



ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE

ACADEMICIAN AND STUDENT ROLE DEFINITIONS AND RESPONSIBILITIES

ACADEMIC ADVISOR:

Academic counseling is a field that supports students' career plans by planning their education starting from the first year of the university. In order to direct students to relevant courses and centers in line with their interests and abilities, also providing information on issues such as credits required for graduation, compulsory courses, and taking additional courses.

Academic consultancy areas of responsibility:

- Provides academic information flow, guides and directs the student throughout their educational life,
- At the beginning of the academic year, during the course registration and course adding period. Aim to inform and support the student on issues such as compulsory course selections in the undergraduate program, additional courses that must be taken in the pre-clinical period, elective courses, courses that he can take from the pool of other elective courses in line with interest, and course credits,
- Informs and guides students about domestic and international exchange programs and horizontal/vertical transfer opportunities,
- When necessary, directs the student to different centers and services within the University,
- Shares the feedback given by the student students to the Program Evaluation and Development Board and the Quality Commission at the Faculty, and to the relevant units at the University, and informs the student about the process.

PRE-CLINICAL PERIOD STUDENT ROLES AND RESPONSIBILITIES:

- Makes a meeting appointment via e-mail before the meeting, especially during registration periods, due to the academic advisor's workload,
- Obey the appointment time and if cancels, cancel appointment via informing via e-mail thoroughly,
- Comes to the appointment by preparing a list of compulsory courses, additional courses and elective courses to be taken,
- Be informed about the administrative legislation, processes and practices of the university and faculty through printed and/or online documents,
- Acts with the awareness that it is mandatory to attend compulsory theoretical courses and practices, and submits the necessary documents to the relevant units in cases where there is an excuse,
- Follows all announcements and information letters from the university and faculty, and responds within the following days when necessary,
- Responds to student feedback regarding the faculty education program within the relevant period,
- Communicates with the student class representative and the year coordinator faculty member on issues related to the education program,
- Uses the independent study hours included in the course program for self-learning purposes,
- Participates in extra-curricular social and club activities through the University Student Dean's Office.

ROLES AND RESPONSIBILITIES OF CLINICAL TERM CLERKSHIP STUDENTS:

- Follows internship training programs from printed and electronic sources and actively participates in programmed training events,
- Takes responsibility for self-learning in relevant clinical units in times other than the courses and practices included in the program,
- Obtains information about history, physical examination findings, diagnosis and treatment algorithms, and treatment processes from patient files, prepares patient files when responsible,
- Presents the patients/patient files undertaken in bedside practices, actively participates in medical services related to the patient/patients,
- Takes an approach in accordance with professional principles (ethics, communication, biopsychosocial approach),
- Constantly improves his medical skills and seeks help and support from his trainers, peers in the training process and other members of the healthcare team,
- Receives information on issues related to internship programs from the class student representative and the instructor in charge of the internship.
- At the end of each internship, it gives feedback about the internship in the specified ways and methods and contributes to the development of the training program,
- Complies with the procedures and principles specified in the Istanbul Okan University Faculty of Medicine Education-Training and Examination Regulations.

INTERN DOCTOR ROLES AND RESPONSIBILITIES:

All students who are in the sixth year of medical school are called "intern doctors" and they work in many departments within the hospital, gaining experience during their education and participating in the health service.

- During this period, interns reinforce the competencies they gained in previous periods and aim to acquire attitudes and behaviors appropriate to human and professional values,
- Performs observations and practices regarding patient care, diagnostic and therapeutic interventions and other professional skill practices in outpatient clinics and clinics in accordance with the intern program created in line with the learning outcomes of clinical internships,
- Within the scope of Vocational Skills training, in line with the internship learning outcomes, it develops the defined vocational skills (urinary catheter insertion, etc.) and performs a number of practices appropriate to the learning level, records it in the intern report card and receives approval from the trainer responsible for the internship,
- Intern doctors follow up patients in the clinic and present their patients during rounds, under the responsibility of their trainers and/or under the supervision of specialist doctors,
- Participates in night shifts determined during the internship period (weekly shift duration cannot exceed 40 hours, excluding day programs) and provides support to the medical team,
- Intern doctors participate in educational and scientific activities such as courses, seminars, articles and case presentations determined by the department during the relevant internship,
- Contributes to the development of the training program by filling out the feedback form at the end of the internship,
- The intern doctor cannot take part alone in the examination and/or transportation of life-threatening, urgent and forensic cases, and must inform his trainer of the situation.