# T.C.

ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF HEALTH SCIENCES DEPARTMENT OF ERGOTHERAPY

CLINICAL PRACTICE INSTRUCTION

**FIRST SECTION**

Aim, Scope, Base, and Definitions

**Aim**

**ARTICLE 1-** (1) The aim of this instruction is to share the knowledge and methods of the students of the Occupational Therapy Department of the School of Health Sciences of Istanbul Medipol University from the theoretical courses in the relevant institutions and organizations. to regulate the procedures and principles regarding the implementation of.

## Scope

**ARTICLE 2-** (1) This instruction covers the areas where students and lecturers working in the Department of Occupational Therapy, Faculty 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 the 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. **Dean**: Dean of Istanbul Medipol University School of Health Sciences,
4. **Head of Department**: Head of the Department of Midwifery, School of Health Sciences,
5. **Clinical Practice Coordinator**: The lecturer selected from among the lecturers by the Head of the Physiotherapy and Rehabilitation Department and appointed as the official and manager of the clinical practice organization,
6. **Clinical Practice Supervisor**: The responsible lecturer of the course applied in the relevant academic year,
7. **Clinical Practice Coordinator**: The responsible Occupational Therapist who assigns job and duty to the student in the institution where the clinical practice is performed, supervises and evaluates him, The individual to be appointed by the Clinical Practice Coordinator in the absence of the Occupational Therapist,
8. **Clinical Practice Book**: The book filled by the clinical practice director and the student, prepared for the follow-up and evaluation of the student,
9. **Student Evaluation Form:** It is the form that contains the evaluations of the student on subjects such as attendance, participation in education and training, and proficiency in practices.
10. **Practice Field**: It refers to the public or private institution where the practice will be done.

## SECOND SECTION

Conducting the Clinical Practice Course

**ARTICLE 5 -** (1) Students can make their applications in institutions and organizations recommended by the Department Head and approved by the Faculty Dean.

1. Clinical Practice I is taught in the second year Fall semester, Clinical Practice II is taught in the second year Spring semester, Clinical Practice III is taught in the third year Fall and Clinical Practice IV is offered in the third year Spring semester and Clinical Practice V and VI courses are provided in the fourth year Fall and Spring semesters.
2. To take the Clinical Practice V and VI courses, it is necessary to meet the attendance requirement in the Clinical Practice I, Clinical Practice II, Clinical Practice III and Clinical Practice IV courses taught in the second and third year.
3. Unless students fail due to absenteeism, it is up to the department board's decision whether to repeat the applications of the courses they have retaken.
4. Make-up programs for students whose application period is insufficient and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.

## THIRD SECTION

**Duties and Responsibilities in Clinical Practice ARTICLE 6 -** (1) The student's duties and responsibilities are as follows;

* 1. To comply with the institution's working and safety rules, order and discipline where the application is made.
  2. To fulfil the duties and responsibilities requested from them in the field of application.
  3. Participating and applying the treatment under the supervision of the practitioner.
  4. Not to change the application area without permission.
  5. Not to leave the application area without permission.
  6. Taking care to use all kinds of tools and equipment carefully in the application area.
  7. Filling the Clinical Practice Book, having it signed by the practice manager and handing it over to the practice manager.

1. The duties and responsibilities of the Clinical Practice Executive are as follows;
   1. To monitor the student's attendance during the Clinical Practice, to direct and supervise their studies,
   2. To take the necessary measures for the efficiency of Clinical Practice training,
   3. To implement the applications to be made by the student under his supervision.
   4. Filling the student evaluation form and submitting it to the application director.
2. The duties of the Clinical Practice Officer are as follows;
   1. To determine the application units and dates of the students who will do clinical practice and to send the lists to the relevant institutions.
   2. To ensure that Clinical Practice training is carried out regularly. supervising clinical practices at the practice sites.
   3. At the end of the application, to examine the Student Evaluation Form and the Clinical Application Evaluation File and to give the application grade as a result of the oral, written exams, homework, project assignments and similar evaluations deemed necessary.
3. The duties of the Clinical Practice Coordinator are as follows;
   1. To observe the harmony and coordination between clinical practice courses.
   2. To ensure coordination with the institutions and organizations where clinical practice training will be held.
   3. Necessary measures for the complete execution of clinical practice training
   4. Supervising clinical practices at the practice sites.

## FOURTH SECTION

Evaluation of Clinical Practice

**ARTICLE 7 – (**1) Evaluation of Clinical Practice courses is made in midterm exams or exams and a general exam.

1. The department board decides to what extent the Student Evaluation Form and Clinical Practice Notebook will participate in forming the midterm and general exam grades.
2. When calculating the course success grade, the application grade is considered the midterm exam grade and evaluated before the general exam. If the department board deems it necessary, a midterm exam can be held instead of the application grade.
3. The student may object to material errors within five weekdays after the duly announcement of the exam results.

## FIFTH SECTION

Final Provisions

**ARTICLE 8 –** (1) In cases where there is no provision in this Instruction, the requirements of Istanbul Medipol University Associate and Undergraduate Education Regulations and other relevant legislation are applied.

**ARTICLE 9 -** (1) This Instruction is applicable from the 2016-2017 Academic Year.

**Execution**

**ARTICLE 10** (1) The provisions of this Instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 25/04/2017 and numbered 2017/15-02.