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This guide is intended to guide you in your academic and social life at Koç University Health Sciences Campus (HSC) as a student of School of Nursing. Below you will find a list of other Koç University units and procedures that regulate academic and social life for Koç University students but are not included in this guide. These regulations include instructions, procedures and processes that are expected to be followed by you. Further information can be found on the Koç University website or the related department's website and on the Student Guide website.

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KOÇ UNIVERSITY SCHOOL OF NURSING

HISTORY

Proud to offer a nursing education experience for nearly 100 years

The history of the Koç University School of Nursing dates back to the founding of the American Hospital Nursing School, which was based at the American Hospital, on **May 20, 1920** in Istanbul.

The **American Hospital Nursing School**, founded within the structure of the American Hospital through the leadership of Admiral Mark Lambert Bristol, began offering a two-and-a-half-year education program on **August 20, 1920**.

Providing an education following American standards, the school was established to meet the healthcare needs of Americans in the Near East as well as the need to fill the shortage of nurses in Turkey, to provide health care to all regardless of their nationality or religion, and to train nurses in order to make a difference in patient care.

In **1957** the school was registered by the Ministry of Education and named the **Admiral Bristol Nursing School**, and it became an equivalent of a nursing college that offered a four-year vocational high school education.

In **1976** it was named the **Admiral Bristol Nursing High School**.

In **1981** the name was changed to the **Admiral Bristol Nursing Vocational High School**.

Our school has contributed significantly to the development of such esteemed nurses as Esma Deniz, one of the first graduates of the school and Gülsevım Çeviker, who served as the director of the school for many years.

The Koç University School of Nursing aspires to be Turkey's leading educational institution for nursing that advocates the importance of nursing in the improvement and promotion of health at both the national and international levels.

The **Admiral Bristol Vocational Nursing High School** was taken over by the Vehbi Koç Foundation in **1995** and was transformed into a **School of Health** affiliated to **Koç University** with the Cabinet of Ministers' decree dated August 12, 1998 (Official Gazette, 23.09.1998) under the leadership of Ms. Semahat Arsel, who has provided very significant contributions to the professional

development of nurses in Turkey. The education program of the School of Health, which accepted its first students during the **1998–1999** academic year, was designed in cooperation with the Johns Hopkins University School of Nursing following international standards.

This well-established school, which thrives vigorously in parallel with the changes at the Council of Higher Education, was then transformed into the **Koç University School of Nursing** by the Cabinet of Ministers' decree dated **December 12, 2005** (Official Gazette, 27.12.2005), and following that into a college with the Cabinet of Ministers' decree dated **March 14, 2016** (Official Gazette, 08.04.2016) when it became the seventh college of Koç University.

Graduate education started in 2011 with the Master of Science Program in Intensive Care Nursing. In **2013–2014**, the MS in Nursing and PhD in nursing programs were launched under the Graduate School of Health Sciences.

The School of Nursing, which was located on the Nisantaşı campus from 1998 to 2015, has been continuing its activities at the Koç University Health Sciences campus since July 2015.

The nursing faculty is excited to foster nurses who will guide the future with the power they inherit through the history of their school.

In **autumn 2016**, the school was accredited by the Accreditation Commission for Education in Nursing (ACEN) from the USA and became **the first and only School of Nursing with international accreditation in Turkey.**

The School of Nursing strives to foster not only nurses and nurse leaders who will serve effectively in multi-faceted roles in a constantly changing and evolving healthcare system and in different environments but also nurse scientists who will contribute to the development of scientific research.

With its state-of-the-art technology, internationally approved nursing curricula, and the Rahmi M. Koç Academy of Interventional Medicine, Education, and Simulation (RMK AIMES) center, the **Koç University Health Sciences Campus** increases multidisciplinary/interdisciplinary educational opportunities each year. Koç University Hospital, in collaboration with Vehbi Koç Foundation health institutions and other public institutions, offers the students placement opportunities for clinical practice in a variety of areas in efficient and positive learning environments.

