**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 Faculty of Health Sciences 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 legislation,
* 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 the Determination of 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:** Applications of the professional skills taught in the semester classes with simulators and models made by the students,

**4.2. Clinical Practice/Internship:** Professional study conducted as the application of courses related to nursing departments in institutions specified as external stakeholders in article 5-e, for the transformation of professional knowledge into skills, attitudes and behaviors,

**4.3 Practical Course:** Within the scope of the courses of the diploma program during the education and training period, the course that enables the development of students' knowledge, skills and competencies by taking part in applications in the application areas of the higher education institution, businesses or service areas, is carried out under the responsibility of the instructor(s) of the relevant course, and is not within the scope of vocational training or internship in the business,

**4.4. Summer Clinical Practice/Internship:** Providing care and treatment in at least one of the fields of Surgical Diseases, Internal Medicine, Gynecology and Obstetrics and Child Health and Diseases, having a bed capacity of at least 100 or more, having the status of a training or general hospital and preferably accredited, the clinical practice/internship made in 25 consecutive working days in the summer term within the scope of NHS 405 Summer Internship course in health institutions,

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

**4.6. External Stakeholder**: Nurses, managers, employers, and/or graduates of the Yeditepe University Nursing Department working in institutions providing health services under the Provincial Health Directorate, private hospitals, nursing homes, elderly and home care centers, foundations/associations, educational and special education institutions, factories, and workplaces.

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

**4.8. Clinical Instructor:** The course instructor, research assistant and graduate scholar, who ensures one-on-one work with the student nurse in the determined practice areas in coordination with the faculty member/staff in charge of the course, and who is responsible for the implementation, execution and evaluation of clinical practice goals,

**4.9. Clinical Guide Nurse:** A clinical training nurse or responsible nurse who works in the field of clinical practice, facilitates the student's learning, supports their professional development, evaluates the student, and successfully completes the Clinical Guide Nurse Training program,

**4.10. Commission:** Laboratory and Clinical Practice Commission.

**PART TWO**

STRUCTURE, WORKING PRINCIPLES AND DUTIES OF THE COMMISSION

**STRUCTURE OF THE COMMISSION**

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

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

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

**5.3.** The Chair ensures the functioning of the commission, the formulation and execution of the agenda.

**5.4.** The vice-chair ensures that the agenda is run in the absence of the chair.

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

**5.6.** 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 chair and, when necessary, ensure the participation of the relevant faculty members of the nursing departments. The commission takes decisions by unanimous or majority vote of the members attending the meeting.

**WORKING PRINCIPLES**

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

**6.1.** The Laboratory and Clinical Practice Commission functions as the planning, execution and regulation body of laboratory and clinical pracitce in coordination with the relevant faculty members of the Nursing Departments at Yeditepe University Faculty of Health Sciences, Department of Nursing.

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

**6.3.** It examines and evaluates the issues coming from academic units, all boards, commissions and related minutes, 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 article, 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.** Determines the clinical practice dates in each academic year in accordance with the academic calendar determined by the university.

**7.3.** Determines the students who will start clinical practice in the relevant academic year. According to the determined number of students, it makes necessary clinical practice/internship plans in consultation with Provincial Health Directorate, Private Health Institutions and relevant External Stakeholders.

**7.4.** Since summer term clinical practice/internships can be done outside the province of Istanbul, evaluates together with the instructor in charge of the course whether the fields determined by the students are suitable for the purposes of the curriculum.

**7.5.** 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.** Carries out the placement and rotation of students in appropriate clinics in cooperation with the course instructor, training nurses and clinical guide nurses.

**7.7.** Carries out the Social Security Institution (SGK) entries of students who will do clinical practice/internship together with Yeditepe University Human Resources unit. Announces and collects the necessary documents regarding the Occupational Health and Occupational Diseases Insurance process and follows the entire process.

**7.8.** Injuries that occur during laboratory and clinical applications are tracked in line with the "Occupational Accident Reporting Work Flow Chart". It ensures the monitoring of the process in cooperation with the Occupational Health and Safety Unit and reports injury statistics to the Improvement and Development Commission at specified intervals.

**7.9.** Prepares and revises 'Clinical Practice/Internship Attendance Form', 'Clinical Practice Evaluation Form', 'Laboratory Environment Student Feedback Form' and 'Clinical Training Environment Student Feedback Form'.

**7.10.** Provides filling in 'Laboratory Environment Student Feedback Form' and 'Clinical Training Environment Student Feedback Form', evaluates the data obtained, and reports it to the Improvement and Development Commission at the end of each academic year.

**7.11.** Determines the clinical guide nurses to be assigned by the institutions where clinical practice/internship will be made, plans and implements the Clinical Guide Nurse Training program at regular intervals.

**7.12.** Implements the "Academic Staff Laboratory and Clinical Applications Orientation Program", which explains the laboratory and clinical practice process to newly appointed academic staff, and archives the relevant forms.

**7.13.** Requests information from the Education, Training and Curriculum Commission for Double Major and Minor, Vertical-Horizontal Transfer students and students who come to do clinical practice with the Erasmus program, so that clinical practices can be planned on time. 'Double Major, Minor, Horizontal and Vertical Transfer are 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 practice, and conveys them to the Erasmus Coordinator of the International Office and Nursing Department.

**7.15.** 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. Ensures that the rules are delivered to all students before the laboratory practice in each semester.

**7.17.** Consults other commissions or the Accreditation Board when needed.

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

**PART THREE**

STUATIONS WITH NO PROVISION

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

**PART FOUR**

MISCELLANEOUS AND FINAL PROVISIONS

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

**Article 10:** Suggestions for amendments on this regulaiton are submitted to the Accreditation Board by the Education and Curriculum Commission, and the prepared proposals are decided by the board.

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

**Nursing Department Laboratory and Clinical Practice Commission**

Assist. Prof. Selman Çelik, Chair

Assist. Prof. İnci Kırtıl, Vice Chair

Res. Asst. Gökçe Naz Çakır, Secretary

Lecturer Ayşenur Keleş Sağlam, Member

Res. Asst. Şevval Çağan Kişin, Member

Undergraduate Student Gamze Gülbahar Cömez, Member

Undergraduate Student Melike Nursu Balıkçı, Member

Undergraduate Student Bahadır Doğan, Member