

T.C.
ISTANBUL AYDIN UNIVERSITY
FACULTY OF HEALTH SCIENCES
PHYSIOTHERAPY AND REHABILITATION DEPARTMENT
CLINICAL PRACTICE DIRECTIVE

PURPOSE, SCOPE, BASIS AND DEFINITIONS

ARTICLE 1-) The purpose of this directive is to determine and set the principles to be implemented in the Clinical Summer Internships of Istanbul Aydın University Faculty of Health Sciences Department of Physiotherapy and Rehabilitation undergraduate students at the end of the fourth and sixth semesters in order to improve their vocational knowledge and skills at home and abroad as well as the clinical practice guidelines for the Clinical Practice I and Clinical Practice II courses taken in the Intra-semester in their last year.

ARTICLE 2-) Second year 4th semester compulsory FTR230 Clinical Summer Internship, 3rd year 6th semester compulsory FTR330 Clinical Summer Internship and final year FTR411 Clinical Practice I and FTR412 Clinical Practice II.

ARTICLE 3-) This directive has been prepared in accordance with the provisions of the Higher Education Law No. 2547 and the Associate Degree - Undergraduate Education, Teaching and Examination Regulations of Istanbul Aydın University.

ARTICLE 4-) Following statements implies the following:

a) SBF: Istanbul Aydın University Faculty of Health Sciences

b) Department of Physiotherapy and Rehabilitation Board: The board formed by the faculty members and staff of Istanbul Aydın University Physiotherapy and Rehabilitation Department,

c) Students: Istanbul Aydın University Physiotherapy and Rehabilitation Department students,

d) Practice Supervisor: The lecturer who supervises the competence of the center student is working in,

e) Practice Coordinator: The instructor/physiotherapist responsible for conducting the relevant clinical practice in the field of practice.

PRINCIPLES ON CLINICAL PRACTICE

ARTICLE 5-) Mandatory clinical summer practice and clinical applications of the students are carried out in accordance with the course curriculum of Istanbul Aydın University SBF Physiotherapy and Rehabilitation Department. Each student is obliged to make or repeat his/her internship in accordance with the provisions of this directive in the health institutions that are considered to be appropriate by IAS SBF Physiotherapy and Rehabilitation Department Board in the semesters deemed appropriate.

INSTITUTIONS APPLICABLE IN CLINICAL PRACTICE

ARTICLE 6-) The internships of the IAU SBF Physiotherapy and Rehabilitation Department students are carried out in public and private institutions signed with mutual protocol between the two institutions and in similar institutions abroad in the rehabilitation units and clinics within public and private health institutions deemed applicable by IAU SBF Physiotherapy and Rehabilitation Department Board. Practice Supervisor decides whether the health institutions are applicable for internship - clinical practice or not.

For Clinical Summer Internships, students are required to submit their application to the Department Head with application and admission documents prior to the spring semester mid-term exam dates. If This notification is deemed appropriate by the relevant organization and the Head of Department and the Practice Supervisor, the student will perform their internship at this institution. The student performs his/her internship by monitoring and joining the practice coordinator and physiotherapist controlled exercise therapy, electrotherapy and rehabilitation exercises.

CLINICAL APPLICATION CONDITIONS

ARTICLE 7-) Each student has to perform his/her internship during the semesters and dates shown in the education program of the IAU SBF Department of Physiotherapy and Rehabilitation.

Students are required to fulfill the following prerequisites in order to take Clinical Summer Practice and Clinical Practice courses:

a) FTR 230 Clinical Summer Internship course pre-requisite: To have at least DD from at least three of the theoretical and practical vocational courses of the first and second classes the codes and names are given below:

- 1) FTR 116 Heat Light Hydrotherapy
- 2) FTR 213 Basic Measurement and Evaluation in Physiotherapy
- 3) FTR 214 Treatment Movement Principles
- 4) FTR 215 Electrotherapy I
- 5) FTR 216 Electrotherapy II
- 6) FTR 217 Manipulative Treatment I
- 7) FTR 218 Manipulative Treatment II

b) FTR 330 Clinical Summer Internship course pre-requisite: Passing the FTR 230 Clinical Summer Internship course with at least DC and passing at least three of the following third year rehabilitation courses with DD:

- 1) FTR 311 Neurophysiological Approaches I
- 2) FTR 312 Neurophysiological Approaches II
- 3) FTR 313 Pediatric Rehabilitation
- 4) FTR 314 Neurological Rehabilitation
- 5) FTR 317 Pulmonary Rehabilitation
- 6) FTR 319 Orthopedic Rehabilitation
- 7) FTR 322 Cardiac Rehabilitation

c) FTR 411 Clinical Practice I course pre-requisite: passing the FTR 330 Clinical Summer Internship course with at least DC.

d) FTR 412 Clinical Practice II course pre-requisite: FTR 330 Clinical Summer Internship course with at least DC.

