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KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES
DEPARTMENT OF MIDWIFERY
CLINICAL PRACTICE GUIDELINE

SECTION ONE

Purpose, Scope, Legal Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Guideline is to regulate the principles of clinical practice conducted in order to develop the professional knowledge and skills of the students of the Department of Midwifery, Faculty of Health Sciences, KTO Karatay University, and to integrate them into the field of practice.

Scope

ARTICLE 2 – (1) The provisions of this Guideline cover the principles related to the clinical practices to be undertaken by the students of the Department of Midwifery, Faculty of Health Sciences, KTO Karatay University.

Legal Basis

ARTICLE 3 – (1) This Guideline has been prepared on the basis of the provisions of the Higher Education Law No. 2547 and the KTO Karatay University Associate and Undergraduate Education and Examination Regulations.

Definitions

ARTICLE 4 – (1) For the purposes of this Guideline:

a. **Head of Department:** Refers to the Head of the Department of Midwifery, Faculty of Health Sciences, KTO Karatay University.
b. **Department:** Refers to the Department of Midwifery, Faculty of Health Sciences, KTO Karatay University,
c. **Dean:** Refers to the Dean of the Faculty of Health Sciences, KTO Karatay University,
d. **Faculty:** Refers to the Faculty of Health Sciences, KTO Karatay University,
e. **Workday:** Refers to an eight-hour working day or the daily working period applied by the institution,
f. **Clinical Practice Commission:** Refers to the commission responsible for the execution and evaluation of clinical practices,
g. **Rector:** Refers to the Rector of KTO Karatay University,
h. **Practice Area (Site):** Refers to the institutions and organizations where the practice is carried out,
i. **Practice Grade:** Refers to the grade awarded to students based on clinical practice and/or laboratory evaluation and/or project report,
j. **Practice Supervisor:** Refers to the academic staff member or mentor assigned by the Head of Department to guide, advise, evaluate, and supervise students regarding work strategies and career development,
k. **Practice Duration:** Refers to the total semester-based duration of the practice hours of applied courses,
l. **Practice Coordinator:** Refers to the academic staff member responsible for the course in which the practice is conducted,

m. **Evaluation of Practice:** Refers to the evaluation conducted by the academic staff member and the clinical supervisor regarding the student's performance at the institution where the practice is undertaken,
n. **University:** Refers to KTO Karatay University,
o. **Vocational School:** Refers to the KTO Karatay University School of Health Sciences.

SECTION TWO
Principles Regarding Clinical Practice

Clinical Practice Requirements

ARTICLE 5 – (1) Students' compulsory clinical practices are carried out in accordance with the curriculum of the Department of Midwifery, Faculty of Health Sciences, KTO Karatay University.

a) In the evaluation of the graduation criteria to be fulfilled by midwifery students, each student is required to complete 100 antenatal examinations and counseling sessions, follow-up and care of 40 pregnant women, 40 normal deliveries, 3 breech deliveries, 10 episiotomy procedures, follow-up of 40 high-risk pregnancy/birth/postpartum cases, monitoring of 20 high-risk pregnancy/birth/postpartum cases, 100 postpartum care practices, 100 neonatal examinations, monitoring of 20 high-risk newborns, 20 gynecological and obstetric care practices, 10 medical and surgical care practices, and 20 family planning counseling sessions. The minimum passing grade for clinical practice is 60 points.

Students must submit the Graduation Criteria Logbook related to the graduation criteria specified above, after obtaining approval from the practice supervisors and the clinical supervisor, on the dates determined by the Graduation Commission.

Documents reviewed by academic advisors are approved by the Head of Department following the control of the Graduation Commission, and graduation procedures are initiated for students who fulfill the graduation requirements.

Students whose incomplete procedures or practices are identified by the Head of Department must complete their deficiencies within a maximum of 30 days and resubmit the relevant forms to the Education Commission for reevaluation.

Clinical Practice Periods

ARTICLE 6 – (1) Clinical practices are conducted on weekdays each semester in parallel with the relevant professional courses, in accordance with the academic calendar. Internships and Clinical Practice I and II may also be implemented outside the academic calendar.

