

**BAHÇEŞEHİR UNIVERSITY FACULTY OF  
MEDICINE DIRECTIVE OF INTERNSHIP  
PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 - (1)** This directive has been prepared to ensure that the education programs of students who have successfully completed the first five academic years at Bahçeşehir University Faculty of Medicine and are entitled to move to the sixth grade and are defined as "intern doctors" are carried out in accordance with the National Core Education Program (CEP) and the goals and strategies of the Faculty of Medicine; to define the duties, powers, responsibilities and rights of intern doctors.

**Scope**

**ARTICLE 2 - ( 1 )** This directive covers the 6th class students who are considered as intern doctors, the departments/sciences where they receive education, the department/year coordinators, the dean's office of the Faculty of Medicine and the responsibilities of these structures towards each other.

**Basis**

**ARTICLE 3 - (1)** This directive has been prepared based on Bahçeşehir University Faculty of Medicine original education and training program; Bahçeşehir University Associate and Undergraduate Education and Examination Regulations, Bahçeşehir University Faculty of Medicine Education and Examination Regulations and National CEP.

**Definitions**

**ARTICLE 4 - (1)** This directive defines the following;

- a. University Bahcesehir University,
- b. Faculty: Bahcesehir University Faculty of Medicine,
- c. Dean: Dean of Bahçeşehir University Faculty of Medicine,
- ç. Faculty Board: Faculty Board of Bahçeşehir University Faculty of Medicine,
- d. Faculty Board of Directors: Bahçeşehir University Faculty of Medicine Faculty Board of Directors,
- e. Chief Coordinator: A faculty member assigned by the Dean's Office,
- f. Sixth Grade Coordinator: The faculty member responsible for the planning, execution and coordination of education and training in sixth grades in accordance with Bahçeşehir University Faculty of Medicine Education and Examination Regulations,
- g. Education Officer: The faculty member assigned by the relevant department to organize the processes such as the conduct of education, rotations, etc. during the training of intern doctors in the relevant department,

and to ensure coordination between the Sixth Grade Coordinatorship and student affairs and the department,

- h. Intern Doctor: A physician candidate who has completed their first five years at Bahçeşehir University Faculty of Medicine, who has been certified to have passed to the sixth grade, who gains the ability to solve clinical problems by using medical knowledge and skills, professional attitudes and values, and who realizes this learning process under the supervision and responsibility of the faculty members they work with,
- i. Intern Report Card: The evaluation document prepared by the departments in accordance with the educational objectives of Bahçeşehir University Faculty of Medicine and the National Curriculum and includes the knowledge, skills, attitudes and behaviors expected to be acquired, the breakdown of the determined field studies and the opinions,
- j. Intern Representative: The student selected to represent the sixth grade of Bahçeşehir University Faculty of Medicine.

## **PART TWO**

### **Education Program, Working Hours, Shifts**

#### **Education Program**

**ARTICLE 5 - ( 1 )** Intern doctors spend the last year of their medical education by receiving practical training in various health institutions determined by the recommendation of the departments, the Medical Education Development Supreme Board and the approval of the Dean, especially in Bahçeşehir University Faculty of Medicine Affiliated Hospital. Class 6 education program is prepared by the departments in accordance with the National CEP in a way that will provide a physician graduated from the Faculty of Medicine with the competencies to practice medicine and management in primary health care institutions such as diagnosis, treatment, disease prevention, informing the society; researcher, questioner, continuous self-renewal and development.

**ARTICLE 6 - (1)** The education program;

- a. The Class 6 education period covers 12 uninterrupted months. Education periods are applied as determined by the decision of the Faculty Board.
- b. "Intern Report Card" is prepared by the departments involved in intern education and updated when necessary.
- c. At the end of the fifth grade, the sixth grade coordinatorship determines the training groups to ensure a balanced distribution in terms of number. Group lists with training dates are sent to the department training officer and students.
- ç. Intern report cards are obtained by the intern doctor from the faculty student affairs office against signature. At the end of each training, intern doctors have their report cards approved by the head of the department. Report cards within five working days following the end of the training,

The education officers forward the information to the sixth grade coordinator.

