**PART ONE**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**Article 1.** **PURPOSE:** As Yeditepe University Faculty of Health Sciences Nursing Department Accreditation Board, evaluating the educational activities of the department and making suggestions to improve it, managing the accreditation and quality processes, continuing the activities related to the quality studies of the Higher Education Quality Board (YÖKAK) and the university, preparing the Self-Evaluation Report (ÖDR) and to determine the working principles regarding the authorities and responsibilities in ensuring the regular and effective functioning of the relevant boards and commissions in this process.

**Article 2.** **SCOPE:** This directive covers the procedures and principles of the Yeditepe University Faculty of Health Sciences Nursing Department Accreditation Board's duties regarding the effective execution of educational activities, the presentation of innovative and developing suggestions, and the activities of the relevant commissions in this context.

**Article 3. BASIS:** The working principles of the board have been determined in line with the guidelines and regulations listed below:

* Nursing National Core Education Program (HUÇEP),
* Nursing Education Programs Evaluation and Accreditation Board (HEPDAK),
* Higher Education Quality Assurance Regulation published in the Official Gazette No. 29423,
* Yeditepe University Associate and Undergraduate Education Regulations and related regulations,
* Turkey Higher Education Qualifications Framework 6th Level,
* Nursing Law No. 6283,
* Nursing Regulation published in the Official Gazette No. 27515,
* “Additional Regulation on the Amendment of Nursing Regulation” published in the Official Gazette No. 27910,
* “Regulation on Determining the Minimum Education Conditions for Doctorate, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs” published in the Official Gazette No. 26775,
* Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17/6/2021 and numbered 31514,
* Procedures and Principles Regarding Distance Education in Higher Education Institutions, which were decided at the meeting dated 24/09/2020,
* Higher Education Quality Board, <https://yokak.gov.tr/>
* Yeditepe University Quality Directorate, <https://kalite.yeditepe.edu.tr/>

**Article 4. DEFINITIONS:** In this directive;

**4.1. Accreditation:** Evaluation and external quality assurance process that measures whether academic and field-specific standards predetermined by an accreditation body are met in a particular field,

**4.2. Accreditation Board:** The board that carries out all the quality and accreditation activities related to the more effective execution of the education and training program of the department,

**4.3. Education Teaching and Curriculum Commission:** The commission, which acts as an advisory and regulatory body with the aim of increasing the quality of education and teaching of the department,

**4.4. Laboratory and Clinical Practice Commission:** The commission responsible for planning, executing and arranging laboratory and clinical practices in accordance with the education teaching program and regulations,

**4.5. Measurement and Evaluation Commission:** The commission responsible for supervising all measurement and evaluation activities planned within the scope of education and training of the department,

**4.6. Improvement and Development Commission:** The commission responsible for evaluating the execution of the department's education program and carrying out improvement activities when necessary,

**4.7. Student and Alumni Monitoring Commission:** The commission responsible for receiving feedback from all students and graduates of the department, determining the general profiles of graduates and making arrangements according to the results obtained,

**4.8. Self-Assessment Report (ÖDR):** The report prepared to provide the necessary information for the qualitative and quantitative evaluation of the program and the institution,

**4.9. Internal Partner:** Yeditepe University rectorate and related units, the head of the Nursing Department, academic staff and students, the dean of the Faculty of Health Sciences and its administrative units, faculty members assigned from other faculties and departments,

**4.10. External Partner:** Nurses, managers, employers and/or employees working in health care institutions affiliated to the Provincial Health Directorate, private hospitals, nursing homes, elderly and home care centers, foundations/associations, education and private education institutions, factories and workplaces Graduates of the Department of Nursing,

**4.11. Higher Education Quality Board (YÖKAK):** The institution that makes evaluations according to national and international quality standards regarding the quality levels of education, research and administrative services of higher education institutions, and carries out the processes of internal and external quality assurance, accreditation processes and authorization of independent external evaluation institutions,

**4.12. Nursing Education Programs Evaluation and Accreditation Board (HEPDAK):** Defines the association that contributes to improving the quality of nursing education in Turkey by carrying out accreditation, evaluation and information studies for nursing education programs.

