**FIRST PART**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**PURPOSE AND SCOPE**

**Article 1:** This Directive covers the principles (responsibility, principles, rules and methods) regarding the planning, use and use of laboratory and clinical applications of vocational courses in Yeditepe University Faculty of Health Sciences Nursing Department.

**Article 2:** Yeditepe University Faculty of Health Sciences Nursing Department conducts its research laboratory and clinical practices as explained in these aspects within the scope of the education program.

**Article 3:** Yeditepe University Faculty of Health Sciences Nursing Department Laboratory and Clinical Practice Commission determines the working principles of the structure, manager and preservation of the commission in order to plan, spend and evaluate the laboratory and clinical applications of the students in accordance with the principles of the consumers and to take and plan the necessary remedial estimates. and cooperates with other commissions of the Nursing Department.

**LEGAL BASIS**

**Article 4:** This protection, Yeditepe University Associate and Undergraduate Education Regulations and the Internship Protocol with the Provincial Health Directorate, which were updated in 22.08. 2016, were prepared as a basis.

**DEFINITIONS**

**Article 5:** In this aging;

**a) Laboratory Practice:** Applications made in detail with models and models, which are excellent features described in the semester courses,

**b) Clinical Practice/ internship:** Consumption, which is structured as the practice of courses related to nursing departments in institutions specified as external factors in item 5-e-, which is aimed at transforming skills, attitudes and behaviors in professional duties,

**c) Summer internship:** Provide at least on-site care and treatment to patients in Surgical Diseases, Internal Diseases, Gynecology and Obstetrics and Child Health and Diseases Nursing, have at least 100 or more bed specialists, have training or general hospital status, and are accredited healthcare professionals. , 21 consecutive working days of work during the summer term during the NHS 405 Summer Internship course,

**d) Internship Practice:** The operation, which is given by the NHS 402 Clinical Study scope department from the parents of the employees working in the Nursing Department, and performed 3 working days a week in the institutions affiliated to the Provincial Health Directorate or in private hospitals, and the academic calendar period is 14/15 weeks in total,

**e) External stakeholder** : Institutions providing health services, private hospitals, nursing homes, elderly care centers, foundations/associations, education and special education institutions, factories and workplaces affiliated to the Provincial Health Directorate where clinical practice is carried out,

**f) Course Instructor:** Weekly lectures in accordance with the academic terms, the teaching result responsible for the teaching of that course,

**e) Clinical Instructor :** Teaching activity, research assistant and graduate scholar who is responsible for the result, appearance and evaluation of the clinical practice result, who ensures that the application children are studied one-to-one with the student's image similar to the responsible lecturer/staff of the course,

**f) Clinical Guide Nurse:** Clinical education officer or responsible officer working in the field of clinical practice, facilitating student learning, industrial entrepreneur, evaluating the student, successfully benefiting from Clinical Guide Nurse Training,

**g) Commission:** Laboratory and Clinical Practice Commission,

means.

**SECOND PART**

**PRINCIPLES OF PLANNING, EXECUTING AND EVALUATION OF LABORATORY IMPLEMENTATION**

**Article 6:** In this article, the principles regarding the evaluation, evaluation and evaluation of the laboratory are explained.

* 1. **Planning the Laboratory**

1. Nursing skills laboratory is organized for the use of all nursing departments.
2. Laboratory practice hours of the courses should be stated in the syllabus at the beginning of the semester.
3. The instructor of the course notifies the laboratory supervisor when he/she wants to use the laboratory and confirms its eligibility.
   1. **Execution of the Laboratory**
4. The faculty member assigned by the execution of the relevant course or the completion of the clinical teaching is responsible for taking the necessary precautions for the application application and cleaning after use.
5. Each student is responsible for using the models and fixtures in their laboratory in a way that will damage them and ensuring their cleanliness and order.
6. It is the responsibility of the laboratory supervisor to monitor and maintain the fixtures and devices in the laboratory, and to supply and maintain the materials related to the registration.
7. The criteria of laboratory applications according to the skill criteria are not taken from the admission of students who pass the specified loading, and the application of the late skill group is measured without attendance.
8. NHS 102 Fundamental Principles and Practices in Nursing I the instructor's skill list to ensure that all practices defined are completed. 50 out of 100 points in this course laboratory evaluation exam.The student who receives it cannot take the final exam.
9. In the student environment, the laboratory cannot be separated from the permission environment.
10. Nothing can be eaten or drunk in the laboratory.
11. A white coat is required in the laboratory. The student has to provide the necessary documents and his/her Personal Protective Equipment (mask, gloves, visor, etc.) and use it as necessary.
    1. **Evaluation of laboratory evaluations**
12. Laboratory practices, measurement of course work in the course syllabus with the over-evaporation evaluation method.
13. Completion of the principles in the laboratory practice exam, Yeditepe University Associate Degree and Undergraduate Education Regulations.