- d. Internship practices are primarily carried out in faculty departments/sciences. Educational practices in other domestic/foreign institutions can be carried out with the written permission of the relevant department and the approval of the faculty board of directors, provided that the program compliance requirement is met, provided that it does not exceed 1/3 of the 12-month internship period. External applications are evaluated individually for each student by the faculty board of directors.

### **Working Hours, Shifts**

#### **ARTICLE 7 - (1) Working hours, shifts;**

- a. Class 6 training program is carried out within the daily working hours of the unit. However, this period may be exceeded in cases where the patient's interest or the health service required. After the end of working hours, intern doctors can voluntarily stay in the clinics if they wish.
- b. The Class 6 education program also includes shifts. The frequency and number of these educational shifts are determined by the relevant departments. Shifts cannot be more than 1 shift in 3 days and on consecutive days.
- c. In departments with a shift system, working time, morning and evening shift times are regulated by the department.

## **PART THREE**

### **Success Evaluation**

**ARTICLE 8 - (1)** The sixth grade is assessed by 'proficiency' criteria for each educational area. The methods of evaluating the qualification criteria are determined by the relevant departments through intern report cards. During the evaluation, points such as taking responsibility for the patient, attendance, acquiring the prescribed knowledge and skills, and general medical values are taken into consideration. Intern doctors are regularly monitored through their intern report cards within the prepared program and their success or failure is determined by the relevant department. Intern doctors whose passing grade is below 70 points out of 100 are considered unsatisfactory and have to repeat the course.

### **Absenteeism**

**ARTICLE 9 - (1)** Intern doctors cannot be absent without stating a valid reason and without permission from the training supervisors. Within the scope of the relevant provisions of the Faculty of Medicine Education, Training and Examination Regulations; **the intern doctor** who does not attend more than 10% of the attendance period, even with an excuse, is considered unsuccessful and repeats the course; absenteeism up to 10% is made up to the student on the days determined by the department. Approval of the excuse is made by the faculty board.

### **Failure and Grade Repetition**

**ARTICLE 10 - ( 1 )** Failure (inadequacy) or absenteeism is determined by the head of the department according to the specified criteria and reported to the sixth grade coordinator with a report. The relevant training is repeated for intern doctors whose studies are found insufficient or who do not meet the attendance requirement. The repetition period is the total duration of the relevant training. Repetitions take place in the period following the end of the entire training period. The departments make the necessary changes and arrangements in the education programs for the repeat semesters.

## **PART FOUR**

### **Responsibilities and Duties of the Sixth Grade Coordinator**

#### **Responsibilities**

**ARTICLE 11 - (1)** The sixth year coordinator is responsible for ensuring that the education process is carried out in accordance with the educational objectives and curriculum of Bahçeşehir University Faculty of Medicine and the procedures and principles of this Directive, and for ensuring the coordination between the intern doctors, departments and the dean's office.

#### **Duties**

**ARTICLE 12 - (1)** Duties of the sixth grade coordinator:

- a. They make recommendations about the education and duration of the internship period. These recommendations are finalized by the Medical Education Development Executive Committee and the Faculty Executive Board, approved by the Dean's Office and put into practice.
- b. They ensure that the departments determine and review their educational objectives, tools and methods before each academic year.
- c. They ensure that intern report cards are updated in line with the educational objectives of the departments before each academic year.
- ç. At the beginning and end of the training period, the department/science department holds evaluation meetings with the intern education officer and intern representatives.
- d. They ensure the creation of intern education cycle programs.
- e. They identify training groups.
- f. They ensure and monitor the determination, development and use of measurement and evaluation criteria.
- g. They receive the intern report cards filled out at the end of the training.
- h. In cases of inadequacy, they organize and ensure that the relevant training is repeated for appropriate periods of time.
- i. They ensure that evaluation surveys are conducted and submits the feedback to the head coordinator as a report.

