**ÜSKÜDAR UNIVERSITY**

**FACULTY OF DENTISTRY**

**CLINICAL OBSERVATION AND CLINICAL PRACTICES TRAINING DIRECTIVE**

**CHAPTER ONE**

**Purpose, Scope, Basis and Definitions**

## Purpose

**ARTICLE 1**- (1) The purpose of this directive is to provide that Üsküdar University Faculty of Dentistry 3rd, 4th and 5th year clinical observation and clinical practice training is carried out in accordance with the educational goals and learning objectives of the faculty.

## Scope

**ARTICLE 2**- (1) This directive involves the principles of clinical observation and clinical practice courses of Üsküdar University Faculty of Dentistry 3rd, 4th and 5th year students.

## Underlying

**ARTICLE 3**- (1) This directive has been prepared in accordance with the Higher Education Law No. 2547 dated 04.11.1981, the decision of the Council of Higher Education dated 22.11.2022 and numbered 2022.18.588 of the session numbered 18 and the principles of "Üsküdar University Faculty of Dentistry Education and Examination Directive".

## Definitions

**ARTICLE 4**- (1) In this directive, the following will be defined:

1. **DUÇEP:** Dentistry Core Education Program,
2. **Dean's Office:** Dean of Üsküdar University Faculty of Dentistry,
3. **Education Commission:** Üsküdar University Faculty of Dentistry Education

Commission,

1. **Faculty Board**: Üsküdar University Faculty of Dentistry Faculty Board,
2. **Education Coordinator:** Thefaculty member assigned by the Dean and who provides coordination between the student, the department and the dean's office regarding the organization of educational programs,
3. **Clinical Observation**: Practical training in the status of a one-semester compulsory course in the 3rd year for students to observe clinical practices under the guidance of faculty members to be prepared for the clinic,
4. **Clinical Observer Student:** 3rd year students who have observer student status in clinics by turns in groups since the spring semester,
5. **Clinical Practice Training:** It isthe application of the knowledge and skills acquired by the student during the education in the clinical environment. It has the status of a professional compulsory course and is carried out by one or more departments in the fourth and fifth academic years and applications on the patient,
6. **Clinical Practice Training Students:** 4th year students who actively train at the bedside under the supervision and guidance of responsible and authorized faculty members (clinical practice training student) and 5th year (**intern dentist**) students,
7. **Clinical Practice Form/Report Card**: It defines the forms/report cards specially prepared by each department, including the number and quality of diagnostic and treatment procedures that 4th and 5th year students should complete during the clinical practice training process, and the knowledge, skills, attitudes and behaviors they need to learn, in accordance with the education and training objectives of the Faculty of Dentistry.

**CHAPTER TWO**

**General Principles**

**Clinical Method of Administration**

# ARTICLE 5-

1. Students practice clinically in groups and alternately according to the principles to be determined by the faculty board. The training group lists prepared by the Education Coordinator according to the clinical practice training calendar are sent to the relevant department heads by the dean's office 15 days prior to the beginning of the academic year.
2. Clinical education students are required to complete the compulsory clinical practices definitions, qualifications and numbers of which are determined by the academic board of the department and approved by the faculty board and announced at the beginning of the academic education year during the clinical training period. The number of these applications cannot be increased; however, they can be reduced by a maximum of 20% during the year with the reasoned recommendation of the head of the relevant department and the decision of the faculty board.
3. 3rd year students do not have to do clinical practice within the clinical observation course they take. However, students can perform simple applications such as unifacial occlusal filling, temporary crown preparation and cementation, dental examination and intraoral x-ray, root canal treatment applications to single-rooted teeth, simple tooth extraction, suture removal, creating a model by taking measurements from the patient, removable orthodontic and/or prosthetic appliances, fluoride and fissure sealant applications and similar simple applications under the supervision and observation of the instructors.
4. A minimum of 80% attendance to clinical practice training is required. If absence exceeds 20% in clinical practice training, with or without an excuse, the student repeats the relevant course.

