

**FENERBAHÇE 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 define the responsibilities of students of Fenerbahçe University, Faculty of Health Sciences (SBF), Department of Nursing, in the clinical practices conducted within the education and training (curriculum) program, as well as the relevant fundamental rules, principles, and methods.

Scope

Article 2: This Directive covers the areas in which students and instructors of the Fenerbahçe University SBF Department of Nursing will perform clinical practice, their duties and responsibilities, 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 Examination Regulation.

Definitions

Article 4: The definitions in this directive are as follows;

- a) University: Fenerbahçe University,
- b) Faculty: Faculty of Health Sciences,
- c) Dean: Dean of Fenerbahçe University Faculty of Health Sciences,
- d) Department Chair: Chair of the Department of Midwifery, School of Health Sciences,
- e) Clinical Practice Supervisor: The faculty member or members responsible for the course in which clinical practice is conducted during the relevant academic year,
- f) Clinical Practice Coordinator: The training nurse or assigned guidance nurse designated by the institution where the clinical practice is conducted,
- g) Clinical Practice Area: Public and private institutions or organizations where the clinical practice is conducted,
- h) Clinical Practice Period: The period specified in the curriculum,
- i) Clinical Practice Evaluation Form: The form completed by the practice coordinator.

PART TWO

Practice Framework

Article 5: Students may complete their clinical practices in institutions and organizations recommended by the Department Chair and approved by the Faculty Dean's Office. To be eligible for clinical practice courses, students must have fulfilled the attendance requirement for the following courses.

SENATE RESOLUTION:

Courses with Clinical Practice: Nursing Principles, Internal Medicine Nursing, Surgical Diseases Nursing, Women's Health and Diseases Nursing, Child Health and Diseases Nursing, Mental Health and Psychiatric Nursing, Public Health Nursing, Management in Nursing, Education in Nursing, and related applied elective courses.

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

- a) Notifying the Dean's Office of the institutions and organizations where clinical practice is planned to be performed.
- b) Ensuring that a protocol is prepared for the clinical practice areas approved by the Dean's Office.
- c) Appointing clinical practice supervisors from among the instructors of the Nursing Department.
- d) Ensuring that the practice is carried out fully in accordance with the information provided by the Clinical Practice supervisors.
- e) Carrying out official correspondence regarding the Clinical Practice.

Article 7: Duties and responsibilities of the student are listed below.

- a) Receiving the forms to be used for preparation at the beginning of the clinical practice.
- b) Complying with the working and safety rules, as well as the order and discipline, of the institution where the clinical practice is conducted.
- c) Complying with the working hours of the unit where the clinical practice is conducted and signing the Student Attendance Form.
- d) Complying with the dress code required for the profession.
- e) Fulfilling the duties and responsibilities assigned in the field of clinical practice.
- f) Maintaining good and positive relations in the field of practice.
- g) Paying careful attention to the proper use of all tools and equipment in the field of clinical practice.
- h) Participating in the practice under the supervision of the practice coordinator.
- i) Not changing the clinical practice area without the permission of the clinical practice supervisor.
- j) Not leaving the clinical practice area without the permission of the clinical practice coordinator.
- k) Preparing and completing the forms used in clinical practice and submitting them to the clinical practice supervisor.

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

- a) Organizing plans and programs that facilitate student integration.
- b) Maintaining constant communication with the student and the practice coordinator.
- c) Providing consultancy to the practice coordinator regarding student guidance.
- d) Reviewing the end-of-practice evaluations completed by the practice coordinator and the student.
- e) Evaluating clinical practice forms and reports and providing feedback to the student.
- f) Providing feedback on the clinical practice during end-of-term evaluation meetings.
- g) At the end of the clinical practice, examining the Student Evaluation Form and Clinical Practice Forms and assigning mid-term and final grades, as described in the Part Three of this Directive, based on oral and written exams, homework, project assignments, and other evaluations deemed necessary.
- h) Implementing makeup programs for students whose excuses for absenteeism are accepted.

Article 9: Duties and responsibilities of the clinical practice coordinator are listed below.

- a) Ensuring the student's integration into the clinical practice area.
- b) Assisting the student in developing attainable goals.
- c) Providing learning opportunities for the student.
- d) Serving as a role model in clinical practice, providing guidance, observing, and overseeing.

SENATE RESOLUTION:

- e) Providing feedback on the student's performance in the clinical practice area.
- f) Providing the student with visits, case presentations, and training in the clinical practice setting.
- g) Filling out the Student Evaluation Form and submitting it to the program coordinator.

PART THREE Practice Evaluation

Article 10: The evaluation of clinical practice is carried out as follows.

- a) During clinical practice, students are supervised and evaluated by the clinical practice supervisor on aspects such as theoretical knowledge, practical skills, responsibility, work discipline, performance, communication, and attendance. The result is recorded in the "Student Evaluation Form" and submitted to the practice supervisor in a sealed envelope.
- b) Students prepare the forms used during their practice and submit them to the clinical practice supervisor.
- c) Clinical practice forms are evaluated, and a midterm grade for the practice is assigned. The general exam grade is assigned by evaluating the "Student Evaluation Form" together with any required additional exams.
- d) Students may appeal material errors in accordance with the procedure within 5 business days after the exam results are announced.

PART FOUR Practice Period and Conditions

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

The provisions of the Fenerbahçe University Undergraduate Education and Examination Regulation apply to the attendance requirement.

Students who fail vocational practice courses but meet attendance requirements may repeat the course upon approval from the departmental committee.

PART FOUR Final Provisions

Article 12: The provisions of the legislation related to the Fenerbahçe University Undergraduate Education and Examination Regulation apply to matters not covered in this Directive.

Article 13: This Directive takes effect as of the 2019-2020 academic year.

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