## T.C.

ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF LANGUAGE AND SPEECH THERAPY

CLINICAL PRACTICE INSTRUCTION

**FIRST SECTION**

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1-** (1) The aim of this instruction is to regulate the procedures and principles regarding the practices they will do in various institutions and organizations so that the students of the Department of Language and Speech Therapy at Istanbul Medipol University can observe and apply the knowledge and methods they have learned in the theoretical and applied for courses they take within the framework of the requirements of the Language and Speech Therapy profession.

## Scope

**ARTICLE 2-** (1) This instruction covers the areas where students and lecturers studying at the Department of Language and Speech Therapy at the School of Health Sciences of Istanbul Medipol University will practice, their duties and responsibilities there and the principles of supervision and evaluation of their practices.

## Base

**ARTICLE 3-** (1) This instruction has been prepared based on Istanbul Medipol University Undergraduate-Associate 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 Language and Speech Therapy, 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: Refers to the responsible language and speech therapist who assigns work and duties to the student in the institution where clinical practice is performed, supervises and evaluates him, and the individual appointed by the Clinical Practice Coordinator in the absence of a speech and language therapist.
8. Application Area: It refers to the official and private institution where the application will be made.
   1. Clinical Practice Notebook: It is the notebook prepared for the follow-up and evaluation of the student. The clinical practice manager fills it in.
      1. 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.

## 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, the student must have taken the professional courses taught in the first, second and third year, as well as the Clinical Practice I, Clinical Practice II, Clinical Practice III and Clinical Practice IV courses.
3. The provisions of the Istanbul Medipol University Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.
4. Unless students fail due to absenteeism, it is up to the department board's decision to repeat the applications of the courses they have retaken.
5. Make-up programs for students who are absent from the practices and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.

**ARTICLE 6 -** (1) The execution of the clinical practice course is done as follows;

1. Students practice Clinical Practice I, Clinical Practice II, Clinical Practice III and Clinical Practice IV at institutions recommended by the department under the supervision of a physiotherapist. In cases where there is no speech and language therapist, it is done under the responsibility of the people assigned by the clinical practice coordinator.
2. Application of Clinical Practice V and Clinical Practice VI courses are compulsory in pediatric and adult vocational rehabilitation courses (language, speech, fluency, voice and swallowing disorders); in geriatrics, preventive public health and particular education fields, it is done as electives. During the academic year, students have to make an application of eight clinics in four different clinics for

four weeks each semester. Clinical applications are made under the supervision of a speech and language therapist. In cases where there is no speech and language therapist, it is done under the responsibility of the people assigned by the clinical practice coordinator.

# THIRD SECTION

**Responsibilities and Duties of Clinical Practice**

**ARTICLE 7 -** (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.
8. The duties of the Clinical Practice Coordinator are as follows;
9. To observe the harmony and coordination between clinical practice courses.
10. To ensure coordination with the institutions and organizations where clinical practice training will be held.
11. Necessary measures for the complete execution of clinical practice training
12. Supervising clinical practices at the practice sites.
13. To make compensation programs for students whose excuses for absenteeism are accepted.
14. The duties of the Clinical Practice Officer are as follows;
15. To determine the application units and dates of the students who will do clinical practice and send the lists to the relevant institutions.
16. To ensure that Clinical Practice training is carried out regularly. Supervising clinical practices at the practice sites.
17. At the end of the application, examine the Student Evaluation Form and the Clinical Application Evaluation File and give the application grade due to the oral, written exams, homework, project assignments, and similar evaluations deemed necessary.
18. The duties of the Clinical Practice Executive are as follows;
19. Monitoring the student's attendance, directing and supervising their studies during the Clinical Practice.
20. To take the necessary measures for the efficiency of Clinical Practice training,
21. To implement the applications to be made by the student under his supervision.
22. Filling the student evaluation form and submitting it to the application manager.

# FOURTH SECTION

## Evaluation of Clinical Practice

**ARTICLE 8 – (**1) In Clinical Practice I, II, III and IV courses, the application grade is determined based on the student evaluation form.

1. In Clinical Practice V and VI courses, the application grade is determined based on the clinical practice notebook.
2. The application grade is considered the midterm exam grade and evaluated before the general exam when calculating the course success grade. 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 9** - (1) The provisions of the relevant legislation are valid for the matters not included in this instruction.

**ARTICLE 10** - (1) This instruction is applicable from the 2016-2017 academic year.

**Execution**

**ARTICLE 11** - (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.