**PART TWO**

**STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE BOARD**

**STRUCTURE OF THE BOARD**

**Article 5:** The structure of the board is specified in this article.

* 1. Members of the board:

● All faculty members of the Nursing Department,

● Yeditepe University Nursing Department student representative,

● He is the administrative staff representative of Yeditepe University Faculty of Health Sciences.

* 1. The Chairman and Vice Chairman of the Board are elected by the members. The Vice President acts as the Chairman of the Board in the absence of the President.

**5.3.** The term of office of the Chairman of the Board is 3 (three) years.

**5.3.1.** The President ensures the functioning of the commission, the formulation and execution of the agenda.

**5.3.2.** The secretary ensures that the necessary records are taken.

* 1. The Board meets at least 2 (two) times a year in ordinary situations and reports its decisions with the "Accreditation Board Meeting Minutes". It may convene at the call of the chairman in order to examine the extraordinary and unresolved situations in the subcommittees. Decisions are taken by the majority of the members attending the meeting.

**WORKING PRINCIPLES**

1. **Article 6:** In this article, the workingprinciples of the Accreditation Borad are specified.
	1. The Accreditation Board acts as the executive body for all quality and accreditation activities related to the more effective execution of the Yeditepe University Health Sciences Faculty Nursing Department education program.
	2. The Accreditation Board supports and monitors the educational objectives of the Yeditepe University Nursing Department, the status of reaching the program outputs and the evaluation of the education program, the follow-up of continuous improvement and development studies, the increase of internal and external partner satisfaction, the development of scientific research activities and the increase of social contribution.
	3. The Board establishes various working groups and sub-committees in order to determine the distribution of duties and responsibilities and to carry out the operation in a systematic way, if necessary.

**DUTIES OF THE BOARD**

**Article 7:** In this article, the duties of the Accreditation Board are specified.

* 1. It provides the planning, follow-up, control and coordination of all processes required within the scope of Higher Education Quality Assurance Regulation.
	2. It regulates and supervises the principles regarding the internal / external quality assurance of education-teaching, research activities and administrative services, accreditation processes and the duties, authorities and responsibilities defined in this context.
	3. Yeditepe University Faculty of Health Sciences Nursing Department defines quality assurance, accreditation policy and strategies and submits it to the Faculty Board for approval.
	4. It ensures that the approved annual internal and external evaluation reports are disclosed to the public on the relevant internet environment.
	5. It can directly assign sub-committees such as Laboratory and Clinical Practice Commission, Education Teaching and Curriculum Commission, Improvement and Development Commission, Student and Alumni Monitoring Commission, Assessment and Evaluation Commission to initiate the necessary corrective, preventive and remedial actions and monitors the realization of the activities.
	6. It carries out the activities of informing all units and students involved in the accreditation process about the accreditation process and requirements.
	7. It examines all documents and reports prepared by the commissions related to the accreditation process and requests adjustments when necessary.
	8. In line with the "Self-Assessment Report Preparation Guide" of HEPDAK, it assigns working groups and sub-committees related to the preparation of all necessary reports for department accreditation, cooperates with the faculty and university regarding accreditation and quality processes, and manages continuous improvement and development activities.

**PART THREE**

**SITUATIONS WITH NO PROVISION**

**Article 8:** In cases where there is no provision in the procedures and principles in this Accreditation Board directive, the Academic Board is applied and the decisions of the Academic Board are taken as basis.

**PART FOUR**

**FINAL PROVISIONS**

**Article 9:** This Accreditation Board Directive enters into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 10:** Amendments to this directive are submitted to the Nursing Department Board by the Accreditation Board, and the prepared proposals are decided by the board.

**Article 11:** This directive is executed by the Head of the Nursing Department of Yeditepe University Faculty of Health Sciences.

