

**REPUBLIC OF TURKEY**  
**ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE**  
**DIRECTIVE OF TERM IV AND V EDUCATION PROGRAMME**

**SECTION I**  
**Purpose, Scope, Basis, Definitions**

**Purpose**

**Article 1-** (1) This directive has been prepared to determine the duties and obligations of the relevant year students by ensuring that Year IV and Year V education programme of Ankara Yıldırım Beyazıt University Faculty of Medicine are conducted in line with faculty of medicine's targets and strategies.

**Scope**

**Article 2-** (1) This directive cover the provisions regarding job descriptions, the authority and responsibilities and the type of the training in the relevant departments/divisions for year IV and year V students.

**Basis**

**Article 3-** (1) This directive has been prepared on the basis of Ankara Yıldırım Beyazıt University's Regulation on Education, Teaching and Examination in Associate Degree and Undergraduate Degree and Faculty of Medicine's Education, Training and Examination Directive.

**Definitions**

**Article 4-** (1) The following terms in this directive, shall have the meanings as specified;

- a) **Dean** means the dean of the faculty of medicine
- b) **Term Coordinator and Vice-Term Coordinators** means year IV and year V coordinators and their vice coordinators who are on duty in Undergraduate Medical Education Coordination Office
- c) **Student Term Representative** means year IV and year V student representatives who are members of undergraduate medical education student board
- d) **Clinical Practical Application Course** means the courses, containing both the theory and the practical application training.
- e) **Knowledge and Skills List** means the list of knowledge and skills that are expected to be acquired as a result of of Year IV and Year V training programme in accordance with National Core Education Programme.
- f) **Clinical practical applications course supervisor** means the head of the department/division or a faculty member, assigned by the head of the department/division at the department/division where the trainee medical doctors are trained.
- g) **Student Representative of the Clinical Practical Applications Course Group** means the student, selected from among the students, trained in the relevant academic field course group of the Year IV and Year V education programmes.
- h) **Trainee Medical Doctor** means the student who have successfully completed all the courses of the first three years of their education at Ankara Yıldırım Beyazıt University Faculty of Medicine and certified the right to continue onto the fourth or fifth year.

## SECTION II

### Clinical Practical Application Courses, General Principles, Training Methods

#### Clinical Practical Application Courses

**Article 5** – (1) The Year IV and Year V training program consists of clinical practical courses, each of which is taught independently. Students take these courses with rotation system within the framework of the calendar announced at the beginning of the academic year. The list of knowledge and skills, which are expected to be acquired at the end of each clinical practical application course by the students is published in the Undergraduate Medical Education Guideline.

(2) Year IV training programme begins with “Practical Applications Course Adaptation and Infection Isolation Methods Programme” that are going to be organized in accordance with the academic calendar.

(3) Courses of the departments are indicated in year IV and year V education programme as per tables below. The allocation and duration of these practical application courses can be changed by the deanship of faculty of medicine because of national holidays or observances.

<b>CLINICAL PRACTICAL APPLICATION COURSES – YEAR IV</b>	<b>DURATION (WORKDAYS)</b>
Internal Medicine	45
Pediatrics	45
General Surgery	30
Gynecology and Obstetrics	30
Chest Diseases	15
Cardiology	15
<b>TOTAL</b>	<b>180</b>

<b>CLINICAL PRACTICAL APPLICATION COURSES – YEAR V</b>	<b>DURATION (WORKDAYS)</b>
Emergency Medicine and Forensic Medicine	10
Anesthesiology and Reanimation	10
Pediatric Surgery	10
Child and Adolescent Psychiatry	5
Dermatology	15
Infectious Diseases and Clinical Microbiology	15
Physical Medicine and Rehabilitation	10
Ophthalmology	10
Otorhinolaryngology	15
Neurology	10
Neurosurgery	5
Nuclear Medicine	5
Orthopedics and Traumatology	10
Radiology	10

Psychiatry	10
Urology	10
Elective Course-1*	5
Elective Course-2**	5
<b>TOTAL</b>	<b>170</b>

\*: **Elective Course-1:** Thoracic Surgery, Plastic, Reconstructive and Aesthetic Surgery, Radiation Oncology

\*\*: **Elective Course-2:** Biostatistics, Clinical Biochemistry, Clinical Pharmacology, Medical Genetics

### **Procedures and Principles regarding Clinical Practical Applications Course Conduct**

**Article 6-** (1) Practical application course start and end times are determined by the relevant department/division.

(2) During the first courses of the clinical practical application course at each department, a briefing is given regarding the purpose, learning outcomes, scope (symptoms/cases, core diseases/clinical problems, basic medical practices) and training methods of the relevant course, course schedules, evaluation-assessment process and its methods and rules to be followed in courses.

(3) Course schedule of each course group is announced for the trainee medical doctors at the first relevant practical application course and the announced course schedule shall be followed except in cases of force majeure.

(4) Trainee medical doctors join clinical practical application courses with clean and well-kept white coats. Surgical uniforms are mandatory in infection-controlled areas.

(5) Trainee medical doctors are obliged to carry an approved photo ID card, indicating her/his medical student status in the hospital.

