

	ISTANBUL OKAN UNIVERSITY FACULTY OF HEALTH SCIENCES PHYSIOTHERAPY AND REHABILITATION DEPARTMENT DIRECTIVE ON PHYSIOTHERAPY CLINICAL PRACTICES		Document No.	YG.OKN.100
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SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine and regulate the principles regarding the clinical practices to be carried out by the students of the Physiotherapy and Rehabilitation English Program of the Physiotherapy and Rehabilitation Department of the Faculty of Health Sciences of Istanbul Okan University in order to develop their professional knowledge and skills in Turkey and abroad, within the scope of the compulsory courses “Clinical Summer Internship I” coded as PTR222 for 4th semester and “Clinical Summer Internship II” coded as PTR322 for the 6th semester, and the compulsory courses “Clinical Practice I” coded as PTR415 for the 7th semester and “Clinical Practice II” coded as PTR416 for the 8th semesters.

Scope

ARTICLE 2- (1) The provisions of this directive cover the provisions regarding the clinical practices to be carried out by the students of the Physiotherapy and Rehabilitation English Program of the Physiotherapy and Rehabilitation Department of the Faculty of Health Sciences of Istanbul Okan University

Basis

ARTICLE 3- (1) This directive has been prepared based on the Istanbul Okan University Associate and Undergraduate Education-Training and Examination Regulation.

Definitions

ARTICLE 4- (1) In this directive the terms refer to;

- Academic Calender: The Academic Calender of Istanbul Okan University,
- Acceptable Special Case: Participation in Erasmus or student exchange program,
- Clinical Practice: Clinical Summer Internship I and II, and Clinical Practice I and II courses for the Physiotherapy and Rehabilitation English Program,
- Dean’s Office: The Dean’s Office of the Faculty of Health Sciences of Istanbul Okan University,
- Department: Physiotherapy and Rehabilitation Department of the Faculty of Health Sciences of Istanbul Okan University,
- Department Board: The board consisting of the academic members of the Physiotherapy and Rehabilitation Department of the Faculty of Health Sciences,

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g) Head of Department: Head of Physiotherapy and Rehabilitation Department of the Faculty of Health Sciences,

h) Implementation Period: The practice period specified in the curriculum of the Physiotherapy and Rehabilitation English Program,

i) Institution: The institution where the student will do or is doing clinical practice,

j) Internship Commission: The Internship Commission of the Physiotherapy and Rehabilitation Department,

k) Internship Coordinator: The Internship Coordinator assigned to the Physiotherapy and Rehabilitation English Program in the Department,

l) Practice Conductor: The physiotherapist / lecturer responsible for the execution of the practices, who instructs, guides, supervises the student, conducts studies to increase the knowledge and skills of the student in the institution where the clinical practice is carried out,

m) Practice Supervisor: The instructor who supervises the adequacy of the institution where the student performs clinical practice,

n) Rectorate: The Rectorate of Istanbul Okan University,

o) Senate: The Senate of Istanbul Okan University,

p) Student: The students enrolled in the Physiotherapy and Rehabilitation English Program,

r) University: The Istanbul Okan University,

s) Working Day: A 6-hour working day / one day working time applied by the institution where the clinical practice is performed.

SECTION TWO

Principles Related to Clinical Practice

Scope of Clinical Practice

ARTICLE 5- (1) The compulsory in-semester clinical practice courses of the students are carried out in accordance with the course curriculum of the Physiotherapy and Rehabilitation English Program of our University's Faculty of Health Sciences, Department of Physiotherapy and Rehabilitation.

(2) Each student is obliged to carry out clinical practices in accordance with the provisions of this directive in the periods and in the health institutions approved by the Department Board and to repeat them when necessary.

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Clinical Application Areas

ARTICLE 6- (1) Students' clinical practices are carried out in rehabilitation units and clinics within public and private health institutions and similar institutions abroad within the scope of Erasmus+ mobility, which are deemed appropriate by the Head of Department and the Department Board and signed an inter-institutional agreement and mutual protocol.

(2) The responsibility of finding a place for the 4th and 6th semester clinical practices belongs to the student. However, the Head of Department provides guidance when necessary in finding a clinical practice location.

(3) Students are obliged to notify the Head of Department with the application and acceptance documents before the fall and spring semesters.

(4) If this notification is deemed appropriate by the relevant institution, the Head of Department and the Practice Supervisor, the student conducts clinical practice in this institution. Clinical practices started without approval and without the necessary documents are not valid.

(5) The student performs his/her clinical practice by observing and participating in exercise therapy, electrotherapy and rehabilitation practices under the control of the practice coordinator physiotherapist in the unit where the student is located.

