T.C.

ISTANBUL MEDIPOL UNIVERSITY

COLLEGE OF HEALTH SCIENCES

DEPARTMENT OF MIDWIFERY

CLINICAL PRACTICE INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1 -** (1) The aim of this Instruction is to determine the principles regarding the practice studies to be carried out in health institutions and organizations so that the students of the Midwifery Department of the College of Health Sciences of Istanbul Medipol University can apply the theoretical knowledge they have acquired from the courses they take according to the characteristics of the midwifery profession they will be a member of.

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 on the basis of Istanbul Medipol University Associate and Undergraduate Education Regulations.

Definitions

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

1. University: Istanbul Medipol University,
2. School: School of Health Sciences,
3. Director: Director of Istanbul Medipol University College of Health Sciences,
4. Head of Department: Head of the Department of Midwifery, College of Health Sciences,

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1. Department Board: Istanbul Medipol University College of Health Sciences, Department of Midwifery

Department Board

Practice Coordinator: The instructor responsible for the planning, execution and coordination of the clinical practice course.

g) Practice Executor: The instructor or staff assigned to directly deal with the education of the students during the application and the midwife or nurse assigned by the institution where the practice is made,

h) Practice Place: It refers to public or private institutions and organizations where the practice will be made.

SECOND SECTION

Duties and Responsibilities

**ARTICLE 5 -** (1)Students can practice in public or private health institutions and organizations recommended by the Head of the Department and approved by the Directorate.

**ARTICLE 6 -** (1) The student's duties and responsibilities are as follows;

1. To comply with the working and safety rules, order and discipline of the institution where the practice is made.
2. To fulfil the duties and responsibilities requested from them in the field of practice.
3. To be in good and positive relations in the field of practice.
4. Taking care to use all kinds of tools and equipment carefully in the practice area.
5. Participating and applying the treatment under the supervision of the practitioner.
6. Not changing the practice domain without the permission of the practice responsible.
7. Not leaving the practice area without the permission of the practice executive.
8. To have the practice coordinator sign the forms related to all the works in the practice area

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ı) To give visits for the patients for whom he is responsible at the time determined by the practice coordinator.

1. Participate in the case presentation at the time determined by the practice coordinator.

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**ARTICLE 7-** (1) The duties and responsibilities of the practice coordinator are as follow;

1. To determine the practice areas and to organize rotation and orientation programs in a way that will facilitate the adaptation of the students.
2. To be in constant communication with the student and the executive.
3. Counseling the executive for student guidance.
4. To examine the end-of-practice evaluations of the application director and the student.
5. Directing and evaluating visits and case presentations.
6. Evaluating the practice forms and reports and giving feedback to the student.
7. To give feedback on the practice at the end-of-term evaluation meetings.
8. At the end of the practice to examine the student evaluation form and the forms related to other application studies and to give a clinical application grade as a result of oral, written exams, homework, project assignments and similar evaluations as deemed necessary.

**ARTICLE 8 -** (1) The duties and responsibilities of the practice executive are as follows;

1. To adapt the student to the practice area.
2. Helping the student develop attainable goals.
3. To provide learning opportunities to the student.
4. To be a role model in clinical practice.
5. Evaluating the study forms in the application area and giving feedback to the student.
6. To provide continuous guidance to the student.
7. To implement the applications to be made by the student under his supervision.
8. To ensure that the student participates in visits, case presentations, training in the field of practice.

ı) To fill out the student evaluation form and send it to the practice coordinator.

THIRD SECTION

Practice Period and Requirements

**ARTICLE 9 -** (1) Practice periods are announced at the beginning of the academic year.

1. 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. Make-up programs for students whose application period is insufficient and whose excuses are accepted are arranged with the decision of the department board.

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1. Unless students fail due to absenteeism, it is up to the Board Department's decision whether to repeat the applications of the courses they have taken again.
2. Students stay on the night shift according to the pre-planned schedule for clinical practice.
   1. Students are obliged to comply with the dress code required by the profession in clinical practices.

Evaluation of the Practice

**ARTICLE 10-** (1) **S**tudents are evaluated by the practice coordinator and practice coordinator on subjects such as theoretical knowledge, practical skills, working discipline, performance, communication, and record-keeping. The forms containing the evaluation criteria are given to the student at the beginning of the semester.

1. While calculating the course success grade, at least one midterm exam grade and the general exam grade are evaluated according to the principles of the Education Instruction of the College of Health Sciences.
2. Midterm exams are evaluated before the general exam and the practice grade is accepted

as the midterm exam grade. While giving the practice grade, the forms prepared according to the characteristics of the course are taken into consideration. In cases where the department board deems it necessary, a midterm exam can be held instead of the practice grade.

1. The student may object to material errors within five weekdays after the duly announcement of the exam results.

FOURTH SECTION

Final Provisions

**ARTICLE 11-** (1) The provisions of the relevant legislation are valid for matters not included in this Instruction.

**ARTICLE 12-** (1) This Instruction is applicable from the 2017-2018 academic year.

**Execution**

**ARTICLE 13- (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.