

**Senate Decision Date:** 26.07.2024

**Meeting No:** 07

**CYPRUS AYDIN UNIVERSITY  
FACULTY OF HEALTH SCIENCES  
DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION**

**CLINICAL PRACTICE GUIDELINE**

**Purpose, Scope, Legal Basis and Definitions**

**ARTICLE 1**

The purpose of this directive is to determine the principles to be applied in the organization and implementation of the **Basic Physiotherapy and Rehabilitation Summer Internships** carried out at the end of the fourth and sixth semesters, both domestically and internationally, as well as the **Clinical Practice courses** conducted during the final year within the semester for the students of the **Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University**, in order to develop their professional knowledge and skills.

**ARTICLE 2**

The internships consist of the **Basic Physiotherapy and Rehabilitation Internship I**, which is a compulsory internship conducted at the end of the 4th semester in the 2nd year; the **Basic Physiotherapy and Rehabilitation Internship II**, which is a compulsory internship conducted at the end of the 6th semester in the 3rd year; and the **Clinical Practice courses** conducted in the final year.

**ARTICLE 3**

This directive has been prepared in accordance with the provisions of the **Higher Education Law No. 2547** and the **Cyprus Aydin University Associate and Undergraduate Education, Teaching and Examination Regulations**.

**ARTICLE 4** - In this directive, the following terms shall mean:

- a) **Rector:** The Rector of Cyprus Aydin University.
- b) **SBF (Faculty of Health Sciences):** The Faculty of Health Sciences of Cyprus Aydin University.
- c) **Department of Physiotherapy and Rehabilitation Board:** The board composed of the academic staff of the Department of Physiotherapy and Rehabilitation within the Faculty of Health Sciences at Cyprus Aydin University.
- d) **Student:** Students of the Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University.

e) **Practice Supervisor:** The academic staff member responsible for supervising the adequacy of the institution where the student carries out the practical training.

f) **Practice Instructor:** Refers to the faculty member or physiotherapist responsible for conducting and supervising the relevant clinical practice in the practice setting.

### **Principles Regarding Clinical Practice**

**Article 5)** Students' compulsory clinical summer internships and clinical practices are carried out in accordance with the curriculum of the **Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University.**

Each student is required to complete or repeat their internship during the periods deemed appropriate by the **Department of Physiotherapy and Rehabilitation Board of the Faculty of Health Sciences at Cyprus Aydin University** and in the health institutions approved by the board, in accordance with the provisions of this directive.

### **Institutions Authorized for Clinical Practice**

**Article 6)** Internships of the students of the **Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University** are conducted in the rehabilitation units and clinics of public and private healthcare institutions deemed appropriate by the **Department of Physiotherapy and Rehabilitation Board.** They may also be carried out in public and private institutions with which mutual agreements or protocols have been signed, as well as in similar institutions abroad. The adequacy of healthcare institutions for internships and clinical practice is determined by the **Practice Supervisor.**

For Clinical Summer Internships, Students must notify the **Department Head** of the place where they wish to complete their internship before the midterm exam period of the spring semester, submitting the necessary application and acceptance documents. If the notification is approved by the relevant institution, the Department Head, and the **Practice Supervisor,** the student will carry out their internship at that institution. During the internship, the student participates in and observes exercise therapy, electrotherapy, and rehabilitation applications under the supervision of the **Practice Instructor/Physiotherapist** in the assigned unit.

### **Requirements for Eligibility to Participate in Clinical Practice**

#### **ARTICLE 7 – Conditions for Participation in Clinical Practice**

Each student is required to complete their internship during the semester periods and dates specified in the **curriculum of the Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University.** In order to take the **Clinical Summer Internship** and **Clinical Practice courses,** students must fulfill the prerequisites listed below.

a) **Prerequisite for FTR 214 Basic Physiotherapy and Rehabilitation Internship I:** Students must have obtained at least a **DD grade** in at least three of the theoretical and practical professional courses from the 1st and 2nd years, as listed below with their names and course codes.

