# T.C.

ISTANBUL MEDIPOL UNIVERSITY

 SCHOOL OF HEALTH SCIENCE

 DEPARTMENT OF HEALTH MANAGEMENT

DISTANCE EDUCATION PROGRAM

 VOCATIONAL PRACTICE INSTRUCTION\*

 **FIRST SECTION**

**Aim, Scope, Base and Definitions**

**Aim**

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

# Scope

**ARTICLE 2 -** (1) This instruction covers the areas where students and instructors studying at the Department of Health Management, School of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities there and the principles in the evaluation 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;

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 Department of Health Management, School of Health Sciences,
5. Practice Supervisor: The instructor responsible for the vocational practice course opened in the relevant academic year,
6. Practice Coordinator: The manager of the administrative or clinical unit in the institution or organization where the practice is made, or the person to whom the manager has delegated this task,
7. Practice Area: Public or private institutions and organizations where the practice is made,
8. Implementation Unit: The administrative unit where the practice will be made in the institutions and organizations determined to be implemented,

# SECOND SECTION

 Framework of Practice

**ARTICLE 5 - (**1) Students can make their practices in institutions and organizations recommended by the Department Chair and approved by the School of Dean.

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

1. Getting the "Professional Practice File for Students" at the beginning of the practice.
2. To comply with the working hours of the unit where the practice is made and to sign the "Student Attendance Form".
3. Participating in the program prepared by the practice supervisor during the implementation.
4. Not leaving the practice area without the permission of the practice player.

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 practice areas approved by the Dean's Office.
3. Among the lecturers of the Department of Health Management, Distance Education Program
4. To designate and assign the implementation responsible.
5. To ensure the complete execution of the practice in line with the information to be given by the practice responsible.
6. To carry out official correspondence regarding the practice.
7. Sending the "Vocational Practice File for Executors" to the practice coordinator.

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

1. To make suggestions to the Head of the Department regarding the practice areas and units.
2. Preparing the following forms and documents.
	1. Professional Practice 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 practice will be made, and the evaluation of the practice.
	2. Student Evaluation Form: This form is the form prepared by the practice coordinator to be used for the evaluation of students.
	3. Student Attendance Form: This form is prepared to cover the entire practice period.
	4. Student Distribution List: To prepare the Student Distribution List at the beginning of the semester, which shows the practice areas and units of the students for how long.
3. To organize Practice Preparation Training at the beginning of the semester.
4. Preparing "Professional Practice File for Executives". This file contains the following documents.
	1. Cover letter prepared by the Head of Department
	2. Professional Practice Instruction\*
	3. Student Distribution List
	4. Student Evaluation Form
	5. Student Attendance Form
5. To plan the make-up program with the Practice Coordinator for students whose excuses are accepted for lack of time in the practice.
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 practice supervisor about how many students are given the opportunity to practice in which units, for how long.
2. Following the students' attendance status, filling the "Student Attendance Form" and sending it to the practice manager.
3. To implement the compensation program planned together with the practice manager.
4. To ensure that the practice 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 practice supervisor.
6. Filling the 'Student Evaluation Form' and forwarding it to the practice director.

# Evaluation of the Practice

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

1. At least one midterm exam and one final exam grade are given to evaluate the success of students in vocational 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. In cases where the department board deems it necessary, a midterm exam can be held instead of the practice grade.
3. The written and oral presentation grade determines the final exam grade that the students will prepare in accordance with 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.

# THIRD SECTION

Practice Period and Requirements

**ARTICLE 11 –** (1) Practice periods are announced at the beginning of the academic year.

1. Unless students fail due to absenteeism, it is up to the department board's decision to repeat the practices of the courses they have retaken.
2. If the student fulfils the attendance requirement, they do not have to repeat the course practice even if they fail.

# 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 implemented as of the spring semester of the 2016-2017 academic year.

**Execution**

**ARTICLE 14 -** (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.