**THIRD PART**

**PRINCIPLES OF PLANNING, CONDUCTING AND EVALUATION OF CLINICAL PRACTICE**

**Article 7:** In this article, the principles regarding the planning, evaluation and evaluation of clinical studies are explained. Clinical practices are conducted by Yeditepe University Faculty of Health Sciences Nursing Department Curriculum.

**7.1. Planning of Clinical Practice**

1. Each education and training board determines the clinical application of the relevant courses in accordance with the academic calendar determined by the university.
2. Clinical practices are carried out in Yeditepe University Hospitals and other public and private institutions, which are deemed appropriate by the faculty members/staff of the Nursing Department. Clinical practice areas are taken and planned by the relevant faculty member/staff. The laboratory and clinical practice commission is responsible for all official transactions related to clinical practice areas.
3. For summer interns, it organizes its interns in accordance with the rules specified in article 5.c. These requests are on the date announced for the 6th period. It forwards it to the internship acceptance commission given by Yeditepe University Human Resources Unit. The commission may accept or reject the interns that they have determined as students by evaluating the suitability of course expenses for their purposes.
4. The commission adds the names of the students who will enter clinical practice as pre-interns. It is announced to the students and the names are clarified and the number of students who will go to clinical practice is finalized for each course.
5. Necessary correspondence with relevant departments 'Work progress plan in clinical storage,' payment.
6. The Social Security Institution (SGK) admissions of all students who will come to the compulsory internship are carried out by the Yeditepe University Human Resources Unit and the laboratory and clinical application commission. The commission is responsible for the announcement, preservation and follow-up of the documents required for the insurance process.
7. The documents required for Occupational Health and Occupational Diseases Insurance are available in the Nursing Department's Occupational Health and Occupational Diseases Internship Insurance Guide.
8. Right to use training on 8 uses “Basic Occupational Health” and 8 uses “Basic Occupational Safety” by the Occupational Health and Safety Unit before going on a local internship. The Commission arranges a suitable date with the Workplace Health and Safety Unit so that all regions who have completed the 2nd Term of this training can complete the education of the students ( see Appendix 2).
9. In order to be able to do internships of the students they will go to in Private Hospitals, Nursing Homes, Care Centers, Associations for compulsory internship other than Public Hospitals, the relevant component Nursing and Care Services Directorates, Institution Managers, Training Nurses, Internship Units or Human Resources and establishment permission, permission permission, and then the written permission permissions. provides preparation.
10. The application matters of Double Major (DMP) and Minor Major students are carried out in accordance with the principles specified by the enemies of the Double Major and Minor Programs .
11. In clinical practice courses, absenteeism is followed from the start of the courses specified in the academic calendar. For this reason, course registration should be done without waiting for the Add-Drop period.

**7.2. Execution of the Clinical Practice**

1. The Laboratory and Clinical Practice Commission, Yeditepe University Faculty of Health Sciences, Department of Nursing monitors the clinical practice costs of the nursing departments with the teaching time of the relevant course.
2. In addition, the commission works as an upper committee where students who go to clinical practice will consult about the issues they experience during their practice.
3. The clinical practice is responsible for the management and administration of the clinics to their children and the effect of the relevant course execution of the Nursing departments.
4. Their practice in the student clinic occurs only under the supervision of clinical teaching activity, clinical supervision, or clinical guide supervision.
5. Keeping them under clinical supervision. Attendance is carried out in accordance with Article 24 of Yeditepe University Associate and Undergraduate Education, Training and Examination Regulations. The student, who will not keep the clinic, has to indicate the excuse to the clinical instructor as a standard.
6. In historical cases, the pregnant official for the application of compensation in case of exceeding the absence period obtained by the Board of the Department of Nursing. The number of days to make up cannot exceed 20% of the total teaching clinics.
7. The student has to act in accordance with the rules of clinical practice.
8. The course taken by the student is required to be recorded in the repository of Section 2, Item 5 of the Education Student Application Report.

**7.3. Evaluation of Clinical Practice**

1. During their clinical practice, the records given by the clinical teaching activity, the case / presentation seminars of the students, the reports on the clinical practice, the assignments stated in the course syllabus and the achievement of the objectives included in the evaluation system and student report.
2. All documents used in the clinical practice review and the Student Practice Report must be submitted to the designated term of use member/element. Application of students who do not submit documents related to clinical practice will not be evaluated.
3. Those who receive FF or FA grades from clinical applied courses must also attend clinical practices when they repeat the courses.
4. The purpose of the program and restrictions is feedback from the results of the practice during and after clinical practice.

**CHAPTER FOUR**

SITUATIONS WITH NO PROVISION

**Article 8:** The provisions that do not contain provisions in this article will be explained.

In cases where there is no provision in the procedures and principles in this Laboratory and Clinical Practice Directive, the Supreme Council is consulted and the final decision is determined by the Supreme Council.

**CHAPTER FIVE**

MISCELLANEOUS AND FINAL PROVISIONS

**Article 9:** This “Laboratory and Clinical Practice Directive” begins with the registration of the Dean of Yeditepe University Faculty of Health Sciences.

**Article 10:** This period is carried out by Yeditepe University, Head of Nursing Department.