The Koç University School of Nursing has been a pioneer in interdisciplinary innovative research that will contribute to the development of nursing science and nursing services as well as to the improvement of public health with its **strong, nationally and internationally recognized academic staff.**

In order to increase the quality of nursing education and services, the school carries out community-based research and health education activities with all national and international stakeholders and in cooperation with regional institutions and organizations in order to promote public health.

The School of Nursing is proud to have accepted students from the highest success rates in the Higher Education Institutions Examination who will guide the future of the nursing profession.

As addressed by the main supporter of our school, Ms. Semahat Arsel, the ultimate goal of the School of Nursing is to serve the community. Our school will continue to be a leading institution that plays an active role in not only promoting qualified nurses for this purpose but also introducing the evidence obtained by scientific methods to the healthcare system and determining the health policies for the benefit of the society.

“My biggest wish is that nurses, whom I believe to have a very important place in the field of health, provide the highest level of care that the public deserves.”

– Semahat Arsel

VISION

Becoming a leading educational institution in national and global levels by demonstrating the importance of nursing profession in the health promotion and improvement.

MISSION

To further frontiers of science by reaching excellence in nursing education, research and practice and to make a significant contribution to the promotion of individual and social health by educating competent nurses with leadership qualities.

VALUES

- Excellence: We strive to our best and meet highest standards.
- Integrity: We always conduct the nursing profession with integrity and highest ethical standards.
- Creativity: We commit to creating an environment where innovation and creativity.
- Respect: We promote an environment in which respect and dignity to all people.
- Accountability: We take responsibility for our action.

ACADEMICS

PROGRAM GOALS

To raise nurses who

- Have professional and ethical values,
- Have effective and therapeutic communication skills,
- Provide high quality and safe care,
- Use creative, critical, innovative and scientific methods,
- Create impact on health practices and policies.

PROGRAM OUTCOMES

To graduate students that

- Carry out roles and responsibilities in line with ethical principles, professional values and legal regulations,
- Develop effective and therapeutic relationships with groups and individuals in different practice settings,
- Provide safe, high-quality, evidence-based care that complies with national and international standards, using information, communication and care technologies,
- Adopt the life-long learning approach to personal and professional development,
- Create new and innovative ideas by questioning existing knowledge,
- Use leadership skills in intradisciplinary and interdisciplinary work.

- **CURRICULA**

All theoretical courses are conducted in English. Clinical skills courses are practiced in Turkish.

Detailed course plan is given below.

PREPARATION YEAR

Course Code	Course Name	Type	T*	P**	C***	Prerequisites
	ENGLISH LANGUAGE PREPARATION					
ALIS 100	Academic and Life Skills	Common Core	1		1	
UNIV 101	Introduction to Koç University	Common Core	1		1	

*Theoretical Hours **Practice Hours ***Credit

FRESHMAN (FALL)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
ACWR 101	Basic Academic Writing	Common Core	3		3		6
TURK 100	Turkish-Speech- Composition (TR)	Common Core	4		4		6
CPAP 100	Computer Proficiency Assessment Program	Common Core	0		0		
MATH 101	Finite Mathematics	Required Area	3		3		6
NURS 101	Introduction to Nursing	Required Area	3		3		3
CORE	ASIU	Common Core	3		3		6
FRESHMAN TOTAL FALL TERM CREDITS			16		16		27

FRESHMAN (SPRING)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
ACWR 106	Academic Writing for Science & Technology	Common Core	3		3	ACWR 101	6
NURS 102	Functional Anatomy for Healthcare Professionals	Required Area		6	3		3
CHEM 100	General Chemistry For Health Sciences	Required Area	3		3		6
CORE	ECSA	Common Core	3		3		6
CORE	HUMS	Common Core	3		3		6
	ELECTIVE	General Elective	3		3		6
FRESHMAN TOTAL SPRING TERM CREDITS			15	6	18		33

SOPHOMORE (FALL)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
NURS 201**	Health Assessment	Required Area	2	2	3		5
NURS 203**	Fundamentals of Nursing	Required Area	3		3		4
NURS 205**	Nursing Practice: Health Assessment and Fundamentals of Nursing (TR)	Required Area		8	4		10
NURS 207	Therapeutic Communication	Required Area	2	2	3		5
HIST 300	History of Modern Turkey	Common Core	4		4		6
SOPHOMORE TOTAL FALL TERM CREDITS			11	12	17		30

** In case those courses are taken for the first time, they will be taken together. If the student fails, he/she repeats them in the following terms.

