

	ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE GUIDELINES FOR SIXTH-YEAR INTERN DOCTOR TRAINING		Document No.	YG.OKN.107
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CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 —

1. The purpose of this Directive is to ensure that the training programme for sixth-year students (intern doctors) at Istanbul Okan University Faculty of Medicine is implemented in accordance with the National Core Education Programme (NCEP) and the Faculty's objectives and strategies, and to set forth the rights and responsibilities of intern doctors.

Scope

ARTICLE 2 —

1. This Directive covers the structure of the training provided to intern doctors in the departments, as well as their job descriptions, authority, and responsibilities.

Legal Basis

ARTICLE 3 —

1. This Directive has been prepared in accordance with Article 17 of the Higher Education Law No. 2547 dated 04.11.1981, and the Istanbul Okan University Faculty of Medicine Education and Examination Regulations published in the Official Gazette No. 29236 dated 14.01.2015.

Definitions

ARTICLE 4 —

1. The terms used in this Directive shall have the following meanings:
 - a) **Sixth-Year Coordinator:** The faculty member responsible for planning and coordinating the regular implementation of sixth-year education and training in accordance with the Faculty of Medicine Education, Teaching and Examination Directive.
 - b) **Chief Coordinator:** The Vice Dean or a faculty member appointed by the Dean's Office.
 - c) **Dean:** The Dean of the Faculty of Medicine at Istanbul Okan University.
 - ç) **Faculty:** The Faculty of Medicine at Istanbul Okan University.
 - d) **Faculty Council:** The Faculty Council of the Istanbul Okan University Faculty of Medicine.
 - e) **Faculty Management Board:** The Faculty Management Board of the Istanbul Okan University Faculty of Medicine.

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- f) **Intern Doctor:** A student who has successfully completed the first five years of the Istanbul Okan University Faculty of Medicine, has officially progressed to the sixth year, and, under the supervision of faculty members, develops the ability to solve clinical problems using medical knowledge, communication skills, and professional values.
- g) **Internship Period:** A continuous 12-month period commencing after the successful completion of Term V clinical placements by students of both the Turkish and English Programmes, in accordance with the Education, Teaching and Examination Regulations. During this period, students acquire responsibility and skills for solving clinical problems using professional values, and develop communication and intellectual competencies under faculty supervision.
- ğ) **Internship Record:** An assessment document prepared by departments in accordance with the educational objectives and curriculum of the Istanbul Okan University Faculty of Medicine, containing the attitudes and behaviours expected to be acquired during internships or fieldwork, and including evaluative comments.
- h) **Intern Representative(s):** Intern doctor(s) who represent the Turkish and English Programmes of the Faculty of Medicine in faculty education committees and commissions, such as graduation committees, and who work in coordination with the Sixth-Year Coordination Office and/or the Vice Dean responsible for education.
- ı) **NCEP (UÇEP):** The National Core Education Programme for Faculties of Medicine.
- i) **University:** Istanbul Okan University.
- j) **Senate:** The Senate of Istanbul Okan University.

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SECTION TWO

Purpose of Internship Training, Duration, Scope, Training Process, Internships, Working Hours, On-Call Duties, and Feedback

Purpose of Internship Training

ARTICLE 5 —

1. Internship training aims to enable intern doctors to apply the knowledge, skills, and attitudes they have acquired throughout their medical education in accordance with the Istanbul Okan University Faculty of Medicine Graduate Competencies. It prepares them to provide healthcare services, develop competencies required for primary care practice, and gain skills related to diagnosis, treatment, disease prevention, and public health education.

Duration of Internship Training

ARTICLE 6 —

1. The duration of sixth-year internship training is 12 months. Students must continue their internship without interruption, except in cases of “justifiable and valid reasons” accepted by the Faculty Board.

Scope and Educational Process of Internship Training

ARTICLE 7 —

1. The content and structure of internship training programmes are prepared by the relevant departments and the Sixth-Year Coordinator, taking into account the Istanbul Okan University Faculty of Medicine Graduate Competencies and the National Core Education Programme (NCEP). These programmes are reviewed by the Faculty Council and approved by the University Senate.
2. Internship training content is organised according to the symptoms/conditions, core diseases, and clinical problems included in NCEP, as well as basic medical practice lists and educational levels. The Faculty of Medicine Dean’s Office may modify the duration and distribution of internships based on the recommendations of relevant committees and departments.

