions for specialisation training and within the context of continuous medical training;

e) the training of nurses of the Hospital and/or other hospitals, as well as students of nursing departments, in cooperation with the clinic's nursing staff and the respective nursing schools, and the training of health workers in similar fields;

f) the writing and distribution of books or other educational material;

4) The research project comprises the conduct of clinical and experimental studies and the publication of these results by Faculty Members of the relevant clinic independently or in collaboration with other Faculty Members or researchers, as well as original doctoral dissertations.

5) Clinical work includes clinical diagnosis, treatment and management, and overall care of patients hospitalised in the clinic and its units or other clinics of the Hospital as part of a liaison or are monitored at the regular or specialised outpatient clinic.

6) For the performance of the above work, digital means and remote techniques may be used based on the applicable provisions.

7) The clinic may undertake any other activity compatible with common practice and the applicable provisions.

Article 3

Staff

1. University Clinic forof the Democritus University of Thrace is staffed by medical and other personnel serving in the Department of Medicine of the Democritus

University of Thrace as Teaching and Research Staff (Faculty Members), Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff, whose scientific involvement is within the teaching, research and clinical interests of the clinic. Teaching and Research Staff (Faculty Members), Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff are placed in the Clinic in accordance with the provisions of Article 57 of Law 4957/2022, as in force.

Decisions for Placement at the Clinic are notified, by care of the body responsible for issuing the Decision, to the Board of Directors of the University General Hospital of Alexandroupoli. The placement is approved by the hospital's Board of Directors, following a recommendation from the Scientific Council based on the relevance of the specialisation of the placed person with the discipline of the laboratory or unit and the hospital's operation.

2. Administrative staff of the University may be placed in the Clinic, and the following persons may be employed by the Clinic:

- a) visiting professors or visiting researchers;
- b) contract researchers;
- c) scientific associations of article 58 of L. 4957/2022;
- d) Additional research, scientific, administrative, technical and other staff with a works contract or a fixed-term contract for the execution of projects/programmes, prepared by the university clinic through the Special Account for Research Funds (SARF);
- e) University staff to carry out additional work, for a nominal fee;
- f) professors emeriti and retired professors, post-doctoral researchers, doctoral candidates and scientific associates, in accordance with the applicable provisions from time to time;
- g) Extraordinary medical, nursing, research, laboratory, paramedical staff that may be employed for the needs of projects/programmes prepared by the clinic and its units through SARF, based on the relevant selection provisions. The clinical, laboratory or nursing work by the extraordinary staff of paragraph 1 is carried out under the supervision and instructions of the Director of the university clinic or university laboratory and the Scientific Director of the project/programme, in which the staff is employed;
- h) Scientific associates of the previous paragraph may participate in the hospital's on-call programme for the corresponding staff category, with the consent of the Board of

Directors (BoD) and the positive recommendation of the scientist council of the hospital where the clinic is located.

3. Hospital staff, such as specialists and specialised NHS doctors, as well as locum doctors may be placed at the clinic, pursuant to the applicable provisions.

Other staff may include nursing staff and other health workers of another categories (such as.....) and administrative staff that may be made available in accordance with the availability and needs of the clinic from time to time.

4. Any University staff serving in the Clinic, regarding their service in the Hospital, are considered to be organically related to the Hospital and are subject to the jurisdiction and hierarchical control of the relevant hospital bodies, just like other staff of the medical service.

