**PART ONE**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**Article 1. PURPOSE:** The purpose of this Regulation is to determine the structure, duties, authorities, responsibilities and working principles of Yeditepe University Health Sciences Faculty Nursing Department Laboratory and Clinical Practice Commission.

**Article 2. SCOPE:** This regulation covers the procedures and principles regarding the preparation of suggestions regarding the issues to be discussed in the field of clinical practice/internship received from other commissions of Yeditepe University Faculty of Health Sciences Nursing Department, planning and execution of necessary remedial activities, and ensuring the regular and effective functioning of the commission.

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

● Yeditepe University Associate and Undergraduate Education Regulations and related regulations,

● Internship Protocol with the Provincial Health Directorate,

● 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,

● Nursing National Core Education Program (HUÇEP),

● Nursing Education Programs Evaluation and Accreditation Board (HEPDAK),

● 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

**Article 4**.**DEFINITIONS:** The following terms and expressions mentioned in this regulation refer to the entities as shown below;

**4.1. Laboratory Practice:** the applications made by the students by using models of the nursing skills taught in the relevant semester classes,

**4.2. Clinical Practice:** Professional work carried out as the application of courses related to nursing departments in institutions specified as external partners in article 5-e, for the transformation of professional knowledge into skills, attitudes and behaviors,

**4.3. Summer clinical practice:** Within the scope of NHS 405 Summer Internship course, the application made in health institutions that provide care and treatment in at least one of the fields of Surgical Diseases, Internal Medicine, Gynecology and Obstetrics and Child Health and Diseases Nursing, have a bed capacity of at least 100 or more, have the status of a training or general hospital, and preferably accredited, 21 consecutive working days in the summer term.

**4.4. Internship**: The practice, which is determined by the department within the scope of NHS 402 Clinical Study course and carried out in institutions affiliated to the Provincial Health Directorate or in private hospitals, for a total of 14/15 weeks in line with the academic calendar, 3 working days a week, for the student who has completed his professional courses in the Department of Nursing,

**4.5. External Partner**: Nurses, managers, employers and/or Yeditepe University Nursing Department graduates 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,

**4.6. Instructor:** The instructor responsible for the conduct of the course in the weekly course schedule suitable for the academic terms,

**4.7.** **Clinical Instructor:** The lecturer, research assistant of the course, who works one-on-one with the student nurse in the application areas determined in coordination with the responsible lecturer / staff of the course, and is responsible for the implementation, execution and evaluation of the clinical practice goals.

**4.8. Clinical Mentor/Guide/Charge Nurse:** A clinical education nurse or nurse in charge who works in the field of clinical practice, facilitates student learning, supports professional development, evaluates the student, and successfully completes the Clinical Guide Nurse Training program.

**PART TWO**

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

**STRUCTURE**

**Article 5:** The structure of the commission is specified in this section.

**5.1.** Laboratory and Clinical Practice Commission consists of at least 3 (three) persons, including the chairman of the commission, the vice chairman, the secretary and other members.

**5.2.** The chairman is elected by the members. The term of office of the Chairman of the Commission is 3 (three) years.

**5.2.1.** The chairman ensures the functioning of the commission, the formulation and execution of the agenda.

**5.2.2.** The vice-chairman ensures that the agenda is run by the vice president in the absence of the chairman.

**5.2.3.** The secretaries ensure that the necessary records are taken.

**5.3.** The Laboratory and Clinical Practice Commission meets at least 2 (two) times a year with the majority of members and reports the decisions taken. In extraordinary situations, the Commission may convene upon the call of the chairman and, when necessary, ensure the participation of the relevant nursing departments. The commission takes decisions unanimously or by majority vote of the members attending the meeting.

**WORKING PRINCIPLES**

**Article 6:** In this section, the working principles of the Laboratory and Clinical Practice Commission are specified.

**6.1.** The Laboratory and Clinical Practice Commission functions as the planning, executing and organizing body of laboratory and clinical applications in coordination with the relevant members of the Nursing Departments at Yeditepe University Faculty of Health Sciences.

**6.2.** The Commission aims to transfer the knowledge gained in the education and training process to laboratory and clinical practice in a qualified manner while preserving the program principles and basis.

**6.3.** It examines and evaluates the issues coming from academic units, all boards, commissions and related official reports, makes improvements and reports the decisions taken to the higher board and commissions when necessary. It also applies to the Accreditation Board for the evaluation of the issues that it cannot resolve on its own.

