

EK-2

MUĞLA SITKI KOÇMAN UNIVERSITY MEDICAL FACULTY RULES STUDENTS MUST FOLLOW IN UNDERGRADUATE MEDICAL EDUCATION, STUDENTS' RESPONSIBILITIES AND DUTIES

AIM

Article 1: It is aimed to define the rules, responsibilities and duties that the students of Muğla Sıtkı Koçman University Faculty of Medicine must comply with during their education period in accordance with the educational goals and objectives of the undergraduate medical education programs.

SCOPE

Article 2: It covers the rules, responsibilities and duties that the students of the Faculty of Medicine must comply with at various stages of their education period.

BASIS

Article 3: Muğla Sıtkı Koçman University Faculty of Medicine Education and Exam Regulations are based on the relevant articles of the Higher Education Law No. 2547 and the Higher Education Institutions Student Discipline Regulation.

DEFINITIONS

Article 4: In this document;

Duration of Education in the Faculty: It covers the pre-clinical period, the clinical period and the candidate doctor (internship) period.

Stage I Period: Covers the preclinical period, includes phase I, II and III. These phases' courses are conducted as committee courses.

Stage II Period: It covers the clinical period, includes phase IV and V. These phases' courses are conducted on the basis of clerkship courses/clerkship course blocks.

Candidate Doctor (Internship) Period: It covers phase VI.

Clerkship Student: A student in the clinical period (Stage II)

Intern: A student in the period of internship (Phase VI- Stage III).

National-CEP: National Core Education Program

MSKU-EEP: Muğla Sıtkı Koçman University Faculty of Medicine Extended Education Program

RULES TO BE FOLLOWED BY MEDICAL FACULTY STUDENTS

Article 5: The rules to be followed by all Medical Faculty students are listed as follows:

All Medical Faculty students;

- a. They dress and behave with the care that befits students in educational environments and healthcare professionals in work environments.
- b. They always carry their university ID cards on campus and educational environments.
- c. They show maximum care in attending the theoretical and practical courses and comply with the specified course hours.
- d. In laboratory studies, they act in accordance with the laboratory rules determined and announced/declared for each laboratory separately.
- e. During the clinical observation the students comply with the rules of the hospital and related clinics visited during the course, and the students act in accordance with the rights of the patients and physicians during the clinical observation.
- f. Students act in accordance with the principles that must be followed in all kinds of exams entered in the faculty.
- g. Students avoid all behaviors that hinder responsibilities on campus.
- h. The students do not consume tobacco and tobacco products in areas where smoking is prohibited in the campus and do not smoke in any area with their white uniform.
- i. During the education process, they do not use narcotic drugs/ opiates / recreational drugs and addictive substances etc.
- j. The students do not intentionally damage all movable and immovable materials and belongings of the university.
- k. The students do not use the university logo without permission of university and faculty managers. They do not organize any events, conversations or make statements using the university/faculty name or logo without the permission of the University and Faculty.
- l. The students do not inform the patient, the patient's relatives or third parties about the patient's medical condition and course without the knowledge and supervision of the instructors.
- m. The students must be aware of the legislations of the Muğla Sıtkı Koçman University Faculty of Medicine, including the Education-Training and Examination regulations of the Faculty of Medicine, and act accordingly.
- n. The student must be aware of the legislation concerning studentship and health and act in accordance with them.
- o. In order not to lose time according to the MSKU Faculty of Medicine Education-Training and Examination Regulations, they must be aware that they have to register for the courses that must be completed before the start of phase IV, through the student information system, and that they have to complete these courses within the specified time.

RESPONSIBILITIES AND DUTIES OF MEDICAL FACULTY STUDENTS ACCORDING TO STAGES

Article 6: The responsibilities and duties of the students of the Faculty of Medicine differ according to their education period:

