

FACULTY OF MEDICINE, YEDITEPE UNIVERSITY / DIRECTIVE ON THE PRINCIPLES AND PROCEDURES OF THE INTRODUCTION TO CLINICAL PRACTICE (ICP) COORDINATIONSHIP

Unit Name* and Abbreviation: Introduction to Clinical Practice Coordination Office – ICP-C

1. Purpose

The purpose of these principles and procedures is to ensure the effective and efficient planning, implementation, and evaluation of the Introduction to Clinical Practice (ICP) program conducted within the Faculty of Medicine of Yeditepe University.

2. Scope

These principles and procedures cover the coordination of the ICP program, educational processes, assessment methods, and all related academic and administrative activities.

3. Structure of the Coordinationship

ICP Coordinator A faculty member appointed by the Dean's Office who is responsible for the overall coordination of the program.

Assistant Coordinator(s) Faculty members assigned to support the Coordinator in the execution of the program.

Instructor Team A group of faculty members selected from various departments who have completed skills training and are responsible for delivering practical skills education.

4. Duties and Responsibilities

4.1. ICP Coordinator

To prepare the annual program plan and submit it to the Chief Coordination Office.

To ensure the updating and development of educational materials.

To coordinate communication between instructors and students.

To organize assessment and evaluation processes and analyze the results.

To collect student feedback and use it for program improvement.

To supervise the adequacy and suitability of educational environments and materials.

4.2. Assistant Coordinator(s)

To support the Coordinator in the implementation of the program.

To carry out the assigned duties and responsibilities within the scope of the program.

4.3 Professional Skills and Practice Laboratory Supervisor

The Professional Skills and Practice Laboratory Supervisor shall be responsible for ensuring the organization of the laboratory and OSCE rooms; preparation of training mannequins and educational materials; coordination with simulated patients; reproduction of written materials such as checklists required for courses; distribution of presentations to students; preparation for examinations; monitoring the ICP/OSCE student assessment system; inventory and counting of consumable materials; preparation and monitoring of the simulated patient budget; and ensuring laboratory safety.

4.4. Appointment of Officers and Terms of Office:

The Coordinator and Assistant Coordinator(s) shall be appointed by the Dean's Office from among faculty members for a term of one year, provided that at least one of them is a member of the Department of Medical Education.

4.5 Position within the Educational Organization Scheme and Main Related Units:

Vertical Relationship (Upward): Dean's Office, Chief Coordination Office

Horizontal Relationship: Department of Medical Education, Term I, II, and III Coordination Offices, Chairs of Clinical Sciences Departments (Terms IV, V, and VI), Program Development Committee

Vertical Relationship (Downward): Student Affairs Unit, Dean's Office Correspondence Unit

4.6. Instructor Team

To take part in lectures, practical sessions, and seminars.

To provide mentoring and guidance to students.

To contribute to assessment and evaluation processes.

4.7. Students

To actively participate in the program.

To fulfill the duties and responsibilities assigned to them.

To provide feedback on the program and educational processes.

5. Education and Assessment Process

Educational activities shall be planned in accordance with the Education and Training Regulations of the Yeditepe University Faculty of Medicine.

Learning and teaching methods related to skills training, including theoretical instruction, practical sessions, and simulated patient applications, shall be employed.

Students' knowledge, skills, and attitudes shall be assessed using various methods such as written examinations, practical assessments, OSCEs, and similar tools.

At the end of the program, an overall evaluation shall be conducted and documented in a report.

6. Meetings

The Coordination Office shall hold regular meetings at the beginning and end of the fall and spring semesters during the academic year.

Extraordinary meetings may be convened when deemed necessary.

Decisions taken during meetings shall be recorded in written minutes.

7. Cyclical Duties and Frequencies of the Coordination Office

7.1 Clinical Skills Training for Instructors*

* The Coordination Office shall exercise this authority in cooperation with the Department of Medical Education (DME).

* Exemptions related to instructor training shall be determined by the DME.

7.2. Introduction and Orientation of Students to the ICP Program

7.3. Determination, Updating, and Announcement of Standards for Instructors

7.4. Ensuring and Monitoring Instructors' Compliance with Skills Training Standards

7.5. Preparation, Updating, and Distribution of Clinical Skills Practice Checklists and Guidelines to Students

7.6. Identification of ICP Laboratory Material Needs and Submission of Requests

7.7. Determination of ICP Course Schedules at the Beginning of the Academic Term

7.8. Submission of ICP Course Schedules to the Chief Coordination Office and Relevant Coordination Offices

7.9. Determination of the ICP Examination Schedule

7.10. Identification of ICP Instructors and Assignment of Duties for Courses and Examinations to the Relevant Departments

7.11. Determination and Announcement of Student Practical Groups

7.12. Training of Simulated Patients and Assignment of Simulated Patients

7.13. Monitoring of Simulated Patient Timesheets and Notification to the Dean's Office

7.14. Preparation and Updating of OSCE Scenarios

7.15. Monitoring of Student Attendance

7.16. Evaluation of Students' Feedback, Requests, Excuses, and Appeals Related to the ICP Program

7.17. Preparation for OSCE Examinations and Coordination of the Examinations

7.18. Organization of ICP Assessment Results and Examination Files and Submission to the Chief Coordination Office, and Delivery to the Dean's Office

8. Confidentiality and Ethics

Student data and assessment results shall be managed in accordance with the principles of confidentiality.

All stakeholders shall act in compliance with ethical rules and principles.

9. Entry into Force and Amendments

These principles and procedures shall enter into force upon approval by the Faculty Board.

They may be amended, when deemed necessary, upon the proposal of the Coordination Office.