

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

CHAPTER ONE
Purpose, Scope, Legal Basis, Definitions and Abbreviations

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 Nursing students.

Scope

ARTICLE 2 –

The provisions of this Directive cover the clinical practice processes to be carried out by Istanbul Aydın University Faculty of Health Sciences Department of Nursing students.

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 and abbreviations

ARTICLE 4 –

In this Directive:

- a) Rector: the Rector of Istanbul Aydın University,
- b) FHS: Faculty of Health Sciences,

- c) ND: Department of Nursing,
 - d) ND Chair: Chair of the Department of Nursing,
 - e) ND Nursing Board: the board of faculty members/teaching staff of the Department of Nursing,
 - f) Student: students of the Istanbul Aydın University Faculty of Health Sciences Department of Nursing,
 - g) Practice Implementer: the person responsible for conducting the relevant clinical practice in the practice field,
 - h) Practice Supervisor: the teaching staff member responsible for the theory and practice of the relevant course,
 - i) Early Warning Form: the form used to inform students who have not demonstrated sufficient academic development in a course and to support them in completing their academic development,
 - i) Invasive Procedure: procedures that impair the integrity of the patient's skin (such as establishing intravenous access, intramuscular injection) or procedures performed by entering the patient's body cavities (such as insertion of a nasogastric tube, urinary catheterization),
 - j) Internship program: the practices aimed at integrating students' pre-graduation practical courses and enabling them to gain professional awareness and experience,
 - k) Internship Practices: the practices of the internship courses of Internal and Surgical Diseases Nursing, Obstetrics and Women's/Child Health and Diseases Nursing, and Mental Health Diseases/Public Health Nursing,
 - l) Internship Coordinator: the teaching staff member responsible for coordinating internship practices,
 - m) Practice Grade: the grade that students receive based on their practice and laboratory evaluation grade and/or project report,
- shall mean.

CHAPTER TWO

Principles Regarding Clinical Practice

ARTICLE 5 –

Students' compulsory clinical practices are carried out in accordance with the Istanbul Aydın University Faculty of Health Sciences Department of Nursing curriculum.

Clinical Practice Periods

ARTICLE 6 –

In line with the academic calendar, clinical practices are carried out on weekdays in parallel with the relevant professional courses in each semester; and in the 8th semester, within the scope of the internship program. Summer-term and night internships may be conducted within the internship program.

Clinical Practice Fields

ARTICLE 7 –

Clinical practices are carried out in public and private institutions and organizations deemed appropriate by FHS ND faculty members/teaching staff and with which a mutual protocol has been signed through an inter-institutional agreement, as well as in similar institutions abroad.

In addition, clinical practices may be carried out in foster homes, nursing homes, childcare homes and rehabilitation centers deemed appropriate by the teaching staff member.

The clinical practice field conducted within professional courses is selected and planned by the relevant course instructor.

ARTICLE 8 –

In internship clinical practices, practice fields are determined within the scope of compulsory and elective courses taken in theoretical courses.

In the summer-term clinical practice of the internship program, students' preferences are taken into consideration as far as possible.

Clinical Practice Contents

ARTICLE 9 –

Clinical practice consists of students' work to sustain—through observations and practices—the knowledge and skills they have acquired during their education, in public or private institutions and organizations providing health services.

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

The Practice Supervisor prepares the content of the “Clinical Field Practice Skills Form, Care Plan and Student Evaluation Form”. Students are obliged to complete the forms regarding all studies they perform and to submit them to the Practice Implementer.

A student observed to be unsuccessful in laboratory and clinical practices is given an “Early Warning Form” by the instructors who are members of the course implementation board.

Cheating

ARTICLE 10 –

A student who is determined to have cheated or attempted to cheat in laboratory and clinical practices; who is determined to have made quotations without citing sources; or who is determined to have prepared an assignment with fabricated/fictitious information, receives an F grade in the practice grade and a disciplinary investigation is initiated.

Attendance Requirement

ARTICLE 11 –

Attendance in clinical practice is mandatory. However, with a valid reason and with the approval of the relevant teaching staff member, the student may be absent up to 30% of the total practice hours included in that course.

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

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

It is the student's responsibility to inform the relevant teaching staff member before the practice if they will be unable to attend.

Rules to Be Observed in the Clinical Practice Field

ARTICLE 12 –

Students are obliged to comply with the workplace regulations of the institution where they conduct clinical practice; the internal order of the institution; and the rules related to discipline and occupational safety, and to set an example for their environment through their behavior.

Students who do not perform the duties assigned within the scope of the clinical practice program and who do not comply with the rules are reported by the relevant teaching staff member to the ND Nursing Board.

Dress Code

ARTICLE 13 –

In laboratory and clinical practice areas, students are obliged to comply with the uniform integrity determined by the University.

Uniform integrity includes: wearing the standard student uniform bearing the Istanbul Aydın University emblem and name; navy/white shoes; white socks; a cardigan that does not cover the student emblem; personal hygiene and appearance (for male students: keeping haircut neat and shaving daily; avoiding excessive jewelry and makeup; tying long hair in a braid or bun; for

students wearing headscarves: using plain white headscarves and caps worn underneath; after tying the headscarf, gathering the remaining part inside the uniform collar at the neck and nape; and ensuring that headscarves and cardigans do not prevent surgical and aseptic handwashing in all practice areas and do not touch patient care equipment and areas).

