

YEDITEPE UNIVERSITY FACULTY OF MEDICINE INTERN DOCTOR WORK DIRECTIVE

SECTION ONE Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1): The purpose of this Directive is to determine the general framework, implementation procedures, and principles of the Yeditepe University Faculty of Medicine (YÜFoM) Phase VI (Family Medicine/Internship Phase) education program; to ensure that it is carried out in alignment with the Faculty's objectives and strategies; and to set forth the rights and obligations, duties, and responsibilities of Intern Doctors.

Scope

ARTICLE 2 - (1): Under this Directive, the working principles are regulated with respect to Interns who, in order to complete their education, are included in the healthcare services carried out in clinics and in clinical operations, and with respect to the clinical/educational experiences they will undergo and the operational processes within these periods.

Legal Basis

ARTICLE 3 - (1): This Directive has been prepared on the basis of the Yeditepe University Faculty of Medicine Education and Training Regulation published in the Official Gazette dated 25 September 2013 and numbered 28876.

Definitions

ARTICLE 4 - (1): For the purposes of this Directive, the following terms shall mean:

- a) Dean:** The Dean of the Yeditepe University Faculty of Medicine,
- b) Faculty:** The Yeditepe University Faculty of Medicine,
- c) Chief Coordinator:** The faculty member assigned by the Dean to ensure the integrity of the education program and its orderly conduct,
- d) Board of Coordinators:** The board that, in each academic year at the Faculty, carries out the overall planning of teaching, education, and examinations in line with the opinions of the Departments, and that is responsible for ensuring coordination among subjects,
- e) Phase VI Coordinator:** The faculty member appointed by the Dean to ensure the integrity of the Phase VI program and its orderly conduct,
- f) Phase VI Assistant Coordinators:** The faculty member(s) responsible for assisting the Phase VI Coordinator in the preparation of the Phase VI Academic Program Booklet and in the coordination of the education to be conducted accordingly,
- g) Rotation Supervisor:** The faculty member responsible for preparing the education program of the relevant Rotation to be included in the Academic Program Booklet and for ensuring that the education is conducted accordingly,
- h) Family Medicine (Internship) Phase:** The uninterrupted twelve-month period which, within the curriculum, is implemented in Phase VI, is carried out predominantly in clinical learning environments, includes field studies, constitutes a period of practice under supervision or the practice of graduation-equivalent qualifications and competencies, carries the nature of transition into the medical profession, and at the end of which a medical doctor's diploma is awarded,
- i) Intern Doctor:** The "candidate physician" who is in the Family Medicine (Internship) Phase and who, in line with the qualifications determined in the program, consolidates—under the supervision of academic staff—the competence to produce competent solutions, with a primary healthcare approach, to the clinical problems/conditions encountered/to be encountered,
- j) Intern Evaluation Form:** The measurement and evaluation instrument used for the purpose of assessment by academic staff, by taking into consideration separately the Intern Doctors' clinical,

outpatient clinic, laboratory and field activities; patient-physician interview and communication and physical examination skills; the discharge summaries (epicrises) they prepare; on-call duties; participation in seminars and meetings; theoretical knowledge level; and general conduct.

SECTION TWO

Principles Regarding the Education Program and It's Implementation

Intern Doctor Education Program

ARTICLE 5- (1) The Intern Doctor Education Program is practical training conducted in the following institutions:

- a) Outpatient clinics, inpatient units, and emergency departments at Yeditepe University Hospital and its affiliated institutions,
- b) Family Health Centers and Community Health Centers, Tuberculosis Control Dispensaries, and other primary healthcare service units,
- c) Outpatient clinics, inpatient units, and emergency departments of other healthcare institutions outside Yeditepe University Hospital and its affiliated institutions (Research and Practice Hospitals, secondary care hospitals).

Orientation/General Adaptation Program

ARTICLE 6 —(1) The General Adaptation Program shall be conducted prior to the Rotation programs. The program shall be planned and implemented by the Phase VI coordinators. Participation in this adaptation program is mandatory for Intern Doctors before they commence the Intern education program.

The General Adaptation Program shall include:

- a. Infection control rules,
- b. Radiation safety rules,
- c. Rules regarding employee health,
- d. Rules regarding patient safety,
- e. Basic life support..

Rotation Orientation/Adaptation Program

MADDE 7 — At the beginning of each Rotation program conducted within the scope of Intern education, Intern Doctors shall be provided, through the adaptation program, with the necessary information regarding the content of the rotation program, the education program, and clinical processes. This program shall be prepared and implemented by the Rotation Coordinator. Participation of Intern Doctors in the rotation adaptation program is mandatory.

