

**T.R. MALTEPE UNIVERSITY FACULTY OF MEDICINE
PRACTICAL TRAINING, TRAINEE AND INTERN DOCTOR PROCEDURES AND
PRINCIPLES**

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of these procedures and principles is to ensure that T.R. Maltepe University Faculty of Medicine students' practical courses are conducted in accordance with the faculty's goals, objectives, and strategies, as well as to determine the rights and obligations of medical faculty students, trainee doctors, and interns.

Scope

ARTICLE 2 – (1) These procedures and principles cover issues pertaining to the practical courses of medical students enrolled in the Faculty of Medicine, the implementation of the training programs for trainee and intern doctors, their job descriptions, authorities, and responsibilities.

Foundation

ARTICLE 3 – (1) These Principles and Procedures have been prepared in accordance with the tenets stipulated Higher Education Law 3308 dated 5/6/1986 and article 20 of the 3008 numbered Vocational Education Law, Article 5 of the Social Insurance and General Health Insurance Law No. 5510, Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17/06/2021 and numbered 31514, T.R. Maltepe University Faculty of Medicine Education and Training Regulation published in the Official Gazette dated 23/08/2018 and numbered 30487, and T.R. Maltepe University Applied Education Framework Directive.

Definitions

ARTICLE 4 – (1) In these procedures and principles the following terms shall respectively have the following meanings;

- a) Dean: The Dean of Maltepe University Faculty of Medicine,
- b) Term: A minimum of 32 weeks of education as determined by the Faculty of Medicine Administrative Board,
- c) Faculty: The Maltepe University Faculty of Medicine,
- d) Intern doctor: Term VI Medical Faculty student,
- e) General Coordinator for Pre-Graduate Education: The faculty member responsible for the execution of pre-graduation education,
- f) Rector: The Maltepe University Rector,
- g) Senate: The Maltepe University Senate,
- h) Internship: The theoretical and practical/practical education and training in the clinical sciences departments for terms IV, V, and VI,
- i) Internship Chair: The faculty member responsible for the regular conduct of the internship,
- j) Medical Education Development Board: The board, which was established in accordance with Maltepe University Faculty of Medicine Education, Training and Examination Regulations, in order to carry out studies for the development of pre- and post-graduate medical education, which is carried out taking into account the mission,

vision, values, plans and goals of the faculty, and to ensure that education and training are carried out with consistence.

k) University: Maltepe University,

SECTION TWO

General Provisions Regarding Practical Education

Practical Education

ARTICLE 5 – (1) The Faculty of Medicine conducts practical training in accordance with the Maltepe University Education, Training, and Examination Regulations and in accordance with the relevant Regulation's articles.

(2) Supervision of Practical Education is carried out by the Medical Education Development Board.

(3) The General Coordinator for Pre-Graduate Education is responsible for the execution and coordination of practical training.

Duties and Authorities of the Dean

ARTICLE 6 – (1) The duties and powers of the Dean are as follows:

a) Ensures that the practical education within the scope of this Regulation are conducted in accordance with the Maltepe University Education, Training, and Examination Regulations and in accordance with the relevant Regulation's articles.

b) Carries out the works and procedures pertaining to the insurance of students, trainee, and intern doctors required to be insured pursuant to Article 5 of the Social Insurance and General Health Insurance Law No. 5510 dated 31/5/2006 within the scope of vocational training and internship.

c) To monitor the work accident and occupational disease insurance procedures of students, trainee, and intern doctors.

d) If authorized by the Rector, sign contracts between the Faculty of Medicine and other health institutions within the scope of practical training, or present such contracts to the Rector for signature.

SECTION THREE

Practical Education in Term I, Term II and Term III

Practical Education in Term I, Term II and Term III

ARTICLE 7 – (1) The practical courses of the Faculty of Medicine Term I, Term II, and Term III students include courses and laboratory practices within the scope of the "Introduction to Clinical Practice and Human Sciences in Medicine" program and are conducted in accordance with the Maltepe University Faculty of Medicine Education, Training, and Examination Regulations.