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- The internship training programme must provide opportunities for students to use, synthesise, and apply knowledge when making patient-related decisions at the bedside, in the workplace, and in other educational settings. It must also include basic medical practices and the development of professional attitudes and behaviours.
Additionally, during clinical placements, it is recommended that teaching staff evaluate patients together with intern doctors and discuss the following: patient admission, communication, professionalism, diagnosis, differential diagnosis, treatment, prevention, and follow-up.

Internships

ARTICLE 8 —

- Internships within the intern doctor training programme are conducted at the Istanbul Okan University Health Application and Research Centre, at contracted primary care institutions (District Health Directorates, Family Health Centres – FHC, Community Health Centres – CHC, etc.), and at other healthcare institutions approved by the Dean’s Office and the Faculty Management Board. Interns undertake defined activities in healthcare delivery settings (clinics, outpatient clinics, operating rooms, laboratories, medical imaging centres, family and community health centres, etc.) under the supervision of assigned faculty members.
- Internship groups and schedules for the sixth year are determined and announced by the Sixth-Year Coordinator and the Dean’s Office at the end of the fifth year. Group lists are sent to the relevant Department Chairs. Report cards are distributed to students on the first day of the internship. At the end of each internship, the Department Chair must sign the intern’s report card, which is then submitted to the Dean’s Office.
- Internships are primarily conducted by the respective clinical departments of the Istanbul Okan University Faculty of Medicine. With the approval of the Faculty Management Board, internships may also be completed at domestic or international universities. However, Family Medicine and Public Health internships must be completed at our Faculty, except under exceptional circumstances. Students wishing to undertake an internship at another institution must apply to the Dean’s Office at least two months before the start date of the equivalent internship at our Faculty and must submit a written request along with an official acceptance letter. The Faculty Management Board determines the validity of training undertaken abroad.

ARTICLE 9 — Requirements for Internship Applications at Other Institutions

Students applying to complete internships in the primary fields of our Faculty at other medical faculties within or outside Türkiye must meet the following requirements:

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- A written application letter and transcript,
- An approval/offer letter from the Dean's Office of the receiving Faculty,
- Submission of the application to our Faculty's Dean's Office at least two months prior to the requested internship start date,
- Approval of the application by the Sixth-Year Coordination Office, the Clinical Internship Training Coordination Board, and the Faculty Management Board.

Working Hours and Rounds

ARTICLE 10 —

- Sixth-year internship training begins at 08:30 and ends at 17:30. Within the shift system, working hours in various units or departments are determined by the Department based on morning and evening shift requirements.

Feedback

ARTICLE 11 —

- Verbal and written feedback is obtained from students during each internship to support the development and improvement of internship programmes.
- On the last day of each internship group, an oral feedback session is held to discuss whether the learning outcomes have been achieved and to address educational or administrative issues.
- Written feedback is collected electronically by the Istanbul Okan University Department of Medical Education. Students complete the Feedback Questionnaire through the survey link sent via email. Measures must be taken to ensure effective completion of feedback in each placement.
- Feedback is analysed by the Department of Medical Education, and the Dean's Office requests the opinions of the relevant departmental academic committees based on this feedback.

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THIRD SECTION

Success Assessment, Absenteeism and Failure, and Internship Repetition

Performance Evaluation

ARTICLE 12 —

1. Sixth-year internship training is evaluated using **competency-based criteria** for each unit. The relevant departments determine their own competency criteria and assessment methods and submit them to the Sixth-Year Coordination Office.

Intern doctors' performance is monitored regularly through internship record forms designed in accordance with the programme, and their success is determined by the Department.

For this purpose, the Department Chair supervises the work of intern doctors in clinical and field settings, evaluates the files and records they prepare, and approves them.

Absenteeism

ARTICLE 13 —

1. Attendance at internships is mandatory.
2. Absences due to health problems or other valid and documented excuses may not exceed **20%** of the internship duration and must be compensated.
3. The method of compensating for missed time is determined by the relevant Department.

Failure and Internship Repetition

ARTICLE 14 —

1. Success or failure is determined by the Department Chair based on criteria related to attendance and competency.
2. Intern doctors whose performance is deemed insufficient must repeat the internship. The duration of the repeated internship shall be equal to the full duration of the original internship.
3. Internship repetition is carried out after the completion of all internship periods.
4. Intern doctors may repeat an internship at another medical faculty, in accordance with the internship programme, upon approval of the Faculty Management Board.

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FOURTH SECTION

Responsibilities and Duties of the Sixth-Year Coordinator

Responsibilities

ARTICLE 15 —

1. The Sixth-Year Coordinator is responsible for ensuring that the educational process is carried out in accordance with the educational objectives and curriculum of the Istanbul Okan University Faculty of Medicine.