1. **FTR 118 Heat, Light and Hydrotherapy**
2. **FTR 201 Basic Measurement and Evaluation in Physiotherapy**
3. **FTR 202 Therapeutic Exercises and Principles**
4. **FTR 217 Electrotherapy I**
5. **FTR 208 Electrotherapy II**
6. **FTR 203 Manipulative Therapy I**
7. **FTR 204 Manipulative Therapy II**

b) **Prerequisite for FTR 314 Basic Physiotherapy and Rehabilitation Internship II:** Students must have successfully completed **FTR 214 Basic Physiotherapy and Rehabilitation Internship I** and obtained at least a **DD grade** in at least three of the 3rd-year rehabilitation courses listed below with their names and course codes.

1. **FTR 301 Neurophysiological Approaches I**
2. **FTR 302 Neurophysiological Approaches II**
3. **FTR 305 Pediatric Rehabilitation**
4. **FTR 306 Neurological Rehabilitation**
5. **FTR 319 Pulmonary Rehabilitation**
6. **FTR 303 Orthopedic Rehabilitation**
7. **FTR 320 Cardiac Rehabilitation**

c) **Prerequisite for FTR 409 Clinical Practice I:** Students must have successfully completed **FTR 314 Basic Physiotherapy and Rehabilitation Internship II**.

d) **Prerequisite for FTR 402 Clinical Practice II:** Students must have successfully completed **FTR 314 Basic Physiotherapy and Rehabilitation Internship II**.

Duration of Clinical Practice

**ARTICLE 8)** The **4th-semester Clinical Summer Internship** for 2nd-year students requires **4 weeks (20 working days)** of attendance, and the **6th-semester Clinical Summer**

**Internship** for 3rd-year students requires **6 weeks (30 working days)** of attendance. In exceptional cases deemed acceptable, upon the student's request and with the approval of the **Department Head**, permission may be granted for the student to complete the Clinical Summer Internship during a different period.

The 7th-semester Clinical Practice I and 8th-semester Clinical Practice II courses for 4th-year students are conducted within the academic calendar, during the period specified for each semester, and in the units of healthcare institutions approved by the Department Board.

### **Attendance Requirement for Clinical Practices**

**Article 9)** Attendance is mandatory for **Clinical Summer Internships**. The attendance requirement for **Clinical Practice I and II** courses is determined in accordance with the **Cyprus Aydin University Associate and Undergraduate Education, Teaching and Examination Regulations**.

The daily working hours for internships and clinical practices are **at least 6 hours**, and students must comply with the working hours of the institution where they carry out their internship or clinical practice. Students whose absences are accepted by the **Department Head** and the **Practice Supervisors** are granted the right to make up for the missed hours.

### **Regulations and Conduct in the Clinical Practice Environment**

**ARTICLE 10)** Students are required to comply with the **workplace regulations, internal policies, and rules regarding discipline and occupational safety** of the institution where they carry out their clinical practice. Students who fail to perform the tasks assigned within the clinical practice program or who do not follow the rules are reported to the **Department Head** by the **Practice Supervisor**.

### **Intern Students' Duties and Responsibilities in Clinical Practice**

- a) The student must comply with the working and safety rules, order and discipline, dress code, and working hours of the institution where the clinical practice is carried out.
- b) The student must follow the internship program prepared by the Department Head and cannot change the internship period or the institution without the approval of the Practice Supervisor.
- c) The student must maintain good and positive relationships within the practice setting.
- d) The student must handle all tools and equipment in the practice area carefully.
- e) Under the supervision of the Practice Instructor, the student may receive patients and perform evaluations and treatments.

- f) The student must not leave the practice area without the permission of the Practice Instructor.
- g) The student must have the forms documenting their work in the practice area approved by the Practice Instructor.
- h) The student must keep their mobile phone turned off in the practice area.
- i) The student cannot take photos, record audio or video, publish, or share any recordings in the practice area without permission.
- j) Students must collect the internship notebooks at the dates specified by the Department Board and submit them at the end of the internship. Students who fail to submit on the specified dates are considered not to have completed the internship.
- k) The student must perform all tasks required by the internship on time and completely.
- l) Students doing internships abroad must translate their internship notebook into the language of the host country. After submitting this translation for approval by the Department Head, they must complete the notebook, have it approved by the Practice Instructor, and then translate it back into Turkish.

