

BURSA ULUDAG UNIVERSITY
FACULTY OF HEALTH SCIENCES
DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION
TERM FOUR CLINICAL STUDY DIRECTIVE

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1 - (1) The purpose of this Directive is to regulate the basic rules, procedures and principles regarding the planning, execution and evaluation of Clinical Study applications carried out in Term IV , so that the students of the physiotherapy and rehabilitation department studying at the undergraduate level in the Faculty of Health Sciences of Bursa Uludağ University can also acquire the professional knowledge, abilities and skills planned to be acquired during their undergraduate education in the field of practice.

Scope

ARTICLE 2 - (1) This Directive covers the procedures and principles regarding the planning, execution and evaluation of Clinical Study practices of Term IV students of Bursa Uludağ University, Faculty of Health Sciences, Department of Physiotherapy and Rehabilitation.

Rest

ARTICLE 3 - (1) This Directive has been prepared based on the Higher Education Council Law No. 2547 dated 14/11/1981 and Bursa Uludağ University Associate and Undergraduate Education Regulation.

Definitions

ARTICLE 4 - (1) In the implementation of this Directive ;

- a) Department: Bursa Uludağ University Faculty of Health Sciences Department of Physiotherapy and Rehabilitation,
- b) Department Head/Presidency: Bursa Uludağ University, Faculty of Health Sciences, Department Head/Presidency of Physiotherapy and Rehabilitation,
- c) Dean/Dean's Office: Dean/Dean's Office of Bursa Uludağ University Faculty of Health Sciences,
- d) Period IV Clinical Study I and Clinical Study II Courses: Professional training in the clinic business conducted in the fall and spring semesters in Period IV ,
- d) Professional Practice and Clinical Study Board: The Chair of the Professional Practice and Clinical Study Board, the Instructors Responsible for Clinical Study Courses and the Instructors who are Members of the Board,
- e) Faculty: Bursa Uludag University Faculty of Health Sciences,
- f) Faculty Board of Directors: Bursa Uludağ University Faculty of Health Sciences Board of Directors,

- g) Term IV Student: Student who practices within the scope of Term IV Clinical Study courses,
- h) Employer: The authorized person or his/her representative who accepts the Clinical Study to the unit,
- i) Responsible Lecturer for Clinical Studies: Responsible lecturers of the Department of Physiotherapy and Rehabilitation of the Faculty of Health Sciences who prepare the information packages for Clinical Studies courses and enter the Clinical Studies notes into the system.
- i) Clinical Study Responsible Physiotherapist: The physiotherapist who provides duties, training and supervision to the student in the unit where the Clinical Study is conducted .
- j) Head of Department: The faculty member responsible for the unit where the Clinical Study is conducted at BUÜ Hospital,
- k) Rector: Rector of Bursa Uludağ University,
- l) Senate: Bursa Uludağ University Senate,
- m) University: Bursa Uludağ University,
- n) Board of Directors: Bursa Uludağ University Board of Directors,
- o)YÖK: Council of Higher Education,
expresses .

CHAPTER TWO

Clinical Study Courses, Objectives, and Courses Taken

Phase IV Clinical Study The aims of practical courses/vocational training/internships in business

ARTICLE 5 - (1) Clinical Study I and II courses may be included in the scope of applied courses in the Department curriculum, vocational training in the enterprise or internship, depending on the Framework Regulation on Applied Training in Higher Education.

(2) Clinical Work I and II courses aim to enable Term IV students to apply the knowledge and skills they have gained from the theoretical and practical courses they have taken during their undergraduate education in a work environment, to learn the profession of physiotherapist (duties, responsibilities, work areas and work techniques, etc.), and to gain knowledge and skills on the difficulties encountered by members of the profession and their solutions.

Term IV Clinical Study courses in accordance with the provisions of this guideline at institutions deemed appropriate by the Department Head .

Phase IV clinical courses

ARTICLE 6 - (1) Clinical study courses cover the practices related to Clinical Study I and Clinical Study II courses conducted in the clinic during the fall and spring semesters in Term IV .