**DEPARTMENT OF NURSING ACCREDITATION BOARD MEMBER LIST**

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| **Mission** | **Name** | **Title** |
| **President** | Prof. Hediye Arslan Özkan | Head of Nursing Department |
| **Vice President** | Asisst. Prof. Sevim Şen | Teaching Staff |
| **Secretary** | Res. Asisst. Emir AVŞAR | Research Asisstant |
| **Members** | Prof. Şenay Uzun  | Teaching Staff |
| Asisst. Prof. Işıl Işık | Teaching Staff |
| Asisst. Prof. Aylin AKÇA SÜMENGEN | Teaching Staff |
| Lec. Sibel AFACAN KARAMAN | Lecturer |
| RN, MSc. Tuğçe Atak Meriç  | Laboratory manager |
| Lec. Selman Çelik | Lecturer |
| Lec. Volkan Ayaz  | Lecturer |
| Res. Asisst. Ceren Zeren | Research Asisstant |
| Res. Asisst. Ayşenur Keleş | Research Asisstant |
| Res. Asisst. Emir Avşar | Research Asisstant |
| Res. Asisst. Begüm ARIK | Research Asisstant |
| Res. Asisst. Şevval ÇAĞAN | Research Asisstant |
| Res. Asisst. Çağla ÜNAL | Research Asisstant |
| Res. Asisst. Şerife KELLE DİKBAŞ | Research Asisstant |
| Dilek Doğru Demirkurt | Faculty Secretary |
| **Student Members** | Nursing Department Student Representative Aleyna Tarğıt |
| 2nd Year Student Hakan Ellidokuzoğlu  |
| 4th Year Student Representative Selin Demirkan |

**EDUCATION AND CURRICULUM COMMITTEE MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Prof. Hediye Arslan Özkan | Head of Nursing Department | Organization of curriculum and coursesCurriculum aims and learning outcomesStudent Practice CardTraining Program GuideCourse Syllabus, Course Information Package, Course Files Control ChartsCourse Evaluation Form (Preparation and surveillance)Double Major and Minor, Horizontal and Vertical Transfer, Student Exchange Programs |
| **Vice President** | Lec. Sibel AFACAN KARAMAN | Lecturer |
| **Secretary** | Res. Asisst. Ceren Zeren | Research Asisstant |
| **Members** | Öğr. Gör. Selman Çelik | Lecturer |
| Res. Asisst. Ayşenur Keleş | Research Asisstant |
| Res. Asisst. Begüm ARIK | Research Asisstant |
| Res. Asisst. Şerife KELLE DİKBAŞ | Research Asisstant |
| Res. Asisst. Şevval ÇAĞAN | Research Asisstant |
| RN, MSc. Tuğçe Atak Meriç  | Laboratory manager |
| **Student Members** | Student Oğuzhan ÖNDERStudent Aleyna Ceren SOFİStudent Ahmet GÜMÜŞ |

**LABORATORY AND CLINICAL PRACTICE COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Asisst. Prof. Aylin AKÇA SÜMENGEN | Teaching Staff | Execution of clinical, field and laboratory applicationsOccupational health and safety training and follow-up of work accidentsClinical Guide Nurse TrainingForms to be used in Clinical/Field ApplicationsInternal and external stakeholder feedback on clinical/laboratory practices |
| **Secretary** | Res. Asisst. Ayşenur Keleş | Research Asisstant |
| **Members** | Prof. Şenay Uzun | Teaching Staff |
| RN, MSc. Tuğçe Atak Meriç  | Laboratory manager |
| Res. Asisst. Ceren Zeren | Research Asisstant |
| Res. Asisst. Şerife KELLE DİKBAŞ | Research Asisstant |
| **Student Members** | Student Gamze Gülbahar CömezStudent Merve KaratekinStudent Nursu Balıkçı |

**MEMBERS LIST OF THE MEASUREMENT AND EVALUATION COMMISSION**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Asisst. Prof. Sevim Şen | Teaching Staff | Analysis of measurement and evaluation methods used in the education program |
| **Vice President** | Lec. Sibel AFACAN KARAMAN | Lecturer |
| **Secretary** | Res. Asisst. Emir Avşar | Research Asisstant |
| **Members** | Asisst. Prof. Aylin AKÇA SÜMENGEN | Teaching Staff |
| Lec. Volkan Ayaz  | Lecturer |
| Res. Asisst. Ceren Zeren | Research Asisstant |
| Res. Asisst. Çağla ÜNAL | Research Asisstant |

