

**BURSA ULUDAG UNIVERSITY**  
**HEALTH, CULTURE AND SPORTS DEPARTMENT**  
**MEDICO-SOCIAL AND YOUTH COUNSELING CENTER**  
**DIRECTIVE ON DUTIES, AUTHORITIES AND RESPONSIBILITIES**

**CHAPTER ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Aim**

**ARTICLE 1-** The purpose of this Directive is to: Uludağ University (U.U.) Health, Culture and Sports To regulate the working principles, authorities and responsibilities of the "Medico Social and Youth Counseling Center", which will operate under the Department Presidency.

**Scope**

**ARTICLE 2 -** All students, academic and administrative staff and personnel of U.U. to provide health and psychological counseling services to family members who are responsible for their care.

**Legal Basis**

**ARTICLE 3-** This Directive; In accordance with the articles 46 and 47 of the Higher Education Law No. 2547, as amended by the Law No. 2880, and published in the Official Gazette dated 3.2.1984 and numbered 18301 by the Presidency of the Council of Higher Education, "Higher Education Institutions, It has been prepared based on the "Implementation Regulation of the Department of Medico-Social Health, Culture and Sports Affairs".

**Definitions**

**ARTICLE 4.** In this Directive:

<b>"Apartment"</b>	:U.U. Health, Culture and Sports Department Presidency,
<b>"Medico-Social and Youth Counseling Center"</b>	:The department provides training and consultancy services on health services and oral and dental health treatment. The center established to fulfill its duties regarding services,
<b>"Segment Served"</b>	:All students of the university, academic and administrative staff and family members that the staff is responsible for,
<b>"Coordination"</b>	:Two faculty members of the Faculty of Medicine, one as the head and one as the assistant, appointed by the Rectorate. the unit formed,
<b>"Responsible Physician"</b>	:The person who organizes the center in accordance with the provisions of this directive;
<b>,,,Oral and Dental Health Unit</b>	:The unit that provides oral and dental health treatment services within the center,
expresses.	

## CHAPTER TWO

### Duties of the Medico-Social and Youth Counseling Center

#### Duties of the Medico-Social and Youth Counseling Center:

**ARTICLE 5** - Applicants are provided with counseling services on reproductive health, sexual health, healthy nutrition, general body hygiene, healthy living habits, the importance of physical activity, substance abuse and its prevention, violence and other health risks and problems important for young people, psychological interview and psychotherapy services, oral and dental health services, and education and guidance services on the subjects they need and are interested in.

#### A. Applications to the Youth Counseling Center:

- a. The Youth Counseling Center is responsible for providing counseling and guidance services to the segment served.
- b. A student, staff member or a staff member's relative who comes for psychological counseling applies and is directed to a psychologist. For this purpose, a university student, staff member or It is sufficient to document that he/she is a relative of the personnel.
- c. Students who want to consult about other health issues are directed to the relevant physician by applying to the application. It is sufficient to document that they are a university student.

#### B. Applications to Dentists:

##### a-Student applications;

- i. Dental health unit for dental health and treatment services of the segment served is responsible.
- ii. The procedures for students who apply to Uludağ University Dental Health Units and have all their examination, testing and treatment procedures completed in the Dental Health Units are the same regardless of their social security status. All students must apply with a referral document they receive from their school's student affairs office for dental treatment.
- iii. Students who will be referred for procedures that are necessary for the diagnosis and treatment but are outside the possibilities of the Dental Health Polyclinic;
  - a. Students who have been issued a health report by the university are referred to state Oral and Dental Health Centers, provided that their health report is valid.  
The stamp and signature of our university dentist is applied to the referral document, and there must also be a stamp of the Medico Social and Youth Counseling Center.
  - b. Students affiliated with the Social Security Institution apply to the Oral and Dental Health Center with their Turkish ID number.
  - c. If students who have health insurance under Private Insurance are to be referred, procedures are carried out in accordance with the arrangement made with the insurance company, and expenses are collected from the insurance company against an invoice.

d. Students who apply to emergency dental clinics outside of working hours.

Those whose health insurance is covered by U.U. complete the referral process by applying to the dentists at the center with a referral for dental diseases, which they will receive from the Student Affairs Department they are affiliated with, during working hours the next day.

e. Dental examinations and treatments of students who suspend their registration for reasons other than health will not be performed and treatment expenses will not be paid during the period of suspension of registration.

**b- Applications of personnel and personnel relatives :** To benefit from the oral and dental health unit

It is sufficient for those who want to provide documentation that they are a staff member or a relative of a staff member.

**Medical Intervention Services:**

**ARTICLE 6-** In order to ensure continuity of service by taking into account the applications at the Medico-Social and Youth Counseling Center;

- a. During working days, in order to meet the applications, the necessary arrangements are made for the staff working at the center to use the lunch break time in rotation and a sufficient number of dentists and other staff are ensured to be present at the center during this time.
- b. The duty list, which will be prepared separately for each month in the dental unit, will be delivered to the responsible physician of the Medico-Social and Youth Counseling Center in the last week of the previous month to be announced to the relevant parties.
- c. The Responsible Physician of the Medico-Social and Youth Counseling Center is responsible and authorized for taking precautions regarding the regularity of dentists' shifts and monitoring their implementation.

