

**UNIVERSITY OF KYRENIA**  
**FACULTY OF HEALTH SCIENCES**  
**LABORATORY, CLINICAL, FIELD APPLICATION PRINCIPLES**

**CHAPTER ONE**

**Purpose, Scope, Basis and Definitions**

***PURPOSE***

**ARTICLE 1.** The purpose of this directive is to regulate the procedures and principles regarding the planning, execution and evaluation of the domestic and international clinical, field or laboratory applications of the vocational courses of the students studying at the University of Kyrenia Faculty of Health Sciences, to determine the duties of the Faculty laboratory, clinical, field application commission and the responsible lecturer regarding the laboratory, clinical, field application and to determine the principles and rules that students must comply with.

***SCOPE***

**ARTICLE 2.** This directive covers the procedures and principles, duties and the principles and rules to be followed regarding the planning, execution and evaluation of the clinical, field or laboratory applications of the vocational courses of the students studying at the University of Kyrenia Faculty of Health Sciences at home and abroad.

***BASIS***

**ARTICLE 3.** This directive has been prepared in accordance with the provisions of the Higher Education Law No. 2547, the Minimum Criteria (in Health, Health Related or Related Programmes) numbered 75850160-301.01.01.01- E.7150 and dated 25.01.2019 and the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

***DEFINITIONS***

**ARTICLE 4.** In this directive;

- a) University of Kyrenia,

- b) **Faculty:** Faculty of Health Sciences,
- c) **Dean:** Dean of the Faculty of Health Sciences,
  
- d) **Faculty Board of Directors:** The Board of Directors of the Faculty of Health Sciences,
- e) **Head of Department:** Head of the relevant department of the Faculty of Health Sciences,
- f) **Department Board:** The relevant Department Board of the Faculty of Health Sciences,
- g) **Student:** Students of the Faculty of Health Sciences,
- h) **Vocational Practice:** The application made in the real work environment in order to transfer the theoretical knowledge and skills gained by the students during their education period to the practice in order to meet the qualifications in the undergraduate education and training programme,
- i) **Vocational Practice Area:** Institutions providing preventive, therapeutic and rehabilitative health services in Turkey and / or abroad, which are deemed appropriate by the Faculty Dean's Office,
- j) **Professional Practice Commission:** The commission consisting of at least three people, at least one of whom is a faculty member, consisting of the professional practice coordinator and professional practice responsible by the relevant Department Head,
- k) **Professional Practice Coordinator:** The lecturer responsible for the coordination of professional practice,
- l) **Professional Practice Supervisor:** Instructor(s) responsible for the planning, execution and evaluation of the professional practice,
- m) **Professional Practice Coordinator:** The person who assigns, trains, evaluates and supervises the student in the institution where vocational practice is carried out,
- n) **Prerequisite Application:** One or more of the courses in the lower semesters / years of the professional practice that is required to be achieved / continued,
- o) **Professional Practice File:** The file prepared by the department lecturers and evaluated by the Professional Practice Supervisor / Supervisors assigned for that year at the beginning of the academic year, including all kinds of forms, documents and report samples and attendance charts,
- p) **Professional Practice Examination Commission:** The professional practice

- q) examination commission established by the decision of the Department Board, when necessary,
- r) **Professional Practice Grade:** Defines the grade given according to the rules specified in the course / practice syllabus and evaluation form during the professional practice of the students.

## PART TWO

### **Principles Regarding the Conduct of Professional Practices**

#### ***DUTIES, AUTHORISATIONS AND RESPONSIBILITIES***

##### **ARTICLE 5.**

- a) **Head of Department:** Takes necessary measures for the execution of practical courses by convening the Department Board. He/she conducts official correspondence and inspections in the application areas.
- b) **Department Board:** Professional practice coordinator by meeting under the chairmanship of the Head of the Department, professional Application responsible(s) and identification of the professional practice organiser(s), professional takes decisions on the formation of the application commission and the execution of practical courses.
- c) **Professional Practice Commission:** It consists of the professional practice coordinator and responsible persons assigned by the Department Board. This commission is responsible for the planning and execution of the professional practice course, the solution of the problems that arise during the operation and the evaluation of the application process.
- d) **Professional Practice Coordinator:** Provides the coordination of the vocational practice course together with the vocational practice supervisor(s). Organises the practice rotation. It follows the preparation of the documents to be sent to the institutions or organisations to be applied and sends them to the relevant persons, institutions and organisations. Examines the problems that arise during the execution of the application, helps to solve them and forwards them to the head of the department / department when necessary.

- e) **Vocational Practice Supervisor:** Determines the lists of students who will practice and the vocational practice areas. Ensures that the evaluation is carried out at the end of the application and informs the application coordinator.
- f) **Professional Practice Coordinator:** It consists of lecturers responsible for the execution of professional practices and / or undergraduate graduates with at least 2 years of experience, preferably with postgraduate education. The professional practice
- g) coordinator carries out the practice studies and inspections in coordination with the professional practice coordinator and supervisor. It takes the necessary precautions for the application to be efficient. During the execution of the practice, the attendance and skills of the students

periodically supervises. Evaluates the work done by the students at the practice sites and gives feedback to the student. Transmits the evaluation results to the professional practice supervisor.