Evaluation of Intern Doctor Performance and Rotation Training

ARTICLE 8 - Intern Doctors shall complete the Rotations set forth in the Academic Program Booklet during the 12-month education period. The Academic Program Booklet contains the main details required for successful completion of these trainings. At the end of each rotation, the Intern Evaluation Forms (ANNEX: 1) shall be prepared by the relevant Department Chairs and/or Rotation Coordinators, within the context of the evaluation results obtained from the Intern logbook/record book, by obtaining the opinions of the relevant faculty members. The grade awarded to the student who is evaluated as successful or unsuccessful shall be entered into the Student Information System (ÖBS) by the Rotation Coordinator. Rotation Coordinators shall evaluate the rotation training at the end of each rotation, complete the relevant "Feedback Form," and submit it to the Phase Coordinator

and the Office of the Chief Coordinator.

Places of Work, Durations, On-Call Duties

ARTICLE 9 - (1) Within the framework of the Intern education program, the clinical processes and activities in which Interns shall take part shall be arranged on the basis of the scope and framework of the targeted training.

(2) With due regard to the objectives related to competencies in primary healthcare, the rotations to be undertaken during the rotation period shall be determined in a manner that enables the Intern Doctor to gain clinical experience in sufficient proportions in main outpatient clinics, inpatient units, emergency departments, and primary healthcare units (Family Health Centers, Community Health Centers). During outpatient clinic practice, ward/service duties, and on-call duties, the Intern Doctor shall perform all clinical practices under the supervision of at least one member of academic staff.

(3) During the rotation period, the duration and number of on-call duties to be undertaken by Intern Doctors shall be arranged by the relevant Departments.

(4) In determining the number and duration of on-call duties of Intern Doctors, the required training shall be taken into consideration. Except for the Emergency Medicine program, training-oriented on-call duties in other programs shall not be more frequent than once every three days and shall not exceed eight (8) per month. The number of on-call duties shall not be increased in order to compensate for service shortages.

(5) Interns shall participate in on-call duties in accordance with the working order of the clinic in which they are assigned, taking into consideration the matters specified in the fourth paragraph. The duties, responsibilities, and workload during on-call duties shall be carried out in a manner similar to daily duties.

(6) The number and duration of the on-call cycle within the Emergency Medicine rotation shall be arranged by the relevant Department.

(7) In the unit where on-call duty is performed, a room in which Intern Doctors may meet their basic needs (changing clothes, rest, etc.) shall be allocated by the relevant Department.

(8) The elective rotation of the Intern education may be carried out within or outside the Faculty. In order to undertake a rotation outside the Faculty, the approval of the Faculty Administrative Board is required. Students shall be obliged to submit their elective block preferences to the Phase VI Coordinatorship by petition at least two (2) weeks prior to the start of the program. Students who are unsuccessful in elective blocks shall, if they wish to change the blocks in which they were unsuccessful, attend the new block for the full duration. The implementation rules for elective rotations are the same as those for other rotations. Attendance is mandatory for these rotations as well.

SECTION THREE

Duties, Responsibilities, and Rights

Duties and Responsibilities of Coordinators

ARTICLE 10 - (1) The Phase VI Coordinator and the assistant coordinators shall be responsible for conducting the Intern education process and, for this purpose, ensuring coordination among the relevant parties.

Duties and Responsibilities of the Department

ARTICLE 11 - (1) The Departments, working in coordination with the Phase VI Board of Coordinators, shall be responsible for the effective implementation of the Rotation programs in which they take part.

(2) The duties of the Department are as follows:

a) The Department Chair, together with the Rotation Coordinator, shall be obliged to take and

implement the measures necessary for the Rotation to achieve its purpose.

b) The Department Chair and/or the Rotation Coordinator shall inform the team members (faculty members, residents, nurses) who will work with Intern Doctors about the responsibilities and obligations of Intern Doctors and shall take the necessary measures to ensure a harmonious working environment.

c) All faculty members assigned within the Department shall fulfill, in a timely and effective manner, the theoretical and practical trainings for which they are responsible, and shall provide Intern Doctors with support and guidance during clinical practice.

d) All faculty members assigned within the Department shall monitor the work of Intern Doctors in the clinic and/or in the field, review the files prepared by them, and take part in the Intern evaluation and Rotation evaluation processes.