**Registration, Statistics and Research Procedures:**

**ARTICLE 7 -** Medico-Social and Youth Counseling Center, within the first 10 days of each month.

A work report on the work carried out in the previous month and a work report on the work carried out in the previous year are prepared in January of each year and submitted to the coordinator, and submitted to the Department after approval is given (at the latest within 1 week).

**ARTICLE 8 -** An annual training calendar is created on educational subjects according to the determined needs and training programs are announced and implemented.

**ARTICLE 9 -** In order to contribute to the service planning in the areas of service of the center, with the permission of the Rectorate and with the cooperation of the relevant units of the University, U.U. Faculty of Medicine Research is conducted with the approval of the Research Ethics Board and as a result of these researches, The data obtained are published with the permission of the Rectorate when necessary. Voluntariness is taken as a basis in research and ethical issues are taken into consideration.

**Preventive Health Services Duties:**

**ARTICLE 10 -** Health education activities for university students and employees are planned and implemented in accordance with the principles of adult education.

**ARTICLE 11-** The dormitories, dormitory canteens and cafeterias, guesthouses, dining halls and similar areas within the university are subject to general hygienic and environmental health conditions. to evaluate and inspect, and to make recommendations on measures to be taken.

studies to be carried out on this subject, other works assigned by the Rectorate to examine and supervise is carried out in cooperation with the units. In this context, the physician to be assigned from the Medico-Social and Youth Counseling Center is a natural member of the commissions related to the environment. The studies are carried out in cooperation with other commissions assigned by the Rectorate for examination and supervision on this subject.

**ARTICLE 12** - If the number of personnel working within the University within the scope of the Social Security Law and the Labor Law is 50 or more, the "Workplace Health Center" to be established to provide preventive health services to these personnel and the workplace physician to be assigned to this unit can provide therapeutic health services such as writing prescriptions, issuing reports, etc. to the workers, if this issue is regulated by a Protocol to be signed between the University and the Social Security Institution, and the treatment service to be provided by the workplace physician can be provided by the Social Security Institution.

is carried out within the framework of legislation.

**Counseling, Guidance and Support Services:**

**ARTICLE 13**- In the provision of counselling and guidance services in Health Centres, When necessary, support is received from the Department's culture and sports units.

**ARTICLE 14** - The planning of emergency medical services for activities such as sports matches, cultural events etc. organized within the University and other assignments are organized and carried out by the responsible physician of the Medico-Social and Youth Counseling Center.

**ARTICLE 15** - Meetings and conferences are organized to introduce the center, health and counseling services to students who are newly enrolled in the university, brochures and posters are prepared and distributed, and hung in appropriate places.

**ARTICLE 16**- Cooperation is made with student communities and the Student Representative Council in health education and guidance activities.

**ARTICLE 17**- Activities such as surveys, meetings etc. to determine the problems of students. Cooperation with relevant institutions is carried out when necessary to identify and solve problems.

**ARTICLE 18**- Those who apply to the Youth Counseling Center as a result of the survey results and meetings etc. are provided with counseling services on reproductive health, sexual health, healthy nutrition, general body hygiene, healthy living habits, the importance of physical activity, smoking-alcohol-substance addiction and its prevention, violence and other health risks and problems important for young people, psychological interview and psychotherapy services, and education and guidance services on the subjects they need and are interested in.

**ARTICLE 19** - If necessary, a doctor will be consulted for those who apply to the Youth Counseling Center. can prepare a treatment prescription for the client student's problem.

## **CHAPTER THREE**

### **Other Topics**

#### **Other Topics:**

**ARTICLE 20** - In order to continue the in-service and continuous training of the center employees, within the scope of the planning to be made in a way that will not disrupt the center services, primarily U.Ü. Participation in activities such as seminars, congresses, symposiums and courses within the body of the institution is ensured through arrangements to be made by the responsible physician. With the planning to be made by the responsible physician in line with the opinion of the coordinator, the participation of personnel who are graduates of health-related faculties or colleges in scientific activities such as congresses and symposiums is ensured once a year (maximum 3 days) and twice a year (maximum 3+3 days) in cases where there is a presentation in the scientific activity.

**ARTICLE 21** - Medico-Social and Youth Counseling Center employees are in constant communication with the responsible physician and the relevant units of the University regarding their continuing education and service planning and implementation.

**ARTICLE 22** - Healthcare personnel working in the centers shall perform their duties in accordance with the principles of medical deontology. continues appropriately.

**ARTICLE 23** - In order to ensure uninterrupted service in Health Centers, all personnel must comply with the arrangements made by the Department during working hours, taking into account service requirements, upon the approval of the Rectorate.

**ARTICLE 24** - Responsible physicians shall fulfill the duties, authorities and responsibilities specified in this directive. They make the necessary planning and arrangements for the fulfillment of their duties, monitor and supervise them and submit their reports regarding their work to the Department.

**ARTICLE 25** - For matters not included in this directive, "Treatment Expenses Regulation" its provisions are valid.

## **CHAPTER FOUR**

### **Enforcement-Execution**

#### **Force**

**ARTICLE 26-** This Directive was approved by the Uludağ University Senate on January 27, 2011. shall enter into force as of the date hereof.

#### **Executive**

**ARTICLE 27** - The provisions of this Directive are implemented by the Rector of Uludağ University.