- h) **Professional Practice Examination Commission:** If necessary, if it is included in the course syllabus, it is formed by the Department Board from the Professional Practice Supervisor and / or department faculty members / staff, and conducts and evaluates the "Professional Practice Exam" in written and / or oral, theoretical and / or practical with the decision of the Department Board.

## ***PROFESSIONAL PRACTICE PLACES***

### **ARTICLE 6.**

(1) Professional practice, in Turkey or abroad, as deemed appropriate by the Head of the Department or the Professional Practice Commission,

- a) Hospitals and administrative units of universities, public institutions and organisations
- b) Research and Application Centres of Universities
- c) Private Health Institutions,
- d) Community Health Centres,
- e) Family Health Centres,
- f) Psychological Counselling and Guidance Centres

- g) Nursing Homes,
- h) Home care institutions,
- i) Other health institutions,
- i) Sports clubs,
- j) It is done in one of the Rehabilitation Centres.

(2) In the case of places other than these, the approval of the Dean and the institutional authority to be applied with the recommendation of the Head of the Department is required.

### ***DURATION AND TIME OF PROFESSIONAL PRACTICE***

**ARTICLE 7.** The starting and ending dates of the professional practice are determined by the Department Board in accordance with the academic calendar and the days and hours specified in the Faculty's education and training programme and approved by the Dean. Since the duration and time of the professional practice is different according to the departments, it is applied as follows.

#### **a) Department of Nutrition and Dietetics:**

In the curriculum of the Department of Nutrition and Dietetics, the applications in the 1st, 2nd, 3rd, 4th, 4th, 5th, 6th semesters are carried out in accordance with the announced plan. The summer of the 6th semester is included in the scope of professional practices (internship practices) in the 7th and 8th semesters.

#### **b) Physiotherapy and Rehabilitation Department:**

Vocational practice courses in the curriculum of the department, the second- and third-year Summer Term, 4 weeks in the clinic carried out in the clinic Vocational Practice I, Vocational Practice II

It consists of Vocational Practice III and Vocational Practice IV, which are carried out during the semester in the classroom. Professional Practices are carried out in accordance with the approval of the Head of the Department or the Professional Practice Commission.

It is carried out under the supervision of a physiotherapist in health institutions in accordance with the provisions of these principles.

**c) Department of Nursing:**

The practices in the curriculum of the Nursing Department in the first 3rd, 4th, 5th, 6th semesters are compulsory practices and are carried out in accordance with the plan announced in certain periods.

7. and professional practices (internship practices) in the 8th semester are included in the elective course. At the beginning of each semester, which courses will be opened and their quotas are announced. Students have to choose from the course groups specified in the Nursing curriculum in the 7th and 8th semesters.

***PREREQUISITE APPLICATIONS***

**ARTICLE 8.** Prerequisite criteria differ according to the departments. Prerequisites are applied as included in the department curricula.

***STUDENT OBLIGATIONS***

**ARTICLE 9.**

- (1) Application at the place recommended by the Head of the Student Department and approved by the Dean's Office

is obliged to do so.

- (2) Students are obliged to submit their professional practice files and annexes to the professional practice supervisor at the end of the professional practice.

- (3) The student is obliged to perform the tasks required by the professional practice and assigned by the professional practice coordinator in a timely and complete manner.

- (4) The student cannot leave the practice place without the permission of the vocational practice supervisor.

- (5) The student has to work in harmony with the team members at the place of application.

- (6) They are obliged to comply with the working and safety rules applied in the unit during their practice.

- (7) The student is obliged to pay utmost attention to the careful use of all kinds of tools and equipment in the application areas. Any responsibility arising from the failure to fulfil these obligations belongs to the student. When necessary, the student is acted upon in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations.

(8) The student cannot change the practice area. However, if the professional practice supervisor deems necessary, the student can change the practice site.

(9) The student is obliged to carry out each practice under the supervision of the professional practice coordinator.

(10) The problems encountered by the student during the professional practice are first communicated to the professional practice coordinator, if deemed necessary, first to the practice supervisor, then to the practice coordinator and then to the relevant Department Head. The student cannot attempt to solve the problems on his/her own with other professional groups working in the hospital or institution.

(11) The student must attend at least 80% of the vocational practice, absenteeism

The student with more than 20% repeats that professional practice with all of it. In courses where theoretical and practical applications are together, the student has to repeat the whole course.

(12) The general appearance and dress of the student must comply with the conditions required by the characteristics of faculty education. Students are obliged to comply with the dress code specific to the application area. Students are obliged to comply with the general appearance and dress code determined by the department rules and specified by departments in Article 13.

The principles and rules that students must follow during laboratory clinical / field applications are given below.

**a) Department of Nutrition and Dietetics**

- 1) Each student to comply with the rules of apron, hygiene and sanitation required by the profession,
- 2) To comply with the principles and rules that must be followed specific to the structure and institutional functioning of the relevant field specified in the management phase of the relevant field during laboratory, clinical or field applications,
- 3) He/she is obliged to perform the duties within the scope of his/her profession assigned by the supervisor or dietitian, who is recognised by the institution and who assumes his/her responsibility.