A. Responsibilities and duties of preclinical students:

- They strive to make the classroom atmosphere nurturing to learning.
- They are fair in their judgments about their friends and respect the existence of all people in the resolution of conflicts.
- They respect cultural differences.
- They are intolerant of all kinds of discrimination.
- They protect academic honesty and act accordingly.
- They take an impartial attitude towards research, explain the results accurately, and state studies and ideas that have been made or developed by others.
- They behave respectfully and cooperatively in interaction with all members of the healthcare team.
- They take care of their appearance, be present in a professional and clean manner, and do not wear clothing and jewelry (jewelry, tattoos, or other symbols) that may interfere with the physical care of patients or communication with them.
- They behave professionally in classroom lessons, in clinical settings, in the way of speaking to the patient, reliability and appearance.
- In their clinical practice, they always carry the university's identity card or name badges on their aprons.
- They introduce themselves to patients and their relatives as "medical students".
- They participate in all clinical practices they are assigned to, and inform the relevant people about their excuses in advance.
- They respect their privacy when interacting with patients.
- They consider confidentiality a fundamental obligation in patient care.
- In their interaction with the patients, they cannot act without the supervision or knowledge of the instructors.
- They keep all medical records related to patient care confidential and ensure that educational discussions about these records are held in accordance with confidentiality principles.
- They report any illegal and unprofessional practices they observe to the authorities.
- They hold discussions with hospital staff about patients' issues outside the common areas.
- They treat patients and their relatives, as well as other members of the healthcare team, with respect and seriousness in their dialogue and discussion.
- They know their limitations and seek help when their experience is insufficient.

EK-2

- They do not make any unauthorized video, audio and similar recordings during training and practice studies and exams, and do not share these recordings with third parties (including in social media, internet and similar environments), do not use or collect them for other purposes.
- They act in accordance with the principles regarding attendance and other matters of Phase I, II and III students in the MSKU Faculty of Medicine Education-Training and Examination Regulations.

B. Responsibilities and duties of clinical stage (Stage II) students (Clerkship students):

In addition to the responsibilities and duties of pre-clinical students, clerkship students;

- They perform education and training activities within the clerkship /clerkship blocks under the supervision of the instructor in charge of the clerkship.
- Before clinical/outpatient practices, they introduce themselves as "Trainee Doctor" to the patients, give information and obtain permission from the patients, take the patients' medical history and perform a physical examination. They perform other medical procedures under the supervision of instructors.
- They attend the theoretical and practical courses given by the instructors, as well as the applied trainings under the supervision of the instructors.
- They attend visits during service working hours in line with the curriculum prepared by the department; They monitor all kinds of medical interventions for diagnosis and treatment in outpatient clinics, services and other diagnosis and treatment units, and perform the procedures at the specified level in the practice list in accordance with the National CEP/MSKU EEP during clerkship under the permission and supervision of the trainer.
- In line with the program prepared by the department, they take the medical history of the patients given to them for educational purposes in the units, perform the physical examination, determine the preliminary diagnosis, make the interpretation and differential diagnosis of the case and present it to the lecturer.
- They act in accordance with the principles and rules of medical professional ethics and deontology during practices.
- They know the rights of patients and their relatives, act respectfully to these rights and abide by the principle of confidentiality of patient information.
- They do not share, use or collect for other purposes the information, documents and samples obtained from the patients during the training and practice studies with third parties (including social media, internet and similar environments), including the relatives of the patients.
- When they have serious/important information, observations and findings about patients that require changes in diagnosis and treatment, they immediately notify the relevant instructors.
- They do not take the patient files out of the service.
- They avoid behaviors that will harm patient safety and disrupt hospital hygiene.

EK-2

- During the clerkship, they perform the tasks of preparing/presenting articles, preparing/presenting seminars, preparing/presenting interactive lessons, preparing/presenting cases and similar tasks.
- All the work of the clerkship students is for educational purposes only, and the clerkship students cannot in any way be involved in the decisions, practices and records regarding the diagnosis, treatment, follow-up and medical care of the patients.
- They know the patient rights regulations and the current health legislation and act accordingly.
- They ensure that the clerkship course logbooks are completed correctly and completely.
- They act in accordance with the principles regarding attendance and other issues of phase IV and V students in the MSKU Faculty of Medicine Education-Training and Examination Regulations.
- They attend the night and weekend shifts in accordance with the working order of the clinic where they are on duty. They carry out work duties and responsibilities in the same way as in daily work. Changing of the night and weekend shift responsibilities is not done except in obligatory circumstances. The night and weekend shift change form for the change of night and weekend shift is filled by two students who will change the shift, stating the reasons. Changing of the night and weekend shift cannot be done before the changing of the night and weekend shift form is signed by the relevant clerkship period supervisor and the relevant phase coordinator.
- It is compulsory to attend the training/courses organized by the MSKU Faculty of Medicine Dean's Office and the relevant phase coordinator.