SOPHOMORE (SPRING)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
NURS 202	Mechanisms of Disease	Required Area	2	2	3		3
NURS 204**	Internal Medicine Nursing	Required Area	3		3		3
NURS 206**	Surgical Nursing	Required Area	3		3		3
NURS 208**	Nursing Practice: Medical and Surgical Nursing (TR)	Required Area		8	4	NURS 205/ consent of the instructor	9
CORE	SOCS	Common Core	3		3		6
	ELECTIVE	General Elective	3		3		6
SOPHOMORE TOTAL SPRING TERM CREDITS			14	10	19		30
NURS210	Summer Practice (TR)	Required Area		12	4	NURS 205 NURS 208/ consent of the instructor	16

** In case those courses are taken for the first time, they will be taken together. If the student fails, he/she repeats them in the following terms.

JUNIOR (FALL)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
NURS 301**	Women's Health Nursing	Required Area	3		3		3
NURS 303**	Child Health Nursing	Required Area	3		3		3
NURS 305**	Nursing Practice: Women and Child Health Nursing (TR)	Required Area		8	4	NURS 205/ consent of the instructor	9
MATH 202	Statistics for Social Sciences	Required Area	3		3		6
	ELECTIVE	Area Elective	3		3		3
	ELECTIVE	General Elective	3		3		6
JUNIOR TOTAL FALL TERM CREDITS			15	8	19		30

** In case those courses are taken for the first time, they will be taken together. If the student fails, he/she repeats them in the following terms.

JUNIOR (SPRING)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
NURS 302**	Nursing in Health Protection and Promotion	Required Area	3		3		3
NURS 304**	Mental Health and Psychiatric Nursing	Required Area	3		3		3
NURS 306**	Nursing Practice: Community Health and Mental Health Nursing (TR)	Required Area		8	4	NURS 205/ consent of the instructor	9
NURS 308	Nursing Research (TR)	Required Area	2	2	3	MATH 202/ consent of the instructor	6
	ELECTIVE	Area Elective	3		3		3
	ELECTIVE	General Elective	3		3		6
JUNIOR TOTAL SPRING TERM CREDITS			14	10	19		30
NURS 310	Summer Practice (TR)	Required Area		9	3	NURS 305/ consent of the instructor	12
NURS 312	Summer Practice (TR)	Required Area		9	3	NURS 306/ consent of the instructor	12

** In case those courses are taken for the first time, they will be taken together. If the student fails, he/she repeats them in the following terms.

SENIOR (FALL)

Course Code	Course Name	Type	T	P	C	Prerequisites	ECTS
NURS 401	Management in Health Services	Required Area	2	2	3		5
NURS 403	Ethics in Healthcare Services	Required Area	3		3		4
NURS 490	Project I (TR)	Required Area		3	1.5		6
	ELECTIVE	General Elective	3		3		6
	ELECTIVE	Area Elective	3		3		3
	ELECTIVE	Area Elective	3		3		3
SENIOR TOTAL FALL TERM CREDITS			14	5	16.5		27

SENIOR (SPRING)

Course Code	Course Name	Type	T	P	C	Prerequisites	
NURS 402	Internship (TR)	Required Area		24	6	NURS 210 NURS 310 NURS 312/ consent of the instructor	12
NURS 491	Project II (TR)	Required Area		3	1.5	NURS 490/ consent of the instructor	6
	ELECTIVE	Area Elective	3		3		3
	ELECTIVE	General Elective	3		3		6
	ELECTIVE	General Elective	3		3		6
SENIOR TOTAL FALL SPRING CREDITS			9	27	16.5		33

* 2 hours of Fall and Spring Term Practice, 3 hours of Summer Practice and 4 hours of Internship are calculated as 1 credit.