**DUTIES OF THE COMMISSION**

**Article 7:** In this section, the duties of the Laboratory and Clinical Practice Commission are specified.

**7.1.** The Laboratory and Clinical Practice Commission is responsible for the planning, arrangement and execution of clinical practice processes and procedures in coordination with the relevant lecturers of the Nursing Departments in line with the principles of Yeditepe University Faculty of Health Sciences Nursing Department. In addition, the commission works as an upper committee where students participating in clinical practice/internship will consult about the issues they experience.

**7.2.** The commission determines the clinical practice dates in each academic year in accordance with the academic calendar determined by the university.

**7.3.** It determines the students who will start clinical practice in the relevant academic year. According to the determined number of students, the Provincial Health Directorate makes necessary clinical practice/internship plans in consultation with private health institutions and relevant external partners.

**7.4.** Since the summer term clinical practice/internships can be held outside of Istanbul, the student evaluates with the responsible lecturer whether the areas determined by the students are suitable for the purposes of the curriculum.

**7.5.** It determines the institutions where the students will do clinical practice/internship in coordination with the lecturer of the course, initiates and maintains the relevant correspondence.

**7.6.** Placement and rotation of students in appropriate clinics; the course is carried out in cooperation with the instructor, training nurses and clinical guide nurses.

**7.7.** The Social Security Institution (SSI) admissions of students who will do clinical practice/internship are handled by Yeditepe University Human Resources unit. It announces and collects the necessary documents related to the Occupational Health and Occupational Diseases Insurance process and follows the whole process.

**7.8.** In case of injuries that occur during laboratory and clinical applications, it directs the student to the relevant units, ensures the follow-up of the process in cooperation with the Occupational Health and Safety Unit, and reports the injury statistics to the Improvement and Development Commission at specified intervals.

**7.9.** Commission; Prepares and revises 'Clinical Practice/Internship Attendance Form', 'Clinical Practice Evaluation Form', 'Healthcare Receiver Satisfaction Questionnaire', 'Laboratory Environment Student Feedback Form' and 'Clinical Education Environment Student Feedback Form'.

**7.10.** Ensures that the 'Healthcare Receiver Satisfaction Questionnaire' is filled during the clinical practice/internship process of the relevant course, and submits the data to the Student and Alumni Committee for reporting.

**7.11.** It ensures that the 'Laboratory Environment Student Feedback Form' and the 'Clinical Education Environment Student Feedback Form' are filled, evaluates the data obtained, and reports it to the Improvement and Development Commission at the end of each academic year.

**7.12.** It determines the clinical guide nurses to be assigned by the institutions where clinical practice/internship will be made, plans and implements the Clinical Guidance Nursing Training program at regular intervals.

**7.13.** Information about Double Major, Minor, Vertical Transferred and students coming to clinical practice with Erasmus program is requested from the Education and Curriculum Commission in order to plan clinical practices in a timely manner and ‘Double Major, Minor and Vertical Transferred' is carried out in accordance with the principles specified in the Student Exchange Programs Regulation.

**7.14.** Evaluates the problems experienced by students within the scope of horizontal-vertical transfer and student exchange programs during their clinical/internship applications, and conveys them to the Erasmus Coordinator of the International Office and Nursing Department.

**7.15.** The commission distributes the tasks in the organization of the laboratory. Provides coordination with the laboratory supervisor to make the necessary arrangements.

**7.16.** Laboratory usage rules are specified in the "Laboratory and Clinical Practice Guidelines" form. It ensures that the rules are available to all students before the laboratory application in each semester.

**7.17.** The Commission consults other commissions or the Accreditation Board when needed.

**7.18.** Performs other duties assigned by the Accreditation Board.

**PART THREE**

**SITUATIONS WITH NO PROVISION**

**Article 8:** In cases where there is no provision in the procedures and principles in this Laboratory and Clinical Practice Commission Regulation, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**PART FOUR**

**MISCELLANEOUS AND FINAL PROVISIONS**

**Article 9:** This Laboratory and Clinical Practice Commission Regulation enters into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 10:** Suggestions for amendments on this regulation are submitted to the Accreditation Board by the Laboratory and Clinical Practice Commission, and the prepared proposals are decided by the board.

**Article 11:** This regulation is administered by Yeditepe University, Head of Nursing Department.

**Laboratory and Clinical Practice Commission**

Prof. Dr. Şenay UZUN, The Chairman

Dr. Öğr. Üyesi Aylin AKÇA SÜMENGEN, The Vice- Chairman

Arş. Gör. Ayşenur KELEŞ, Secretary

Arş. Gör. Ceren ZEREN, Member

Öğrenci Bakış Güney, Member

Öğrenci Merve Karatekin, Member

Öğrenci Gamze Gülbahar Cömez, Member

Uzm. Hem. Tuğçe ATAK MERİÇ (unpaid time off)