Duties and Responsibilities of Term I, Term II and Term III Students Participating in Practical Education

ARTICLE 8 – (1) The duties and responsibilities of Term I, Term II and Term III students in practical courses are as follows:

- a) Understanding the course objectives and learning outcomes,
- b) To make maximum efforts to assess clinical and field learning opportunities,
- c) To comply with the general rules, policies and regulations of the health institution/organization where the training takes place,
- d) To comply with the application plan made by the relevant faculty member,
- e) Introducing themselves to patients/individuals appropriately,
- f) Actively participating in practical training within the framework of determined learning objectives,
- g) Paying attention to confidentiality and privacy during examination, treatment and / or other health services,

- h) Respecting the safety and comfort of the individual during clinical and field learning,
- i) Paying attention to the careful use of all kinds of tools and equipment at the practice site,
- j) To communicate with healthcare team members in a courteous and respectful manner, taking into account professional boundaries, during practical training,
- k) To use clear, accurate and effective communication skills in professional interactions,
- l) To carry out clinical and field applications under the supervision of the relevant faculty member,
- m) **Not to make any** application without the knowledge of the relevant faculty member,
- n) Notifying the relevant faculty member of all kinds of work accidents that occur in clinical and field practices without delay,
- o) Taking care of self-care and personal hygiene.

SECTION FOUR

Practical Training of Term IV and Term V (Trainee) Students

Trainee Training Program, Exams, Success and Absenteeism

ARTICLE 9 – (1) The fourth and fifth years are the periods that consist of internships based on applied hospital education and the training program of the intern students, attendance requirements, exams, exam type, success and internship repetition, etc. as defined in the Maltepe University Faculty of Medicine Education, Training and Exam Regulations.

(2) With the Internship Report Card, intern students' practices during their internship are monitored electronically or in writing. The relevant Internship Chair is responsible for the execution and supervision of the Internship Report Card.

Duties and Responsibilities of Trainees

Article 10 – (1) In accordance with the planned training program, prepares the patient assigned to them for training in the departments, takes their anamnesis during treatment, performs the physical examination, determines the preliminary diagnosis, interprets and differentially diagnoses the case, and presents it to the instructor.

(2) Carries out all educational activities under the supervision of the relevant internship chair.

(3) Attends the theoretical and practical courses given by the lecturers, as well as the practical training under the supervision of the lecturers.

(4) In accordance with the curriculum, attends visits during service hours, monitors all types of medical interventions for diagnosis and treatment in the polyclinic, service, and other diagnostic and treatment units, and makes appropriate interventions under the trainer's supervision. Works on duty at determined times.

(5) Adheres to the principles and rules of medical professional ethics and deontology during practice.

(6) Respects the rights of patients and their families and adheres to the principle of patient information confidentiality.

(7) With the exception of natural disasters and exceptional circumstances, is not required to submit an application to close the service gap.

(8) The intern students' studies are for educational purposes only, and they cannot be directly involved in the diagnosis, treatment, follow-up, or medical care of patients. However, they may practice under the supervision of authorized and responsible individuals for educational purposes.

(9) They may not share, use, or collect for other purposes the information, documents, and samples obtained from patients, including their relatives, during training and practice studies. When they have information, observations, or findings about patients that require changes in diagnosis or treatment, they notify the appropriate instructors immediately.

(11) Cannot take patient files out of the service.

- (12) Avoids behaviors that will harm patient safety and disrupt hospital hygiene.
- (13) Carries out anamnesis, examination and other medical procedures by introducing themselves and giving information to the patient before the procedure.
- (14) In the education-teaching areas (classrooms, laboratories, polyclinics, clinics, etc.), trainees must wear the attire mandated by the special conditions of the medical profession and medical education, and their general appearance and dress must conform to the requirements of the education-training areas. Students are prohibited from wearing or displaying badges, symbols, signs, or other items that reflect their political, ideological, or other affiliations in educational and training settings. Students are required to carry their intern ID on their application areas.