## **b) Physiotherapy and Rehabilitation Department**

- 1) Students are obliged to receive the files they will use in professional practice from the department and submit them to the professional practice supervisor at the end of the professional practice.
- 2) The student must comply with the professional practice programme prepared by the Department. The student cannot change the professional practice period and the institution without the approval of the Head of the Department.
- 3) The student is obliged to perform the tasks given by the physiotherapist who is the professional practice coordinator in a timely and complete manner as a requirement of the professional practice.
- 4) The student must complete the tasks in the professional practice file within the application period and submit the file completely.
- 5) The student is obliged to comply with the working, discipline and safety rules of the institution where he / she does vocational practice, the rules regarding the dress code and the legislation that the staff of the institution must comply with.
- 6) The student keeps the mobile phone on silent during the application, switches it off when necessary and uses it only when necessary.
- 7) The student cannot take any action that violates patient confidentiality and professional ethical rules during the applications, and cannot transfer private information of the person to third parties -except for the professional practice coordinator when necessary.

## **8) Department of Nursing**

### ***Before Professional Practice***

- 1) The student is obliged to learn the dates and places of the application announced by the vocational practice officer of the relevant course, the characteristics of the areas where they will practice, the expectations from them in the application, the information about the evaluation and general application rules.
- 2) The student certifies that the vaccinations and tests recommended by the University of Kyrenia Faculty of Health Sciences before the application are made.



- 3) The student is obliged to provide the uniform, application files and annexes and the application name badge determined by the Faculty Clinical/Field Professional Practice Commission before the application.

### ***During Professional Practice***

- 1) The student must wear clothes (uniform, apron, etc.) specific to the application area and wear the student identity document visibly.
- 2) The student is present in the practice area at the announced place, time and duration. In case of emergencies such as illness, accident, etc., the student's excuse is taken into consideration and taken into practice, provided that it is not continuous, but students who come to the practice later than 15 minutes without excuse are considered not to have practised that day.
- 3) The student cannot leave the laboratory, clinic / field for the day before the application is completed. Students who are determined to leave the practice area before the end time are considered to have not practised that day.
- 4) The student is obliged to comply with the working order, discipline and safety rules of the practice area.
- 5) The student is obliged to comply with hygienic rules that will not pose a risk of infection for himself/herself and the individual and family he/she is responsible for during the practice.
- 6) The student is obliged to use the tools and equipment delivered to him/her in the application area carefully and to deliver them on time, undamaged and complete.
- 7) The student realises the applications in accordance with the professional, ethical and legal obligations stipulated in international and national declarations and legislation.
- 8) The student cannot receive a written or verbal request for a physician.
- 9) The student carries out and records the practices under the supervision of the professional practice coordinator, and in the absence of a professional practice coordinator, under the supervision of the nurse of the relevant unit.
- 10) During the practice, the student cannot independently administer medication or perform any interventional procedure without the professional practice coordinator or clinic nurse.

When the student encounters any situation that causes stress, anxiety or fear during the practice, or when he/she is physically harmed, the situation should first be handled professionally.

reports to the practice coordinator and the nurse in charge of the practice area.

- 11) The student keeps the mobile phone on silent during the application, switches it off when necessary and uses it only when necessary.
- 12) The student cannot take visual and auditory recordings and written records without the approval of the vocational practice coordinator and the individual and / or family during the practices.
- 13) The student cannot take any action that violates the confidentiality of the patient during the applications. cannot transfer personal information to third parties. However, if this situation threatens the safety of the individual, he / she is obliged to notify the professional practice coordinator and / or field supervisor.
- 14) The student cannot be an intermediary for the needs of the patient and / or companion that need to be provided from outside.
- 15) During the practice, the student cannot accept visitors to the clinic and the field without the permission of the vocational practice coordinator, and cannot go anywhere outside the practice area.
- 16) The student may leave the practice area for any reason with the permission of the professional practice coordinator. In this case, the student cannot leave the practice area without delivering the individual / individuals responsible for the care of the student to the relevant responsible person.
- 17) The student submits the nursing care plans, observation, etc. reports requested from him/her during or at the end of the professional practice to the professional practice coordinator.

## ***EVALUATION***

**ARTICLE 10.** Assessment is made as announced in the syllabus at the beginning of each semester.

## **PART THREE**

### **General Provisions, Enforcement and Execution**

## ***GENERAL PROVISIONS***

**ARTICLE 11.** The provisions of the regulations published by the Higher Education Council and University of Kyrenia are valid for the matters not included in this Directive. In matters that are not included in the regulations, the decisions taken by the relevant boards of the Faculty with the recommendations of the Professional Practice Commission and the proposal of the Head of the Department are applied.

***EFFECTIVENESS***

**ARTICLE 12** - This Directive enters into force with the approval of the University of Kyrenia Senate for the 2018-2019 academic year, effective from 14 June 2019.

***EXECUTION***

**ARTICLE 13** - This Directive is executed and implemented by the Dean of the Faculty of Health Sciences on behalf of the Rector of University of Kyrenia.