(2) Clinical Study I is opened in the fall semester, and Clinical Study II in the spring semester. The department head has the right to close or change compulsory Clinical Study courses and open new elective Clinical Study courses with the opinion of the Professional Practice and Clinical Study Board.

The provisions of this Directive apply to all clinical study courses of the final year of the department students with the title of Term IV student .

Practice outfit

ARTICLE 7 - (1) During Clinical Study I and Clinical Study II courses, students are required to wear the uniform determined by the Professional Practice and Clinical Study Board in accordance with the YÖK dress code regulation. In addition, this situation may be changed by the unit where the practice is performed, depending on the characteristics and rules of the place or field where the practice is performed. The student uniform determined by the Department, Professional Practice and Clinical Study Board must be clean and ironed.

Application requirement

ARTICLE 8 - (1) In order for students to be able to select Clinical Study I and Clinical Study II courses in the automation system, they must have the " Proprioceptive Neuromuscular Having taken and passed the Facilitation Techniques , Stroke Rehabilitation , Orthopedic Rehabilitation, Neurological Rehabilitation, Pediatric Rehabilitation, Pulmonary Rehabilitation, Cardiac Rehabilitation, Sports Rehabilitation, Orthosis and Rehabilitation, Occupational Therapy and Hand Rehabilitation, Basic Physiotherapy Rehabilitation Professional Practice Course . It is mandatory to **pass all courses chosen by the student** in the Physiotherapy and Rehabilitation Department Term I, Term II and Term III Course Curriculum .

(2) In order for students who have passed to Term IV **to be eligible to register for Clinical Study I and II courses, they must successfully complete all courses chosen by the student in the 1st, 2nd, 3rd, 4th, 5th and 6th semester curriculum** of the student's course plan . Students who meet this requirement will have the right to register for Clinical Study I and II courses.

(3) If there is a change in the Bursa Uludağ University Associate and Undergraduate Education Regulation and/or department curriculum, the application conditions for Clinical Study I-II courses may be changed by the Professional Practice and Clinical Study Board and the relevant change will be announced to the students.

(4) This condition is not required for students coming through an international student exchange program.

(5) This Directive also applies to students applying for Clinical Studies from other universities.

Required documents and orientation training during application

ARTICLE 9 - (1) The student is obliged to apply in person by submitting the following documents to the Professional Practice and Clinical Study Board before the course selection for the application lists to be created within the scope of Clinical Study I and II courses . If there

are missing documents or the application is not completed during the announced dates, the student's application will be deemed invalid. Required documents for the application:

a) Certified current transcript

b) Occupational Health and Safety Training Participation Certificate/Certificate that is valid when the education and training period begins (obtained within the last 1 year).

(2) Students who choose the Clinical Study course in the automation system must attend orientation training on the date determined and notified by the Professional Practice and Clinical Study Board .

Place of application

ARTICLE 10- (1) Bursa Uludag University Health Application and Research Center Hospital with The department cooperated with The place of practice is determined each year by the Professional Practice and Clinical Study Board, taking into account the number of students in that academic year and the number of places where clinical studies will be conducted. Students are required to go to practice in the relevant units determined by the Professional Practice and Clinical Study Board within the scope of the course.

CHAPTER THREE

Clinical Study Application Period, Attendance, Excuse and Leave

Working hours

ARTICLE 11 - (1) The working hours of Term IV Clinical Study courses are as follows:

a) The study period for each Clinical Study course is determined by the Clinical Study Responsible Physiotherapist according to the working hours of the institution where the Term IV Student practices. The practice period in Clinical Studies cannot be less than 40 lesson hours per week.

b) The duration of Clinical Study I and Clinical Study II courses is at least 14 weeks.

c) The daily hours of the Clinical Studies are determined according to the working hours of the institution where the application will be made.

c) The practice period is determined by the Professional Practice and Clinical Study Board. Practice periods cannot be divided.

(2) Clinical Study I and II courses cannot be opened as courses during the summer term.

