

Senate Decision Date: 26.07.2024

Meeting No: 07

**CYPRUS AYDIN UNIVERSITY  
FACULTY OF HEALTH SCIENCES, DEPARTMENT OF NURSING  
CLINICAL PRACTICE DIRECTIVE  
PART ONE**

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

**Purpose**

**ARTICLE 1** – The purpose of this directive is to define the principles of clinical practice conducted domestically and abroad in order to develop the professional knowledge and skills of students in the Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University.

**Scope**

**ARTICLE 2** – This directive covers the provisions related to the clinical practice to be carried out by students of the Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University.

**Legal Basis**

**ARTICLE 3** – This directive has been prepared in accordance with the provisions of the *Cyprus Aydin University Associate and Undergraduate Education, Training, and Examination Regulation*.

**Definitions and Abbreviations**

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

- a) **Rector:** The Rector of Cyprus Aydin University,
- b) **FHS:** The Faculty of Health Sciences, Cyprus Aydin University,
- c) **DN:** The Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University,
- ç) **Head of DN:** The Head of the Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University,
- d) **Student:** Students of the Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University,
- e) **Practice Supervisor:** The person responsible for conducting the relevant clinical practice in the practice setting,
- f) **Course Instructor:** The faculty member responsible for the implementation of the relevant course,
- g) **Invasive Procedure:** Procedures that breach the patient's skin integrity (e.g., establishing an intravenous line, performing intramuscular injections) or involve entering the patient's body cavities (e.g., inserting a nasogastric tube or urinary catheter),
- ğ) **Internship Program:** A program designed to integrate students' pre-graduation practical courses, providing professional awareness and experiential learning,
- h) **Internship Practices:** The practical components of the internship courses in Internal Medicine Nursing, Surgical Nursing, Women's Health Nursing, Pediatric Nursing, Mental Health and Psychiatric Nursing, and Public Health Nursing,
- ı) **Internship Coordinator:** The faculty member responsible for coordinating the internship practices,
- i) **Practice Grade:** The grade obtained by students based on clinical and laboratory evaluations or project reports.

**PART TWO**

**Principles Related to Clinical Practice**

**ARTICLE 5** – Students' mandatory clinical practices are conducted in accordance with the curriculum of the Department of Nursing, Faculty of Health Sciences, Cyprus Aydin University.

**Clinical Practice Periods**

**ARTICLE 6** – Clinical practices are carried out on weekdays in each semester in parallel with the relevant professional courses, and during the 8th semester, they are conducted within the scope of the internship program.

**Clinical Practice Settings**

**ARTICLE 7** – Clinical practices are carried out at public and private institutions approved by the faculty members of the Department of Nursing, Faculty of Health Sciences, and with which inter-

institutional agreements and protocols have been signed, as well as at similar institutions abroad. Additionally, practices may be conducted at orphanages, nursing homes, child care centers, municipal health units, and rehabilitation centers deemed appropriate by the faculty member. The clinical practice settings within professional courses are selected and planned by the course instructor.

**ARTICLE 8** – In internship practices, the practice settings are determined within the scope of the students' mandatory and elective courses. In internship practices, students' preferences are considered to the extent possible.

#### **Clinical Practice Contents**

**ARTICLE 9** – Clinical practices involve applying and reinforcing the knowledge and skills that students have acquired during their education through observations and practical exercises at public or private healthcare institutions. The content of clinical practices is determined in accordance with the curricula of the professional courses, based on the recommendations of the course instructors, and announced by the Head of the Department. The course instructor prepares the *Clinical Practice Skill Form, Care Plan, and Student Evaluation Form*. Students are required to complete all relevant forms for every activity they perform and submit them to the Practice Supervisor.

#### **Cheating**

**ARTICLE 10** – Students who are found to have cheated or attempted to cheat in laboratory or clinical practices, who have plagiarized without proper citation, or who have prepared assignments using fabricated or fictional information, shall receive an FF grade for the practice and shall be subject to disciplinary investigation.

#### **Attendance Requirement**

**ARTICLE 11** – Attendance in clinical practice is mandatory. However, with a valid reason and the approval of the relevant instructor, a student may be absent for up to 20% of the total practice hours for that course. Attendance is managed in accordance with the *Cyprus Aydın University Associate and Undergraduate Education, Training, and Examination Regulation*. It is the student's responsibility to inform the instructor in advance if they will be unable to attend a practice session.

#### **Rules to Be Followed in the Clinical Practice Setting**

**ARTICLE 12** – Students are required to comply with the workplace regulations of the institution where they conduct clinical practice, the institution's internal rules, and rules related to discipline and occupational safety, and to serve as a model through their behavior. Students who fail to perform assigned tasks or violate the rules within the scope of the clinical practice program shall be reported to the Head of the Department of Nursing by the relevant instructor.

#### **Dress Code**

**ARTICLE 13** – In laboratory and clinical practice settings, students are required to comply with the university's designated uniform standards. Uniform standards include wearing the standard student uniform with the Cyprus Aydın University emblem and name, navy/white shoes, white socks, a cardigan that does not cover the student emblem, and maintaining personal hygiene and appearance (for male students: regular haircuts and daily shaving; for all students: avoiding excessive jewelry and makeup, tying long hair in braids or buns; for students wearing headscarves: the headscarf and inner cap must be plain white, and all remaining fabric must be tucked inside the uniform collar at the neck and nape). Headscarves and cardigans must not interfere with surgical or aseptic handwashing and must not contact patient care equipment or areas.

In other practice settings, students must adhere to the specific dress requirements of the respective practice area (e.g., wards, intensive care units, operating rooms, etc.). The Practice Supervisor wears a white coat or navy uniform. Both students and Practice Supervisors are required to wear their identification cards.

