

GAZİ UNIVERSITY FACULTY OF MEDICINE INTERN DOCTOR WORKING DIRECTIVES

PART ONE

Purpose, Scope, Basis and Definitions

Aim

Article 1- (1) The purpose of this Directive; To ensure that the education program of Gazi University Faculty of Medicine Term 6 students (intern doctor) is carried out in accordance with the National Core Education Program (UCEP) and the goals and strategies of the Faculty, and to determine the rights and obligations of intern doctors.

Scope

Article 2- (1) With this directive, the working principles of Gazi University Faculty of Medicine Term 6 students are regulated.

Basis

Article 3- (1) This directive has been prepared in accordance with the principles of Gazi University Associate and Undergraduate Education and Examination Regulations and Gazi University Faculty of Medicine Turkish and English Program Education and Examination Directive.

Definitions

Article 4- (1) In this directive;

a) University: Gazi University.

b) Senate: Gazi University Senate.

c) Faculty: Gazi University Faculty of Medicine.

d) Intern Physician Period: Gazi University Faculty of Medicine Turkish and English Program, which begins with the successful completion of Term V internships, gains the responsibility and skills to solve clinical problems by using professional values, enables the development of communication and intellectual abilities, is an uninterrupted 12-month period held under the supervision of faculty members.

e) Intern Doctor: A "physician candidate" who develops his/her ability to solve clinical problems by using their medical knowledge and skills, communication skills and professional values during the transition period between being a student and being a doctor, and carries out this learning process under the supervision of faculty members.

f) Term 6 (Intern) Coordinatorship: He /she is the coordinator who is responsible for carrying out the education of the 6th Term of the Faculty of Medicine on behalf of the Coordinatorship. He/she works under the vice dean who is responsible for education. Term 6 Coordinatorship consists of a president and Assistans.

g) Supervisor of Internship: He/she is the faculty member who is responsible for conducting the Term 6 education in the Department, organizing processes like internship rotations etc., Term 6 coordinatorship, ensuring coordination between student affairs and the department.

h) Intern Report Card: These are the assessment tools prepared by the departments in accordance with the educational objectives and curriculum of Gazi University Faculty of Medicine and containing the knowledge, skills, attitudes and behaviors expected to be gained during internships. Report Card consists of Skill List and Intern Doctor Evaluation Forms.

i) Internship Skills List: It is a list of skills expected to be gained during the internship, developed in order for the Departments, Term 6 Coordinatorship, Education Coordinatorship and Dean's Office to follow the education process. It is required to be declared by the Intern doctor and approved by the internship supervisor that the skills in this list have been realized/acquired.

j) File: Defines the files containing the patient files developed or the transcript of field studies in order to monitor the knowledge, skills and behaviors desired to be acquired in line with the objectives of the departments.

k) Intern Doctor Evaluation Form: It is the form in which the intern doctors' attendance to the internship and their competency to fulfill the requirements in the skill list are evaluated, and the internship supervisor expresses his/her opinion about the intern doctor. The evaluation form is included in the intern report card.

l) Term 6 Intern Representative(s): Intern doctor(s) representing Term 6 in faculty education boards and commissions such as graduation ceremonies, in cooperation with the Term 6 coordinator and/or the vice dean in charge of education.

SECOND PART

Education Program, Internships, Working Periods, Shifts

Article 5- (1) Intern doctors spend their final year in Gazi University Health Research and Application Center Gazi Hospital; in order to realize the objectives of Medical Education, as defined in Article 8 of "Gazi University Faculty of Medicine Turkish and English Program Undergraduate Education and Training Examination Directive". They receive practical training in various health institutions. In accordance with the Term 6 training program UÇEP, a physician graduated from the Faculty of Medicine should be able to diagnose, treat, prevent diseases and inform the society, etc. It is planned for primary care practice based on the competencies required in such steps. For this purpose, emphasis is placed on outpatient clinical practices and bedside training. The requests of intern doctors to do domestic and international internships outside the Faculty are evaluated by the Board of Coordinators and

the Faculty Board of Directors for a period not exceeding 3 (three) months, provided that the program eligibility condition is met.

Article 5-(2) The training program, working hours and shifts are arranged by the relevant Department and inspected by the Dean's Office.

Internships

Article 6- (1) Internships in the Medical Education Program and their duration are shown in the chart below. Internship Period **Internal Sciences Block:** Internal Medicine 1.5 months ; Child Health and Diseases 1.5 months; Emergency Medicine 1.5 months; Adult Psychiatry 3 weeks; Cardiology 2 weeks; **Surgical Sciences Block:** Obstetrics and Gynecology 1 month; General Surgery 3 weeks; **Community Based Practices Block:** Public Health 1.5 months; : Internal Medicine (Field Study) 2 weeks; Social Pediatrics (Field Study) 2 weeks; MoH Gynecology and Obstetrics Hospitals 2 Weeks; **Elective Block:** Elective-1 3 weeks; Elective-2 3 weeks;

At the end of the 5th semester, internship groups are formed by the Student Affairs Unit in order of student numbers. While determining the internship groups, care is taken to ensure a balanced distribution. Internship groups and dates are determined by the Term 6 Coordinatorship and announced after approval by the education coordinator. Within 10 days following the end of the internship, the department notifies the intern's success status in an official letter to the student affairs office, and the intern has a report card approved by the relevant department at the end of the internship. The responsibility of the report card belongs to the intern and it should be handed over to the student affairs at the graduation stage.

