

UNIVERSITY OF FACULTY MEDICINE AND WORKING PRINCIPLES AND PROCEDURES

PART ONE

Definition, Purpose, Source, Scope, Basis

Description

ARTICLE 1- (1) Students who have successfully completed the first five years of education and training at the University of Kyrenia Faculty of Medicine (GÜTF), who have been certified to have passed to the sixth year and who are candidates for the title of medical doctor to provide primary health care services are defined as "intern doctors".

Objective

ARTICLE 2-(1) The purpose of these Procedures and Principles is to regulate all processes and procedures regarding University of Kyrenia Faculty of Medicine internship education.

Source

ARTICLE 3-(1) These Procedures and Principles have been prepared based on National Core Education Programme (NCEP), GÜTF Education and Training and Examination Regulations, and education and training programme.

Scope

ARTICLE 4-(1) These Procedures and Principles cover the provisions regarding University of Kyrenia Faculty of Medicine intern education and training, assessment and evaluation processes, attendance and other issues.

Basis

ARTICLE 5-(1) These Procedures and Principles have been prepared based on Article 17 of the Higher Education Law dated 04.11.1981 and numbered 2547 and the relevant legislation of the University of Kyrenia.

PART TWO

Purpose of intern education, duration, working areas and rotations, general principles

Scope of internship education and training activities

ARTICLE 6. The aim of the internship education is to ensure that medical students are able to apply the knowledge, skills and attitudes acquired in the previous periods of medical education in the fields of health service delivery in line with the University of Kyrenia Faculty of Medicine Graduate Qualifications.

ARTICLE 7-(1) The duration of internship education is 12 (twelve) months without interruption. Except for the "Justified and Valid Reasons" determined by the University of Kyrenia Faculty of Medicine Education, Training and Examination Regulations and accepted by the University Senate, students continue their internship period education without interruption.

ARTICLE 8-(1) The institutions where intern training can be carried out can be universities, institutes, hospitals, dispensaries and similar institutions in Turkey and abroad to be determined by the Dean of GÜTF. Their duration can be changed if deemed appropriate by the faculty board.

ARTICLE 9-(1) "Intern Orientation Programme" is organised at the beginning of the internship education. Students are informed by the relevant Coordinator about the purpose of the programme; learning outcomes, scope and programme, learning methods, assessment and evaluation process, learning resources and rules to be followed. All interns are required to attend the orientation programme. The Faculty Board determines the scope and form of this programme.

ARTICLE 10-(1) Internship period consists of compulsory and elective training periods such as Internal Medicine, General Surgery-Anesthesiology, Gynaecology and Obstetrics, Paediatrics, Emergency Medicine, Psychiatry, Public Health, Simulated Clinical Practice.

General principles in intern education

ARTICLE 11-(1) In internship education, students work in health service delivery areas (clinics, outpatient clinics, operating theatres, laboratories, medical imaging centres, family health and community health centres, other health institutions and organisations, etc.) under the supervision of responsible faculty members / members and perform activities defined in line with graduate qualifications for all education periods of the internship period. These activities are included in the intern report cards prepared for each tranche.

ARTICLE 12-(1) On the last day of each training period, a feedback meeting is held under the supervision of the responsible faculty member and the programme, functioning, the foreseen learning outcomes have been achieved and other issues are evaluated together.

ARTICLE 13-(1) Internship education and their contents prepared by the relevant Boards taking into account the GÜTF programme qualifications and core curriculum and then approved by the Faculty Board. The 6th grade coordinatorship carries out the programme.

(2) The 6th grade education programs are prepared in a way to include interactive educational activities, basic medical practices and attitudes and behaviours towards professionalism at the bedside, on the job and / or in other educational environments for using, synthesising and deciding information in a way to prepare students for primary health care delivery.

(3) Interactive training activities are structured by taking into consideration the topics in the NCCAP.

(4) basic medicine practices, practice lists are prepared for the entire internship period and specific to the training period and these lists are included in the intern report cards. The performance of the students is evaluated and feedback is given through bedside/on-the-job assessment methods.

(5) In addition, it is recommended that faculty members see patients with intern doctors and discuss patient greeting, effective use of communication skills, professionalism, , differential diagnosis, treatment, prevention and follow-up.

(6) The purpose, learning outcomes, scope, learning methods and assessment and evaluation process of the training period announced by the faculty member in charge of the training period in the internship introduction . The programme of each group is announced to the students on the first day of the training period and it is expected to comply with this programme except in compulsory cases.

SECTION THIRD

Term Coordinator, Faculty member responsible for the training period and Intern Representative, Duties and responsibilities of intern doctors, Attendance status, Intern report cards and measurement-evaluation process, Feedbacks

Term coordinator, faculty member in charge of the education track and Intern Representative

ARTICLE 14- (1) Election, duties, authorities and responsibilities of Term Coordinator, faculty member in charge of the education period and intern representative are stated below;

a) Term coordinator is appointed by the Dean's Office for a period of 2 years. Working style and duties are determined by these procedures and principles.

