**FENERBAÇE UNIVERSITY
FACULTY OF HEALTH SCIENCES**

**DEPARTMENT OF NURSING**

**CLINICAL PRACTICE DIRECTIVE**

**PART ONE
Purpose, Scope, Basis and Definitions**

Purpose

**Article 1:** The purpose of this Directive is to determine the responsibilities, basic rules, principles and methods of the clinical practices to be performed by the students of Fenerbahçe University, Faculty of Health Sciences (SBF), Department of Nursing during the periods foreseen in the education-training (curriculum) program.

Scope

**Article 2:** It covers the areas where Fenerbahçe University SBF (Faculty of Health Sciences) Nursing Department students and academic staff will perform clinical practice, their duties and responsibilities in these areas, and the procedures and principles for evaluating their practices.

Basis

**Article 3:** This Directive has been prepared based on the "Fenerbahçe University Undergraduate Education and Exam Regulation".

Definitions

**Article 4:** The terms used in this Directive have the following meanings:

1. University: Fenerbahce University,
2. Faculty: Faculty of Health Sciences,
3. Dean: Dean of Fenerbahce University Faculty of Health Sciences,
4. Department Head: Head of Nursing Department of the Faculty of Health Sciences,
5. Clinical Practice Responsible: The instructor(s) responsible for the course implemented in the relevant academic year,
6. Clinical Practice Manager: Education nurse or assigned guide nurse determined by the institution where the practice is carried out,
7. Clinical Practice Area: Public and private institutions or organizations where the practice is performed,
8. Clinical Practice Duration: The duration specified in the curriculum,
9. Clinical Practice Evaluation Form: Form filled out by the practice manager.

PART TWO
Framework of the Practice

**Article 5:** Students can do their practices in institutions and organizations recommended by the Department Head and approved by the Faculty Dean's Office. In order for students to take clinical practice courses, they must have completed the required attendance in the courses specified below.

Clinical Practice Courses: This includes clinical practice of Fundamentals of Nursing, Internal Medicine Nursing, Surgical Nursing, Women's Health and Diseases Nursing, Child Health and Diseases Nursing, Mental Health and Psychiatric Nursing, Public Health Nursing, Nursing Administration, Nursing Education courses and related applied elective courses.

**Article 6:** The duties and responsibilities of the Department Head are listed below.

1. To notify the Dean's Office of the institutions and organizations where clinical practice is planned.
2. To ensure that protocols are prepared with clinical practice areas approved by the Dean's Office.
3. To determine and assign clinical practice responsible from among the instructors of the Nursing Department.
4. To ensure that the practice is carried out completely in line with the information provided by the Clinical Practice Responsible.
5. To conduct official correspondence regarding Clinical Practice.

**Article 7:** The duties and responsibilities of the student are listed below.

1. To obtain the forms that will be used throughout the practice at the beginning of the clinical practice.
2. To comply with the working and safety rules, order and discipline of the institution where clinical practice is performed.
3. To comply with the working hours of the unit where clinical practice is carried out and to sign the Student Attendance Form.
4. To comply with the dress code required by the profession.
5. To fulfill the duties and responsibilities required of them in the clinical practice area.
6. To have good and positive relationships in the clinical practice area.
7. To be careful to use all kinds of tools and equipment in the clinical practice area.
8. To participate in the practice under the supervision of the clinical practice manager.
9. Not to change the clinical practice area without the permission of the practice manager.
10. Not to leave the clinical practice area without the permission of the practice manager.
11. To prepare and fill out the forms used in clinical practice and submit them to the practice manager.

**Article 8:** The duties and responsibilities of the clinical practice responsible are listed below.

1. To organize plans and programs that will facilitate the student's adaptation.
2. To be in constant communication with the student and the practice manager.
3. To advise the practice manager on student guidance.
4. To review the clinical practice manager and student's end-of-practice evaluations.
5. To evaluate clinical practice forms and reports and provide feedback to students.
6. To provide feedback on clinical practice at end-of-term evaluation meetings.
7. At the end of the practice, to examine the "Student Evaluation Form" and "Clinical Practice Forms" and to give midterm and final exam grades as described in the Third Section of this Directive, as a result of the oral, written exams, assignment, project assignments and similar evaluations deemed necessary.
8. To organize make-up programs for students whose excuses for absence are accepted.

**Article 9:** The duties and responsibilities of the clinical practice manager are listed below.

1. To ensure the adaptation of the student to the clinical practice area.
2. To help the student develop achievable goals.
3. To provide learning opportunities to students.
4. To be a role model, guide, observe and supervise in clinical practices.
5. To provide feedback on student performance in the field of clinical practice.
6. To provide the student with visits, case presentations and training in the field of clinical practice.
7. To fill out the Student Evaluation Form and submitting it to the practice responsible.

**PART THREE**

Evaluation of the Practice

**Article 10:** The evaluation of clinical practice is done as follows.

1. Students are supervised and evaluated by the clinical practice director in terms of theoretical knowledge, practical skills, responsibility, work discipline, performance, communication and continuity in their clinical practice studies. The result is recorded on the “student evaluation form” and delivered to the practice responsible in a sealed envelope.
2. Students prepare the forms they use for their practice and submit them to the clinical practice manager.
3. Clinical practice forms are evaluated and a midterm exam grade is given. The overall exam grade is given by evaluating the “Student Evaluation Form” and additional exams deemed necessary.
4. Students may object to material errors within 5 working days after the exam results are duly announced.

**PART FOUR**

Practice Duration and Conditions

**Article 11:** Clinical practice periods are announced at the beginning of the academic year.

The provisions of the "Fenerbahçe University Undergraduate Education and Exam Regulation" are valid regarding compulsory attendance.

Repeating professional practice courses that the student has failed by fulfilling the attendance requirements is subject to the decision of the department board.

**PART FOUR**

Final Provisions

**Article 12:** For matters not included in this Directive, the provisions of the relevant legislation regarding the "Fenerbahçe University Undergraduate Education and Exam Regulation" are valid.

**Article 13:** This Directive shall be implemented starting from the 2019-2020 academic year.

**Article 14:** The provisions of this Directive are implemented by the Fenerbahçe University Rectorate.