

Approved by the Director of the "David Tvildiani Medical University  
Community Nursing College"



**LLC "David Tvildiani Medical University Community Nursing College"**

**DTMUN**

## **Primary Medical Care Provision Service**

**Article 1. Primary Medical Care Provision Office** The Primary Medical Care Provision Service is established within the College as a structural unit, hereinafter referred to as the Primary Medical Care Office, which ensures the provision of primary medical care to students and employees.

### **Article 2. Working Place/Time of the Primary Medical Care Office**

1. Professional students and employees are informed about the location (121 Akaki Tsereteli Ave, 3rd floor, Room N16, Tbilisi) and working hours of the Primary Medical Care Office;
2. The Primary Medical Care Office operates every academic-working day: from Monday to Saturday inclusive, from 10:00 to 17:00.

### **Article 3. Person Responsible for the Functioning of the Primary Medical Care Office**

1. The functioning of the Primary Medical Care Office, and the provision of primary medical care to professional students and employees, is ensured by a nurse, who is appointed and dismissed by the Director.
2. The nurse of the Primary Medical Care Office may be a person with relevant higher and/or professional education, who possesses an appropriate diploma certifying their education.
3. The nurse is responsible for the material valuables located in the office, and for compliance with the rules of their storage/use.

### **Article 4. Medical Supplies in the Primary Medical Care Office**

1. The Primary Medical Care Office is provided by the institution with medical and hygienic supplies necessary for primary care, and is equipped with facilities for receiving patients.
2. • In addition to medical and hygienic supplies, the office is equipped with medical inventory necessary for primary medical care.
3. • The institution ensures the purchase/replacement/addition of medical supplies, hygiene items, and medical inventory available in the office, taking into account the proposals of the nurse.

**Article 5. Registration Log** The nurse maintains a properly sealed registration log for recording the provision of primary medical care and the medical supplies used.

### **Article 6. Rights and Duties of the Nurse of the Primary Medical Care Office**

1. **The nurse of the Primary Medical Care Office is authorized to:**
  - a) Request from the College Administration the purchase of medical supplies and/or medical inventory necessary for providing primary medical care (such as: blood pressure monitor, thermometer (to monitor their proper functioning, if

available), hygiene items, and define the list of medical supplies necessary for primary care);

- o b) Monitor the hygienic condition of wet rooms (restrooms) and the cafeteria, as well as the cleanliness of the College building and yard.
- o c) Develop and submit proposals to the Director regarding the improvement of the office's functioning.

**2. The nurse of the Primary Medical Care Office is obliged to:**

- a) Provide primary emergency medical care to professional students and employees, and if a medical intervention is required that goes beyond their competence, call emergency medical services, about which they must immediately inform both the administration and the student's family members;
- b) Provide consultations within the scope of their competence to the professional students and staff of the College in order to prevent the spread of infectious or viral diseases, and provide information on personal hygiene and general primary measures for protection against viral infections;
- c) Monitor the consumption of medical supplies available in the office, compliance with the rules for proper storage and expiration dates, and the proper functioning of medical inventory;

## **Article 7. Concluding Provisions**

1. These Regulations shall be approved by the Order of the Director.
2. Amendments and additions to these regulations shall also be made based on the Order of the Director.
3. The Regulations shall enter into force immediately upon their publication.

## **Regulation of the Primary Medical Care Provision Service**

### **1. General Part of the Internal Regulation 1.1. Overview of the Internal Regulation**

- **1.1.1. Type of Internal Regulation:** Guide
- **1.1.2. Title of Internal Regulation:** 1. Rule for Registering and Keeping Records of Admitted Patients 2. Triage, according to the condition of the admitted patient 3. Rule for maintaining the budget cost accounting of medical equipment 4. Rule for wound assessment and treatment 5. Determination of glucose level in peripheral blood 6. Monitoring of vital functions 7. Mask-assisted ventilation 8. Standard protocol during all nursing interventions 9. Hand hygiene 10. Primary and secondary assessment 11. Rule for accounting of medical equipment
- **1.1.3. Internal Regulation is effective from:** 19.06.2018
- **1.1.4. Internal Regulation Number:** NP 2018\_#1
- **1.1.5. Internal Regulation Version:** 01
- **1.1.6. Developer of Internal Regulation:** Head of the Educational Department

- **1.1.7. Agreement on Internal Regulation:** Director, Quality Assurance Service, Lawyer

## **2. Purpose of the Document**

- **2.1.** Standardization of the practitioner nurse's activity and minimization of the risk of errors caused by human factors

## **3. Scope of Action**

- **3.1.** LLC "David Tvildiani Medical University Community Nursing College"

## **4. Regulatory Legislation**

- **4.1.** -

## **5. Related Internal Regulations**

- **5.1.** Statute of the Primary Emergency Medical Care Service

## **6. Terms and Abbreviations Used**

- **6.1.** No terms and abbreviations are used

## **7. Responsibilities**

- **7.1.** Compliance with the requirements of the existing guide is mandatory for the nurse of the College Primary Care Office
- **7.2.** The following persons are responsible for the implementation of the requirements of the existing rule and the control of execution:
  - Director

## **8. Appendix Documentation**

- **8.1.** Appendix #1, #2, #3, #4, #5, #6, #7, #8, #9, #10;

## **9. Main Part of the Guide 9.1. Rule for Registering and Keeping Records of Admitted Patients**

- The data of the person, the so-called patient, admitted to the Primary Medical Care Office must be recorded in the triage form.
- The triage form records the patient's demographic, anthropometric data, vital functions data, and general complaints.
- While the registry of admitted patients is recorded in the medical log of the Primary Care Office.

## **9.2. Triage, according to the condition of the admitted patient**

- If the patient's condition becomes so critical that it is impossible to manage it within the Primary Medical Care Office, the nurse is obliged to contact the 112 service and call the emergency medical team. The activation criteria for the mentioned service are considered Triage categories N1, 2, 3.
- Patient triage must be conducted in accordance with the written instructions (see Appendix #1).
- The triage category must be recorded in the triage form.

### **9.3. Rule for maintaining the budget cost accounting of medical equipment**

- Maintain budget cost accounting of medical equipment in the Primary Care Office and record it in the registration log of medical supplies of the Primary Care Office.

### **9.4. Guided by the nursing protocols developed by the partner organization JSC "Medical Corporation Evex" Protocols:**

- Triage #1
- Hand Hygiene Appendix #2
- Primary and Secondary Assessment #3
- Standard protocol during all nursing interventions #4
- Mask-assisted ventilation #5
- Monitoring of vital functions #6
- Rule for wound assessment and treatment #7
- Determination of glucose level in peripheral blood #8
- Triage form #9
- Rule for accounting of medical equipment #10

### **9.5. Rule for accounting of medical equipment**

- Accounting of medical equipment by the nurse of the Primary Care Office occurs on a weekly basis, along with maintaining the registry of inventory serviceability, and it is recorded in Appendix #10.