Attendance requirements and excuses

ARTICLE 12- (1) Attendance at Clinical Studies is mandatory. Students who have excused or unexcused absences from Clinical Studies must make up for the period they are absent in order to receive a passing grade. Term IV students who do not attend Clinical Studies for any reason

must document their excuses. For absences of up to three working days, excuses must be submitted to the Professional Practice and Clinical Studies Board. In absences of more than three working days, Term IV students who document their excuses and whose excuses are accepted by the Faculty Board of Directors cannot attend Clinical Studies during the report period and must make up for the relevant period when their report ends.

(2) Students who are more than 15 minutes late for practice without an excuse, who leave the practice area without permission, who leave the area or take a break without a valid excuse during practice hours are considered absent for the entire day and must make up at least the relevant day in order to pass the course.

(3) The make-up is carried out under the supervision of the Physiotherapist Responsible for the Clinical Study. Students who do not make up for it will receive a "D" (Non-Attending) grade, fail the course and repeat the Clinical Study.

Permissions

ARTICLE 13 - (1) Term IV students may be granted leave by the decision of the Faculty Board of Directors if domestic or foreign education and research opportunities arise or if they have documented important excuses.

Fees

ARTICLE 14- (1) No payment is made to Term IV students for Clinical Study I and II courses.

Social security transactions

ARTICLE 15 – (1) Social Security Institution procedures for students who continue their clinical studies are carried out by the Faculty in accordance with the relevant laws and regulations. Students who will conduct clinical studies abroad are responsible for their own insurance procedures.

CHAPTER FOUR

Measurement and Evaluation

Grading of clinical study courses

ARTICLE 16 - (1) Matters regarding the evaluation of students in Term IV Clinical Study courses are as follows:

- a) In the exams of Clinical Study I and II courses, the grades and coefficients stated in the Bursa Uludağ University Associate and Undergraduate Education Regulations are valid.
- b) Clinical Study I and II course grades are determined out of 100 (one hundred) total grades.
- c) In the Clinical Study I and II course evaluation , the average of the grades given by the Clinical Study Responsible Physiotherapist by filling in the “Term IV Student Evaluation Form” (ANNEX-1) to the relevant end-of-semester general grade is accepted as the 1st midterm

exam. With the decision taken by the Professional Practice and Clinical Study Board, the theoretical exam can be added to the calendar as the 2nd midterm exam. The grade impact rates of the 1st and 2nd midterm exams are determined by the Professional Practice and Clinical Study Board and their contribution to the end-of-semester general grade is 40% in total.

, upon the decision of the Professional Practice and Clinical Study Board . The final exam of the Clinical Study I course is theoretical, while the final exam of the Clinical Study II course is applied (practical) and/or theoretical. The academic staff and physiotherapists who will take the applied (practical) exam of the Clinical Study II course (must have at least two years of professional experience) and the effect rates of the theoretical and/or applied (practical) exams are determined by the Professional Practice and Clinical Study Board and announced before the final. The total contribution of the exams to the final semester grade is 60%.

(d) The measurement and evaluation system for the exams of Clinical Study I-II courses may be changed by the Professional Practice and Clinical Study Board and will be announced to the students before the exam week.

Exam days and format

ARTICLE 17 - (1) The issues regarding the exam date and format of Clinical Study I-II courses are as follows:

a) Theoretical and/or practical exams of Clinical Study I-II courses are held on the date and time announced by the Professional Practice and Clinical Study Board. Students must be present on the announced date and time. Students who do not take the exam on the announced date and time are considered not to have taken the exam based on the Bursa Uludağ University Associate and Undergraduate Education Regulation and the exam grade is defined as "E" in the system.

all undergraduate course topics covered in Periods I-II-III and IV .

c) The scoring criteria to be used in the practical exams of Clinical Study I and II courses are determined by the Professional Practice and Clinical Study Board and announced to the students before the exam. The Clinical Studies Practical Exam Evaluation Form (ANNEX-2) can be used as an example in scoring. The practical sample exam form to be filled out by the students is specified in the Clinical Studies Practical Exam Student Form (ANNEX-3).

c) Clinical Study I and II course grades are entered into the system by the Clinical Study Responsible faculty members at the end of the relevant semester.

