**PART ONE**

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

**PURPOSE AND SCOPE**

**Article 1:** This Regulation covers the principles (responsibility, rules and methods) regarding the planning, conducting and evaluating 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 laboratory and clinical practices as explained in these aspects within the scope of the education program.

**Article 3:** Yeditepe University Faculty of Health Sciences Department of Nursing Laboratory and Clinical Practice Commission determines the working principles regarding the structure, authority and responsibility of the commission to ensure that students' laboratory and clinical practices are planned, carried out and evaluated in accordance with the directive principles, and to receive the necessary remedial suggestions and plan activities. Collaborates with other commissions of the Department.

**BASIS**

**Article 4:** This regulation, was prepared based on Yeditepe University Associate and Undergraduate Education Regulations updated in 08/22/2016 and the Internship Protocol made with the Provincial Health Directorate.

**DEFINITIONS**

**Article 5:** The following terms and expressions mentioned in this regulation refer to the entities as shown below;

**a) Laboratory Practice:** Applications of the professional skills taught in the semester classes with simulators and models made by the students,

**b) 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,

**c) 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,

**d) 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,

**e) 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,

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

**g) 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,

**h) 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,

**i) Commission:** Laboratory and Clinical Practice Commission.

**PART TWO**

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

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

* 1. **Planning the Laboratory Practice**

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.
4. For individual study, students can apply in the laboratory by applying to the laboratory supervisor with the "Laboratory Free Study Form". The commission monitors the free study hours during the academic year.
   1. **Execution of the Laboratory Practice**
5. The responsible student of the course or the clinical instructor assigned by the relevant course instructor is responsible for the preparation of the materials required for the practice and cleaning them after use.
6. Each student is responsible for using the models and fixtures in the laboratory in a way that does not damage them, and for ensuring their cleanliness and order.
7. It is the duty of the laboratory supervisor to periodically monitor the fixed materials and devices in the laboratory, to maintain them, to keep relevant records and to supply the materials.
8. Since laboratory practices are carried out according to skill groups, the student who arrives later than the specified time will not be admitted to the practice and will be considered absent during the skill group practice for which he/she is late.
9. It is mandatory to complete all practices defined in the skills list of NHS 102 Basic Principles and Practices in Nursing I course. A student who does not meet this requirement or receives less than 50 points out of 100 in the laboratory evaluation exam of this course cannot take the course final exam.
10. The student cannot leave the laboratory environment without permission.
11. It is mandatory to wear a white coat in the laboratory. The student must provide his/her own personal protective equipment (mask, gloves, visor, etc.) when necessary and use it as necessary.
12. For courses that will include laboratory practice, the "Laboratory Rules" form is explained to the students by the course instructor at the beginning of each semester, they are signed and kept.
    1. **Evaluation of Laboratory Practice**
13. Laboratory applications are evaluated with the measurement and evaluation method specified by the course instructor in the course syllabus.
14. Laboratory practice exam is carried out in accordance with the examination principles in Yeditepe University Associate and Undergraduate Education Regulations.
15. At the end of the laboratory application, feedback is received from the students through the "Laboratory Environment Student Feedback Form" and reported by the commission. It is forwarded as a recommendation to the Improvement and Development Commission for necessary improvements and developments.

**PART THREE**

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

**Article 7:** In this article, the principles regarding the planning, execution and evaluation of clinical applications are explained. Clinical practices are carried out in line with the Yeditepe University Faculty of Health Sciences Nursing Department Curriculum.