Insurance Procedures

ARTICLE 7- (1) Pursuant to Article 5, subparagraph (b) of the Social Security and General Health Insurance Law No. 5510, "Occupational accident and occupational disease insurance" is applied to students who will be subjected to internship during their education and is paid by the University.

(2) The student must start the practice on the date specified in the clinical practice form. Students' Occupational Accident and Occupational Disease Insurance starts on the clinical practice start date and ends on the end date specified in the relevant documents. In this regard, it is not necessary to notify the student and the workplace separately.

(3) If the student cannot go to the clinical practice on the start date due to legal and compulsory reasons, he/she notifies the Dean's Office and the Head of Department in writing at least 3 days in advance.

(4) If the student cannot continue for any reason after starting the clinical practice, he/she notifies the Dean's Office and the Head of the Department in writing within maximum 3 days.

(5) If the student has any occupational accident during the clinical practice, he/she must immediately notify the Dean's Office and the Head of Department in writing.

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(6) The student accepts and undertakes that if he/she fails to fulfill this obligation by not making the above-mentioned notifications on time, all responsibility arising from this obligation belongs to him/her.

(7) Students who have not been insured or whose insurance has expired cannot be present at the workplace for clinical practice or actual work. It is the responsibility of the student to be present voluntarily outside the insurance dates without notifying the department chairmanship and department board through a petition.

Conditions for Clinical Practice

ARTICLE 8- (1) Each student is obliged to perform clinical practices during the semesters specified in the Physiotherapy and Rehabilitation Education-Training English Program and on the dates determined for these semesters.

(2) If the internship locations, student internship lists and dates for the PTR222 Clinical Summer Internship I and PTR332 Clinical Summer Internship II courses in the Physiotherapy and Rehabilitation English Program have not been determined; students notify the Internship Coordinator of the location they wish to intern with a petition and acceptance documents before the midterm exam period in the spring semester. Students can do their internships at internship locations approved by the Head of Department and Internship Coordinator.

Prerequisites for Clinical Practice

ARTICLE 9- (1) Undergraduate students of the Physiotherapy and Rehabilitation English Program must fulfill the prerequisites in order to take the Summer Practicum / Clinical Summer Internship and the compulsory Clinical Practicum Courses in the 4th year.

(2) In order to take PTR222 Clinical Summer Internship I course at the end of the 4th semester, the student must have taken all 1st year courses (except common compulsory courses) and all compulsory courses in the 2nd year curriculum and not failed with a VF grade.

(3) In order to take the PTR322 Clinical Summer Internship II course at the end of the 6th semester, the student must have taken all 2nd year courses (except common compulsory courses), PTR222 Clinical Summer Internship I course and all compulsory courses in the 3rd year curriculum and not failed with a VF grade.

(4) In order to take PTR415 Clinical Practice I and PTR416 Clinical Practice II courses, the student must have taken all 1st and 2nd year courses (except common compulsory courses) and must not failed with a FF grade. In addition, the student must have taken the theoretical and practical 3rd year vocational courses whose names and codes are given below and not failed with a VF grade.

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- a) PTR301 Neurophysiological Approaches I
 - b) PTR302 Neurophysiological Approaches II
 - c) PTR317 Orthopedic Rehabilitation
 - d) PTR306 Neurological Rehabilitation
 - e) PTR303 Pediatric Rehabilitation
 - f) PTR307 Cardiopulmonary Rehabilitation
 - g) PTR310 Rheumatological Rehabilitation
 - h) PTR308 Geriatric Rehabilitation
 - i) PTR311 Orthotic and Prosthetic Rehabilitation
- (5) International students must submit at least B1 level Turkish language proficiency document (within the 4th semester) for the clinical applications to be performed in Turkey.

Clinical Practice Periods

ARTICLE 10- (1) 4th and 6th semester “Clinical Summer Internship I and II” courses are held during the academic calendar period, during the summer semester and in the units of health institutions accepted by the Department Board.

(2) Summer practices in the 4th and 6th semesters require 20 working days of attendance. In acceptable special cases of the student, upon the request of the student and with the approval of the Head of Department, the student may be allowed to do the summer practices of the 4th and 6th semester in another time period.

(3) 7th and 8th semester “Clinical Practice I” and “Clinical Practice II” courses are held in the units of health institutions accepted by the Department Board during the academic calendar, within the period determined within each academic semester.

(4) Clinical practices in the 7th and 8th semester require 14 weeks (56 working days) attendance. In acceptable special cases of the student, upon the request of the student and with the approval of Head of Department, the student may be allowed to perform the 7th and 8th semester clinical practices in another time period.

