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ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF HEALTH SCIENCES HEALTH MANAGEMENT DEPARTMENT

VOCATIONAL PRACTICE INSTRUCTION

**FIRST SECTION**

Aim Scope, Base and Definitions

**Aim**

**ARTICLE 1 -** (1) To regulate the procedures and principles for Istanbul Medipol University, School of Health Sciences, Department of Health Management, to apply the theoretical knowledge they have acquired from the courses related to the health management professionals in various institutions and organizations.

# Scope

**ARTICLE 2 -** (1) This Instruction covers the areas where students and instructors studying at the Department of Midwifery, School of Health Sciences, Istanbul Medipol University will practice, their duties and responsibilities there and the principles in the evaluation of their practices.

# Base

**ARTICLE 3-** (1) This Instruction has been prepared based on Istanbul Medipol University Associate and Undergraduate Education Regulations.

**Definitions**

**ARTICLE4 -** (1): The definitions in this instruction, refer to;

1. University: Istanbul Medipol University,
2. School: School of Health Sciences,
3. Dean: Dean of Istanbul Medipol University School of Health Sciences,
4. Head of Department: Head of Department of Health Management, School of Health Sciences,
5. Implementation Officers: The instructors responsible for the professional practice course opened in the relevant academic year,
6. Practice Coordinator: The manager of the administrative or clinical unit in the institution or organization where the application is made, or the person to whom the manager has delegated this task,
7. Field of practice: Public and private institutions or organizations where the application is made,
8. Implementation Unit: The administrative unit where the application will be made in the institutions and organizations determined to be implemented.

#  SECOND SECTION

 Framework of Application

**ARTICLE 5 - (**1) Students can make their applications in institutions and organizations recommended by the Department Chair and approved by the School of Dean.

**ARTICLE 6 -** (1) The student's duties and responsibilities are listed below

1. Getting the "Professional Application File for Students" at the beginning of the application.
2. Meticulously complying with the working hours in the applied unit during the application and signing the "Student Attendance Form".
3. To comply with the dress code required by profession.
4. Participating in the program prepared by the application supervisor during the implementation.
5. Not leaving the application area without the permission of the application player.
6. To complete the deficiencies in the implementation period within the make-up program prepared by the implementation supervisor and the implementation manager.

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**ARTICLE 7 -** (1) The duties and responsibilities of the Head of Department are listed below.

1. Notifying the Dean of the institutions and organizations that are planned to be implemented.
2. To ensure that protocols are drawn up with the application areas approved by the Dean's Office.
3. Implementation officers among the school members of the Health Management Department

Designate and assign.

1. To ensure the complete execution of the application in line with the information to be given by the application responsible.
2. To carry out official correspondence regarding the application.

**ARTICLE 8 -**(1) The duties and responsibilities of the enforcement officers are listed below:

1. To make suggestions to the Head of the Department regarding the application areas and units.

Preparing the following forms and documents.

1) Professional Application File: This document contains information about the duties and responsibilities of the students, their attendance status, the knowledge/skills expected to be acquired by the students in each of the administrative units where the application will be made, and the evaluation of the application.

2) Student Evaluation Form: This form is prepared by the application coordinator to evaluate students.

3) Student Attendance Form: This form is prepared to cover the entire application period.

4) Student Distribution List: To prepare the Student Distribution List at the beginning of the semester, which shows the application areas and units of the students for how long.

b) To organize Application Preparation Training at the beginning of the semester.

c) Preparing the "Vocational Practice File for Students", which includes the Student Distribution List, and distributing it to the students in the Practice Preparation Training.

d) To plan the make-up program with the Implementation Coordinator for students whose excuses are accepted for lack of time in the application.

e) To determine the schedule of oral presentations that students will make about the units they practice.

f) To give students midterm and general exam grades.

**ARTICLE 9** – (1) The duties and responsibilities of the implementation coordinator are listed below:

a) To inform the application supervisor about how many students are allowed to practice in which units, for how long.

b) Following the students' attendance status, filling the "Student Attendance Form" and sending it to the application manager.

c) To implement the compensation program planned together with the application manager.

d) To ensure that the application is carried out effectively by contacting the managers of the units to be implemented.

e) To ensure that students follow the rules. Reporting the situation of non-compliant students to the application supervisor.

f) Filling the Student Evaluation Form and forwarding it to the application manager.

**Evaluation of the Practice**

**ARTICLE 10** - (1) Evaluation of the practice is done as follows.

a) At least one midterm exam and one general exam grade are given to evaluate students' success in professional practice. Midterm exams are evaluated before the general exam.

b) The score given in the Student Evaluation Form is evaluated as the application midterm grade. In cases where the department board deems it necessary, a midterm exam can be held instead of the application grade.

c) The general exam grade is determined by the written and oral presentation grade that the students will prepare following the principles in the Professional Practice File regarding the units they practice.

d) The student may object to material errors within five working days after the duly announcement of the exam results.

**THIRD SECTION**

**Practice Period and Requirements**

**ARTICLE 11- (1)**Application periods are determined and announced at the beginning of the academic year.

(2) The provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations and the decisions of the university senate are valid for the attendance requirement.

(3) The repetition of the professional practice courses that the student fails by fulfilling the attendance requirements depends on the decision of the department board.

**FOURTH SECTION**

**Final Provisions**

**ARTICLE 9**- (1) The provisions of the relevant legislation are valid for matters not included in this Instruction.

**ARTICLE 10** - (1) This Instruction is applicable from the 2017-2018 academic year.

**Execution**

**ARTICLE 11** - (1) The provisions of this Instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-02.

Preparing the following forms and documents.