

**FAMILY MEDICINE PRACTICE (CENTRE,
DEPARTMENT):
TEMPORARY STATUTE**

Developed within DFID Georgia "PHC development project"

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I. General provisions

1. Family medicine practice (FMP) is an institution at primary health care level. Its mission is to improve the health of its population in its catchment area through preventive, curative, diagnostic, rehabilitative and public health interventions;
2. Medical activities at family medicine practice are performed by the core primary care team, consisting of Family physician(s) (FP), Practice Nurse(s). Specificity and loading of other team members are determined by health needs of the consumer, the level of professional competence and structure of the FM Center;
3. FMP is an independent institution, as an juridical entity, has its stamp with its name and seal, or is one of the departments (divisions) of independent enterprise (organization) with juridical status;
4. The competence of a FP is appended in the statute for FPs.

II. Structure of FMP

1. A FMP should include as a minimum:
 - a) One full time FP(s);
 - b) Practice Nurse(s);
2. Where possible, a FMP will work closely by community-oriented other health (incl. psychiatric) and social care services and different specialists, selected according to the needs of FMP and attached population;
3. Number of FP and practice nurses (PN) at FMP will depend on the number of patients, the population health need and the context of the FMP;

III. FMP functions

- 3.1. Main functions of the FMP are:
 - 3.1.1. Keeping an up-to-date register of their target population, including socio-demographic and health information;
 - 3.1.2. To provide its target population with comprehensive health services in ambulatory or home settings. These services include but not exhaust:
 - a) Implementation of wide preventive measures, including screening for prevention and reduction of morbidity in the patients of all ages and both genders, particularly:
 - Immunization (in children and adults);
 - Assessment of psycho-motor development of children;
 - Medical supervision of healthy individuals;
 - Permanent medical supervision of elderly;
 - Health promotion of women of reproductive age;
 - Prevention of STDs;
 - Prevention of unwanted pregnancy - family planning;
 - Antenatal care;
 - Health promotion of adolescents;
 - Prevention of CVDs;

- Prevention of cancers (through active participation in screening and educational programs);
- Prevention of trauma and accidents (through active participation in educational programs);

b) Health education of attached population at individual, as well as at community level;

c) In addition for the prevalent conditions encountered in primary care setting a FMP is expected to provide services for:

- Detection of diseases at pre-symptomatic stage in patients of all ages and both genders
- Early diagnosis of diseases in patients of all ages and both genders
- Diagnosis of already developed diseases and complications in patients of all ages and both genders;
- Management of acute diseases in patients of all ages and both genders;
- Management of chronic diseases and continuous supervision of patients according to the evidence-based guidelines and protocols in patients of all ages and both genders;
- Active follow-up rehabilitation of patients of all ages and both genders;
- Care of terminal conditions (palliative care) in patients of all ages and both genders;
- Urgent medical care at ambulatory and home in patients of all ages and both genders;
- Performing of minor surgical manipulations (at ambulatory and home) in patients of all ages and both genders;
- Where possible undertake essential **laboratory and instrumental** investigations;

3.1.4. Keeping of accurate medical record on patients

- According to the established by the legislation of Georgia;
- In the State language, accurately and understandably, records of foreign specialist must be translated into State language;
- That are complete including personal, social, medical and other health data;
- That are chronological and up to date;
- That are confidential and not released to third parties (as specified by Georgian law) without expressed consent of the patient;
- That contain current statistical forms and different registration-accounting forms according to the established regulations;

3.1.5. Expertise of health status of the patient and issuing of health and death certificates as provided in Georgian Law:

3.1.6. Providing to patients prescriptions for medication, including that psychotropic and narcotic drugs according to established medical need;

3.1.7. Working with related institutions providing other levels of health services:

- Referral and counter-referral of the patient to specialist (specialized clinic, laboratory for diagnosis, hospital, social and community services including appropriate documentation and results;
- According to established regulations taking of biological material for lab. Tests, preparation of medication, provision of its transportation and keeping;
- Securing timely results on laboratory and instrumental investigations and sharing these, where necessary, with other health professionals.

**Organizational Structure of Family Medicine Practice (FMC)
(Center, Department)**

1. Registration area/Waiting hall for patients
2. GP's office/Examination room
3. Treatment room/nurses room that can be used for:
 - Minor surgical manipulations;
 - Rehabilitative measures and physiotherapeutic procedures;
 - Immunization of adults and children;
 - Healthy children check;
 - Antenatal classes;
 - Organization of clinics for chronic diseases management;
 - Clinics for medical care of elderly;
 - Laboratory for basic lab. Tests;

ESSENTIAL EQUIPMENT AND INSTRUMENTS FOR FMC

A: General Equipment

1. Stethoscope
2. Patella hammer
3. Patella hammer
4. Nebulizer
 - Adult nebuliser set
 - Paediatric nebuliser set
5. Peak flow meters
6. Height Measure
7. Examination couch and step
8. Trolley (s)
9. Nurse stool
10. Dressing chair
11. Weighing scales-Adult
12. Sphygmomanometer
13. Examination lights

Essential ENT

Ear syringing equipment "propulse"
Tuning fork
Auroscope

Essential Ophthalmology

Ophthalmoscope
Vision Chart
Colour vision chart

Essential Obs and Gynae

Vaginal speculae

Essential Paediatrics

Paediatric examination table
Weighing scales-Baby
Tape measure
Paediatric Height Measure

Essential Emergency

Emergency drugs

Desirable but not essential

Autoclave

Dry sterilisation
ECG
Special couch for minor surgery
Fetal ultrasound
Proctoscope
Minor surgery sets