Working Hours, Shifts

Article 7-(1) In the Term 6 education program, the duration of the internship and the shift system are regulated by the departments.

(2) Shifts are included in the Term 6 education program. Those shifts, which have educational purposes, cannot be more often than once every 3 days. The number of shifts and the duration of interns cannot be augmented in order cope with service shortfall.

CHAPTER THREE

Assessment Of Success

Success

Article 8- (1) This period is assessed with "qualification" criteria for each unit. The relevant departments determine the proficiency criteria and evaluation methods for their internships and notify the Term 6 Coordinatorship. The practice of the intern doctors is regularly monitored through the internship files within the framework of the program and the department decides whether they are successful or not.

Absence

Article 9-(1) Continuity of internship is mandatory. Total absence time due to health problem or any excuse cannot exceed 20% of the entire internship period.

(2) The approval of the excuse is made by the Faculty Executive Board in accordance with the provisions of the "Gazi University Just and Valid Reasons Directive". How to perform the repetition of internship, which is lacking in terms of time or insufficient in terms of gaining skills, is defined under the title of "Failure".

Failure

Article 10- (1) Intern doctors who are not qualified according to the "qualification criteria and evaluation methods" determined by the relevant departments and notified to the Term 6 Coordinator, will perform the repetition of internship.

(2) Internship repetitions (depending on absenteeism and qualification criteria) are equal to the duration of the internship. The department reports these repetitions to the Term 6 Coordinatorship with their reasons.

(3) Internship repetition is applied in the period following the completion of all internships. Departments make the necessary changes and arrangements in their educational programs for internship repetitions. Intern doctors may repeat their internship at another medical faculty with the decision of the board of directors in accordance with the provisions of the Article 5.

CHAPTER FOUR

Responsibilities and Duties of Term 6 Coordinatorship

Responsibilities

Article 11-(1) Term 6 Coordinatorship is responsible for the implementation of Term 6 internship programs in accordance with the educational goals and curriculum of Gazi University Faculty of Medicine and the coordination between intern doctors, departments and the dean's office.

Duties

Article 12- (1) The Term 6 Coordinatorship, together with the dean's office, ensure that departments determine and review their educational goals, tools and methods together with the internship supervisors at the beginning of each academic year.

(2) Term 6 Coordinatorship ensures and monitors the application of measurement and evaluation criteria together with the relevant boards.

(3) Term 6 Coordinatorship monitors the preparations for the graduation process and takes part in its execution.

(4) Term 6 Coordinatorship and student affairs unit ensure that the documents related to graduation are completed and submitted to the deanery.

CHAPTER FIVE

Responsibilities of the Department:

Selection of internship supervisors

Article 13- (1) All departments in the Term 6 education program determine the faculty member responsible for the internship of the department and notify the deanship one week before the start of the new semester.

Evaluation process

Article 14- (1) Before the start of the new semester, departments submit the internship aims and objectives, tools and methods, qualifications and evaluation criteria to the Term 6 Coordinatorship and the dean's office through the faculty member in charge of the internship, on the dates determined by the coordinator.

(2) Intern evaluation forms are prepared according to the educational goals and objectives of the relevant department.

(3) Departments benefit from the curriculum content of UÇEP and Gazi University Faculty of Medicine when determining aims and objectives of the internship. When determining internship goals, the obligations of the intern doctor during shifts and daily practices and the responsibilities of the faculty member and teaching staff are identified. Service-oriented work that is not related to education is not the duty of intern doctors, and they cannot be expected to fulfill these duties.

Conducting the educational process

Article 15- (1) The internship supervisor is obliged to ensure, monitor and evaluate that the training is carried out in accordance with the objectives during the internship. For this purpose, the internship supervisor monitors the work of intern doctors in the clinic or in the field, evaluates and approves the files and report cards he/she prepares.

(2) Proficiency status and report cards of intern doctors are sent to the student affairs unit by the head of the department within 10 days following the end of the internship.

Duties of Internship Supervisor

Article 16- (1) Organizes the training and rotation programs of intern doctors in the unit and prepares duty schedules.

(2) The internship supervisor gives information to the interns about the execution of the educational program and the internship process at the beginning of the internship, and receives written/oral feedback by holding an evaluation meeting at the end of the internship.

(3) The internship supervisor ensures and monitors, on behalf of the Dean's office, that intern doctors are informed and protected against risks to healthcare workers (e.g. syringe tip injuries, hand-finger cuts occurring when dealing with medicine ampoules, violence against healthcare workers, etc.).

(4) At the end of the academic year, he/she prepares a report containing the end-year evaluation and recommendations together with the heads of the departments, and submits it to the Dean's Office and the Term 6 Coordinatorship.

