## T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF NURSING

CLINICAL PRACTICE INSTRUCTION\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1- (1)** The aim of this Instruction is to determine the procedures and principles regarding the conduct of clinical practice courses for the students of Istanbul Medipol University School of Health Sciences, Department of Nursing, to improve their professional knowledge and skills.

## Scope

**ARTICLE 2- (1)** This Instruction covers the issues related to the conduct of clinical practice courses to be given by the students of Istanbul Medipol University School of Health Sciences, Department of Nursing.

## 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. **Faculty:** Istanbul Medipol University School of Health Sciences,
3. **Dean:** Istanbul Medipol University, Dean of the School of Health Sciences,
4. **Head of Department:** Head of Nursing Department of Istanbul Medipol University School of Health Sciences
5. **School Board of Directors:** Istanbul Medipol University School of Health Sciences Board of Directors
6. **Student:** Students taking clinical practice courses at Istanbul Medipol University School of Health Sciences Nursing Department
7. **Practice Coordinator:** The instructor responsible for the planning, execution and coordination of the clinical practice course,
8. **Practice Executive:** During the application, the instructor(s) assigned to directly deal with the education of the students and the guide nurses assigned by the institution where the application is made,
9. **Application area**: It refers to the public or private institutions and organizations where the application will be made.

## SECOND SECTION

General Information

Clinical Practice Courses

**ARTICLE 5- (1)** Principles of Nursing II Practice, Internal Medicine Nursing Practice, Surgical Nursing Practice, Gynecology and Diseases Nursing Practice, Child Health and Diseases Nursing Practice, Psychiatric Nursing Practice, Public Health Nursing Practice, Nursing Management Practice and Nursing Teaching Practice, Nursing Practice It covers Internship I and Nursing Internship II courses.

## Prerequisite Clinical Practice Courses

**ARTICLE 6- (1)** Nursing Fundamentals I, Nursing Fundamentals II, Nursing Fundamentals II Practice, Internal Medicine Nursing, Internal Medicine Nursing Practice, Surgical Nursing, Surgical Nursing Practice, Gynecology Nursing, Women's Health and Diseases Nursing Practice, Child Health and Diseases Nursing, Child Health and Diseases Nursing Practice, Mental Health and Diseases Nursing, Mental Health and Diseases Nursing Practice, Public Health Nursing Practice courses. For the student to take a prerequisite course, they must have met the prerequisite course attendance requirement.

## Clinical Practice Areas

**ARTICLE 7- (1)** Clinical applications are carried out in Medipol Health Group Hospitals, university hospitals, hospitals affiliated to public unions, family health centres, community health centres, home care centres, nursing homes, kindergartens, rehabilitation centres and schools with the recommendation of the Department Head and the approval of the Directorate.

## Clinical Practice Period

**ARTICLE 8- (1)** Clinical practices start according to the beginning of the fall and spring semester courses and continue until the date specified in the academic calendar. The weekly application period is planned as weekly hours according to the application credit of the course.

## Clinical Practice Hours

**ARTICLE 9- (1)** Clinical practice hours are between 08.00-12.00 or 08.00-16.00. Students must be ready in the clinical practice areas at 08:00 in the morning, wearing their uniforms, and should not leave the practice areas before the specified time is completed.

## Attire

**ARTICLE 10- (1)** Students are obliged to comply with the dress code required by profession in clinical practices.

**Attendance Obligation**

**ARTICLE 11-**

On the obligation to continue School Administrative Board decisions regarding Istanbul Medipol University Associate and Undergraduate Education Regulations are valid. Compensation is mandatory in clinical practice absences.

1. Make-up programs for students who are absent from practice and whose excuses are accepted are arranged by the practice coordinator with the decision of the department board.
2. For students who fail the make-up exam of the practice course, whether they will continue clinical practice in the repetition of the course is determined by the decision of the Department.

**Measurement and Evaluation**

## ARTICLE 12 – (1)

1. The clinical application grade is given by the application coordinator and the application coordinator in line with the evaluation criteria developed according to the characteristics of the course.
2. Two clinical practice grades are given as a midterm exam and a final exam grade for each clinical practice course. 40% of the midterm exam grade and 60% of the final exam grade constitutes the clinical practice success grade.
3. Even if the students fulfil the attendance requirement from the clinical practice course, if the success grade is below 60, they are considered unsuccessful and take the make-up exam of the course. In the make-up exam of the clinical practice course, with the decision of the practice coordinator of the relevant course, the care plan, the case

presentation, report preparation, a practice exam or working in the clinic for a certain period of time, a re-evaluation is made and a make-up grade is given.

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

## THIRD SECTION

Duties and Responsibilities

Duties and Responsibilities of the Practice Coordinator

**ARTICLE 13- (1)** The duties and responsibilities of the application 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 practice at the end-of-term evaluation meetings.
  8. At the end of the application, 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.

## Duties and Responsibilities of the Practice Coordinator

**ARTICLE 14- (1)** The duties and responsibilities of the application 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)** Filling the student evaluation form and forwarding it to the application coordinator.

## Responsibilities of the Student:

**ARTICLE 15-** (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 area without the permission of the application coordinator.
7. Not leaving the application area without the permission of the application player.
8. To give visits to the patients, he cares for at the time determined by the practice director.

(**ı)** Participate in the case presentation at the time determined by the practice coordinator.

(i)Filling out the forms related to all the works they have done and have them signed by the application executive.

## FOURTH SECTION

Final Provisions

**ARTICLE 16-** (1) The provisions of the relevant legislation are valid for matters not included in this Instruction.

**ARTICLE 17- (1)** This Instruction is applicable from the 2017-2018 academic year.

**Execution**

**ARTICLE 18 -** (1) The provisions of this Instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 18/07/2017 and numbered 2017/25-02.