e) FTR 411 and FTR 412 Clinical Practice I and II courses pre-requisites:

- 1) To have internship in Neurological Rehabilitation units; passing the following courses, with attendance: FTR311 Neurophysiological Approaches I, FTR312 Neurophysiological Approaches II and FTR314 Neurological Rehabilitation.
- 2) To have internship in Orthopedic Rehabilitation units; passing the FTR319 Orthopedic Rehabilitation course, with attendance.
- 3) To have internship in Pediatric Rehabilitation units; passing the FTR313 Pediatric Rehabilitation course, with attendance.
- 4) To have internship in Cardiopulmonary Rehabilitation units; passing the following courses, with attendance: FTR317 Pulmonary Rehabilitation, FTR322 Cardiac Rehabilitation.
- 5) Students who did not take FTR 312 Neurophysiological Approaches II and FTR 322 Cardiac Rehabilitation can have internships in neurological rehabilitation and cardiopulmonary rehabilitation units in the last internship of the second term, provided they take these courses. However, if they fail due to absence from these courses, internships are not accepted.

CLINICAL APPLICATION PERIODS

ARTICLE 8-) Second year fourth semester clinical summer internship and third year sixth semester clinic summer internship have 4 weeks (20 working days) attendance requirements. Some acceptable special circumstances of the student may allow them to have Clinical Summer Internship at another time on the request with the approval of the Head of Department.

Fourth grade seventh semester Clinical Practice I and fourth grade eighth semester Clinical Practice II courses are conducted in the academic calendar period, in the period determined in each semester and in the units of the health institutions accepted by the Department Board.

- a) **Compulsory Internships within the FTR 411 Clinical Practice I and FTR 412 Clinical Practice II courses:**
- 1) **General FTR-I**
 - 2) **General FTR-II**
 - 3) **Neurological Rehabilitation**
 - 4) **Orthopedic Rehabilitation**
 - 5) **Pediatric Rehabilitation**
 - 6) **Cardiopulmonary Rehabilitation**
- b) **Elective Internships within the FTR411 Clinical Practice I and FTR 412 Clinical Practice II courses:**
- 1) **Geriatric Rehabilitation**
 - 2) **Intensive Care Rehabilitation**
 - 3) **Rheumatological Rehabilitation**
 - 4) **Women's Health and Gynecological Rehabilitation**
 - 5) **Hand Rehabilitationu**
 - 6) **Public Health Rehabilitation**
 - 7) **Athlete Health Rehabilitation**
- c) **3 compulsory internships (1 month on average) and 1 elective internship (2 weeks on average) are separately carried out during both 7th and 8th semesters in the academic calendar within the scope of Clinical Practice I and II.**
- d) **Students are required to complete the General FTR-I (Physiotherapy and Rehabilitation-I) internship in the 7th semester and two of the compulsory internships and one of the elective internships.**
- e) **Students are required to complete the General FTR-II (Physiotherapy and Rehabilitation-II) internship in the 8th semester and also the remaining two internships from the compulsory internships and the remaining one internship from the elective internships that they have not done in the 7th semester.**

COMPULSORY ATTENDANCE IN CLINICAL PRACTICES

ARTICLE 9-) Attendance is compulsory in Clinical Summer Internships. Compulsory attendance in Clinical Practices I and II is determined in accordance with Istanbul Aydın University Associate's Degree-Bachelor's Degree, Teaching and Examination Regulations.

The duration of daily working hours is at least 6 hours in Internships-Clinical Practices and students have to comply with the working hours of the institutions where they do internships-clinical practices. The students, whose excuses are acknowledged by the Presidency of the Department and the instructors who are supervisors, are given the right of compensation.

CLINICAL PRACTICE DIRECTIVE

RULES TO BE COMPLIED WITH IN THE FIELD OF CLINICAL PRACTICE

ARTICLE 10-) Students must comply with the workplace regulations which the institution is affiliated to and the internal order, the rules on discipline and work safety of the institution where they do clinical practices. The students who do not fulfill the tasks and do not comply with the rules given under the clinical practice program are notified to the Head of the Department by supervisors.

TASKS AND RESPONSIBILITIES OF AN INTERN STUDENT

ARTICLE 11-)

- a) **The student must comply with the working and safety rules, order and discipline, dress code rules during working hour of the institution where he/she is doing clinical practice.**

- b)** The student must comply with the internship program prepared by the Presidency of the Department. He/she cannot change the internship period and the institution where he/she will do internship without taking the approval of his/her supervisor.
- c)** The student must be in good and positive relations in the field of practice.
- d)** The student must be careful to use all kind of equipment and regulators in the field of practice.
- e)** The student can welcome patients, carry out evaluations and treat the patients under his/her supervisor's watch.
- f)** The student must not leave the field of practice without the supervisor's permission.
- g)** The student must have his/her supervisor acknowledge the forms containing his/her works in the field of application.
- h)** The student must keep his/her mobile phone turned off in the field of application.
- ı)** The student cannot take photographs, record video or voice in the field of practice, publish or share them.
- j)** The student is obligated to take delivery of his/her training record book at the dates determined by the Board of the Department and deliver it at the end of the internship. If the student does not deliver his/her training record book on the specified dates, it will be accepted that the student has not done internship.
- k)** The student has to perform the tasks required by the internship completely and in a timely manner.
- l)** The student who is going to do internship abroad has to translate the training record book into the language of the country where he/she is going to do internship. After submitting this translation for the approval of the Presidency of the Department, the student must fill in the training record book, then he/she must have the supervisor approve this book and finally he/she must translate it back to Turkish.