Article 4
Administration–Powers

1. The University of the University General Hospital of Alexandroupoli is managed by a member of the Teaching Research Staff (Faculty Member) of the Department of Medicine of the Democritus University of Thrace, of a similar academic field, which belongs to the Clinic and is placed in accordance with the procedure laid down by the provisions of Article 55 of Law 4957/2022.
2. The Director shall be replaced in the event of absence or impediment in accordance with the relevant provisions.
3. The Director exercises the responsibilities associated with the position, which include: preparing and submitting the annual operating programme for teaching and research activities to the Assembly of the Department of Medicine of DUTH and the Assembly of the relevant Sector; ensuring its implementation; overseeing the execution of decisions made by the collective bodies of the hospital where the clinic operates; supervising the provision of nursing services; managing the clinic’s staffing and financial resources; ensuring the submission of an annual report on the clinic’s activities; making recommendations to the General Assembly of the relevant Sector for the appointment of heads of special units; planning for the clinic’s needs in consumables and mobile equipment; and signing all official documents. The criteria for selecting the heads of special units include scientific expertise, advanced training, extensive experience, and active engagement in the field of the respective unit. Scientific Coordinators ensure the smooth operation of the unit, within the context of the Decisions of the Director and the instructions of the governing bodies of the hospital in which the Clinic operates. The Director shall delegate specific powers to the Scientific Coordinators of the Units and other staff of the Clinic based on their respective fields of expertise. The Director is responsible for the overall operation of the Clinic and its units, the use of the premises and the equipment, and for the employees remaining in the areas where experimental and research studies are carried out. The Director informs and approves the conduct of any experimental research work prior to its conduct, and determines the priority for the use of instruments and premises, where there is no such decision.

Article 5
Establishment - Operation

1. The Clinic is established at the University General Hospital of Alexandroupoli, in accordance with the provisions of Article 52 of Law 4957/2022. It operates throughout the year in accordance with the Rules and Regulations of the Democritus University of Thrace and in areas that have been given for its facilities. The necessary logistical infrastructure (classrooms, libraries) is made available through the existing infrastructure of the Department of Medicine of DUTH. A sign with the Clinic’s title and the Director’s information is placed at the premises. Special Actions, Units and

the Outpatient Department of the Clinic may be supported in non-hospital structures, depending on the nature of the programme and the project being implemented.

2. Scientific equipment of the University or the University's Special Account for Research Funds (SARF) may be installed at the Clinic or its Units, following a decision of the University Senate or the SARF Research Committee, followed by a programme contract with the hospital's legal representative, which shall specify the specific terms and conditions for the use of the equipment and the obligations and rights of the parties.
3. The use of specialised equipment is permitted for clinic staff or researchers who have received specific training on such equipment. Mobile instruments, which are delivered for research experimental work, are returned after their use, at the condition they were delivered.
4. On the recommendation of the Director to the competent bodies of the School, distinguished scientists may be hired in fields related to the teaching, research and nursing activities of the Clinic, in accordance with the provisions of Article 18 of Law 1268/1982.

Article 6 Revenue

The Clinic's revenue come exclusively from own resources and are not included in the University budget, in accordance with Article 60 of Law 4386/2016 (Government Gazette, Series I, No 83) and Article 59 of Law 4957/2022 (Government Gazette, Series I, No 141).

In particular, the resources of the clinic may come from: a. Research programmes carried out for itself or on behalf of third parties. b. Making available research, educational, clinic and in general scientific products or services; c. The funds provided by the Department of Medicine; d. Special contributions, funding, donations and prizes from international organisations, public or private enterprises and legal or natural persons; e. Diagnostic and treatment services provided to natural persons as set out in the applicable provisions; f. Inheritances, gifts and bequests left to the University, as long as there are no conditions that are in conflict with the purposes of the relevant clinic and the Democritus University of Thrace; g. Income from the concession of copyrights or patents, products belonging to or produced in the clinic h) any other source of funding, as long as is provided for by the applicable provisions from time to time and the necessary conditions are met.

Article 7 Books kept

The books and records kept by the clinic in digital form and/or hard copies are:

1. Grades Book
2. Protocol Book
3. Equipment and consumables Book
4. Assets Book
5. Annual Financial Records File
6. List of scientific books, journals and instruments

7. Scientific Activity Book
8. Personnel Changes Book.

The Director may also decide to keep any other books or records deemed necessary or specified in special provisions.

Article 8

Title – Seal

1. The title of the Clinic is: “.....”, which appears on all its official documents. This title, as well as the details of the Clinic's Director, are displayed in the premises of the hospital where the Clinic is established and operates.
2. The Clinic uses for its correspondence a seal which states on the outer margin: DEMOCRITUS UNIVERSITY OF THRACE and inside: UNIVERSITY CLINIC
3. A corresponding seal, with the details in English, is used by the Clinic for its foreign-language correspondence and documents.

Article 9

Entry into force

These Rules and Regulations shall enter into force upon their publication in the Government Gazette.