**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** | Assoc. Prof. Işıl Işık | Teaching Staff |
| **Secretary** | Res. Asst. Emir Avşar | Research Asisstant |
| **Members** | Assist. Prof. İnci Kırtıl | Teaching Staff |
| Assist. Prof. Üyesi Selman Çelik | Teaching Staff |
| Lec. Volkan Ayaz | Lecturer |
| Lec. Ayşenur Keleş Sağlam | Lecturer |
| Res. Asst. Begüm Kırık | Research Asisstant |
| Res. Asst. Şevval Çağan Kişin | Research Asisstant |
| Res. Asst. Gökçe Naz Çakır | Research Asisstant |
| Res. Asst. Selin Demirkan | Research Asisstant |
| RN. Sıdıka Zengin | Postgraduate Scholar |
| Dilek Doğru Demirkurt | Faculty Secretary |
| **Student Members** | Student Rümeysa Çelebi  Student Çağla Arslan | |

**EDUCATION AND CURRICULUM COMMITTEE MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Prof. Hediye Arslan Özkan | Teaching Staff | Organization of curriculum and courses  Curriculum aims and learning outcomes  Student Practice Card  Training Program Guide  Course Syllabus, Course Information Package, Course Files Control Charts  Course Evaluation Form (Preparation and surveillance)  Double Major and Minor, Horizontal and Vertical Transfer, Student Exchange Programs |
| **Vice President** | Assist. Prof. Selman Çelik | Teaching Staff |
| **Secretary** | Res. Asst. Begüm Kırık | Research Asisstant |
| **Members** | Lec. Ayşenur Keleş Sağlam | Lecturer |
| Res. Asst. Şevval Çağan Kişin | Research Asisstant |
| Res. Asst. Selin Demirkan | Research Asisstant |
| **Student Members** | Student Eylül Yılmaz  Student Ahmet Gümüş  Student Bahadır Doğan | |

**LABORATORY AND CLINICAL PRACTICE COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Assist. Prof. Selman Çelik | Teaching Staff | Execution of clinical, field and laboratory applications  Occupational health and safety training and follow-up of work accidents  Clinical Guide Nurse Training  Forms to be used in Clinical/Field Applications  Internal and external stakeholder feedback on clinical/laboratory practices |
| **Vice President** | Assist. Prof. İnci Kırtıl | Teaching Staff |
| **Secretary** | Res. Asst. Gökçe Naz Çakır | Research Asisstant |
| **Members** | Lec. Ayşenur Keleş Sağlam | Lecturer |
| Res. Asst. Şevval Çağan Kişin | Research Asisstant |
| **Student Members** | Student Gamze Gülbahar Cömez  Student Nursu Balıkçı  Student Bahadır Doğan | |

**MEASUREMENT AND EVALUATION COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Assoc. Prof. Işıl Işık | Teaching Staff | Analysis of measurement and evaluation methods used in the education program |
| **Vice President** | Lec. Volkan Ayaz | Lecturer |
| **Secretary** | Res. Asst. Selin Demirkan | Research Asisstant |
| **Members** | Res. Asst. Emir Avşar | Research Asisstant |
| **Student Members** | Student Mizgin Toksoy  Student Rümeysa Çelebi  Student Ebrar Aydın | |

**STUDENT AND GRADUATE MONITORING COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Assoc. Prof. Işıl Işık | Teaching Staff | Student orientation  Peer mentoring  Student and graduate satisfaction assessments  External Stakeholder opinions |
| **Vice President** | Res. Asst. Begüm Kırık | Research Asisstant |
| **Secretary** | Lec. Volkan Ayaz | Lecturer |
| **Members** | Res. Asst. Gökçe Naz Çakır | Research Asisstant |
| RN. Sıdıka Zengin | Postgraduate Scholar |
| **Student and Postgraduate Members** | Student Buse Dilruba Gürbüz  Graduate Bakış Güney  Graduate Sümeyra Nurdan  Graduate Özlem Karakaş  Graduate Elif Nazlı Öz  GraduateLara Temel  Graduate Elif Erdoğan Fidan | |

**IMPROVEMENT AND DEVELOPMENT COMMISSION MEMBER LIST**

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| **Mission** | **Name** | **Title** | **Areas of Responsibility of the Commission** |
| **President** | Assist. Prof. İnci Kırtıl | Teaching Staff | Improving the Education Program  Trainer training planning  Evaluating the suggestions of other commissions and planning improvement |
| **Vice President** | Assoc. Prof. Işıl Işık | Teaching Staff |
| **Secretary** | Res. Asst. Şevval Çağan | Research Asisstant |
| **Members** | Assist. Prof. Selman Çelik | Teaching Staff |
| Res. Asst. Emir Avşar | Research Asisstant |
| Res. Asst. Selin Demirkan | Research Asisstant |
| RN. Sıdıka Zengin | Postgraduate Scholar |
| **Student Members** | Student Mehmet Enes İnel  Student Hüseyin Halil  Student Esmanur Osmanoğlu | |

**Distribution of Tasks Related to Accreditation Commissions**

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| **Name Surname** | **Commissions Assigned** | **Responsibilities** |
| Assist. Prof. Selman Çelik | Education, Training and Curriculum Commission  Lab. and Clinical Practice Committee  Improvement and Development Commission | Vertical/Horizontal Transfer/Double major program/ERASMUS  Care Plan Working Group |
| Lec. Volkan Ayaz | Measurement and Evaluation Commission  Student and Alumni Monitoring Commission | Web Page and Social Media Accounts  Podcast Manager |
| Lec. Ayşenur Keleş Sağlam | Education, Training and Curriculum Commission  Lab. and Clinical Practice Committee | Course Syllabus and Information Package Compliance Control Chart  Laboratory and Clinical Applications  Undergraduate and Master's Curriculum  Program Information Package  Assistant Distribution  Care Plan Working Group |
| Res. Assit. Emir Avşar | Improvement and Development Commission  Measurement and Evaluation Commission | Care Plan Working Group  Creation/Revision of Data Collection Form  Podcast Manager  Reporting and Archiving of Accreditation Related Documents |
| Res. Assit. Begüm Kırık | Education, Training and Curriculum Commission  Student and Alumni Monitoring Commission | Web Page and Social Media Accounts  Academic Orientation  Compliance program  Theoretical course evaluation  Faculty member satisfaction survey  Care Plan Working Group  Undergraduate and Master's Curriculum  Exam Proctoring Distribution  Course Syllabus and Information Package Compliance Control Chart |
| Res. Assit. Şevval Çağan Kişin | Improvement and Development Commission  Education, Training and Curriculum Commission | Program Evaluation  Performance Indicator Tracking Plan  Creating and Tracking Application Scorecard  Assistant Distribution  Clinical Practice/Internship Processes  Care Plan Working Group |
| Res. Assit. Gökçe Naz Çakır | Student and Alumni Monitoring Commission  Lab. and Clinical Practice Committee | PO Evaluation Data Set  EPP Evaluation Data Set  Student Satisfaction Survey  Alumni Satisfaction Survey  Alumni Interviews  Laboratory, Clinical Practice/Internship Processes  Laboratory Feedback Survey  Academic Advisory Process Follow-up and Evaluation  Occupational Health and Safety Training Certification Process  Laboratory Free Working and Tracking  Care Plan Working Group |
| Res. Assit. Selin Demirkan | Education, Training and Curriculum Commission  Improvement and Development Commission  Measurement and Evaluation Commission | Measurement and Evaluation Form  Specification Table  Question Evaluation Form  Expert Opinion Form  Exam Analysis Form  Question Discrimination and Difficulty Analysis Form  Care Plan Working Group |