SECTION FIVE

Intern Doctor, Practical Training in Term VI

Intern Practical Training Program, Exams, Success and Absenteeism

Article 11 – (1) To achieve the goals of medical education, interns spend their final years in other health institutions, primarily Maltepe University Medical Faculty Hospitals, which have been approved by the Medical Education Development Board and the Dean. The Term VI education program is planned in accordance with the competencies and qualifications in the National Core Education Program for the practice of primary care medicine, based on the competencies that a medical graduate physician should possess in the steps of diagnosis, treatment, disease prevention, public education, etc. For this purpose, polyclinic practices and bedside training are emphasized. With the approval of the Dean, intern doctors may be sent for educational purposes to primary, secondary, and tertiary healthcare institutions other than Maltepe University Medical Faculty Hospitals, based on the Medical Education Development Board's discussion and decision.

(2) The Maltepe University Faculty of Medicine Education, Training and Exam Regulations define the Term VI education program, attendance requirements, exams, exam type, exam success, and internship repetition, etc.

(2) The practices of the intern doctors during their internship are monitored electronically or in writing with the Intern Report Card. The relevant Internship Chair is responsible for the execution and supervision of the Internship Report Card.

Working Hours, Shifts

Article 12 – (1) Term VI's educational curriculum includes shifts. The relevant department regulates the shifts and hours of work for units operating under the duty shift system. The maximum number of shifts per month is 10 days.

Intern Doctor Duties

Article 13 – (1) During the education process in Term VI, intern physicians increase their medical knowledge and critical thinking skills by participating in seminar programs, article hours, conferences, and similar academic activities, as well as by improving their ability to produce solutions to health problems in light of professional values and principles.

(2) Under the supervision of the relevant faculty member, the intern doctor applies the knowledge and skills acquired during prior educational periods.

(3) The intern actively participates in the routine outpatient practice of their clinical units.

(4) The intern doctor closely monitors the patients under their care in the inpatient units and attends to their problems, communicate effectively with the patients' families, maintains vigil, and performs medical interventions under the supervision of the instructor.

(5) Intern doctors implement medical document management.

(6) Intern doctors recognize the organization of the health system and learns the structure.

(7) Interns enhance their communication skills with healthcare professionals and the community, as well as their leadership and teamwork abilities in the healthcare field.

(8) Intern doctors acquire the skill of using lifelong learning principles.

(9) Intern doctors acquire the ability to protect and improve health at all levels, from the individual's living environment to tertiary health institutions.

Intern Doctor Responsibilities

Article 14 – (1) The intern doctor, at the request and under the supervision of the internship head or the instructor assigned by them, helps fill out the laboratory request document, enter the laboratory results into the patient file, and prepare an epicrisis draft of the patient under their control.

(2) It is expected that the intern doctor will learn the aforementioned interventions and develop their skills in relation to them. The intern physician may perform the specified interventions under the supervision of the lecturer, accompanied by the lecturer or faculty member, and only with the consent of the patient's responsible physician. The patient's "responsible physician" is responsible for all complications and problems arising from the interventional procedure.

(3) Is required to be aware of the rights of intern doctors, patients, and their family members; to respect these rights and adhere to the principle of patient confidentiality regarding information.

(4) Intern physicians cannot be expected to provide explanations or transfer medical information to the patient and their family members without the supervision of the attending physician.

Intern Doctor Rights

Article 15 – (1) Under the supervision of the relevant training officer, the intern doctor can perform tasks included in the training program, such as taking and sending blood samples, measuring blood glucose with glucometry, opening a vein, taking an ECG, inserting urine or nasogastric probes, and taking culture samples, in order to learn the specifics of the operation of a treatment facility. It cannot be assigned in a manner that exceeds an educational purpose.

Rules That Must Be Followed

Article 16 – (1) The intern doctor is required to wear a white coat or professional attire as determined by the Dean's Office, as well as carry an official identity document with a photo from the institution indicating that they are an "intern" / Term VI student.