**7.1. Planning of Clinical Practice**

1. In each academic year, clinical practice dates of the relevant courses are determined in accordance with the academic calendar determined by the university and the internship date range notified by the Istanbul Provincial Health Directorate.
2. Clinical applications are carried out in Yeditepe University Hospitals and other public and private institutions deemed appropriate by the faculty member/staff of the Department of Nursing. Clinical practice areas are selected by the relevant instructor of the course. The Laboratory and Clinical Practice Commission is responsible for all official procedures related to clinical practice areas.
3. For summer internship, students can choose their own internship place in accordance with the rules specified in article 5.c or apply to the National Internship Program. The commission may accept or reject the internship places determined by the students by evaluating their suitability for the objectives of the course program. Students who cannot plan their internship location themselves perform their summer internship at Yeditepe University Hospitals.
4. The commission adds the names of the students who will undergo clinical practice to the preliminary internship list. It is announced to the students and the names are clarified and the number of students who will go to clinical practice for each course is finalized.
5. Necessary correspondence with relevant units is carried out in line with the 'Workflow Chart for Arrangement of Clinical Applications'.
6. At the beginning of each semester, the Commission collects and evaluates the "Clinical Practice Area Risk Assessment Form" filled out by the clinical faculty member working in the clinical practice area. It is responsible for making the necessary arrangements for the relevant area according to the results of the risk analysis.
7. Social Security Institution (SGK) entries of all students who will undergo compulsory internship are carried out by Yeditepe University Human Resources Unit and Laboratory and Clinical Application Commission. The commission is responsible for announcing, collecting and tracking the documents required for the insurance process.
8. Documents required for Occupational Health and Occupational Diseases Insurance are available in the Nursing Department Occupational Health and Occupational Diseases Internship Insurance Guide.
9. Before starting clinical practices, 8-hour "Basic Occupational Health" and 8-hour "Basic Occupational Safety" trainings are organized for students by the Workplace Health and Safety Unit. The Commission arranges a suitable date with the Workplace Health and Safety Unit so that the relevant training can be given to students who have successfully completed their 2nd semester in the department and who will go into clinical practice for the first time, and ensures that these students also receive the training.
10. The Commission will contact the Nursing and Care Services Directorates, Institution Managers, Training Nurses, Internship Units or Human Resources of the relevant institutions in order to make internship arrangements for students who will complete their compulsory internship in private hospitals, nursing homes, care centers and/or associations other than public hospitals. It ensures that written permissions are obtained after verbal permissions.
11. The Commission transmits the exact number of days and cover letters to the University Human Resources Financial Affairs Unit at the end of the academic period in order to make the necessary payments to public institutions.
12. Internship practices of Double Major and Minor students are carried out in accordance with the principles specified in the Double Major and Minor instructions.
13. In clinical applied courses, absences are monitored starting from the course start date specified in the academic calendar. For this reason, students must register for the relevant courses without waiting for the add-drop period.

**7.2. Execution of the Clinical Practice**

1. Laboratory and Clinical Application Commission follows the clinical application process in coordination with the instructor of the relevant course of the Nursing departments in line with the principles of the Department of Nursing of Yeditepe University Faculty of Health Sciences.
2. In addition, the Commission works as a higher committee where students who go to clinical practice will consult about the issues they experience during their practices.
3. In clinical practice areas, the relevant course instructor of the Nursing departments is responsible for the distribution and rotation of students to the clinics.
4. The student performs the practices in the clinic only under the supervision of the clinical instructor, clinical nurse or clinical guide nurse.
5. Continuation of clinical practice is mandatory. Attendance is carried out in accordance with Article 24 of Yeditepe University Associate and Undergraduate Education, Training and Examination Regulations. The student who cannot participate in clinical practice must notify the clinical instructor of his/her excuse in advance.
6. In cases of emergency, the student's official application for make-up practice in case the period of absence is exceeded is evaluated by the Nursing Department Board. The number of make-up days cannot exceed 20% of the total clinical practice of the course.
7. For courses in which clinical practice will be carried out, the "Clinical Practice Rules" form is explained to the students, signed by the course instructor at the beginning of each semester, and kept.
8. When the student violates the clinical practice rules of the clinic/institution where he/she is doing clinical practice and of our department, the clinical instructor notifies the course instructor. When necessary, the department board meets and a sanction decision is taken.
9. The student is responsible for recording the skills he/she has performed during the clinical practice of the course he/she has taken, in accordance with Article 5 of Section 2 of the Student Practice Report.

**7.3. Evaluation of Clinical Practice**

1. Clinical applications are evaluated in line with the measurement and evaluation system specified in the course syllabus.
2. All documents used in clinical practice evaluation and the Student Practice Report must be delivered to the responsible teaching or clinical instructor at the specified time.
3. Clinical applications are evaluated integrated with the theoretical course. Final grades of students are calculated according to the percentage contribution of theoretical evaluation and clinical practice evaluations specified in the course syllabus. Students who receive FF or FA grades repeat the course and clinical practice simultaneously.
4. At the end of the clinical practice, students, clinical guide nurses and clinical instructors evaluate the student's clinical practice performance with the "Practice Evaluation Form" and submit it to the course instructor in a sealed envelope.
5. At the end of the clinical practice, feedback is received from the students through the "Clinical Training Environment Student Feedback Form" and reported by the commission. It is forwarded as a recommendation to the Improvement and Development Commission for necessary improvements and developments.

**PART 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 Regulation, the Supreme Council is consulted and the final decision is determined by the Supreme Council.

**PART FIVE**

MISCELLANEOUS AND FINAL PROVISIONS

**Article 9:** This “Laboratory and Clinical Practice Regulation” 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.