

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
FACULTY OF HEALTH SCIENCES
DEPARTMENT OF AUDIOLOGY
CLINICAL PRACTICE DIRECTIVE

CHAPTER ONE
PURPOSE, SCOPE, LEGAL BASIS AND DEFINITIONS

Purpose

ARTICLE 1 –

The purpose of this Directive is to define the clinical practice principles carried out domestically and abroad in order to improve the professional knowledge and skills of Istanbul Aydın University Faculty of Health Sciences Department of Audiology students.

Scope

ARTICLE 2 –

This Directive covers provisions regarding the clinical practices to be carried out by Istanbul Aydın University Faculty of Health Sciences Department of Audiology students: during the semesters in the 5th, 6th, 7th and 8th terms; and during the summer periods following the 4th term and the 6th term.

Legal basis

ARTICLE 3 –

This Directive has been prepared pursuant to the Higher Education Law No. 2547 and the provisions of the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation.

Definitions

ARTICLE 4 –

In this Directive:

a) Rector: the Rector of Istanbul Aydın University,

- b) FHS: the Faculty of Health Sciences,
- c) Audiology Department Board: a three-member board formed—upon the proposal of the Department Chair and with the approval of the Dean—from among teaching staff of the Department of Audiology, of which the Department Chair is a natural member,
- d) Student: students of the Istanbul Aydın University Faculty of Health Sciences Department of Audiology,
- e) Practice Supervisor: the faculty member who audits the adequacy of the center where the student carries out practice,
- f) Internship/Practice Implementer: the person responsible for carrying out the relevant clinical practice in the practice field and for ensuring its implementation within the framework of the planning carried out with the internship supervisor.

CHAPTER TWO

PRINCIPLES REGARDING CLINICAL PRACTICE

ARTICLE 5 – Principles regarding clinical practice

- (1) Students' compulsory clinical practices are carried out in accordance with the Istanbul Aydın University Faculty of Health Sciences Department of Audiology course curriculum.
- (2) Each student is obliged—pursuant to this Directive—to complete an internship at centers approved by the IAU Faculty of Health Sciences Audiology Department Board in order to gain practical work experience, improve practical skills, and direct their career.
- (3) Internship content is determined depending on the student's school term.
- (4) In the summer internship after the 4th term and the in-term internship in the 5th term: patient communication, pure-tone audiometric measurement and tympanometric measurement practices are included.
- (5) In the summer internship after the 6th term and the in-term internships in the 6th–7th–8th terms: in addition to the practices listed above, electrophysiological test methods and pediatric audiology practices are included.

ARTICLE 6 – Clinical practice periods

- (1) This Directive covers the provisions regarding the clinical practices to be carried out by students during the semesters in the 5th, 6th, 7th and 8th terms and during the summer periods following the 4th term and the 6th term.

(2) In-semester clinical practices are carried out on weekdays: 1 day / 8 hours. In the summer term, they are carried out between the dates determined by the Department of Audiology in the academic calendar (between the start of the summer break and the start date of courses of the following term).

(3) Planning is made as 20 business days in the summer term following the 4th semester and 30 business days in the summer term following the 6th semester.

(4) Students notify the Department Chairship—together with application and acceptance documents—of the place where they wish to do their internship: for weekday (in-term) internship before selecting courses for the new term; and for summer internship within the spring semester.

(5) They start their internship upon the approval of the Practice Supervisor and the Department Chairship.

ARTICLE 7 – Clinical practice fields

(1) Clinical practices are carried out in specific laboratories within public and private health institutions deemed appropriate by the FHS Audiology Department Board; in public and private institutions with which a mutual protocol has been signed through an inter-institutional contract; and in similar institutions abroad.

(2) The Practice Supervisor faculty member decides whether the selected health institution is adequate for the relevant practice of professional theoretical courses.

ARTICLE 8 – Clinical practice contents

(1) Clinical practice content is determined in line with the recommendations of the course instructors so that it is compatible with the content of the professional courses taken, and it is announced by the Department Chair.

(2) The Practice Supervisor prepares the “Clinical Practice Evaluation Form”. Students must record all work they perform on the relevant forms and have them approved by the Internship/Practice Implementer.

(3) At the end of the internship, evaluation forms are delivered to the Practice Supervisor.

ARTICLE 9 – Attendance requirement

(1) Attendance in clinical practice is mandatory. However, with a valid reason and with the approval of the relevant faculty member, the student may be absent up to 20% of the total practice hours included in that course.

(2) Excused absences accepted by the Practice Supervisor are completed by adding the missed hours to the end of the internship.

(3) Regardless of the reason, a student whose absence exceeds 20% must repeat the internship in full.

(4) Attendance is carried out in accordance with the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation.

(5) Validity of student health reports is determined in line with the Istanbul Aydın University Student Health Affairs and Health Reports Directive.