In other practice areas, it is essential to comply with special dress requirements of the relevant practice area (e.g., wards, intensive care units, operating rooms, etc.).

The Practice Implementer wears a white coat or navy uniform. The student and the Practice Implementer are obliged to wear an ID card.

ARTICLE 14 –

Students are obliged to use well the tools, materials and facilities they use in the institution where they conduct clinical practice. Institution managers have the right to pursue legal remedies against those who act otherwise.

ARTICLE 15 –

Students' working status and attitudes/behaviors are evaluated by the ND Nursing Board when necessary.

Duties and Responsibilities of the Intern Student

ARTICLE 16 –

- a) To comply with the working and safety rules, order and discipline of the institution where the student conducts practice (dress code, working hours, hospital and care standards),
- b) Provided that they do not exceed the absence limit, to inform the relevant teaching staff member before the practice that they will be unable to attend,
- c) To fulfill the duties and responsibilities requested from them in the practice field,
- ç) To maintain good and positive relations in the practice field,
- d) To take care to use all tools and equipment carefully in the practice field,
- e) To participate in treatment/practice under the supervision of the Practice Implementer,
- f) Not to change the practice field without the permission of the Practice Supervisor,
- g) Not to leave the practice field without the permission of the Practice Implementer,
- h) To submit to the Practice Implementer the forms containing their work in the practice field (practice reports, practice skills list, care plan, etc.),
- i) To provide rounds (ward visits) for patients they provide care for at the time determined by the Practice Implementer,

- i) To participate in case presentations at the time determined by the Practice Implementer,
- j) Not to perform any invasive procedure in practice areas without the permission and supervision of the relevant teaching staff member/clinical nurse,
- k) To keep their mobile phone switched off or in silent mode in practice areas,
- l) Not to take photos, make audio/video recordings, publish or share them without permission in practice areas.

Duties and Responsibilities of the Practice Implementer

ARTICLE 17 –

- a) To ensure the intern student's adaptation to the practice field,
- b) To help the intern student develop attainable goals,
- c) To provide learning opportunities to the intern student,
- ç) To be a role model in clinical practices,
- d) To evaluate work forms in the practice field and provide feedback to the student,
- e) To continuously guide the student,
- f) To have the student perform practices under their supervision,
- g) To ensure/enable the intern student to participate in rounds, case presentations and trainings in the practice field,
- ğ) To fill in the clinical evaluation form and give the practice grade,
- h) If assigned by the Department Chairship, to provide consultancy for internship students' graduation projects.

Duties and Responsibilities of the Practice Supervisor

ARTICLE 18 –

- a) To organize planning and programs that will facilitate intern students' adaptation (rotation, orientation, determining practice fields, etc.),
- b) To remain in continuous communication with the intern student and the Practice Implementer,
- c) To provide consultancy to the Practice Implementer regarding guidance for the intern student,
- ç) To review the end-of-practice evaluations of the Practice Implementer and the student,
- d) To evaluate practice forms and provide feedback to the student,

- e) To guide and evaluate rounds and case presentations,
- f) To provide feedback regarding the practice in end-of-term evaluation meetings.

Duties and Responsibilities of the Internship Coordinator

ARTICLE 19 –

The Internship Coordinator is assigned by the Department Chair from among teaching staff and ensures coordination of internship practices.

- a) Determines practice start and end dates according to the academic calendar; determines the list of students who will conduct practice, practice fields, and the teaching staff member(s) who will work with students; and organizes the practice rotation.
- b) Follows up the preparation of documents to be sent to institutions/organizations where practice will be conducted and their delivery to the relevant persons, institutions and organizations.
- c) Examines problems arising during the conduct of practice, helps their solution and, when necessary, conveys them to the Department/Division Chair.
- ç) Ensures that evaluation is carried out at the end of practice education.

Evaluation of the Practice

ARTICLE 20 –

Each student is supervised and evaluated by a Practice Implementer in the unit where the student conducts practice.

The student submits to the relevant teaching staff member the work conducted in clinical practice, the records kept, the notebook and the patient care plans.

Students are evaluated by the Practice Implementer in terms of theoretical knowledge, practical skill, work discipline, performance, communication, record keeping, etc. in the practice work they have carried out. While evaluating, the Practice Implementer also takes into account the opinions of institutional employees in the unit where the student works.

The evaluation result is recorded on the “Student Evaluation Form” and is signed by the teaching staff member responsible for the course. Evaluation results are reported to the Department Chair and the Directorate of Student Affairs.

ARTICLE 21 –

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

Clinical Practice Abroad

ARTICLE 22 –

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

CHAPTER THREE
Final Provisions

Entry into force

ARTICLE 23 –

This Directive enters into force after being adopted by the Istanbul Aydın University Senate.

ARTICLE 24 –

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

ARTICLE 25 –

Matters not included in this Directive are decided by the Department Board in accordance with the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation, upon the recommendations of internship supervisors.

Execution

ARTICLE 26 –

This Directive is executed by the Istanbul Aydın University ND Chair.