The Coordinator also ensures coordination between the departments and the Dean's Office regarding intern doctors.

When necessary, an Assistant Coordinator may be appointed by the Dean's Office upon the recommendation of the Coordinator.

Duties

ARTICLE 16 —

1. The duties of the Sixth-Year Coordinator are as follows:

- a) Ensuring that the educational programme for sixth-year students at the Istanbul Okan University Faculty of Medicine is conducted regularly and in alignment with the National Core Education Programme.
- b) Reporting any adjustments to the educational programme, any difficulties encountered, and recommended solutions to the Chief Coordinator.
- c) Monitoring teaching staff participation and compliance with the education and training programmes.
- ç) Ensuring the suitability of the physical and technical conditions of the theoretical and practical environments used for education and training.
- d) Organising communication meetings attended by teaching staff and students, and monitoring the organisation of all activities within the internships.
- e) Ensuring that all feedback surveys related to education and training—particularly internship evaluation surveys—are administered.
- f) Supporting the Dean's Office in activities related to graduation preparation.
- g) Ensuring that Intern Reports are completed regularly, that the Internship Guidelines are followed, and reporting any issues that may arise to the Chief Coordinator when necessary.

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FIFTH SECTION

Roles and Responsibilities of Intern Doctors and the Selection and Duties of the Intern Representative

Intern Doctor Roles and Responsibilities

ARTICLE 17 —

1. All sixth-year students of the Faculty of Medicine are referred to as *intern doctors*. Intern doctors work across various departments of the hospital, gaining experience as part of their training while also contributing to healthcare services. During this period, they consolidate the competencies acquired in previous years and develop attitudes and behaviours consistent with humanistic and professional values.
2. Intern doctors must comply with the working rules and conditions of the departments in which they are trained, fulfil duties assigned to them within healthcare services, participate in educational and academic activities (seminars, literature reviews, case presentations), attend departmental councils, and successfully complete all assigned responsibilities.
3. Each intern doctor is obliged to comply with both general hospital regulations and rules specific to the unit in which they work. They must be familiar with the International Patient Safety Goals and provide patient care in accordance with these principles.

Specific Responsibilities

- a) Intern doctors assume responsibility for patients during clinical practice, performing duties under the supervision of responsible research assistants and specialists throughout diagnosis, follow-up, and treatment processes. They personally present these patients to the supervising faculty members during clinical rounds.
- b) Intern doctors must carry their institutional identification at all times and introduce themselves to patients and healthcare team members during interactions.
- c) In accordance with the internship programme designed to achieve the learning outcomes of clinical placements, intern doctors observe and perform practices related to patient care in outpatient clinics and wards, diagnostic and therapeutic procedures, and other professional skills.
- d) As part of vocational skills training, they must develop the required clinical skills in line with internship learning outcomes, perform a sufficient number of procedures appropriate to their learning level, record these in the Internship Logbook, and obtain approval from internship supervisors.
- e) Intern doctors participate in night shifts as specified in the internship schedule (shift duration must not exceed 40 hours, excluding daytime programmes) and support the healthcare team during these shifts.
- f) They participate in educational and scientific activities organised by the department, such as courses, seminars, journal discussions, and case presentations.

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- g) At the end of each internship, they complete a feedback form and contribute to the improvement of the training programme.
- h) Intern doctors may not act independently in cases involving life-threatening conditions, emergency interventions, or the examination/transfer of forensic cases. In such situations, they must immediately inform their supervising trainers.

Selection and Responsibilities of the Intern Representative

ARTICLE 18 —

- The Intern Representative is elected at the beginning of each academic year. Unless compelling circumstances arise, the term of office covers the entire internship period.
In cases where re-election is required or objections arise regarding the current representative, the decision to hold an election is made jointly by the Dean of the Faculty of Medicine and the Sixth-Year Coordinator.
The Intern Representative actively participates in improvement processes and ensures that student feedback is effectively communicated to the Dean's Office.

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SECTION SIX

Miscellaneous and Final Provisions

Other Provisions

ARTICLE 19 —

1. In matters not explicitly regulated by this Directive, the decisions of the Faculty Council of the Istanbul Okan University Faculty of Medicine shall apply.

Entry into Force

ARTICLE 20 —

1. This Directive enters into force on the date of its approval by the Senate.

Implementation

ARTICLE 21 —

1. The provisions of this Directive shall be implemented by the Dean of the Istanbul Okan University Faculty of Medicine.

REVISIONS

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