

# **DIRECTIVE ON THE DUTIES AND RESPONSIBILITIES OF CLINICAL-YEAR STUDENTS IN PRACTICAL TRAINING**

## **Purpose**

**Article 1-** The purpose of this Directive is to define the ethical, professional, academic, and legal rules that fourth- and fifth-year students of the Faculty of Medicine must comply with while performing duties in clinical practice settings; to ensure patient safety and the delivery of high-quality healthcare services; and to regulate the distribution of duties, authorities, and responsibilities among students, faculty members, and healthcare personnel.

## **Scope**

**Article 2-** This Directive covers all education, practice, and service activities carried out by fourth- and fifth-year students of the Yeditepe University Faculty of Medicine in clinical settings, including clinics, outpatient clinics, emergency departments, inpatient wards, and operating rooms.

## **Legal Basis**

**Article 3-** The provisions set forth in this Directive shall be implemented in accordance with the following legislation and regulations:

- a. Law No. 2547 on Higher Education,
- b. Framework Regulation on Applied Education in Higher Education Institutions,
- c. Law No. 2547 on Higher Education, Article 54 (Student Disciplinary Affairs),
- d. Yeditepe University Associate Degree and Undergraduate Education, Training, and Examination Regulations,
- e. Yeditepe University Faculty of Medicine Education and Training Regulations,
- f. The provisions of the Agreement Regarding Students' Applied Courses within the Scope of Applied Education.

## **Definitions**

**Article 4-** For the purposes of this Directive, the following terms shall mean:

- a. Student: An individual enrolled in the fourth or fifth year of the Faculty of Medicine and receiving clinical education.
- b. Education Supervisor: A faculty member, academic staff member, or other authorized instructor at an external institution who is responsible for the planning, supervision, and evaluation of the student's clinical education.
- c. Clinical Practice: Practical applications carried out in patient-centered education, outpatient clinics, inpatient wards, emergency departments, operating rooms, and other diagnostic and therapeutic units.

## **General Principles**

**Article 5- The fundamental principles of the applied education process are set forth as follows:**

- a. Students shall adopt patient safety as the primary and overriding principle in all clinical settings.
- b. All medical procedures shall be performed under the supervision of an instructor and within the limits of authorized responsibility.

- c. Students shall not independently perform medical procedures that fall outside their defined duties and authorizations.
- d. Professional conduct, respect, confidentiality, and compliance with ethical principles are essential.
- e. All procedures performed and participation within the scope of clinical practice shall be recorded in the relevant systems by the education supervisors.

### **Duties and Responsibilities of Students**

**Article 6-** The rules regarding institutional compliance and dress code are set forth as follows:

- a. Students shall comply with the workplace order, dress code, and working hour principles of the institution.
- b. Students shall adhere to appropriate professional appearance and hygiene standards required by the medical profession within educational settings.
- c. Students shall be required to wear the identification cards issued by the institution in a visible manner at all times.
- d. Students shall comply with the workplace conditions, dress code, and working regulations of the enterprise.
- e. Students shall be obliged to respect commercial confidentiality and confidentiality principles of the enterprise.

**Article 7-** Attendance, Documentation, and Practical training Portfolio Responsibilities:

The rules that students are required to comply with within the scope of attendance, documentation, and practical training log responsibilities are as follows:

- a. Regular attendance in education and training activities is mandatory.
- b. Students are required to attend all theoretical and/or practical sessions, laboratory work, discussions, seminars, field activities, and clinical practices related to the courses of the academic term in which they are enrolled. Students are also obliged to participate in examinations and academic activities deemed necessary by the practical training faculty members.
- c. A student who fails to attend more than 20% of the theoretical and/or practical sessions, whether with or without an excuse, shall not be allowed to sit for the end-of-practical training examination or the make-up examination and shall be deemed unsuccessful in the relevant practical training. In such cases, the student shall be required to repeat the practical training.
- d. Participation in all clinical activities during practical trainings is mandatory. Students whose absenteeism in clinical activities does not exceed 20% shall submit their excuses to the Dean's Office by petition. Students whose excuses are deemed valid by the authorized boards shall complete compensatory training as planned by the practical training supervisor.
- e. Otherwise, the student shall not be allowed to take the practical training examination or the make-up examination and shall be deemed unsuccessful in the relevant practical training. In such cases, the student shall be required to repeat the practical training.
- f. Practical training logbooks, portfolios, or developmental follow-up files used in applied education shall be completed in full and submitted for signature to the relevant instructor prior to the practical assessment examination.
- g. Students who receive a medical (rest) report on days of applied education shall immediately notify the Term Coordinator and the Education Supervisors (both internal and external institutions). In addition, they shall inform the external institution where they are receiving

training as of the date their excuse ends and submit the report to the University (Dean's Office) within a maximum of seven (7) days.

h. The student shall be obliged to complete the Applied Education Agreement for applied education to be conducted at an external institution and, following its signature by the Dean or Vice Deans as the authorized representatives of the University, to submit the document to the education unit of the hospital.