Obligation to Attend Clinical Practices

ARTICLE 11- (1) 100% attendance is compulsory for summer practices at the end of the 4th and 6th semesters and clinical practices in the 7th and 8th semesters.

(2) Excused leaves taken during clinical practice for health or other reasons and documented by medical reports are not counted from the clinical practice day and are recorded as absenteeism.

(3) The student must complete the clinical practice for the number of days he/she cannot attend. In this case, the end date of the clinical practice is re-determined.

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(4) If the clinical practice is not continued for 3 days without an excuse, the clinical practice will be repeated.

(5) In the event that the clinical practice is extended or the dates are changed due to excuse and illness, the student notifies the Dean's Office in writing to extend the Occupational Accident and Occupational Disease insurance.

(6) After the start of clinical practice during the application period, changes can be made in clinical practice institutions with the decision to be taken by the Head of Department.

(7) In clinical practice, the daily working time is 6 hours, 4 days a week, and the student is obliged to comply with the working hours of the institution where he/she performs clinical practice. Students whose excuses are accepted by the Head of Department and the supervisor are given the right to make up.

Documents Related to Clinical Practice

ARTICLE 12- (1) Students are obliged to prepare and complete the following documents in full and submit them to the Head of Department during clinical practice.

a) Compulsory Internship Application Form: It will be prepared in 3 copies and signed by both the Head of Department and the counter institution. One copy will be left to the Head of Department.

b) Clinical Practice Signature Form: It is a document showing the attendance and disciplinary status of the students. The day, date, entry-exit times and signatures must be filled in by the student.

c) Clinical Practice Evaluation Form: It is a document in which the student is evaluated by the responsible physiotherapist at the institution at the end of that internship period and scored between 0-100. At the end of the internship, these documents must be submitted to the Internship Coordinator in a sealed envelope.

d) Clinical Practice Notebook: It is a document that the students prepare in accordance with the program given to them during the clinical practice, showing that they present their work and practices in the clinic on at least 5 cases.

e) Language Proficiency Certificate: It is the Turkish Proficiency Certificate that international students must submit before starting all clinical practices in Turkey (within the 4th semester). This document must show that the student's Turkish proficiency is at least B1 level.

(2) Before starting clinical practice, students are obliged to prepare and complete the following documents in order to carry out their internship and submit them to the counter institution (the institution where the internship will be done).

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a) Insured Employment Entry Declaration: This document is submitted to our University Human Resources Directorate by the Internship Coordinator together with the student name, Turkish Republic ID number and institution information, and after the insurance procedures are completed, it is received from the e-government system or the Human Resources Directorate and delivered to the institution.

b) Criminal Record: Current date, can be obtained from the e-government system.

c) Residence: Current date, can be obtained from the e-government system.

d) 1 photograph: Passport size photograph taken within the last 6 months.

e) Health Report: Official report indicating the student's health status.

f) Occupational Health and Safety Training Certificate: A document showing that the student has received Occupational Health and Safety Training within the last 1 year.

(3) When necessary, changes in the existing clinical practice documents or additional documents can be issued with the decision of the Department Board.

SECTION THREE

Duties and Responsibilities of Students in the Field of Clinical Practice and Rules to be Followed

Duties and Responsibilities of Students

ARTICLE 13- (1) The duties and responsibilities of students in the field of clinical practice are as follows:

a) The student must comply with the working and safety rules, order and discipline, dress code and working hours of the institution where he/she performs clinical practice.

b) The student must comply with the clinical practice program prepared by the Head of Department. The student cannot change the clinical practice period and the institution where he/she will do clinical practice without the approval of the practice supervisor.

c) The student must have good and positive relationships in the practice area.

d) The student must take care to use all kinds of tools and equipment carefully in the practice area.

e) The student can meet, evaluate and treat patients under the supervision of the practice supervisor.

f) The student must not leave the application area without the permission of the application coordinator.

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- g) The student must keep his/her cell phone turned off in the application area.
- h) The student may not take unauthorized photographs, audio and video recordings in the application area, and may not publish or share them in any media.
- i) The integrity of the student's clothing / uniform in the application area must be appropriate to the characteristics of the relevant institutions and the content of the course.
- j) The student is obliged to follow all the work and documents related to the clinical practice before, during and at the end of the clinical practice.
- k) The student must follow all announcements sent through the communication channel.
- l) The student must perform the tasks required by the clinical practice on time and completely.
- m) The student who will do clinical practice abroad must translate the "Clinical Practice Evaluation Form, Signature Form and Clinical Practice Notebook" into the language of the country where he/she will practice. After submitting this translation to the approval of the Head of the Department, the student must fill out the file and have it approved by the application coordinator and translate it back into Turkish after approval.
- (2) Any responsibility arising from the failure to fulfill these obligations belongs to the student. Otherwise, the student will be subject to legal action in accordance with the provisions of Article 54 of the Higher Education Law No. 2547.