- j. They submit the proposals and requests from the departments and intern representatives regarding the education to be received in different educational institutions in Turkey or abroad to the approval of the dean's office and the faculty board and monitors its execution.
- k. They monitor and carry out the preparations for the graduation process.
- l. They ensure that the documents related to graduation are completed and submitted to the dean's office on time.
- m. They fulfill other duties entrusted to it in accordance with this Directive.

## **PART FIVE**

### **Responsibilities of the Department**

**ARTICLE 13 - (1)** Responsibilities of the department;

- a. All departments in the Class 6 education program notify the Class 6 coordinator and the dean's office as the "Education Officer" before the new academic year begins.
- b. Each year, one month before the start of the new academic semester, the departments submit their intern report cards, which include educational goals and objectives, tools and methods, qualification and evaluation criteria, to the Class 6 coordinatorship through the faculty member in charge of education.
- c. The departments are subject to the National CEP and Bahçeşehir University Faculty of Medicine curriculum in setting their goals. They also specify the obligations and responsibilities of intern doctors during daily practice and shifts. Heads of departments are responsible for preventing intern doctors from performing work that does not contribute to education and does not contribute to education and is intended to close the service gap.
- ç. At the end of each training, the head of the relevant department and the education officer evaluate the attendance, success and report cards of the intern doctors and make a decision on competence. Qualification statuses and intern report cards are sent to the sixth grade coordinator within five working days following the end of the relevant training.
- d. They fulfill other duties entrusted to it in accordance with this Directive.

### **Conducting the Training**

**ARTICLE 14 - (1)** Conducting the training;

- a. Each year, one month before the start of the new academic semester, the departments submit their intern report cards, which include educational goals and objectives, tools and methods, qualification and evaluation criteria, to the Class 6 coordinatorship through the faculty member in charge of education.
- b. The departments are subject to the National CEP and Bahçeşehir University Faculty of Medicine curriculum

in setting their goals. They also specify the obligations and responsibilities of intern doctors during daily practice and shifts. Heads of departments are responsible for preventing intern doctors from performing work that does not contribute to education and does not contribute to education and is intended to close the service gap.

- c. At the end of each training, the head of the relevant department and the education officer evaluate the attendance, success and report cards of the intern doctors and make a decision on competence. Qualification statuses and intern report cards are sent to the sixth grade coordinator within five working days following the end of the relevant training.
- ç. Each year, one month before the start of the new academic semester, the departments determine the Sixth Grade Coordinator and the Education Responsible faculty member and notify the dean's office.
- d. They fulfill other duties entrusted to it in accordance with this Directive.

### **Education Officer's Duties**

#### **ARTICLE 15 - (1) Duties of the education officer;**

- a. In line with the framework determined by the department, they organize the training and rotation programs of intern doctors and prepare the duty schedules.
- b. They conduct an informative meeting with intern doctors at the beginning of training.
- c. They ensure, monitor and evaluate that the training is carried out in accordance with the objectives during the training.
- ç. They follow the working order of the intern doctors, take measures to solve the problems that arise within the knowledge of the department.
- d. At the end of the relevant training, they evaluate the intern report cards together with the head of the department in terms of competence and ensure that the decision is forwarded to the sixth grade coordinator within five working days.
- e. They participate in evaluation meetings with Class 6 Coordinatorship and intern representatives.
- f. They receive the expectations and feedback of the intern doctors and transmit them to the class 6 coordinator.

## **PART SIX**

### **Rights, Obligations and Responsibilities of Intern Doctors**

#### **ARTICLE 16 - (1) Intern doctors;**

- a. develop their ability to produce solutions to health problems in the light of professional values and principles during the Class 6 education process; they develop their medical knowledge and critical thinking skills by participating in academic activities such as article hours, conferences, seminar programs, etc.
- b. They work under the supervision and supervision of the education officer or the faculty member

assigned by them.