**STUDENT AND GRADUATE MONITORING COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Asisst. Prof. Işıl Işık | Teaching Staff | Student orientationPeer mentoringStudent and graduate satisfaction assessmentsExternal Stakeholder opinions |
| **Vice President** | Asisst. Prof. Aylin Akça Sümengen | Teaching Staff |
| **Secretary** | Res. Asisst. Begüm ARIK | Research Asisstant |
| **Members** | Lec. Volkan Ayaz  | Lecturer |
|  | Res. Asisst. Çağla ÜNAL | Research Asisstant |
| **Student and graduate members** | Student Lara TemelStudent Bakış Güney |
| Graduate Sümeyra NurdanGraduate Özlem KarakaşGraduate Elif Nazlı Öz |

**IMPROVEMENT AND DEVELOPMENT COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Asisst. Prof. Sevim Şen | Teaching Staff | Improving the Education ProgramTrainer training planningEvaluating the suggestions of other commissions and planning improvement |
| **Vice President** | Asisst. Prof. Işıl Işık | Teaching Staff |
| **Secretary** | Lec. Sibel AFACAN KARAMAN | Lecturer |
| **Members** | Lec. Selman Çelik | Lecturer |
| Res. Asisst. Emir AVŞAR | Research Asisstant |
| Res. Asisst. Şevval ÇAĞAN | Research Asisstant |
| **Student Members** | Student Selin DemirkanStudent Begüm BaydemirStudent Hüseyin Halil  |

**SELF-ASSESSMENT REPORT WORKING GROUP**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Working Group** |
| **President** | Asisst. Prof. Sevim ŞEN | Teaching Staff | Gathering evidence in line with standardsCreating the self-evaluation report within the framework of the evidence obtained |
| **Secretary** | Res. Asisst. Ayşenur KELEŞRes. Asisst. Şevval ÇAĞAN | Research Asisstant |
| **Members** | Asisst. Prof. Işıl IŞIK | Teaching Staff |
| Asisst. Prof. Aylin AKÇA SÜMENGEN | Teaching Staff |
| Lec. Selman ÇELİK  | Lecturer |
| Lec. Volkan AYAZ | Lecturer |
| Lec. Sibel AFACAN KARAMAN | Lecturer |
| Res. Asisst. Ceren ZEREN | Research Asisstant |
| Res. Asisst. Emir AVŞAR | Research Asisstant |
| Res. Asisst. Begüm ARIK | Research Asisstant |
| Res. Asisst. Çağla ÜNAL | Research Asisstant |
| Res. Asisst. Şerife KELLE DİKBAŞ | Research Asisstant |

**NURSING CARE PLAN WORKING GROUP**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Working Group** |
| **President** | Lec. Selman ÇELİK | Research Asisstant | Revision and standardization of the data collection form for the nursing care plan |
| **Members** | Res. Asisst. Ayşenur KELEŞ | Research Asisstant |
| Res. Asisst. Ceren ZEREN | Research Asisstant |
| Res. Asisst. Emir AVŞAR | Research Asisstant |
| Res. Asisst. Begüm ARIK | Research Asisstant |
| Res. Asisst. Şerife KELLE DİKBAŞ | Research Asisstant |
| Res. Asisst. Şevval ÇAĞAN | Research Asisstant |
| Res. Asisst. Çağla ÜNAL | Research Asisstant |

**CAREER COUNSELING WORKING GROUP**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Working Group** |
| **President** | Lec. Sibel AFACAN KARAMAN | Lecturer | Establishment and execution of career counseling system for students and organization of career days |
| **Secretary** | Res. Asisst. Ayşenur KELEŞRes. Asisst. Çağla ÜNAL | Research Asisstant |
| **Members** | Asisst. Prof. Işıl IŞIK | Teaching Staff |
| Asisst. Prof. Sevim ŞEN | Teaching Staff |
| Asisst. Prof. Aylin AKÇA SÜMENGEN | Teaching Staff |