Objection to the results

ARTICLE 18 - (1) Bursa Uludağ University Associate and Undergraduate Education Regulations shall be taken as basis for students' objections to the Clinical Study results. Objections are evaluated and finalized by the Professional Practice and Clinical Study Board.

Clinical studies repetition

ARTICLE 19- (1) At the end of the Clinical Study, the student in Term IV who fails or whose excuse is not accepted must make up for the failure by going to practice again in the next

semester when the relevant course is opened, in a manner deemed appropriate and approved by the Professional Practice and Clinical Study Board.

CHAPTER FIVE

Duties, Powers and Responsibilities

Clinical study managers and their duties

ARTICLE 20 - (1) The persons responsible for the conduct of the Clinical Study course and exam processes and their duties are as follows:

a) The duties of the Department Head are as follows:

1) To determine the chairperson and members of the Professional Practice and Clinical Study Board.

b) Professional Practice and Clinical Study Board Their duties are as follows:

1) To determine the start and end dates of Clinical Studies and submit them to the approval of the Department Head,

2) To determine and control the institutions and units where students who will conduct clinical studies will practice and their durations,

3) To determine the exam dates for Clinical Study I and Clinical Study II courses,

4) To ensure that the exams for Clinical Study I and Clinical Study II courses are held,

c) Chair of the Professional Practice and Clinical Study Board Their duties are as follows:

1) To chair the Professional Practice and Clinical Study Board and ensure the smooth functioning of the process,

c) Instructors Responsible for Clinical Study Courses Their duties are as follows:

1) To ensure that the processes of Clinical Studies are carried out completely,

2) Working in coordination with the physiotherapist responsible for the clinical study ,

3) Preparing information packages for the course,

4) Entering the notes into the system at the end of the Clinical Study,

5) To make arrangements regarding the clinical study course.

d) Clinical Study Responsible Physiotherapist Their duties are as follows:

1) To take the necessary educational measures to ensure that Clinical Study training is carried out in a healthy and efficient manner,

2) To check whether Term IV students fulfill their responsibilities and duties,

3) To indicate the grade the student will give to Clinical Study I-II courses on the evaluation form and send it to the Professional Practice and Clinical Study Board.

Responsibilities of a Term IV student

ARTICLE 21 - (1) The responsibilities of Term IV students are as follows:

- a) Term IV students are obliged to obtain the documents listed above, complete them on time and completely by following the necessary processes and complying with the rules completely.
- b) The general appearance, behavior and attire of the Term IV student must comply with the regulations of the relevant institution and the criteria determined by the Professional Practice and Clinical Study Board. During the Clinical Study, general behavior, appearance and attire are evaluated in terms of suitability.
- c) Term IV students must comply with the Clinical Study program prepared by the department. They cannot change the Clinical Study period and the institution where they will do it without the approval of the Professional Practice and Clinical Study Board.
- c) Term IV students must complete the required tasks of the Clinical Study courses on time and completely.
- d) Each Term IV student who does Clinical Work is obliged to comply with the working and safety rules of the institution where he/she is for Clinical Work and to use the place, tools and equipment he/she uses with care. The student is responsible for all damages and penal processes that may arise.
- e) All responsibilities stated above belong to the Term IV student, and students who do not fulfill their responsibilities will be subject to action in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations.
- f) The student of Term IV shall first convey the problems encountered during the Clinical Study to the relevant Clinical Study Responsible Physiotherapist. If deemed necessary, the Clinical Study Responsible Physiotherapist shall convey them to the Professional Practice and Clinical Study Board.

CHAPTER SIX

Final Provisions, Entry into Force and Execution

Cases where no provision exists

ARTICLE 22 - (1) In cases not covered by this Directive , the relevant legislation and the decisions of the Senate and the Board of Directors shall apply.

(2) The Professional Practice and Clinical Study Board may, if deemed necessary, make changes to the current directive and publish them, provided that they comply with the relevant regulations, with the decision of the board and the approval of the Department Head.

Force

ARTICLE 23 - (1) This Directive covers students enrolled in the 2020-2021 Academic Year and later, with the approval of the Bursa Uludağ University Senate.