(2) It is prohibited to use physician's gowns and similar healthcare worker-specific clothing and equipment outside of hospitals or other health facilities.

(3) Intern doctors may not wear badges, symbols, signs or similar items that reflect political, ideological tendencies or affiliation in educational areas (classrooms, laboratories, polyclinics, clinics, etc.).

(4) The intern doctor should introduce themselves as an "intern doctor" to their patients.

(5) Under the supervision of the related instructor, the intern doctor prepares the patient entrusted to them and perform the duties assigned during treatment. They take patient history and carry out physical examination.

(6) The intern doctor must follow the institution's rules and guidelines in Maltepe University Faculty of Medicine Hospitals and other health institutions.

(7) Interns must complete the orientation program before beginning the Term VI training program. They are informed about the issues listed below during this program, and their participation is documented by the Term VI Coordinator and reported to the Dean's Office.

- a) Infection control rules (by the Infection Control Committee)
- b) Rules on medical waste, household waste and recyclable waste (by the Infection Control Committee)
- c) Radiation safety rules (by the Radiology Department)
- d) Rules regarding employee health (by the Department of Public Health)

- e) Rules regarding patient safety, obtaining consent and similar rules (by the Department of Forensic Medicine)
- f) Sample taking, submission, request writing and similar applications (by Medical Microbiology and Biochemistry Departments)
- g) Fire and security measures (by OHS)

SECTION SIX

Responsibilities of the Department

Training Program Assessment Process

Article 17 – (1) Every year, before the start of the new education term, on the dates determined by the Dean's Office, the internship aims and objectives, tools and methods, qualifications, and assessment criteria are sent to the Dean's Office through the Internship Chair, no later than April, to be included on the agenda of the Medical Education Development Board.

When determining the internship's goals and objectives, the departments consult the curriculum content of the National Core Education Program and the Maltepe University Faculty of Medicine. The responsibilities of the intern doctor during shifts and daily practices, as well as the responsibilities of the lecturer and lecturers, are specified while determining the internship goals.

Execution of Education

Article 18 – (1) Internship goals and objectives are used for each internship, in which the objectives and the methods are clearly defined. The internship chair is responsible, in collaboration with the term coordinator, for ensuring, monitoring, and evaluating the training's execution in accordance with its objectives during the internship.

(2) To that end, the internship chair oversees the intern students' education and training activities, monitors the intern doctors' work in the clinic or in the field, and prepares assessment documents.

(3) The relevant department sends the qualification status and assessment forms of intern doctors to the Student Affairs Department within three days of the internship's completion.

SECTION FIVE

Miscellaneous and Final Provisions

Information Security, Ensuring Privacy and Social Media Use

ARTICLE 19 – (1) The following are the duties and responsibilities of Faculty of Medicine students during clinical/field practice in terms of information security, privacy, and social media use:

- a) Cell phones should never be used for communication and/or recording purposes during clinical practice, especially during care and treatment procedures.
- b) No information, photos, records, etc. about the healthy individual/patient relative/patient should be shared on social media.
- c) It is prohibited to share name/identity information in social settings in/out of the hospital or on social media in such a way that the healthy individual/patient relative/patient can be identified.
- d) Health records/information of the patient's relative/patient or family should not be stored on any personal device such as mobile phone, personal computer, etc.
- e) In terms of maintaining the boundaries of individual and professional relationships, adding the individual/patient or family members to their personal social media accounts during care and treatment may be undesirable.
- f) Any confidentiality/privacy violations witnessed during the clinical/field practice should be reported to the course supervisors.

Provisions Not Included Herein

ARTICLE 20 – (1) In cases not included in these procedures and principles, the provisions of T.R. Maltepe University Practical Training Directive and T.R. Maltepe University Faculty of Medicine Education, Training and Examination Regulations are applied.

Execution

ARTICLE 21 – (1) These procedures and principles come into force from the date they are accepted by the T.R. Maltepe University Senate.

Executive Power

ARTICLE 22 – (1) These procedures and principles are carried out by the Rector of T.R. Maltepe University.