Rules to be Followed

ARTICLE 14- (1) Students must complete the "Occupational Health and Safety Training" planned by the University before starting clinical practice.

(2) Students must comply with the regulations of the workplace, the internal order of the organization, the rules regarding discipline and occupational safety. Students who do not perform the tasks assigned within the scope of clinical practice or do not comply with the rules are reported to the Head of Department by the practice supervisor.

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SECTION FOUR

Clinical Practice Supervisors and Their Duties

Clinical Practice Supervisors and Their Duties

ARTICLE 15- (1) Clinical practice supervisors are the Head of Department, the Practice Supervisor and the Practice Coordinator.

(2) **Head of Department:** He/she is the highest level authority and manager of the clinical practice organization. He/she may delegate this authority to a faculty member working in the Department of Physiotherapy and Rehabilitation whom he/she deems appropriate. Duties of the Head of Department:

- a) To take the necessary measures for the complete execution of clinical practice training.
- b) To carry out official correspondence with the institutions where clinical practice training will be carried out.

(3) **Practice Supervisor:** The clinical practice supervisor is the Head of Department or an academic member of the Department appointed by the Head of Department. Duties of the Practice Supervisor:

- a) To determine the start and end dates of clinical practices based on the academic calendar and submit them to the approval of the Head of Department.
- b) To determine the students, clinical practice units and duration of clinical practice and to send the lists to the relevant institutions.
- c) To ensure that clinical practice education is carried out in an organized manner.
- d) To be in constant communication with the student and the practitioner.
- e) To supervise clinical practices in the application areas.
- f) Receiving and evaluating the “Clinical Practice Notebook” to be filled in by the student and approved by the Practice Coordinator at the end of the clinical practice.

(3) **Practice Coordinator:** The clinical practice coordinator is a lecturer in the Department of Physiotherapy and Rehabilitation or a physiotherapist working in the institution where clinical practice is performed. Duties of the Practice Coordinator:

- a) To ensure the student’s adaptation to the application area.
- b) Evaluating the work forms in the practice area and sharing them with the student.
- c) To guide and set an example for the student in clinical practice.
- d) Providing learning opportunities for the student.

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e) To monitor the attendance status of the student during the clinical practice, to direct and supervise their work by keeping them under supervision.

f) To take the necessary measures to ensure that clinical practice training is efficient.

g) When deemed necessary, to inform the practice supervisor about the student's participation in clinical practices.

SECTION FIVE

Clinical Practice Assessment

Clinical Practice Assessment

ARTICLE 16- (1) The clinical practice success of students who fulfill the obligation to attend clinical practice is evaluated as follows:

a) Evaluation of internship training at Istanbul Okan University Faculty of Health Sciences, Department of Physiotherapy and Rehabilitation is carried out by the Internship Commission under the chairmanship of the Internship Coordinator.

b) In the Clinical Practice Evaluation Form, which is submitted in a sealed envelope by the responsible physiotherapist in the institution, the student's behavior, knowledge, and continuity throughout the practice are evaluated with parameters such as 100 points, and the result is reported.

c) The condition for success is to get 70 points or more in the Clinical Practice Evaluation Form by the practice coordinators in the institution where they do their internship, to comply with the attendance obligation and to submit the clinical practice documents (Clinical Practice Notebook, Clinical Practice Signature Form and Clinical Practice Evaluation Form) completely.

(2) Students must submit all documents related to their internship within 10 days at the latest after the end of the internship.

(3) In cases where the student fails, the internship must be repeated.

(4) Internship documents are approved by the Internship Commission.

(5) In order to be considered successful in all internships during the semester in the 4th grade compulsory clinical practice courses; if the students document that they received 70 points or more on the "Clinical Practice Evaluation Form" and submit the Clinical Practice Notebook, Clinical Practice Signature Form and Clinical Practice Evaluation Form completely, they can take the Clinical Practice I or Clinical Practice II exam to be held at the end of the semester.

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(6) Students who receive at least 50 points as a result of the evaluation of the jury members in these practical exams, which include the entire curriculum, are considered successful for this course.

CHAPTER SIX

Final Provisions

Enforcement

ARTICLE 17- (1) This directive enters into force on the date of its acceptance by the Istanbul Okan University Senate, effective from the 2025-2026 academic year.

Execution

ARTICLE 20- (1) The provisions of this directive shall be executed by the Dean of the Faculty of Health Sciences of Istanbul Okan University.

REVISIONS

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