# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF HEALTH SCIENCES

DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION

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 of the practices they will do in the relevant institutions and organizations so that the students of Istanbul Medipol University Physiotherapy and Rehabilitation Department can observe and apply the knowledge and methods they have learned in the theoretical and applied courses they take within the framework of the requirements of the physiotherapy profession.

# Scope

**ARTICLE 2-** (1) This Instruction covers the clinical practice courses of the Department of Physiotherapy and Rehabilitation of the School of Health Sciences of Istanbul Medipol University, the duties and responsibilities of the persons in charge of the clinical practice, and the principles in the supervision and evaluation of the clinical practice.

# 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;

a)University: Istanbul Medipol University,

b)School: School of Health Sciences,

c)Dean: Dean of Istanbul Medipol University School of Health Sciences,

d)Head of the Department: Head of the Department of Physiotherapy and Rehabilitation of the School of Health Sciences,

e)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,

f)Clinical Practice Supervisor: The responsible lecturer of the course applied in the relevant academic year,

g)Clinical Practice Coordinator: The responsible physiotherapist who assigns work and duties to the student in the institution where the clinical practice is carried out, supervises and evaluates him,

h)Practice area: It refers to the public or private institution where the practice will be done.

i)Student Evaluation Form: It is the form that contains the evaluations of the application director on subjects such as the student's attendance, participation in education, and proficiency in applications.

1. Clinical Practice Evaluation File: It is the file prepared for the follow-up and evaluation of the student.

# SECOND SECTION

Clinical Practices and Provisions

**ARTICLE 5 -** (1) Students can practice in institutions and organizations recommended by the Department Head and approved by the School of Dean, and in places such as nursing homes and rehabilitation centers.

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 conducted 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. For the student 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. 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.
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 whose application period is insufficient and whose excuses are accepted are arranged by the Clinical Practice Coordinator with the decision of the department board.
6. Students are obliged to comply with the dress code required by profession in clinical practices.

# Execution of Clinical Practice

**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.
2. Application of Clinical Practice V and Clinical Practice VI courses are compulsory in Neurology, Pediatric Neurology, Orthopedics and Traumatology, Cardiology, Chest Diseases, Physical Medicine and Rehabilitation, Intensive Care and Reanimation clinics, Plastic and Reconstructive Surgery, Cardiovascular Surgery, Sports Health, Public Health. And geriatrics, it is done as an optional. Students must complete eight clinical practices, seven of which are compulsory and one is optional. Clinical practices are carried out under the supervision of a physiotherapist and in units without a physiotherapist, under the physiotherapist's responsibility appointed by the clinical practice coordinator.

# Responsibilities and Duties of Clinical Practice

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

d)Supervising and evaluating clinical practices at practice sites.

# Evaluation of Clinical Practice

**ARTICLE 8 – (**1) Clinical Practice courses are evaluated with midterm and general exam grades.

1. While calculating the course success grade in Clinical Practice I, II, III and IV courses, the application grade obtained based on the Student Evaluation Form is accepted as the midterm exam grade and is evaluated before the general exam. If the department board deems it necessary, a midterm exam can be given instead of a clinical practice course grade.
2. While calculating the course success grade in Clinical Practice V and VI courses, the application grade obtained based on the Clinical Practice Evaluation File 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.

a) In the Clinical Practice Evaluation File, the student's attendance, compliance, and success in clinical practice are evaluated in the section to be filled by the clinical practice director.

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

# GENERAL 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.