Clinical Practice Areas

ARTICLE 7 – (1) Students carry out their practices in hospitals, other healthcare institutions, and in the field (school, workplace, home, etc.). In cases where difficulties arise in finding a practice placement, the practice may be conducted in the university's practice laboratory.

Clinical Practice Content

ARTICLE 8 – (1) Clinical practice refers to activities through which students maintain and develop the knowledge and skills acquired during their education, through observation and

practical application in public or private healthcare institutions and organizations. The clinical practice is determined in line with the curriculum. The content of the Clinical Field Practice Skills Form and the Student Evaluation Form is determined by the Clinical Practice Commission. The practice supervisor reviews the Care Plan content at the beginning of each semester and communicates it to students. Students are required to complete all forms related to their activities and submit them to the practice supervisors.

Attendance Requirement

ARTICLE 9 – (1) Students are required to attend at least 70% of theoretical courses and 80% of practical courses.

Rules to Be Followed in the Clinical Practice Area

ARTICLE 10 – (1) Students must comply with the workplace regulations of the institution where they perform their clinical practice, as well as with the institution's internal rules and regulations concerning discipline and occupational safety, and must set a positive example through their conduct. Students are also required to comply with the clinical practice rules announced by the Head of Department. Students who fail to fulfill their assigned duties within the clinical practice program or who violate the rules are reported to the disciplinary committee by the relevant faculty member / instructor.

Dress Code

ARTICLE 11 – (1) In laboratory and clinical practice areas, students are required to comply with the uniform standards determined by the University. Students must also adhere to the uniform-related rules included among the clinical practice rules announced by the Head of Department. Within this scope;

a. Students are required to wear a midwifery uniform during clinical practice and a white coat during laboratory practice.
b. The use of any accessories on the uniform, except for a wedding ring, including earrings, necklaces, and bracelets, is prohibited.
c. Only dark-colored sneakers are permitted; the use of hospital slippers is strictly prohibited.
d. Long or polished nails are strictly prohibited.
e. Hair must be tied in a bun or braid and must not touch the uniform. Students who wear a headscarf must use a navy blue or black headscarf without patterns or designs.
f. The use of a midwifery cap is prohibited.

Duties and Responsibilities of the Student Performing Clinical Practice

ARTICLE 12 – The duties and responsibilities of students engaged in clinical practice are as follows;

a. Clinical practices conducted within the scope of applied courses take place between 08:00 and 16:00. Students must be present in the clinical area and ready at 08:00. Students who arrive late or leave early will be considered absent.
b. Students are obliged to fulfill the duties and responsibilities assigned to them in the practice area.
c. Students may not leave the practice area without permission from the Practice Supervisor, the faculty member, and the responsible midwife/nurse. During practice, visitors are not permitted, inter-unit wandering is prohibited, and leaving the unit for reasons such as tea, coffee, or smoking is not allowed.
d. Smoking within the institution's premises or surrounding areas is strictly prohibited.

e. Students must comply with the working procedures and safety rules of the unit during their practice.
f. Students are required to work harmoniously with the healthcare team.
g. Students must exercise maximum care in the proper use of all tools and equipment in the practice area. Any responsibility arising from failure to comply with this obligation belongs to the student.
h. Students may not change their practice area. However, in necessary cases, the practice area may be changed upon the justified opinion of the Practice Supervisor and the approval of the responsible faculty member.
i. Compliance with hospital rules is mandatory.
h. The use of mobile phones during clinical practice hours is prohibited.
j. Students must perform all procedures under the supervision of clinical staff or the assigned faculty member.
k. Students may not take photographs, audio, or video recordings in practice areas without permission, nor publish or share such materials.
l. Students are responsible for completing assignments, duties, and responsibilities given by the faculty member. Care plans must be submitted before the deadline specified by the faculty member.
m. Care plans and reports must conform to the format announced by the Head of the Department of Midwifery.
n. Care plans or reports requested by the faculty member must be submitted no later than Friday of the week in which the clinical practice is conducted.
o. On the first day of clinical practice or the first day of rotations, the Student Evaluation Form, including a photograph, must be submitted to the faculty member.