He/she is responsible for ensuring coordination between intern doctors and the dean's office. The coordinator meets with the intern doctor representative at least twice a year and evaluates the feedback of the intern doctors. At the beginning of each academic year, he/she ensures that the departments review their educational goals, objectives and methods and make the necessary preparations.

b) The faculty member in charge of the training programme is selected and assigned by the relevant department/science branch among the faculty members of the department/science branch. On the dates determined by the Dean's Office, he/she submits the educational aims and objectives, tools and methods, qualification and evaluation criteria to the coordinator.

Organises the intern report card according to the educational aims and objectives of the department.

At the beginning of the training period, he/she introduces the internship by informing the interns about the execution and functioning of the training programme and ensures that the education and training activities are carried out in accordance with the objectives, monitors and evaluates the process.

At the beginning of the training period, he/she introduces the intern doctors to the staff the Department/Division or unit and draws the limits of their duties.

Monitors the information and protection of intern doctors risks to health workers on behalf of the dean's office.

Ensures that practical courses and seminars are held in an organised manner,

Makes the necessary suggestions and notifications regarding the determination of the place that intern physicians can use during working hours and on shifts and the improvement of the physical conditions of this place

Organises the training and rotation programmes of the intern doctors in the relevant unit prepares the duty schedules.

It follows the attendance of intern physicians to the internship and reports the attendance and status to the Term Coordinator.

Reports the problems and suggestions regarding the execution of the internship in the department to the Term VI Coordinator.

At the end of the training period, an evaluation meeting is held and receives written/verbal feedback.

At the end of the training period, the report cards of the intern doctors are evaluated and approved by the responsible faculty member and the head of the department / science department.

c) The intern doctor representative is determined by the election to be held at the beginning of each The term of office covers the entire internship period unless there is any compulsory situation. In case of intern representative election and/or objections to existing representatives, the decision regarding the election is made by the dean's office. The 6th grade intern representative ensures that the feedback of the students is communicated to the coordinatorship and actively participates in the evaluation and improvement studies of the education and training processes.

Duties and responsibilities of intern doctors

ARTICLE 15-(1) Intern doctors are obliged to fulfil (actually perform or monitor) the duties assigned to them regarding health care in the departments/sciences in which they are trained participate in educational activities and other academic activities (seminars, literature, case presentation, council, etc.) and to successfully complete the activities for which they will take responsibility.

(2) Intern doctors are obliged to comply with all the rules and conditions working hours of the department/science division or department they work in or the institution they work in as an elective. Apart from the general working hours, working hours may be exceeded for the benefit of the patient or depending on the quality and necessity of health care.

(3) Intern doctors take patient responsibility in their clinical studies; they work under the supervision of the responsible faculty member in diagnosis, follow-up and treatment processes and present the patients they are responsible for in clinical rounds to the faculty members rounds. The number of inpatients that intern doctors will be responsible for is determined by the relevant departments.

(4) In departments with outpatient clinics, all intern doctors are assigned to the outpatient clinic on a rotating basis for an equal period of time. They take part in the history taking, physical examination, examination and treatment of patients under the supervision of the responsible physician.

(5) Intern doctors are obliged to fulfil the duty of keeping watch appropriate by the department / science or unit in which they work and cannot leave the duty station without permission during the period responsible. They are responsible to the on-call doctor of the clinic during the shift. The number of shifts cannot be more frequent than once every three days and more than eight shifts per month. Fulfilment of the duty duty in healthy and appropriate conditions is under the responsibility of the authority of the institution where they work.

(6) Except in compulsory situations and without an excuse, shifts cannot be changed. When such a need arises, the responsible person of the training period must be informed and give consent. Intern doctors working in different training periods cannot take shifts for each other. It is the duty of the education track supervisor to organise and monitor the shift lists.

(7) Intern doctors cannot be assigned in a way that is not in accordance with the purpose learning objectives and content of the training not fulfilled mainly by the physician or in a way that goes beyond the purpose of education without taking role and responsibility in the and treatment processes of patients.

(8) Intern doctors are obliged to comply with the general rules of the institution / organisation they work for and the rules specific to the unit they work in, to know the International Patient Safety Goals and to work in accordance with these rules.

(9) The working principles, rules and conditions of the national or international institutions in which the students work in elective education courses are valid. However, if these go beyond acceptable limits, the term coordinator is informed.

(10) The process of approval of the studies carried out in the elective education / practice periods by the responsible persons of the institutions / organisations where they work, transferring them to the intern report card with appropriate documents and within the time limit is the responsibility of the intern doctors.

(11) Intern doctors are obliged to dress in accordance with the dress code of the institution / organisation where they work and to carry their identification cards visibly at all times within the institution.

(12) Intern doctors should know respect patients and their relatives act in accordance with the principle of confidentiality of patient information and the Turkish Republic KVKK6698 and TRNC 89/2007.

(13) Intern doctors should feel responsible for contributing to the health services of the organisation.

(14) They are obliged to work in harmony and mutual respect with all employees providing health services in the Department/Division or unit they work in.

(15) intern doctor cannot inform the patient aboutalone without the knowledge of the responsible physician.

