

REPUBLIC OF TURKEY
FENERBAHÇE UNIVERSITY
FACULTY OF HEALTH SCIENCES
DEPARTMENT OF NURSING
DIRECTIVE ON PRACTICAL COURSES AND VOCATIONAL
TRAINING IN ENTERPRISES

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to establish the responsibilities of students of Fenerbahçe University Faculty of Health Sciences Department of Nursing, regarding the professional practices to be conducted during the periods specified in the education and training program, as well as the relevant basic rules, principles, and methods.

Scope

ARTICLE 2 – (1) This directive covers the areas in which students and instructors of Fenerbahçe University Faculty of Health Sciences Department of Nursing will carry out practical activities, their duties and responsibilities, and the procedures and principles for evaluating these activities.

Basis

ARTICLE 3 – (1) These procedures and principles have been prepared based on the Fenerbahçe University Associate and Undergraduate Education Regulations.

Definitions

ARTICLE 4 – (1) The definitions in this directive are as follows;

- a) Rector: Fenerbahçe University Rector,
- b) Dean: Dean of the Faculty of Health Sciences at Fenerbahçe University,
- c) Department Chair: Chair of the Department of Nursing,
- d) Faculty Internship Commission: Fenerbahçe University Faculty of Health Sciences Internship Commission,
- e) Program: Turkish and English Nursing Programs of the Department of Nursing at the Faculty of Health Sciences,

- f) Program Chair: Chairs of the Turkish and English Programs in the Department of Nursing,
- g) Practice Area: Public and private institutions or organizations where the practice is conducted,
- h) Practice Evaluation Form: Form completed by the practice supervisor or coordinator,
- i) Practice Supervisor: Instructor or instructors responsible for the course in which the practice is conducted during the relevant semester,
- j) Practice Coordinator: Research assistant in the Department of Nursing, Faculty of Health Sciences, guidance nurse designated or assigned by the institution where the practice is conducted.

PART TWO

Practice Principles

Practice Framework

ARTICLE 5 – (1) Students may carry out their practice in institutions and organizations recommended by the Department/Program Chairmanship and approved by the Faculty Dean's Office.

(2) Applied Courses include Nursing Principles, Internal Medicine Nursing, Surgical Diseases Nursing, Women's Health and Diseases Nursing, Child Health and Diseases Nursing, Mental Health and Diseases Nursing, Public Health Nursing, Management in Nursing, and Teaching in Nursing courses in the Turkish Nursing Program; and Fundamentals of Nursing, Internal Medicine Nursing, Surgical Diseases Nursing, Women's Health and Diseases Nursing, Child Health and Diseases Nursing, Psychiatric and Mental Health Nursing, Public Health Nursing, Management in Nursing, and Teaching in Nursing courses in the English Nursing Program.

(3) Vocational Training in Enterprises includes Clinical Practice courses.

Duties and responsibilities of the Department and/or Program Chair

ARTICLE 6 – (1) The duties and responsibilities of the Department or Program Chair are listed below.

- a) Notifying the Faculty Internship Commission of the institutions and organizations where the practice is planned to be conducted.
 - b) Monitoring the official correspondence related to the practice.
 - c) Determining and assigning the practice supervisors and coordinators.
- Providing training for the practice coordinators.

d) Ensuring the complete execution of the practice by cooperating with the practice supervisor and coordinators.

Duties and responsibilities of the practice supervisor

ARTICLE 7 – (1) The duties and responsibilities of the practice supervisor are listed below.

- a) Planning and implementing orientation programs that facilitate student adaptation.
- b) Maintaining constant communication with the student and the practice coordinator.
- c) Providing consultancy to the practice coordinator.
- d) Making evaluations of the student with the practice coordinator at the end of the practice.
- e) Evaluating practice forms and reports and providing feedback to the student.
- f) Providing feedback on the practice at the end-of-semester program evaluation meetings.
- g) Conducting an evaluation at the end of the practice by reviewing the practice forms with the Practice Evaluation Form, based on assessments such as oral and written exams, assignments, and projects, as described in Part Three of this Directive.
- h) Implementing makeup programs for students whose excuses for absenteeism are accepted.

Duties and responsibilities of the practice coordinator

ARTICLE 8 – (1) The duties and responsibilities of the practice coordinator are listed below.

- a) Ensuring the student's integration into the practice area.
- b) Helping students develop attainable goals.
- c) Providing learning opportunities for students.
- d) Serving as a role model during practices, providing guidance, observing, and supervising.
- e) Providing feedback on the student's performance in the practice area.
- f) Ensuring student participation in visits, case presentations, and trainings in the practice area.
- g) Filling out the student evaluation form and submitting it to the practice supervisor.

Duties and responsibilities of the student

ARTICLE 9 – (1) The duties and responsibilities of the student are listed below.

- a) Thoroughly preparing and submitting the acceptance documents of the institutions or organizations where the practice will be conducted, within the specified period.
- b) Providing the forms to be used in practice.
- c) Complying with the working and safety rules, as well as the order and discipline, of the institution where the practice is conducted.
- d) Fulfilling the attendance requirement during the practice.

- e) Complying with the dress code of the department and the institution where the practice is conducted.
- f) Fulfilling the duties and responsibilities assigned in the practice area.
- g) Maintaining good and positive relations in the practice area.
- h) Paying careful attention to the proper use of all tools and equipment in the field of practice.
- i) Participating in the practice under the supervision of the practice coordinator.
- j) Not changing the practice area without the permission of the practice supervisor or coordinator.
- k) Not leaving the practice area without the permission of the practice supervisor or coordinator.
- l) Preparing the forms and assignments within the scope of the practice and submitting them to the practice supervisor.

PART THREE

Assessment and Evaluation

Practice evaluation

ARTICLE 10 – (1) Practice evaluation is conducted as follows.

- a) Students are monitored and evaluated by the practice supervisor on aspects such as theoretical knowledge, practical skills, responsibility, work discipline, performance, communication, and consistency in the tasks they perform during the practice. The result is recorded in the “Practice Evaluation Form” (ANNEX-1) and submitted to the practice supervisor in a sealed envelope.
- b) Students prepare the forms used during their practice and submit them to the practice supervisor.
- c) The practice supervisor evaluates practice forms, and a practice grade is assigned. Students may submit objections in accordance with the Fenerbahçe University Associate and Undergraduate Education Regulations after the results are announced in the Student Information System.
- d) Students who fail to complete the practice in accordance with the Fenerbahçe University Associate and Undergraduate Education Regulations are not eligible to take the final exam and must repeat the course.
- e) For students who are successful in the practice component of practical courses but must repeat the course, practice notes from the previous year may be used, or a practice assignment may be assigned by the practice supervisor.

PART FOUR

Practice Duration

Practice dates

ARTICLE 11 – (1) Practice durations are announced at the beginning of the semester.

PART FIVE

Final Provisions

Cases not covered by provisions and situations of uncertainty

ARTICLE 12 – Cases not covered by this directive are decided by the Nursing Department Internship Commission and the Dean’s Office based on the recommendations of the internship coordinators.

ARTICLE 13 – This directive is updated in accordance with the Fenerbahçe University Associate and Undergraduate Education and Training Regulations and Curriculum amendments.

Effective Date

ARTICLE 14 – This directive takes effect upon its approval by the Senate of Fenerbahçe University.

Implementation

ARTICLE 15 – The provisions of this directive are implemented by the Rectorate of Fenerbahçe University.