

# **Procedures and Principles Regarding Clinical Practical and Theoretical Education of Clinical Term Students (4th and 5th Classes)**

## **FIRST PART**

### **Purpose, Scope, Basis and Definitions Purpose**

ARTICLE 1- The purpose of these Procedures and Principles; Gazi University Faculty of Medicine's Clinical Term Students (4th and 5th Classes) carry out clinical practical and theoretical education programs in accordance with the educational goals and learning objectives of the faculty, and to regulate the rules, duties, authorities and responsibilities that students must comply with during the clinical period.

### **Scope**

ARTICLE 2- With these Procedures and Principles; Working principles of Gazi University Faculty of Medicine Clinical Term Students (4th and 5th Classes) have been arranged.

### **Basis**

ARTICLE 3- These Procedures and Principles; It has been prepared in accordance with Gazi University Associate and Undergraduate Education and Examination Regulations and Gazi University Faculty of Medicine Turkish and English Program Undergraduate Education and Examination Directive, which came into force after being published in the Official Gazette dated September 5, 2017 and numbered 30171.

### **Definitions**

ARTICLE 4- In these Procedures and Principles;

- a) University: Gazi University.
- b) Faculty: Gazi University Faculty of Medicine.
- c) Education Coordinator: Gazi University Faculty of Medicine Education Coordinator.
- d) Classroom Coordinator: It is a board of faculty members appointed by the Dean, consisting of a chairperson and assistants, who organize the 4th or 5th grade clinical period education programs, and coordinates between the student, the department and the dean's office.
- e) Clinical term education manager: appointed by the academic board of the department; conducting 4th or 5th class education in the department, organizing rotations and similar processes; The 4th or 5th Class Coordinators are the faculty members in charge of ensuring the coordination between the Student Affairs and the Department.
- f) Clinical Term: Those who successfully complete the class III courses in accordance with the Gazi University Faculty of Medicine Turkish and English Program Education-Teaching and Examination Directive, and who gain the responsibility and ability to solve clinical problems under the supervision of faculty members and staff in accordance with clinical practical and theoretical training programs. defines the 4th and 5th Grades that enable the development of communication and intellectual abilities by using their professional values.
- g) Student Development File (Portfolio): Prepared to evaluate the performance, attitudes and professional development of students in real-life situations (theoretical and applied learning environments, inpatient services and polyclinics), structured by the relevant clinics in line with the educational goals and learning objectives of the faculty during

the clinical period. is the file.

- h) **Clinical Term Guide:** The purpose and objectives of the department, the learning outcomes, the matching matrix of learning outcomes and program competencies, the lists of medical practices and learning levels associated with the clinical term, the measurement-evaluation methods (oral It is an explanatory document for students that includes portfolio files, panels, presentations, OSCE, etc.) that affect the exam content.
- i) **Clinical Term Report Card:** It is the document that includes the Clinical Term Manual and Student Development File and is given to each student at the beginning of the process.

## **SECOND PART**

### **Training Program and operation**

#### **Duties of the coordinator:**

ARTICLE 5- (1) The 4th and 5th Class Coordinators, through the dean's office, request the current curriculum, which has been approved by the relevant committees, from all the departments in the education program in April. In order for the academic calendar to be prepared and the training guide to be prepared before the new semester starts, the current course schedules are notified to the dean's office by the end of May at the latest.

(2) When the education period starts, the coordinator and his assistants are introduced to the students in line with the current information, directives and regulations in the education guide.

#### **Responsibilities of the Department:**

ARTICLE 6- (1) All departments in the 4th and 5th class education program determine the clinical term manager of the department and notify the dean's office for the new academic year in the academic boards of May at the latest.

(2) Before the new semester starts, until the date determined by the coordinator for the preparation of the education guide, the aims and objectives, learning outcomes, matching matrix of learning outcomes and program competencies, related medicine applications lists and learning levels, must be submitted to our faculty's education-training and examination directive. prepares the guides containing the assessment-evaluation methods (portfolio file, panel, presentation, OSCE, etc.) that affect the oral exam content, and presents them to the relevant Coordinator and the Dean's Office through the administrative faculty member.

(2) While preparing the guides of the departments, our faculty makes use of the program competencies, purpose-learning objectives and National Core Education Program (NCEP) content. They submit the updates to the relevant coordinator and the Program Development and Evaluation Board for approval, and add to the program content if accepted.

(3) Every new group starts during the education period, the clinical period director makes an introduction to the students in line with this guideline.

## **Duties, authorities and responsibilities of Clinical Term Students (4th and 5th Classes)**

### **ARTICLE 7 -**

- 1) Participates in theoretical and practical courses given by faculty members in the relevant units and applied training under the supervision of instructors in line with the program prepared by the department, accepted by the academic committee and approved by the relevant committees of the faculty,
- 2) In line with the curriculum prepared by the department, attends visits during service working hours, monitors all kinds of medical interventions for diagnosis and treatment in the polyclinic, service and other diagnosis and treatment units, and makes appropriate interventions under the permission and supervision of the trainer.
- 3) Takes the anamnesis of the patients given to them for educational purposes in the units they are assigned by the Department, performs the physical examination, determines the preliminary diagnosis, makes the interpretation and differential diagnosis of the case, creates the development file as determined by the clinic and presents it to the instructor.
- 4) Students carry out all their studies for educational purposes under the supervision of responsible and authorized persons. In no way can they be directly involved in the decisions, practices and records regarding the diagnosis, treatment, follow-up and medical care of the patients.
- 5) Performs anamnesis, examination and other medical procedures by introducing himself and giving information to the patient before the application.
- 6) Acts in accordance with the principles and rules of medical professional ethics during applications.
- 7) When he has serious information, observations and findings about patients that require changes in diagnosis and treatment, he immediately notifies the relevant instructors.
- 8) The information, documents and samples obtained from the patients during the training and practice studies cannot be shared with others, including the relatives of the patients, cannot be used for other purposes or collected.
- 9) Respects the rights of patients and their relatives and abides by the principle of confidentiality of patient information.
- 10) Follows the hygiene rules in all procedures related to the patient. Avoids behaviors that will harm patient safety and disrupt hospital hygiene.
- 11) The patient cannot take his files out of the service.
- 12) It is not obliged to make applications to close the service gap, unless there is a valid reason.
- 13) It carries out all Education-Training activities under the supervision of the relevant clinical term supervisor and is responsible to him.

### **Enforcement**

ARTICLE 8- These Procedures and Principles; It enters into force as of the date it is accepted by the Faculty Board of Gazi University Faculty of Medicine.

### **Executive**

ARTICLE 9- The Dean of Gazi University Faculty of Medicine executes the provisions of these Procedures and Principles.