1. Prior to commencing applied education, the student shall be required to visit the practical training education unit of the relevant hospital or external institution, submit all requested documents—such as health reports and occupational health and safety documents—and thereafter proceed to the assigned clinic to begin the training.

**Article 8-** Within the context of patient interaction and professionalism, students shall be obliged to:

- a. Act in accordance with the Patient Rights Regulation and the principles of medical ethics.
- b. Base all communication with patients and their relatives on respect, empathy, confidentiality, and trust.
- c. Not disclose patient information to third parties under any circumstances.
- d. Introduce themselves to the patient and provide appropriate pre-procedural information—only if assigned by the education supervisor and within the scope of the authority granted.

**Article 9-** Students shall participate in clinical practices within the framework of the rules specified below and **under instructor supervision**.

- a. Comply with the course schedule and the working hours determined by the practical training supervisor.
- b. Actively participate in ward rounds, outpatient clinic practices, and diagnostic and treatment units.
- c. For patients for whom they are responsible for educational purposes, to:
  - i. Take medical history,
  - ii. Perform physical examination,
  - iii. Establish preliminary and differential diagnoses,
  - iv. Present clinical cases.

d. Participate in surgical procedures in the capacity of an observer or assistant, within the limits of authorization.

e. Attend theoretical lectures and practical applications delivered by faculty members on a regular basis.

**Article 10-** Students shall **under no circumstances independently perform** the following procedures:

- a. To make medical diagnoses or initiate treatment.
- b. To issue prescriptions.
- c. To perform or manage surgical interventions.
- d. To obtain informed consent from patients or communicate medical decisions.
- e. To prepare any type of report or legal document (including medical leave reports, forensic reports, etc.).
- f. To perform any medical procedure without the supervision of an instructor.

**Article 11-** Students shall be subject to the following rules and regulations regarding occupational safety and infection control:

- a. Prior to the commencement of Term 4, students shall be required to attend the 8-hour Occupational Health and Safety training provided by the University and obtain the relevant certificate.
- b. Prior to the commencement of Term 5, students shall be required to attend the 8-hour Occupational Health and Safety training provided by the University and obtain the relevant certificate.
- c. Before the start of practical trainings, students shall be required to undergo medical examinations, complete the necessary tests, obtain health reports, and submit all other required documents within the specified timeframe, as detailed in the announcements made by the Student Affairs Unit, and deliver them to the authorized persons.
- d. Proper and effective use of personal protective equipment (PPE) is mandatory.
- e. Hand hygiene shall be ensured before and after every clinical contact.
- f. Any injuries involving sharp or piercing instruments, as well as all other injuries, shall be immediately reported to the Education Supervisor.
- g. Full compliance with all rules established by the Hospital Infection Control Committee is mandatory.
- h. In accordance with the Framework Regulation on Applied Education in Higher Education Institutions, during the period in which the student participates in practical training within the scope of Applied Courses, and pursuant to the fifth paragraph of Article 14 of the said Regulation, the student shall not be deemed insured under subparagraph (f) of the first paragraph of Article 6 of Law No. 5510. Accordingly, in cases where students participating in applied training at enterprises do not have work accident and occupational disease insurance, all related responsibilities shall rest with the University. Accident insurance for fourth- and fifth-year students who will participate in applied education shall be provided by the Rectorate.

**Article 12-** Students shall comply with the following regulations regarding working hours and on-call duties:

- a. The daily practical training program is generally conducted between **08:30** and **16:20** and may be extended until 17:30 when necessary. These hours may also be determined or updated in line with the educational program of the relevant Department. Students shall be informed of such hours in advance.
- b. Students shall be present on time at all educational activities determined by the practical training supervisor.
- c. On-call duty practices shall be determined in accordance with the educational program of the relevant Department and shall be announced to students in advance.

**Article 13-** The regulations regarding assessment and feedback processes are set forth as follows:

- a. The practical training achievement grade shall be determined based on components such as oral examinations, practical assessments, written examinations, assignments/reports/presentations, and logbook/portfolio evaluations, in accordance with the practical training assessment tables announced by the Departments in the Academic Program Booklets (APBs).
- b. Written and/or oral feedback shall be obtained from students at the end of each practical training.
- c. Faculty members shall also provide feedback to the Faculty regarding the applied education process.

- d. Students whose clinical performance is continuously assessed shall be provided with regular feedback.
- e. Absenteeism, violations of professionalism, and non-compliance with rules may be reflected in the assessment.

### **Disciplinary Provisions**

**Article 14-** Students who act in violation of this Directive shall be subject to the provisions of Article 54 of Law No. 2547 on Higher Education, titled “**Student Disciplinary Affairs.**”

### **Effective Date**

**Article 15-** This Directive shall enter into force on the date it is approved by the Faculty Board of the Faculty of Medicine.

### **Execution**

**Article 16-** The provisions of this Directive shall be executed by the Dean of the Faculty of Medicine.