Duties and Responsibilities of the Practice Supervisor

ARTICLE 13 – (1) The duties and responsibilities of the Practice Supervisor are as follows:
a. To support laboratory and hospital practices of applied courses starting from the week in which courses begin each semester,
b. To observe the care and treatment behaviors expected from students within the scope of the course,
c. To eliminate students' deficiencies through professional knowledge and experience,
d. To review care plans within the scope of the course and provide feedback within one week at the latest,
e. To acknowledge well-performed practices in care plans and clinical settings and to ensure incomplete practices are corrected,
f. To comply with clinical practice rules and ensure that these rules are followed,
g. To wear a uniform during hospital practice and a white coat during laboratory practice,
h. To comply with dress code regulations (hair tied back, appropriate uniform and footwear, headscarf compliance, no makeup, short nails),
i. To comply with laboratory and hospital clinical practice hours,
j. Not to use the university identification card for non-duty areas or purposes,
k. Mentors may not introduce themselves as university faculty members,
l. To refrain from any actions that may negatively affect the reputation of the University or the Department.

Duties and Responsibilities of the Practice Coordinator (Faculty Member / Instructor)

ARTICLE 14 – (1) The duties and responsibilities of the Practice Coordinator are as follows:

a. To ensure coordination between the Practice Supervisors and the Head of Department,
b. To ensure that documents to be sent to the institutions and organizations where practice will be conducted are prepared, printed, and delivered to the relevant persons and institutions,
c. To examine problems arising during the execution of the practice, assist in their resolution, and inform the Head of Department,
d. To organize planning and programs such as rotations, orientation, and determination of practice areas to facilitate student adaptation,
e. To maintain continuous communication with students and Practice Supervisors,
f. To provide consultation to Practice Supervisors regarding student guidance,
g. To review end-of-practice evaluations of students and Practice Supervisors,
h. To guide and evaluate clinical rounds and case presentations,
i. To evaluate practice forms and provide feedback to students,
j. To monitor students' attendance and ensure compliance with rules,
k. To provide feedback regarding clinical practice at end-of-semester evaluation meetings.
l.

Duties and Responsibilities of the Clinical Practice Commission

ARTICLE 15 – (1) The duties and responsibilities of the Clinical Practice Commission are as follows:

a. The Clinical Practice Commission convenes meetings at the beginning of each academic year regarding educational planning and at the end of the academic year regarding the evaluation of activity reports,
b. To regulate the content of the Clinical Field Practice Skills Form and the Student Evaluation Form,
c. To supervise clinical practices,
d. To coordinate the evaluation of activity reports at the end of the educational process and implement necessary improvements.

Evaluation of Practice

ARTICLE 16 – (1) Each student is evaluated in the clinical setting by the Practice Supervisor and the Clinical Supervisor using the Student Evaluation Form. Practice Supervisors submit the forms to the Practice Coordinator upon completion of rotations. An evaluation meeting is held in the final week of the semester under the chairmanship of the Practice Coordinator with the participation of Practice Supervisors. Evaluation results are announced via the Student Information System. Students may submit a written objection to the Head of Department within five working days following the announcement of results. Objections are reviewed and resolved by the relevant unit/sub-unit practice commission.

SECTION THREE – Final Provisions

Entry into Force

ARTICLE 18 – This Guideline enters into force as of the date of its approval by the Senate.

ARTICLE 19 – This Guideline also applies to the students of the Department of Midwifery of the School of Health Sciences at KTO Karatay University, which was transformed into the Faculty of Health Sciences pursuant to Decision No. 2023/7477 published in the Official Gazette dated 4 August 2023 and numbered 32268.

Execution

ARTICLE 20 – The provisions of this Guideline are executed by the Dean of the Faculty of Health Sciences of KTO Karatay University.