(6) It is the student's responsibility to notify the Practice Supervisor prior to the practice if they will be unable to attend.

ARTICLE 10 – Rules to be observed in the clinical practice field

(1) Students must comply with the workplace regulations of the institution where they conduct clinical practice; the internal order of the institution; and the rules regarding discipline and occupational safety.

(2) Students who do not fulfill the duties assigned within the scope of the clinical practice program and who do not comply with the rules are reported by the Practice Supervisor to the Department Chair.

ARTICLE 11 – Duties and responsibilities of the intern student

The student:

a) must comply with the working and safety rules, order and discipline, dress code rules and working hours of the institution where they conduct practice,

b) must notify the Practice Supervisor of their inability to attend practice, with justification, provided that they do not exceed the absence limit,

c) must comply with the determined internship program; and cannot change the internship period or the institution where the internship will be carried out without the approval of the Practice Supervisor,

d) should maintain good and positive relations in the practice field,

e) should take care to use all tools and equipment carefully in the practice field,

f) may conduct tests and receive patients under the supervision of the Internship/Practice Implementer,

g) must not leave the practice field without the permission of the Internship/Practice Implementer,

h) must have the forms including their work in the practice field approved by the Internship/Practice Implementer,

i) must keep their mobile phone switched off in practice areas,

k) may not take photos, make audio/video recordings, publish or share them without permission in practice areas.

All responsibility arising from failure to fulfill these obligations belongs to the student. Otherwise, procedures are carried out pursuant to the provisions of the Regulation on Student Discipline in Higher Education Institutions.

CHAPTER THREE

DUTIES AND RESPONSIBILITIES OF OFFICIALS; EVALUATION

ARTICLE 12 – Duties and responsibilities of the Internship/Practice Implementer

The clinical practice implementer is an audiologist working in the institution where the internship is conducted.

- a) Must facilitate the intern student's adaptation to the practice field.
- b) Must provide learning opportunities to the intern student.
- c) Must set an example in clinical practices.
- d) Must evaluate the work forms in the practice field and share them with the student.
- e) Must continuously guide the student.
- f) Must keep the student's practices under their supervision.
- g) Must give their opinion to the Practice Supervisor regarding the student's participation in clinical practices.
- h) Must fill in the clinical evaluation form, approve the student's daily work, and give an opinion about the student's practice competence.

ARTICLE 13 – Duties and responsibilities of the Practice Supervisor

The Clinical Practice Supervisor is the Department Chair or a faculty member assigned by the Department Chair.

Depending on the academic calendar, they determine the dates of in-term and summer internships and submit them to the Department Chair for approval.

- a) Must make arrangements that will facilitate intern students' adaptation to the practice field.
- b) Must remain in continuous communication with the intern student and the Internship/Practice Implementer.
- c) Collects and evaluates the end-of-practice evaluations of the Internship/Practice Implementer and the student.

- d) Evaluates practice forms and provides feedback to the student.
- e) Presents their opinions regarding the practice in end-of-term evaluation meetings.

ARTICLE 14 – Evaluation of the internship

- 1) At the end of the in-term clinical practice: students' practices and active participation during the day are evaluated by reviewing the internship file and obtaining the opinion of the Internship/Practice Implementer. Students who demonstrate sufficient attendance and competence to take the end-of-internship exam are taken to an oral/practical exam conducted by the Practice Supervisor. A student who is successful is deemed to have completed the credit of this course.
- 2) A student who is absent or unsuccessful in the exam must repeat the internship.
- 3) In summer term internships: the evaluation opinion of the Internship/Practice Implementer is taken as basis. The student's success status is indicated on the internship evaluation form. Students must submit the document showing that they have successfully completed the internship to the department or student affairs no later than 10 days after the end of the internship.
- 4) An unsuccessful student must repeat the internship.
- 5) Evaluation results are reported to the Audiology Department Chair and the Directorate of Student Affairs.

ARTICLE 15 – Objection

A student who will object to the evaluation must apply with a petition to the unit administration within seven (7) business days following the announcement of the results. This objection is evaluated and concluded by the unit/sub-unit practice commission.

ARTICLE 16 – Internship abroad

In case clinical practice is conducted abroad, the same documents are prepared in English.

CHAPTER FOUR GENERAL PROVISIONS

Entry into force

ARTICLE 17 –

This Directive enters into force—effective as of the 2015–2016 Academic Year—upon the approval of the Istanbul Aydın University Faculty of Health Sciences Board and the Istanbul Aydın University Senate.

ARTICLE 18 –

This Directive is updated in case of amendments to the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation and to the curriculum.

ARTICLE 19 –

Matters not included in this Directive are decided by the Faculty of Health Sciences Board—upon the recommendations of the Audiology Department Chair—in accordance with the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation.