|  |  |  |
| --- | --- | --- |
| **WORK FLOW STEPS** | **RESPONSIBLE** | **RELATED DOCUMENT** |
| At the beginning of each academic semester, students and faculty members are given informational training about the "Student Logbook". (September-February) | Education, Training and Curriculum Committee | Student Logbook |
|  |  |
| Students complete the skills of the course they take into clinical practice under the guidance of the instructor throughout their practice, and their control is provided by the instructors. | Student Logbook |
|  |  |
| At the end of the semester, students are asked to send, via e-mail, photographs of the relevant sections in the practice report of the course they have practiced. | E-mails  Student Logbook |
|  |  |
| The application report documents sent by the students are stored in the drive file of the commission and the skills observed are coded as "0" on the excel form, the skills applied once are coded as "1", the skills applied twice are coded as "2", the skills applied three times are coded as "3" and analyzed. | Drive dosyası  Excel dosyası |
|  |  |
| The skills filled in by the students in the application report are reported and recorded in the performance tracking chart and forwarded to the Improvement, Development and Accreditation Board within the scope of continuous improvement studies. | internal correspondence  Performance Indicator Tracking Chart  Logbook Report |