(6) Shifts shall not be compulsory for the trainee medical doctors

### **Clinical Practical Application Course Schedules and Training Methods**

**Article 7 –** (1) Each course group forms its own course schedule in accordance with Ankara Yıldırım Beyazıt University Faculty of Medicine programme competencies and core education curriculum as well as with the purpose of the relevant clinical practical application course and learning outcomes. Practical applications, included in the knowledge and skills list of clinical practical applications course, shall also take part in the clinical practical application course schedule. Course schedules are announced following the approval of undergraduate medical education coordination office.

(2) Procedures regarding training methods are available as per below:

a) Clinical practical application course schedule shall comprise appropriate learning methods and tools for the three basic fields of the medical education such as knowledge, medical applications and professional manners/behavioural patterns.

b) Trainer-centered learning activities and student-centered knowledge and skills based learning activities, knowledge-oriented learning activities and skill-oriented learning activities should be included in the program in a balanced and mutually-fostering way.

c) Instructor-centered theoretical courses shall constitute maximum half of the total learning activities.

d) Autonomous learning hours should be included for students within the schedule.

### **SECTION III**

#### **Duties and Responsibilities, Feedbacks**

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

**Article 8-** (1) Duties and responsibilities of the course supervisor for each field of study are as follows;

- a) Arranging clinical practical applications course schedules of trainee medical doctors in the relevant unit.
- b) Ensuring that the practical applications and theoretical courses are held regularly.
- c) Ensuring effective communication and accessibility of trainee medical doctors between the term coordinator and the faculty members of the department, evaluating the issues regarding the functioning of the education, problems and suggestions, detected by herself/himself or conveyed via clinical practical application course group representative and/or student term representative, with the term coordinator, notifying the relevant issues to dean's office via chief educational coordinator.
- d) Informing the term coordination office about the attendances and performances at the end of clinical practical application course.
- e) Informing the term coordination office about the problems and suggestions regarding the education of her/his own departments/divisions.
- f) Preparing a written report regarding annual applications and suggestions of clinical practical applications course education in her/his own departments/divisions at the end of academic year and informing the term coordination office via the report mentioned as per above.
- g) Supervising whether the practical applications, being prepared in accordance with National Core Education Programme and announced via clinical practical applications course schedule, are completed by the students or not within the scope of practical applications course schedule.

##### **Duties and Responsibilities of Trainee Medical Doctors**

**Article 9** – (1) While trainee medical doctors are obliged to obey the below-mentioned rules; they are not obliged to perform an application (except for emergencies) to fill the service gap of the hospital excluding the applications within the scope of education-training activities.

(2) The duties and obligations of trainee medical doctors shall be as follows:

- a) Obeying the provisions of the relevant legislation in educational and disciplinary matters.
- b) Performing all educational studies and training activities as well as scientific researches under the supervision of the relevant supervisor and being responsible to her/him in those matters.
- c) Conveying the problems and suggestions regarding the functioning of educational processes to clinical practical applications course supervisor via the clinical practical applications course group representative and/or student term representative.
- ç) Attending theoretical/practical application courses and to visits during service working hours in line with the schedule prepared by the department/division.
- d) Following all kinds of medical interventions for diagnosis and treatment in polyclinics, services and other diagnosis and treatment units, in line with patient confidentiality and permission, and makes the appropriate interventions under the permission and supervision of the trainer.
- e) Acting in accordance with the principles and rules of medical professional ethics and deontology during applications.

f) Respecting the rights of patients and patient relatives and adopting decisively the principle of honoring patient confidentiality.

g) Since all the studies are just for educational purposes; not being included/join to decisions, practices and records related to the diagnosis-treatment, follow-up and medical care of the patients by no means except for accompanying practical applications just for educational purposes under the supervision of authorities.

h) Not sharing decisively any medical information, document and samples about the patient during the training and practice studies, not using or collecting those information/documents/samples for other purposes.

i) Not taking files and medical documents of the patient out of the service.

j) Avoiding behaviors that will harm patient safety and reduce hospital hygiene, complying with hospital operating rules (isolation, hand washing, service entrances, etc.) and hospital infection control measures.

k) Notifying the physician responsible for the patient, when trainee medical doctor get a considerable amount of information, observation and findings that may require a change in diagnosis and treatment about patients,

l) Obeying the rules of the institution where clinical practical applications are conducted.

m) Not making patient transfers solely without being accompanied by physician associate who is assigned by the faculty member, in charge of education, not realizing nonhospital patient referral.

### **Feedbacks**

**Article 10** – (1) Feedbacks are received from students in accordance with the principles and procedures, determined by dean's office, for the purpose of structuring the relevant course schedule in each clinical practical application course group.

(2) The analysis of the feedbacks are performed and delivered to the relevant boards, departments/divisions. Course feedbacks are also delivered to the relevant faculty member.

## **SECTION IV**

### **Miscellaneous and Final Provisions**

#### **Non-Provisional Circumstances**

**Article 11-** (1) Considerations not provided for in this Directive shall be governed by Ankara Yıldırım Beyazıt University Faculty of Medicine Education, Training and Examination Directive and faculty board decisions.

#### **Effective Date**

**Article 12-** (1) This Directive shall take effect on the date approved by Ankara Yıldırım Beyazıt University senate.

#### **Execution**

**Article 13-** (1) The provisions of this directive shall be executed by the dean on behalf of Ankara Yıldırım Beyazıt University Rector.