Rights, Duties and Responsibilities of Intern Doctors

ARTICLE 12 - (1)In order to graduate as qualified physicians in line with the competencies determined by the Faculty, Intern Doctors, who shall be provided by the Faculty with adequate training and clinical experience opportunities, shall be obliged to fulfill the duties and responsibilities arising from these experiences and set forth below.

- a) During the Intern education process, under the responsibility and guidance of the relevant academic staff member, they shall apply the knowledge and competencies acquired in previous phases of education; within the framework of medical ethics and in light of professional values and principles, they shall develop their competencies to produce solutions to health problems and, by participating in academic activities such as seminar programs, journal clubs/article hours, conferences, and similar events, they shall improve their medical knowledge and critical thinking skills.
- b) During the Rotation period, they shall be responsible for performing the practices specified in the Rotation manuals and for developing their competencies related thereto. Intern Doctors may perform the practices specified in the Rotation manuals, under the responsibility of the faculty member and under the guidance of the faculty member or academic staff member, by obtaining the patient's consent/permission. The patient's physician shall be responsible for all complications and problems that may arise in relation to these practices and interventional procedures.
- c) Under the responsibility and guidance of academic staff, they shall examine patients in outpatient clinics; in inpatient units, they shall monitor patients for whom they are responsible; they shall undertake on-call duties and perform medical interventions. In these processes, they shall establish effective communication with patients and their relatives and shall work in harmony with the healthcare team.
- d) Under the supervision of the relevant training supervisor, for the purpose of learning the details regarding the operation of a treatment institution and gaining competence in basic medical practices, they may undertake duties determined by the Departments, such as taking and sending blood samples, measuring blood glucose with glucometry, performing ECG, taking culture samples, and similar tasks. However, Intern Doctors shall not be assigned in a manner intended to compensate for service shortages or in a manner that would go beyond the educational purpose.
- e) They shall become familiar with the system and organization of the healthcare institution in which they are assigned and learn its structure; they shall become acquainted with the medical documentation management implemented in the institution and assist in the processes.
- f) Under the supervision of academic staff, in the clinic in which they are assigned, they shall assist in completing laboratory request forms for patients, entering laboratory results into patient files, and preparing a draft discharge summary (epicrisis).
- g) They shall not be expected to assume sole responsibility during medical practice in outpatient clinics or wards/services. Except in emergencies, they shall not be obliged to transport patients or to transport patient specimens (blood, urine, stool, etc.) to laboratories.

- i) They may, as proposed by the responsible physician, with that physician's approval and under that physician's responsibility, carry out processes and procedures such as entering data into the patient file in the database, which constitutes a legal document; requesting consultation; discharging a patient by preparing an epicrisis; writing a prescription to be issued to the patient; and entering such actions into the automation system. They shall not bear legal liability in the event of problems that may arise due to these actions.
- h) They shall be obliged to know the rights of patients and their relatives; to respect such rights; and to comply with the principle of confidentiality of patient information. They shall not share patient information and visual materials in any manner, even for scientific purposes, without the approval of the responsible physician and the patient.
- i) They shall not, on their own, provide any explanation to the patient and the patient's relatives regarding the illness and the course of the illness; and shall not convey any medical information about the patient. They may provide such information only under the supervision of the responsible physician.

SECTION FOUR **General Rules**

ARTICLE 13 - (1) The rules that Intern Doctors shall comply with in the clinic are as follows:

- a) a) They shall be obliged to wear a white coat or a lower/upper uniform.
- b) In relations with patients and their relatives and with colleagues, they shall be obliged to comply with the ethical rules of the profession.
- c) They shall be obliged to wear their identification cards visibly.
- d) They shall introduce themselves to patients and their relatives as an "Intern Doctor".
- e) They shall comply with the working rules in clinics and shall act in harmony with the healthcare team.

SECTION FIVE

Entry into Force and Execution

ARTICLE 14 — This Directive shall enter into force, to be implemented as of the date of its adoption by the Senate of Yeditepe University.

ARTICLE 15 — The provisions of this Directive shall be executed by the Rector of Yeditepe University.

ANNEX:1

**YEDİTEPE UNIVERSITY FACULTY OF MEDICINE
INTERN DOCTOR ROTATION EVALUATION
FORM**

This form contains the evaluation components for Intern Doctors and constitutes the basis for the rotation pass grade.