The student is fully responsible for fulfilling these obligations. In cases of non-compliance, actions are taken in accordance with Article 54 of the Higher Education Law No. 2547.

### **Duties and Responsibilities of Clinical Practice Supervisors**

#### **Article 12) Clinical Practice Supervisors and Their Duties Are Specified as Follows:**

- a. **Department Head:** The Department Head is the highest authority and administrator of the clinical practice program. This authority may be delegated to a faculty member of the **Department of Physiotherapy and Rehabilitation, Faculty of Health Sciences, Cyprus Aydin University**, as deemed appropriate.

Duties of the Department Head:

- Take necessary measures to ensure the clinical practice training is carried out completely.
  - Conduct official correspondence with the institutions where the internship training will be carried out.
- b. **Practice Supervisor:** The Practice Supervisor is a faculty member appointed by the Department Head or delegated by the Department Head to oversee the clinical practice.

#### **Duties of the Practice Supervisor:**

- Determine the start and end dates of the internship in accordance with the academic calendar and submit them for approval to the Department Head.

- Assign students to internship units and durations and send the lists to the internship institutions.
  - Ensure that the internship training is conducted in an organized and systematic manner.
  - Maintain continuous communication with both the intern students and the Practice Instructors.
  - Supervise the internship activities at the practice sites.
  - Collect and evaluate the end-of-practice assessments from both the Practice Instructors and the students.
  - Evaluate the practice forms and provide feedback to the student.
  - Present their opinions regarding the practice during the end-of-term evaluation meetings.
- c. Practice Instructor: The Practice Instructor is a faculty member of the Department of Physiotherapy and Rehabilitation, Cyprus Aydın University, or a physiotherapist working at the institution where the internship is conducted.

#### **Duties of the Practice Instructor:**

- Ensure the intern student adapts to the practice environment.
- Provide learning opportunities for the intern student.
- Serve as a role model during clinical practices.
- Evaluate the work forms in the practice area and share feedback with the student.
- Supervise the student's clinical applications.
- Report the student's participation in clinical practices to the Practice Supervisor.
- Complete the internship form, approve the student's daily work, and provide an opinion on the student's practical competence.
- Monitor the student's attendance, guide their work, and supervise their activities throughout the internship period.
- Evaluate the student's internship performance and assign a final grade out of 100, recording it on the internship evaluation form and submitting it to the Practice Supervisor.

#### **Assessment of Clinical Practice**

**ARTICLE 13)** The internship performance of students who fulfill the attendance requirement is evaluated as follows:

- a. Evaluation of Students' 4th- and 6th-Semester Compulsory Clinical Summer Internships:
- The **Practice Instructor** evaluates the **Internship Evaluation Forms** sent by the Department Head, taking into account the student's performance during the internship, and assigns a grade out of **100**.
  - A committee consisting of **two faculty members appointed by the Department Head** and the **Practice Supervisor** evaluates the submitted Internship Evaluation Forms and, if necessary, may subject the student to a **written, oral, or practical exam**, assigning a grade out of **100**.

The **final internship grade** is calculated as the average of these two grades. If this grade is **below 70**, the student is considered unsuccessful and must repeat the internship.

b) For the **7th- and 8th-semester Clinical Practice I and II courses, midterm and final exams** are conducted in written, oral, and practical formats by the course instructors, in accordance with the **Cyprus Aydin University Associate and Undergraduate Education, Teaching and Examination Regulations**. Students who pass are considered to have successfully completed the clinical practice credits for that academic year. Those who fail must repeat the practice in compliance with the attendance requirements.

### **General Provisions**

**ARTICLE 14)** This directive enters into force with the approval of the **Faculty Board of Health Sciences, Cyprus Aydin University**, and the **Senate of Cyprus Aydin University**, effective from the **2024–2025 academic year**.

**ARTICLE 15)** Issues not covered in this directive shall be decided by the **Faculty and Administrative Board of the Faculty of Health Sciences, Cyprus Aydin University**, based on the recommendations of the **Head of the Department of Physiotherapy and Rehabilitation**.

**ARTICLE 16)** The provisions of this directive are executed by the **Rector of Cyprus Aydin University**.