**Examination Regulations, Assessment and Make-up**

# ARTICLE 6-

1. In clinical practice, students are obliged to complete the number of mandatory clinical applications determined by the departments within the given time.
2. In clinical practice, students who are unable to complete the compulsory clinical practices complete them within the make-up period to be given between the dates specified in the academic calendar.

## Clinical Observation

**ARTICLE 7**- (1) The evaluation of the student's clinical observation training proficiency is carried out in the form of a written and/or oral exam and a clinical observation training grade is given. There is no midterm exam and no minimum application requirement. The arithmetic average of the sum of clinical observation training grades in all clinics is taken. The student who fails the make-up exam repeats the clinical observation training.

## Clinical Practice Training ARTICLE 8-

## (1) 4th. Year Clinical Practice Training

1. If the 4th year Clinical Practice Training students participate in the clinical practice training carried out by the departments during one academic year and complete the compulsory clinical practices, they take the exam in the relevant department in the last week of the clinical practice period. Exams can be in the form of practical application, written exam, oral exam or a combination of these exams.
2. If they complete their compulsory clinical practices during the make-up period, they take the year-end and make-up exams. Students who fail to complete the clinical practices during the make-up period are considered unsuccessful and repeat the same training the next year.
3. The "Success Grade" is obtained by adding 40% of the midterm exam of the course and 60% of the final or make-up exam grade and must be at least 60. In order for the success grade to be calculated, the student must have received at least 50 (Fifty) points from the final or make-up exam of that course. Otherwise, the student is considered unsuccessful and repeats the training in question in the next academic year.

## (2) 5th Year Clinical Practice Training

1. The Intern Dentist, who fulfills the conditions to take the clinical practice training end exam, is first taken to the practical exam at the end of the application training. Those who are successful in this exam are entitled to take the theoretical exam consisting of oral and/or written. If they are successful, they are deemed to have graduated from that course.
2. Students who are not successful in the practical exam cannot take the theoretical exam at the end of the practical training and take the make-up exam to be held practically and theoretically, without prejudice to their compulsory clinical practices. Students who fail the make-up exam take the final exam of the first clinical practice program of the same course in the following academic year.
3. Students who cannot complete their compulsory clinical practice cannot take the final exam of clinical practice training; however, they are qualified to take a make-up exam if they successfully complete these applications during the make-up education process. If they cannot fulfill the compulsory applications during the make-up period, they repeat the first clinical practice training in the following academic year.
4. The student's success grade is calculated by taking the average of the practical and theoretical exams, and the success grade must be at least 60 (sixty) points out of 100. In order for the success grade to be calculated, the student must get at least 50 points from the end of the clinical practice training or make-up practical and theoretical exams. Otherwise, the student is considered unsuccessful and takes the exam at the end of the first clinical practice program of the same course in the following academic year.

## Responsibilities of Department Heads

**ARTICLE 9-** (1) Department Heads prepare the clinical practice evaluation form/report card in accordance with the curriculum of Üsküdar University Faculty of Dentistry and the content of DUÇEP and announces 15 days prior to the beginning of the academic year.

1. 15 days prior to the beginning of the academic year, they determine the faculty member responsible for clinical practice education and notify the dean's office.
2. At the end of each clinical practice training, the faculty member in charge of clinical practice, the relevant faculty members and the head of the department evaluate the evaluation form/report card and attendance status of the students who are doing clinical practice training in line with the evaluation criteria determined by the department and make a joint decision on competence.
3. At the end of the academic education year, the report containing the end-of-year evaluation and recommendations prepared by the clinical practice training officer in the department is examined and submitted to the dean's office.
4. Provided that it is not contrary to the provisions of this directive, each department may determine additional rules specific to its field.