CHAPTER SIX

Obligations, Responsibilities and Rights of Intern Doctors, Regulations

Obligations

Article 17- (1) In addition to improving their skills in producing solutions to health problems in the light of professional values and principles during the education process in term 6, intern doctors also improve their medical knowledge and critical thinking skills by participating in seminar programs, article hours, conferences and similar academic events.

(2) The intern doctor applies the knowledge and skills acquired in previous training periods under the responsibility of the relevant faculty member.

(3) The intern doctor actively participates in routine outpatient clinical practice in the clinics where he/she practises.

(4) The intern doctor monitors patients under his/her responsibility in the inpatient units and pays close attention to their problems, communicates effectively with the patient's relatives, attends shifts, and carries out medical interventions under the responsibility of the member of faculty.

(5) The intern doctor practices medical document management.

(6) The intern doctor gets familiar with the organization of the health system and learns the execution of system.

(7) The intern doctor intensify his leadership and teamwork skills in the field of healthcare and skills in effectively communicating with healthcare professionals and the society.

(8) The intern doctor acquires lifelong learning and the ability to use evidence-based medical principles.

(9) Intern doctors acquire skills to protect and improve health at all levels, from the individual's living environment to a tertiary health institution.

Responsibilities

Article 18- (1) The intern doctor, with the request and under the control of supervisor or the assigned faculty member, helps fill out the laboratory request document of the patient he is monitoring, enter the laboratory results into the patient file, and prepare an epicrisis draft.

(2) The intern doctor cannot perform operations and processes on his own, such as entering data into the patient file the database, which is a legal document, requesting a consultation, signing the patient out by writing an epicrisis, writing a prescription to give to the patient and entering a request, but only can be done under the responsibility of the faculty member.

(3) The intern doctor learns initiatives specified in the internship report cards and improves his/her skills regarding them. The intern doctor can perform the interventions specified in the report cards under the responsibility of the faculty member, accompanied by the faculty member or staff, and only with the permission of the responsible physician from the patient. The patient's " physician in charge" is responsible for all complications and problems that may arise from interventional procedures.

(4) The intern doctor is obliged to prepare a patient file during the clinical internships in the Term 6 program and submit it to the internship supervisor. If the prepared files are deemed sufficient, they are approved by the internship supervisor. In Public Health internship, patient file is not prepared; what needs to be done in the department during the internship is specified in the internship file prepared by the department and these files are filled in by the interns. The files are evaluated by the internship supervisor and the head of the department.

(5) Intern doctors must know the rights of patients and their relatives, be respectful and comply with the principle of confidentiality of patient information.

(6) The intern doctor cannot provide medical information about the patient's disease and information about the processes alone, and cannot convey any medical information about the patient.

(7) Intern doctors can provide training to patients and their relatives accompanied by the responsible physician in charge.

Rights

Article 19- (1) Under the supervision of responsible faculty member, the intern doctor may undertake duties such as taking and sending blood and samples in order to learn the details about the functioning of the medical institution.

(2) The intern doctor does not carry patients except in emergencies, but can accompany the patient while being carried by a staff member.

(3) The intern doctor cannot be held responsible for carrying patient samples (blood, urine, stool, etc.) to laboratories, except in emergency situations.

(4) Intern doctors cannot be assigned in a way that goes beyond the purpose of education.

Rules to be followed

Article 20- (1) The dress of the intern doctor in the practising environment should be in a manner befitting a physician, and a doctor's coat should be worn inside the hospital.

(2) It is forbidden to use the intern doctor's coat and similar healthcare worker-specific clothes outside of hospitals or health institutions.

(3) Intern doctors must wear their ID cards visibly within Gazi University Faculty of Medicine Health, Education, Application and Research Center buildings.

(4) Intern doctors submit the files and personal reports they prepared at the end of the internship to their supervisor.

(5) The intern doctor should introduce himself as an “intern doctor” to his/her patient.

(6) The intern doctor takes the anamnesis and perform physical examination of the patient assigned to him for educational purposes, under the supervision of the instructor.

(7) Intern doctors must comply with the rules and regulations of the institution in Gazi University Faculty of Medicine Health, Education, Application and Research Center and other health institutions.

(8) Intern doctors must comply with the clinical rules of operation of the department that they attended.

(9) Interns are required to attend the intern integration course and must document their participation at graduation.

(10) During the orientation program, Term 6 intern student representative(s) are selected, provided that they are from different internship groups, with 1 representative for every 100 interns. Intern representatives are natural members of the Medical Education Student Council. Term 6 intern representative(s) represent Term 6 in faculty education boards and commissions such as graduation ceremonies, and work in cooperation with the Term 6 Coordinator and/or the responsible vice dean. Semester 6 interns notifies announcements among doctors. He/She conveys problems of intern doctors to the Term 6 Coordinatorship and the Dean's Office, represents Term 6 in educational commissions, takes part in the organizing committee of the graduation ceremony.

CHAPTER SEVEN

Enforcement, Execution Enforcement

ARTICLE 21- (1) This directive enters into force on the date it is accepted after discussion by the Faculty Board.

Executive

Article 22- (1) The provisions of this directive are executed by the Dean of Gazi University Faculty of Medicine.