Any liability arising out of failure to fulfill these obligations belongs to the student. Otherwise, legal action is taken against the student in accordance with the provisions of Higher Education Institutions Student Discipline Regulations.

RESPONSIBLE PEOPLE OF CLINICAL PRACTICE AND THEIR TASKS

ARTICLE 12-) Responsible people of internship and their tasks are as follows;

a) Head of the Department: He/she is the highest level authority and manager of clinical practice organization. This authorization may be transferred to a faculty member deemed eligible in the Department of Physiotherapy and Rehabilitation Faculty of Health Sciences of IAU by the Head of the Department.

The Tasks of the Head of the Department;

- Taking the necessary precautions to ensure that clinical practice training is carried out perfectly,
- Carrying out the necessary official correspondence with the institutions where the internship training will be held.

b) Supervisor: Supervisor of clinical practice is the head of the department or an instructor appointed by the head of the department.

The Tasks of the Supervisor;

- Determining the start and end dates of the internship based on the academic calendar and submitting this information to the approval of the Head of the Department,
- Determining the students to do internship, the internship units and the durations of the internships, and sending these lists to the internship institutions.
- Ensuring that the internship training is carried out on a regular basis,
- Being in constant communication with intern students and coordinators,
- Supervising internship practices at internship places,

- Collecting and evaluating the practice result assessments of the coordinator and the student,
- Evaluating the practice forms and giving feedback to the student,
- Presenting opinions on practices at the end-of-period evaluation meetings.

c) Coordinator: Coordinator of clinical practice is an instructor at IAU Department of Physiotherapy and Rehabilitation or a physiotherapist working at the internship place.

The Tasks of the Coordinator;

- Adapting the intern student to the field of practice,
- Providing opportunities for the intern student to learn,
- Being an example in clinical practices,
- Evaluating the studying forms in the field of practice and sharing them with the student,
- Constantly guiding the student,
- Keeping a close watch on the practices of the student,
- Expressing opinions to the supervisor about the participation of the student to the clinical practices,
- Filling up the internship form, approving the daily works of the student and expressing opinions about the student's ability to practice,
- Watching the student's non-continuance, guiding and evaluating the works of the student during the internship,
- Taking the necessary precautions to ensure that the internship training is sufficient,
- Evaluating the student's internship studies, stating a grade out of full marks, 100 (one hundred), on the internship evaluation form, and sending this form to the supervisor.

EVALUATION OF CLINICAL PRACTICES

ARTICLE 13-) Internship achievements of students, who have discharged the responsibility of compulsory attendance, are evaluated as follows:

a) Evaluation of 4th and 6th semesters FTR230 and FTR330 compulsory Clinical Summer Internship courses of students:

- The supervisor evaluates the "Internship Assessment Form" sent by the Presidency of the Department, taking into consideration the performance of the student during the internship and gives an internship grade out of 100 (one hundred).
- A committee consisting of the two instructors appointed by the Head of the Department and the supervisor evaluates the "Internship Assessment Form" submitted by the student, and gives a grade out of 100 (one hundred) by subjecting the student to written or oral/practical examination if necessary.

The success grade of the internship is calculated by taking the average of both grades. If the grade is less than 70, the student is considered unsuccessful and has to repeat this internship.

b) The written, oral and practical midterms and final exams for the students' 7th and 8th semesters FTR411 Clinical Practice I and FTR412 Clinical Practice II courses are held in line with Istanbul Aydın University Associate's Degree-Bachelor's Degree Education, Training and Examination Regulation by the course instructors. A successful student is considered to have completed the credits of the clinical practice of this year. Unsuccessful students must repeat their practices in accordance with the condition of compulsory attendance.

GENERAL PROVISIONS

ARTICLE 14-) This directive enters into force with the approval of Istanbul Aydın University Faculty of Health Sciences Council and the Senate of Istanbul Aydın University as being valid from academic year 2016-2017.

ARTICLE 15-) This directive is updated in the event of changes in Istanbul Aydın University Associate's Degree-Bachelor's Degree Education, Training and Examination Regulation and the Curriculum.

ARTICLE 16-) The subjects that are not included in this directive are concluded by Istanbul Aydın University Faculty of Health Sciences Council upon the suggestions of the Head of the Department of Physiotherapy and Rehabilitation.