## Duties and Responsibilities of Clinical Practice Training Supervisors

## ARTICLE 10-

1. They organize the education programs of the students in the department in line with the framework determined by the Head of the Department.
2. They enable students to work in harmony in practice.
3. During clinical training, they are responsible for ensuring that the training is carried out in accordance with its objectives, monitoring and evaluating. For this purpose, they fill out the clinical education evaluation forms/report cards in line with the information of the relevant faculty members in the units where the students work.
4. Students hold a "clinical education information" meeting at the beginning of clinical training, a "process monitoring" meeting in the middle of clinical training, and **a "**feedback**” meeting** at the end of clinical training, and convey the expectations, clinical education rules and functioning of the department. They take students' expectations and feedback and they inform the head of the department about these meetings.
5. At the end of the clinical training, the head of the department and the students review their attendance and success status in line with the evaluation criteria determined by the relevant department and the clinical education evaluation forms/report cards, participate in the decision regarding the qualification and ensure that this decision is forwarded to the faculty secretariat within five working days.
6. At the end of the academic year, they prepare a report containing the year-end evaluations and recommendations with the head of the department and submit it to the dean's office.

## Duties and Responsibilities of Clinical Practice Students

## ARTICLE 11-

1. They participate in the theoretical and practical courses given by the faculty members, as well as the practical clinical trainings under the supervision of the faculty members.
2. All clinical practices of students who are engaged in clinical practice training are for educational purposes only and they cannot be directly involved in the decisions, practices and records related to the diagnosis-treatment, follow-up and medical care of the patients in any way. However, they can practice under the supervision of responsible and authorized persons for learning purposes.
3. In line with the program prepared by the department, they first introduce themselves to the patient, learn the medical history of the patient, examine the patient, determine the preliminary diagnosis, interpret and distinguish the case and present it to the relevant responsible faculty member.
4. In line with the program prepared by the department, they monitor all kinds of medical interventions for diagnosis and treatment, and make appropriate interventions under the permission, supervision and supervision of the responsible faculty member.
5. They act in accordance with ethical principles and rules during the clinical practice training process.
6. It respects the rights of patients and their relatives and complies with the principle of confidentiality of patient information. They cannot share the information, documents and samples they have obtained about the patients during the training and application studies with others in any way, use and accumulate them for other purposes.
7. When they have information, observations and findings that require changes in diagnosis and treatment of patients during clinical practice training, they immediately report them to the responsible faculty member.
8. They avoid behaviors that will harm patient safety and disrupt hospital hygiene.

**Rules to be followed by Clinical Practice Students**

# ARTICLE 12-

1. They dress with care in a way that is appropriate for a healthcare worker in the working environment.
2. They wear their ID cards visibly inside the faculty building.
3. They are present at the clinic at least 10 minutes before the start time of the clinical practice.
4. They cannot leave the clinic without permission from the clinical practitioners during clinical practice times.
5. They introduce themselves to their patients as "**prospective dentist students who practice clinically**".
6. When there is no responsible faculty member in the clinic, they cannot take care of patients.
7. They show all stages of the treatments applied to the responsible faculty members.
8. They comply with the disinfection-sterilization rules to protect the health of patients, clinical practice students, assistant staff and faculty members.
9. They request the consumables to be used in the clinic from the responsible assistant personnel and pay attention not to waste the materials given.

## Feedback

**ARTICLE 13**- (1) In each clinical practice training group, verbal and/or written feedback is received from the students by the training supervisor to assist in the structuring of the training programs.

1. In the oral feedback sessions held on the last day of each clinical practice training group, issues related to training and other issues are discussed whether the learning outcomes of clinical practice training have been achieved. This verbal feedback is reported to the Dean of the Faculty of Dentistry with a report by the clinical practice training officer.
2. Written feedback is provided through a student clinical practice feedback survey.
3. The Dean's Office analyzes the feedback and forwards them to the relevant boards, departments, and course feedback to the relevant faculty member.

## Cases Without Provision

**ARTICLE 14-** (1) In cases where there is no provision in this directive, the provisions of other relevant legislation and the decisions of the Council of Higher Education and the Senate of Üsküdar University are valid.

## Effective

**ARTICLE 15**- (1) This directive enters into force as of the date it is accepted by the Senate of Üsküdar University.

## Execution

**ARTICLE 16**- (1) The provisions of this directive are executed by Üsküdar University Faculty of Dentistry Dean.