# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL 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 School 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, School 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

**ARTICLE4** (1) The definitions in this instruciton 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. Department Board: Istanbul Medipol University School of Health Sciences Midwifery Department Board
6. Practice Coordinator: The instructor responsible for the planning, execution and coordination of the clinical practice course.
7. Implementation manager: 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 application is made,
8. Application area: It refers to public or private institutions and organizations where the application 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 Department Head and approved by the Dean of the School.

**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 application is made.
2. To fulfil the duties and responsibilities requested from them in the field of application.
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 application area.
5. Participating and applying the treatment under the supervision of the practitioner.
6. Not changing the application domain without the permission of the application principal.
7. Not leaving the application area without the permission of the application player.
8. To have the application coordinator sign the forms related to all the works in the application area.

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.

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

1. To determine the application 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 practitioner.
3. Counselling the practitioner for student guidance.
4. To examine the end-of-application evaluations of the application director and the student.
5. Directing and evaluating visits and case presentations.
6. Evaluating the application forms and reports and giving feedback to the student.
7. To give feedback on the implementation at the end-of-term evaluation meetings.
8. At the end of the application, examine the student evaluation form and the forms related to other application studies and 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 implementation executive are as follows;

1. To adapt the student to the application 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 application coordinator.

# THIRD SECTION

**Implementation Period and Conditions ARTICLE 9 -**

(1) Application periods are announced at the beginning of the academic year. 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 by the Clinical Practice Coordinator with the decision of the department board.

1. 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.
2. Students stay on the night shift according to the pre-planned schedule for clinical practice.
3. Students are obliged to comply with the dress code required by profession in clinical practices.

# Evaluation of the Practice

**ARTICLE 10-** (1) Students are evaluated by the application coordinator and application coordinator on 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 Education Instruction principles of the School of Health Sciences.
2. Midterm exams are evaluated before the general exam, and the application grade is accepted as the midterm exam grade. While giving the application note, the forms prepared according to the characteristics of the course are taken into consideration. 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 working days after the duly announcement of the exam results.

# FOURTH SECTION

Final Provisions

**ARTICLE 9-** (1) The provisions of the relevant legislation are valid for matters not included in this Instruction.

**ARTICLE 10 -** (1) This Instruction is applicable from the 2017-2018 academic year.

**Execution**

**ARTICLE 11 -** (1) The provisions of this Instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-02.