C. Responsibilities and duties of intern doctors during the internship period:

In addition to the responsibilities and duties of preclinical students (stage I) and clinical students (Stage II) intern doctors (Candidate doctors);

- They introduce themselves as "Intern Doctor" to the patient before the clinical / polyclinic applications and carry out all the medical procedures given by the relevant lecturers by informing them.
- They actively participate in the routine outpatient practice in the clinical units they work in.
- During the period they are in the polyclinic, they can actively practice in the outpatient clinic under the supervision of the responsible instructor, ensure the patient-physician relationship, perform a physical examination, place an examination note under the supervision of the responsible instructor, request the necessary examinations under the supervision of the responsible instructor, and consult a senior doctor / instructor if necessary.
- They personally participate in the management of all examination, consultation, examination, treatment, clinical practice, care and discharge processes of the patients receiving inpatient health services in the clinical units they work, from their admission to the hospital, under the

supervision of the responsible instructor. For this reason, taking the patient's medical history, performing the physical examination, preparing the file, informing the patient and obtaining their consent, following up the requested examinations and recording the results in the patient file / automation program, putting the course information of the disease in the file, prescribing the drugs that the patient take at the doctor's request, consultation procedures, discharge, they participate in all processes, including the execution of the procedures, only under the supervision of the responsible instructor.

- They gain the ability to keep and evaluate medical records in the clinical units they work in, and to use patient management programs in electronic environment.
- They attend all the required visits in the service and present the patients to the responsible instructor.
- They can request all necessary examinations in the follow-up of the patient with the approval of the responsible instructor.
- They can only explain to patients and their relatives, with the approval of the responsible instructor, and convey medical information about the patient.
- They can provide education for patients and their relatives under the supervision of the responsible instructor.
- They are not directly authorized to sign prescriptions; Provided that it is signed by the responsible instructor, they can issue a prescription under the supervision of the responsible instructor.
- They attend the night and weekend shifts in accordance with the working order of the clinic they are in. They carry out work duties and responsibilities in the same way as in daily work.
- They attend the night or weekend shifts in accordance with the working order of the clinic where they are on duty. They carry out work duties and responsibilities in the same way as in daily work. Changing of the night and weekend is not done except in obligatory circumstances. Night and weekend shift change form for the change of guard is filled by two students who will change the guard, stating the reasons. Changing of the night and weekend shift cannot be done without the signing of the change of night and weekend shift form by the relevant internship period supervisor and the relevant phase coordinator.
- It is compulsory to attend the training/courses organized by the MSKU Faculty of Medicine Dean's Office and the relevant phase coordinator.
- In order to learn the details about the functioning of a health institution, they undertake tasks such as measuring blood glucose with a glucometer, taking ECG, taking/sending tissue, culture and blood samples (biochemical, genetic, microbiological, pathological and similar) and transporting them to the right place and accompanying patients during examinations (such as radiology and similar).
- They fulfill the task of preparing articles, case presentations and seminars given to them during

EK-2

their education.

- They make sure that the candidate physician (intern) course logbook, which includes the list of skills that must be learned before graduation, is completed.
- They recognize the organization of the health system and learn the structure.
- With their leadership and teamwork skills in the field of health, they reinforce their ability to communicate effectively with health workers and the society.
- They acquire the ability to use the principles of lifelong learning and evidence-based medicine.
- They acquire the ability to protect and improve health at all levels, from the environment in which the individual lives to a tertiary health institution.
- They act in accordance with the principles regarding attendance and other issues of phase VI students in the MSKU Faculty of Medicine Education-Training and Examination Regulations.
- Attendance to the training/ courses organized by the MSKU Faculty of Medicine Dean's Office and the relevant phase coordinator is mandatory, and if not attended, they must complete the relevant periods during the candidate doctor period.
- Candidate physicians (interns) must submit and are responsible for monitoring the notifications to all official institutions, including the Social Security institution, and the payments/fees/premiums etc. to be deposited under any name for them.