**ARTICLE 14** – Students are required to use the instruments, materials, and facilities of the institution where they conduct clinical practice properly. Institution administrators have the right to take legal action against those who act otherwise.

**ARTICLE 15** – Students' work performance, attitudes, and behaviors may be evaluated by the Head of the Department of Nursing when necessary.

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

### **ARTICLE 16 –**

- a) The student shall comply with the working and safety rules, order, and discipline of the institution where they are conducting practice (including dress code, working hours, and hospital and care standards).
- b) Without exceeding their allowed absences, the student shall inform the relevant instructor in advance if they are unable to attend the practice.
- c) The student shall perform the duties and responsibilities assigned to them in the practice setting.
- d) The student shall establish and maintain professional communication with individuals in the practice setting.
- e) The student shall exercise care in using all tools and equipment in the practice setting.
- f) Participates in and applies treatments under the supervision of the Practice Supervisor.
- g) Does not perform any invasive procedures in the practice setting without the permission of the course instructor or clinical nurse.
- h) Does not change the practice setting without the permission of the Course Instructor.
- i) Does not leave the practice setting without the permission of the Practice Supervisor.
- j) Does not bring food or beverages into the practice setting.
- k) Keeps the personal tools and materials (stethoscope, pen, notebook, etc.) and resources (books, articles, etc.) requested by the Course Instructor with them.
- l) Submits all forms related to their practice activities (practice reports, clinical skill checklists, care plans, etc.) to the Practice Supervisor on time.
- m) Presents the patients they have cared for at the time designated by the Practice Supervisor.
- n) Participates in case presentations at the time designated by the Practice Supervisor.
- o) Immediately informs the Course Instructor and Practice Supervisor of any accident occurring during the practice.
- p) Keeps their mobile phone turned off or on silent and stored in their pocket while in the practice setting.
- q) Does not take photographs, record audio or video, publish, or share any material in the practice setting without permission.

## **Duties and Responsibilities of the Practice Supervisor**

### **ARTICLE 17 –**

- a) Ensures the internship student's adaptation to the practice setting.
- b) Assists the internship student in developing achievable goals.
- c) Provides learning opportunities for the internship student.
- d) Serves as a role model during clinical practices.
- e) Evaluates the work forms in the practice setting and provides feedback to the student.
- f) Provides continuous guidance to the student.
- g) Supervises the student in performing practical applications.
- h) Ensures that the internship student participates in rounds, case presentations, and trainings within the practice setting.
- i) Completes the clinical evaluation form and assigns the practice grade.
- j) Provides guidance for internship students' graduation projects if assigned by the Head of the Department.

## **Duties and Responsibilities of the Course Instructor**

### **ARTICLE 18 –**

- a) Plans and organizes activities to facilitate the adaptation of internship students and arranges programs (e.g., rotations, orientation, determination of practice settings).
- b) Maintains continuous communication with the internship student and Practice Supervisor.
- c) Advises the Practice Supervisor on guiding the internship student.
- d) Reviews the end-of-practice evaluations completed by the Practice Supervisor and the student.
- e) Directs and evaluates rounds and case presentations.
- f) Evaluates practice forms and provides feedback to the student.

g) Provides feedback regarding the practice during end-of-term evaluation meetings.

#### **Duties and Responsibilities of the Internship Coordinator**

**ARTICLE 19** – The Internship Coordinator is appointed by the Head of the Department from among the faculty members and is responsible for coordinating the internship practices.

- a) Determines the start and end dates of the internship in accordance with the academic calendar. Identifies the list of students participating in the practice, the practice settings, and the faculty members who will work with the students. Organizes the practice rotations.
- b) Oversees the preparation of documents to be sent to the institutions where the practice will be conducted and ensures their delivery to the relevant persons, institutions, and organizations.
- c) Reviews problems that arise during the implementation of the practice, assists in their resolution, and reports them to the Head of the Department or relevant academic unit if necessary.
- d) Ensures that evaluations are conducted at the end of the internship training.

#### **Evaluation of the Practice**

**ARTICLE 20** – Each student is supervised and evaluated by a Practice Supervisor in the unit where they conduct their practice. The student submits their work, records, notebook, and patient care plans to the relevant instructor. Students are evaluated by the Practice Supervisor on their theoretical knowledge, practical skills, work discipline, performance, communication, record-keeping, and similar criteria during their practice activities. While conducting the evaluation, the Practice Supervisor also considers the opinions of the staff in the unit where the student works. The evaluation result is recorded in the *Student Evaluation Form* and signed by the course instructor responsible for the course. Evaluation results are entered into the grading system by the responsible course instructor.

**ARTICLE 21** – A student may submit an appeal regarding their evaluation within three (3) business days following the announcement of evaluation results, by submitting a petition to the unit administration. This appeal is reviewed by the responsible course instructor, course supervisors, and the Head of the Department of Nursing, and the result is finalized within fifteen (15) days.

#### **Clinical Practice Abroad**

**ARTICLE 22** – In the case of clinical practice conducted in foreign countries, the same documents shall be prepared in English.

### **PART THREE Final Provisions**

#### **Enforcement**

**ARTICLE 23** – This directive shall enter into force upon its approval by the Senate of Cyprus Aydın University.

**ARTICLE 24** – This directive shall be updated in accordance with changes to the *Cyprus Aydın University Associate and Undergraduate Education, Training, and Examination Regulation* and the curriculum.

**ARTICLE 25** – Matters not covered in this directive shall be resolved by the Department Board based on the recommendations of the internship supervisors, in accordance with the *Cyprus Aydın University Associate and Undergraduate Education, Training, and Examination Regulation*.

#### **Execution**

**ARTICLE 26** – The provisions of this directive shall be executed by the Rector of Cyprus Aydın University.