# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF HEALTH SCIENCES

 DEPARTMENT OF PROSTHETICS

 AND ORTHOTICS DEPARTMENT

 CLINICAL APPLICATION INSTRUCTION

FIRST SECTION

Aim, Scope, Base and Definitions

Aim

**ARTICLE 1**- (1) The aim of this instruction is to enable the students of Istanbul Medipol University School of Health Sciences Department of Prosthetics and Orthotics to 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 prosthetics-orthotics profession within POMER, other health institutions and organizations and prosthetics-orthotics. To regulate the procedures and principles related to the practices they will do in their workshops.

# Scope

**ARTICLE 2-** (1) This Instruction covers the clinical practice courses of the Department of Orthotics and Prosthetics 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

**ARTICLE4** (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 Orthotics and Prosthetics, School of Health Sciences
5. POMER: Istanbul Medipol University Prosthesis Orthotics Research Center
6. Clinical Practice Coordinator: The lecturer selected from among the lecturers by the Head of the Prothetics-Orthotics Department and appointed as the official and manager of the clinical practice organization,
7. Clinical Practice Supervisor: The responsible lecturer of the course applied in the relevant academic year,
8. Clinical Practice Coordinator: The responsible orthotic prosthesis specialist, technician or staff member who assigns a job and task to the student in the institution where clinical practice is performed, supervises and evaluates him,
9. Practice area: It refers to the POMER and public or private institution where the application will be made.
10. 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. The clinical practice manager fills it in.

# SECOND SECTION

Clinical Practices and Provisions

**ARTICLE 5**- (1) Students can perform orthotics and prosthesis applications in health institutions and orthotic prosthesis workshops recommended by Istanbul Medipol University School of Health Sciences Department of Prosthetics and Orthoticsand approved by the Dean's Office.

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. Clinical Practice V and VI courses are provided in the fourth year Fall and Spring semesters.
2. The provisions of the Istanbul Medipol University Undergraduate degree Education and Training Regulations and the decisions of the university senate are valid for the attendance requirement.
3. If the student fulfils the attendance requirement, even if they fail, they do not have to repeat the course application.
4. 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.
5. Students are obliged to comply with the dress code required by profession in clinical practices.

# Execution of Clinical Practice

**ARTICLE 6 –** (1) Conducting the clinical practice course is based on the following procedures and principles;

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1. Students perform the clinical practice I, II, III, IV, V, VI courses under the supervision of the Clinical Practice Director in the orthotic prosthesis practice workshop recommended by the department.
2. Within the scope of Clinical Practice courses, students have to practice in a workshop for a semester. The scope and nature of the practice to be carried out in the workshop notify the Clinical Practice Coordinator at the beginning of the term 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 in and applying the orthotic prosthesis production process 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. The duties and responsibilities of the Clinical Practice Executive are as follows;
8. Monitoring the student's attendance, directing and supervising their studies during the Clinical Practice.
9. To take the necessary measures for the efficiency of Clinical Practice training.
10. To implement the applications to be made by the student under his supervision.
11. To fill the student evaluation form and forward it to the Clinical Practice Officer.
12. The duties and responsibilities of the Clinical Practice Officer are as follows;
13. To determine the application units and dates of the students who will do Clinical Practice and to send the lists to the relevant institutions,
14. To ensure that the Clinical Practice training is carried out regularly and to supervise the clinical practices at the practice sites,
15. At the end of the application, the student examines the evaluation form and gives the application grade due to the oral, written exam, homework, project assignment and similar evaluations he deems necessary.
16. The duties and responsibilities of the Clinical Practice Coordinator are as follows;
17. To observe the harmony and coordination between clinical practice courses.
18. To ensure coordination with the institutions and organizations where clinical practice training will be held.
19. Necessary measures for the complete execution of clinical practice training

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1. Supervising clinical practices at the practice sites,
2. To make compensation programs for students whose excuses for absenteeism are accepted.

# Evaluation of Clinical Practice

**ARTICLE 8–** (1) Evaluation of Clinical Practice courses is made 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.
2. 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.

# THIRD SECTION

Final Provisions

**ARTICLE 9 - (1)**The provisions of Istanbul Medipol University Undergraduate-Associate Education Regulations and relevant legislation are applied in 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.