Attendance status

ARTICLE 16-(1) Attendance to all education periods during the internship period is compulsory. The intern doctor who does not attend more than 10% of the specified duration of each training period, even if based on a legally acceptable excuse, is considered absent from that internship. He/she repeats the internship.

(2) Intern doctors who participate in national or international scientific, cultural or sportive activities for the representation of the faculty, university or country with the assignment approved by the Board of Directors are considered to be on leave from the training period in which they rotate during the event. However, such assignments cannot exceed 10% of the total training period (including weekends and public holidays). If this period is exceeded, an "unsatisfactory" grade is given and they have to repeat the training period.

(3) Attendance status of intern doctors is monitored by the education period supervisor. The student who exceeds the absenteeism limit is notified to the term coordinator by the education period supervisor before the end of the education period.

Intern report cards and measurement-evaluation process

ARTICLE 17-(1) Evaluation of internship education is based on the assessment of students' achievement of programme competencies. For this purpose, an intern report card is prepared in line with the GÜTF programme competencies and the success of the students is evaluated as 'Satisfactory' or 'Unsatisfactory' by taking into account the criteria in this report card.

(2) It is the responsibility of the intern doctors to complete the intern report card completely and enter it into the system they are obliged to complete the intern report card completely until the last day of the training period and submit it to the Term coordinator.

(3) At the end of the compulsory or elective education period outside the institution, in another medical faculty abroad, in a hospital or institute providing medical education, the signed document received from that institution regarding the qualification submitted to the Term Coordinator within two working days at the latest. The grades of those who do not submit their intern report cards on time are given as "unsatisfactory" and they repeat the training period.

(4) Students who do not fulfil the attendance obligation, do not comply with the study rules of the relevant education period or exhibit attitudes and behaviours unbecoming of a physician candidate considered "unsatisfactory".

Feedback

ARTICLE 18-(1) and feedbacks are received from the students in to the development of the programmes during the internship training periods.

(2) On the last day of all training sessions, oral feedback sessions are held to discuss the learning outcomes have been achieved and problems related to training and other issues.

(3) Written feedbacks are received digitally or via feedback forms.

(4) The feedbacks analysed by the training period supervisor and the term coordinator.

SECTION FOUR

Other provisions

Programme development studies

ARTICLE 19-(1) The departments/sciences in which education is given evaluate the suggestions received from the students in line with the oral and written feedbacks; they make the necessary arrangements to be made immediately regarding the time and way of processing the educational activities, infrastructure, etc. and the Dean of the Faculty of Medicine in writing about these arrangements. Suggestions that cannot be fulfilled despite the feedback are also in the written feedback with their reasons.

(2) Important arrangements / changes planned to be made in the programme are submitted to the Medical Education Board at the end of the academic year together with the opinion of the department / science department and feedback reports.

(3) Proposals for the relevant education programme are discussed in the relevant Boards and then finalised by the Faculty Board.

Student exchange

ARTICLE 20-(1) A maximum of 4 (fourmonths internship education can be carried out in another medical faculty, hospital or institute providing medical education in Turkey or abroad. However, for this, students apply to the Dean's Office with a petition at least four weeks before the date corresponding to the internship training period to be performed in our faculty and the applications must be approved by the Board of Directors.

For the students whose applications are accepted by the board of directors, the Term Coordinator applies in writing to the institution where the education will be carried out and an acceptance certificate is requested from the institution.

For the education processes for which an acceptance certificate is received from the other institution, insurance procedures are initiated to cover the education period of the relevant student. Insurance procedures are carried out by the relevant unit of the University of Kyrenia.

(2) In order not to cause any loss of rights due to graduation procedures and time limitations specified in the legislation; education periods other than the elective education period in the last month of the internship period cannot be held outside the institution.

ARTICLE 21-(1) In the application and admission of students from other medical faculties in Turkey or abroad who want to receive internship training in the departments / sciences of our faculty;

- a) The person's petition and transcript,
 - b) Approval / proposal letter of the relevant faculty dean's office,
 - c) To apply to the Dean's Office at least months before the requested date of internship training,
 - d) Approval of the applications by the Faculty Administrative Board
- is required.

Principles of forming intern groups

ARTICLE 22-(1) In the formation of the groups of the intern training period, it is ensured that the number of students is equal.

(2) Students who start attending after the start of the academic year for various reasons are added to the group with the most favourable calendar and the lowest number of students.

(3) Rotations of students benefiting from domestic and foreign student exchange programmes are determined according to the education they will attend with the exchange programme.

SECTION FIVE

Matters for which there are no provisions

ARTICLE 23-(1) In cases where there are no provisions in these Procedures and Principles, the provisions of the relevant legislation and the decisions of the Faculty Board are valid.

Enforcement

ARTICLE 24-(1) These Procedures and Principles enter into force with the approval of the University Senate, effective from the beginning of the 2025-2026 Academic Year.

Execution

ARTICLE 25-(1) The provisions of these Procedures and Principles are executed by the Dean of the Faculty of Medicine of University of Kyrenia .

**These principles entered into force with the Senate decision dated 25.04.2025 and numbered 31.*