Executive

ARTICLE 24 - (1) The Rector of Bursa Uludağ University shall execute the provisions of this Directive.

APPENDICES

ANNEX-1 : Period IV Clinical Study Student Evaluation Form

BURSA ULUDAG UNIVERSITY FACULTY OF HEALTH SCIENCES DEPARTMENT OF PHYSIOTHERAPY AND REHABILITATION TERM IV CLINICAL STUDY STUDENT EVALUATION FORM		
STUDENT'S	NAME-SURNAME: NUMBER:	Photograph
BY THE EVALUATION	NAME-SURNAME: DUTY: MOBILE PHONE: 0 (5)..... E-MAIL :..... @.....	
CLINICAL STUDY I/II START AND END DATE	Clinical Study /...../202.. -/...../202....	
Please evaluate your student according to the following criteria.		
General Rules (Give this section a score of 0-10 according to the rules stated below)		Point
Complied with working hours throughout the Clinical Study. hours/days during the Clinical Study . Throughout the Clinical Study, attention was paid to the institution's attire, dress code, and the use of aprons in clinics. the mission and values of the institution in which he/she conducts clinical work .		
Work Discipline (Give this section a score between 0-15 according to the rules stated below)		Point
Has the ability to work in harmony and coordination with colleagues and attaches importance to teamwork. Successfully completed assigned responsibilities throughout the Clinical Study. His/her communication with patients is positive.		
Professional Skills (Give this section a score between 0-50 according to the rules below)		Point
It is sufficient to use existing information in patient evaluation. The patient is sufficient to use his/her current knowledge in treatment. Listens to patients' problems and complaints in a timely and accurate manner and forwards them to the responsible person. Skills in using tools and equipment are well developed. He is persistent and persistent in obtaining new information regarding his profession. medical, professional and general ethical rules into consideration throughout the entire application process.		

Creates a work plan and prioritizes correctly.		
		Point
Personal Skills (Give this section a score of 0-10 according to the rules below)		
<p>It has a confident and courageous nature. The quality of his work, the care and attention he pays to his work are sufficient. Has the ability to be organized, neat and tidy. Possesses problem-solving and analysis skills.</p>		
Clinical Study Responsible Physiotherapist Evaluation Note (Please give a score between 0-15 for this section in line with your general and professional opinions about our Term IV student)		Point
<i>TOTAL SCORE</i>		
YOUR ADDITIONAL COMMENTS ABOUT THE STUDENT DURING THE EVALUATION PROCESS:		
Clinical Study Responsible Physiotherapist	Clinical Study Course Responsible Instructor	
NAME SURNAME: SIGNATURE:	NAME SURNAME: SIGNATURE:	

*** We would like to express our endless gratitude for your contribution to our student's education.**

ANNEX-2: Clinical Studies Practical Exam Evaluation Form

Clinical Study (I/II) Practical Exam Evaluation Form	History :..... /...../.....
Student's Name-Surname: Number:	Student's Grade: /100 points
Case:	
<p>About Evaluation Methods (50 points in total):</p> <p>Mastery of the evaluation steps related to the case and disease/surgery and mastery of the red flags related to the case (10 points):</p> <p>Level of knowledge about general PMR assessment methods (20 points):</p> <p>Ability to apply general PMR assessment methods (20 points):</p>	
<p>Treatment Plan Drawing and Implementation Methods (50 points in total):</p> <p>Mastery of treatment steps and red flags related to the case and disease/surgery (10 points):</p> <p>Mastery of progressing and terminating the treatment process (10 points):</p> <p>Adequacy of the content of the treatment program (10 points):</p> <p>Application Skill (20 points):</p>	
Name-Surname and Signatures of the Instructors Conducting the Exam:	

ANNEX-3: Clinical Studies Practical Exam Student Form

Clinical Study (I/II) Practical Exam Student Form	History:
Student's Name-Surname: Number:	Signature:
Case:	
Anamnesis :	
Evaluation Program:	
Treatment Program:	
Other: Any Notes You Want to Add:	