Student's Name and Surname:	
Student Number:	
Rotation Name:	
Rotation Start and End Date:	

1. Assessment of Cognitive Competencies

**The competency level shall be determined based on the Intern Doctor's participation in educational activities, with reference to the Intern Doctor Practice Logbook (Heading No. 1 in the Intern Doctor Practice Logbook), and based on the observations of the Faculty Member/Rotation Education Coordinator/Department Chair regarding the student.*

	*Competency Level
1.1. Clinical reasoning and decision-making Stages of making evidence-based decisions regarding preliminary diagnosis, requesting appropriate diagnostic tests, establishing an appropriate definitive diagnosis, and selecting appropriate treatment/intervention (interventional or non-interventional).	Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>
1.2. Professional knowledge In case discussions, educational rounds, faculty seminars, Intern Doctor seminars, and similar educational activities: answering questions asked; asking questions; initiating discussion; contributing to discussion; demonstrating subject knowledge.	Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>
1.3. Literature review and seminar presentation Preparing from high-evidence sources; presenting the subject by paying attention to logical flow and key points; command of the topic; answering questions asked.	Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>

Comments,
Recommendations and
Explanations Based on the
Observations of the Faculty
Member/Rotation
Education
Coordinator/Department
Chair

2. Assessment of Competencies Regarding Basic Medical Practices

** The competency level shall be determined based on the performance of basic medical practices, with reference to the Intern Doctor Practice Logbook (Heading No. 2 in the Intern Doctor Practice Logbook), and based on the observations of the Faculty Member/Rotation Education Coordinator/Department Chair regarding the student.*

	*Competency Level
Basic medical practices performed based on the Intern Doctor Practice Logbook	Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>

Comments, Recommendations and Explanations Based on the Observations of the Faculty Member/Rotation Education Coordinator/Department Chair			
3. Assessment of Professional Competencies for the Practice of Medicine			
		*Competency Level	
3.1. Communication with patients and their relatives		Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>	
3.2. Compliance with hospital rules (i.e., standard operating procedures)		Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>	
3.3. Working within the team; collaboration and communication with team members		Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>	
3.4. Fulfillment of assigned duties		Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>	
3.5. Demonstrating due diligence regarding attendance and participation in scientific activities		Does not meet expectations: <input type="checkbox"/> Meets expectations: <input type="checkbox"/> Exceeds expectations: <input type="checkbox"/> Significantly exceeds expectations: <input type="checkbox"/>	
Comments, Recommendations and Explanations Based on the Observations of the Faculty Member/Rotation Education Coordinator/Department Chair			
Assessed Competencies		Total Score (out of 100) (A score below 70 for any section below constitutes grounds for insufficiency.)	Weighting in the End-of-Rotation Evaluation Score
Cognitive Competencies		Score:....	%20
Competencies Regarding Basic Medical Practices		Score:....	%60

Professional Competencies for the Practice of Medicine	Score:....	%20																								
<p>*If, in any section of the evaluation form, the competency level for the Intern Doctor is determined as "Does not meet expectations", the student shall be deemed insufficient for the rotation. The letter grade FF shall be assigned.</p> <p>**If the Intern Doctor is deemed insufficient for the rotation due to absence, the letter grade FA shall be assigned.</p>																										
<p>End-of-Rotation Evaluation Score:</p> <p>Letter Grade:.....</p> <table border="1"> <thead> <tr> <th>Score Range</th> <th>Letter Grade Equivalent</th> <th>Credit Grade Equivalent</th> </tr> </thead> <tbody> <tr> <td>90 – 100</td> <td>AA</td> <td>4.0</td> </tr> <tr> <td>80 – 89</td> <td>BA</td> <td>3.5</td> </tr> <tr> <td>70 – 79</td> <td>BB</td> <td>3.0</td> </tr> <tr> <td>65 – 69</td> <td>CB</td> <td>2.5</td> </tr> <tr> <td>60 – 64</td> <td>CC</td> <td>2.0</td> </tr> <tr> <td>0 – 59</td> <td>FF</td> <td></td> </tr> <tr> <td>Absent</td> <td>FA</td> <td></td> </tr> </tbody> </table>			Score Range	Letter Grade Equivalent	Credit Grade Equivalent	90 – 100	AA	4.0	80 – 89	BA	3.5	70 – 79	BB	3.0	65 – 69	CB	2.5	60 – 64	CC	2.0	0 – 59	FF		Absent	FA	
Score Range	Letter Grade Equivalent	Credit Grade Equivalent																								
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65 – 69	CB	2.5																								
60 – 64	CC	2.0																								
0 – 59	FF																									
Absent	FA																									
**Attendance Status	Absence \leq %20	Absence $>$ %20																								
Decision	Sufficient	Insufficient																								

Date:

Rotation Commission:

Faculty Member
Rotation Education Coordinator

Faculty Member
Head of Department