- c. They have to actively participate in the programmed education, research and academic activities.
- ç. They participate actively in routine outpatient clinic practice in the clinical units where they work. In the outpatient clinic, they provide patient-physician relationship under the supervision of the faculty member, perform physical examination, make examination notes under the supervision of the physician, and request necessary tests.
- d. They are not authorized to sign prescriptions directly; they have to have their prescriptions signed by the responsible faculty member.
- e. They are not authorized to issue direct clinical practice orders.
- f. They follow the patients under their responsibility in inpatient units, deal closely with their problems, communicate effectively with the relatives of the patients, and perform medical interventions under the responsibility of the faculty member.
- g. They take shifts in accordance with the working order of the clinic.
- h. They learn and apply medical document management. However, these procedures cannot be used to fill labor shortages and cannot be the predominant application of the relevant training.
- i. They recognize the organization of the health system and learn the structure.
- j. They develop leadership and teamwork skills in the field of health and reinforce their ability to communicate effectively with health professionals and the community.
- k. They gain the ability to use the principles of lifelong learning and evidence-based medicine.
- l. They acquire the ability to protect and promote health at all levels, from the environment where the individual lives to a tertiary health institution.
- m. Under the request and supervision of the Education Supervisor or the instructor assigned by them, they can fill the laboratory requests of the patient they follow, enter the results in the patient file, and prepare an epicrisis draft.
- n. They can perform the interventions specified in their intern report cards under the responsibility of the faculty member. The physician overseeing the intervention is responsible for all complications and problems related to the interventional procedure.
- o. They have to know the rights of patients and their relatives, respect them and ethical rules and comply with the principle of confidentiality of patient information.
- r. They cannot convey any information about the patient's medical condition and prognosis to the patient or their relatives without the knowledge and supervision of the faculty member.
- s. They are obliged to follow the processes related to their own training.

## **Rules to be Followed by Intern Doctors**

**ARTICLE 17** - (1) Rules to be followed by intern doctors;

- a. Intern doctors are obliged to comply with the dress code determined by the institution, to wear a white coat or other appropriate clothing when necessary and to carry a photo identification document on their lapels.
- b. It is forbidden to use physician's coats and similar health worker-specific clothing and equipment outside of hospitals or health institutions.
- c. They should introduce themselves to patients as "intern doctors".
- ç. They must comply with the shift and working order assigned to them. They are directly responsible to the clinic on-call physician during the shift. Shift changes can be performed with the permission of the relevant department/science education officer.
- d. They are obliged to comply with the rules and directives of Bahçeşehir University Faculty of Medicine affiliated hospital and other institutions they work in.
- e. They are responsible for the protection and approval of the intern report cards and their delivery to the training supervisor at the end of the relevant training.
- f. They are responsible for getting the work done in the external work areas approved by the responsible persons there and submitting the intern report cards to the class 6 coordinator with the appropriate documents and within the appropriate time.
- g. They should participate in in-service trainings related to the organization.
- h. They must protect the tools, equipment and materials used in the clinic, patient files and documents belonging to the hospital.
- i. They have to know the health rights of individuals in the society and the rights of patients and their relatives and act accordingly. Information, documents and other materials belonging to individuals/patients cannot be shared in any way without the consent of the responsible physician and the patient, 'even for scientific purposes'.

## **PART SEVEN**

### **Situations without Provisions, Effectiveness and Execution**

**ARTICLE 18** - (1) In cases not specified in this regulation, the provisions of Bahçeşehir University Faculty of Medicine Education and Examination Regulation, the decisions of the Senate and the Faculty Board/Faculty Executive Board are applied.

### **Enforcement**

**ARTICLE 19** - (1) This directive enters into force on the date of its adoption by Bahçeşehir University Senate.



**Execution**

**ARTICLE 20 -** (1) The provisions of this directive are executed by the Dean of Bahçeşehir University Faculty of Medicine.

<b>The date and number of the Senate</b>	
<b>where the Directive</b>	<b>was Adopted</b>
30/07/2019	2019/10/12
<b>Date of the Board of Trustees Decision</b>	
<b>Adopting the Directive</b>	<b>Decision No.</b>
19/08/2019	259