# T.C.

ISTANBUL MEDIPOL UNIVERSITY

 COLLEGE OF HEALTH SCIENCES

 DEPARTMENT OF HEALTH MANAGEMENT

 VOCATIONAL PRACTICE INSTRUCTION

**FIRST SECTION**

Aim, Scope, Base, and Definitions

**Aim**

**ARTICLE 1 -** (1) To regulate the procedures and principles for Istanbul Medipol University, College of Health Sciences, Department of Health Management, to apply the theoretical knowledge they have acquired from the courses related to the health management professionals in various institutions and organizations.

# Scope

**ARTICLE 2 -** (1) This Instruction covers the areas where students and instructors studying at the Department of Midwifery, College of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities there, and the principles in the evaluation of their practices.

# Base

**ARTICLE 3-** (1) This Instruction has been prepared based on Istanbul Medipol University Associate and Undergraduate Education Regulations.

**Definitions**

**ARTICLE 4 -** (1) The definitions in this Instruction refer to;

a) University: Istanbul Medipol University,

b) School: College of Health Sciences,

1. Director: Director of Istanbul Medipol University College of Health Sciences,
2. Head of Department: Head of Department of Health Management, College of Health Sciences,
3. Application Supervisor: The instructor responsible for the professional practice course opened in the relevant Academic Year,
4. Practice Coordinator: The manager of the administrative or clinical unit in the institution or organization where the application is made, or the person to whom the manager has delegated this task,
5. Field of practice: Public and private institutions or organizations where the application is made,
6. Implementation Unit: The administrative unit where the application will be made in the institutions and organizations determined to be implemented.

# SECOND SECTION

 Framework of Practice

**ARTICLE 5 -** (1) Students can apply in institutions and organizations recommended by the Department Head and deemed appropriate by the Practice School Directorate.

**ARTICLE 6-** (1) The duties and responsibilities of the student are listed below.

1. Getting the “Professional Application File for Students” at the beginning of the application.
2. Meticulously complying with the working hours in the applied unit during the application and signing the “Student Attendance Form”.
3. To comply with the dress code required by profession.
4. Participating in the program prepared by the application supervisor during the implementation.
5. Not leaving the application area without the permission of the application player.
6. To complete the deficiencies in the implementation period within the make-up program prepared by the implementation supervisor and the implementation manager.

methodologies.

**ARTICLE 7 -** (1) The duties and responsibilities of the Head of Department are listed below.

1. Notifying the Dean of the institutions and organizations that are planned to be implemented.
2. To ensure that protocols are drawn up with the application areas approved by the Dean’s Office
3. Designate and assign the implementation officers among the school members of the Health Management Department.
4. To ensure the complete execution of the application in line with the information to be given by the application responsible.
5. To carry out official correspondence regarding the application.

**ARTICLE 8 -**(1) The duties and responsibilities of the enforcement officers are listed below.

1. To make suggestions to the Head of the Department regarding the application areas and units.
2. Preparing the following forms and documents.
	1. Professional Application File: This document contains information about the duties and responsibilities of the students, their attendance status, the knowledge/skills expected to be acquired by the students in each of the administrative units where the application will be made, and the evaluation of the application.
	2. Student Evaluation Form: This form is the form prepared by the application coordinator to be used for the evaluation of students.
	3. Student Attendance Form: This form is prepared to cover the entire application period.
	4. Student Distribution List: To prepare the Student Distribution List at the beginning of the semester, which shows the application areas and units of the students for how long.
3. To organize Practice Preparation Training at the beginning of the semester.
4. Preparing the “Professional Practice File for Students”, which includes the Student Distribution List, and distributing it to the students in the Practice Preparation Training.
5. To plan the make-up program with the Practice Coordinator for students whose excuses are accepted for lack of time in the application.
6. To determine the schedule of oral presentations that students will make about the units they practice.
7. To give students midterm and final exam grades.

**ARTICLE 9 –**(1) The duties and responsibilities of the practice executive are listed below.

1. To inform the application supervisor about how many students are given the opportunity to practice in which units, for how long.
2. Following the attendance status of the students, filling the “Student Attendance Form” and sending it to the application manager.
3. To implement the compensation program planned together with the application manager.
4. To ensure that the application is carried out effectively by contacting the directors of the units to be implemented.
5. To ensure that students follow the rules. Reporting the situation of non-compliant students to the application supervisor.
6. Filling the ‘Student Evaluation Form’ and forwarding it to the application director.

# Evaluation of the Practice

**ARTICLE 10 -** (1) Evaluation of the application is done as follows.

1. At least one midterm exam and one final exam grade are given to evaluate students' success in professional practice. Midterm exams are evaluated before the final exam.
2. The score is given in the "Student Evaluation Form" is taken as a basis in determining the practice midterm exam grade. If the department board deems it necessary, a midterm exam can be held instead of the application grade.
3. The written and oral presentation grade determines the final exam grade that the students will prepare following the principles in the Professional Practice File regarding the units they practice.
4. The student may object to material errors within five weekdays after the duly announcement of the exam results.

# ARTICLE 11-

THIRD SECTION

Practice Period and Requirements

1. Application periods are determined and announced at the beginning of the Academic Year.
2. The provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.
3. The repetition of the professional practice courses that the student fails by fulfilling the attendance requirements depends on the decision of the department board.

# FOURTH SECTION

Final Provisions

**ARTICLE 12** (1) The provisions of the relevant legislation are valid for matters not included in this Instruction.

**ARTICLE 13-** (1) This Instruction is applicable from the 2017-2018 Academic Year.

**Execution**

**ARTICLE 14- (1)** The provisions of this Instruction are executed by the Director.

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-01.