**Double major and minor program students can take general electives by the decision of the Faculty Executive Council.

Total Number of Courses	49
Total Credits	151
Total ECTS	280
Total Common Core Courses	9
Total Required Area Courses	28
Total Electives	12 (General 7 - Area 5)

Selected Core Areas: HUMS, SOCS, ASIU, ECSA

GRADING/EVALUATION SYSTEM

For the theoretical and practical courses; the required exams and evaluations stated in the syllabuses are carried out according to the academic calendar. Final grades resulting from these evaluations are posted in KUSIS by the course instructor. Transcript, student certificate, etc. are processed by the Registrar's and Student Affairs Directorate.

In addition to your theoretical lectures, your laboratory hands-on trainings are carried out by the course instructor(s). **Skills Checklists** forms are used as an evaluation criterion.

Further information on student code of conduct that is required to be followed during laboratory and clinical practice, can be found in "Koç University School of Nursing Laboratory and Clinical Practice Procedure". The procedure can be found at the end of this handbook and on the website of School of Nursing. You can reach Skills Checklist Booklet on Google Drive <http://bit.ly/KUSONstudents>.

KUSON STUDENT PORTFOLIO

The portfolio has been created to monitor the progress of each student in the undergraduate nursing program. The portfolio aims to follow and encourage student professional development throughout their education. It is also used to contribute program improvement. The portfolio covers five main areas, including self-assessment, clinical efficacy/ experience, scholarly efficacy, social services efficacy, and career plan determined by the faculty to monitor each student's progress in the undergraduate nursing program. It also aims to give feedback to each student for their personal and professional development and create new and innovative ideas throughout the nursing program. Students start to prepare portfolios in the first semester of the freshman year. Students can receive consultancy from their advisors while creating their portfolios. Students meet at the end of each semester with their academic advisor to discuss the content of their portfolio. Advisor gives feedback to students about the content of portfolio and how to develop the content of the portfolio. What is expected from a nursing student in the portfolio is listed below. Please see the form No: 25 **The Portfolio Evaluation Form** at the end of this document.

COMPREHENSIVE EXIT EXAM

Koç University School of Nursing Comprehensive Exit Exam -KUSON- CEE

Comprehensive Exit Exam (CEE) is designed to determine whether a student is ready for graduation to have a successful work life as a nurse. This exam evaluates knowledge, skills and competency of the students based on the end of the program outcomes of the curriculum. The results of the CEE exam are used by the school to identify strengths and weaknesses of the program for the purpose of the improvement. Students also use the results to evaluate their strengths and weaknesses before graduation. Ultimate goal of this exam is to evaluate the level of achievement of the undergraduate nursing program outcomes at Koç University School of Nursing.

Content of the CEE

The CEE consists of 100 questions. The CEE questions are focused on knowledge, comprehension, application, analysis, synthesis, and evaluation level of learning. The question format is multiple choice and include theoretical, practical and laboratory courses that students take during the nursing program.

Comprehensive Exit Exam Policy

KUSON administers the CEE at the last semester of the nursing program and the date of the CEE is announced at the beginning of the academic year. The student is expected to get at least 75 points to be successful in the exam. Students who are not successful in meeting this minimum standard on the exit exam in their first-time attempt will be allowed to have a second opportunity to retake CEE before graduation. The exam will not affect the student's graduation score (GPA) and students are allowed to take the exam until they pass the exam.

GRADUATION

Students who complete the courses in the Nursing Program within the legal period and whose GPA is at least 2.00 are eligible to earn a Bachelor's Degree. Students whose GPA is below 2.00 cannot graduate from the program. Detailed information about graduation can be found in Koç University Regulation for Undergraduate and Associate Degree Teaching and Learning.

KOÇ UNIVERSITY SCHOOL OF NURSING PROCEDURES

Apart from the procedures and regulations prepared for Koç University students, during your laboratory and clinical practice, you are required to comply with the directives of “**Koç University School of Nursing Clinical and Laboratory Practice Procedure**”. The procedure can be found at the end of this handbook and on the web site of School of Nursing.

OCCUPATIONAL HEALTH AND SAFETY

SAFETY

As students of School of Nursing, you should take Occupational Health and Safety Training in order to protect yourself against accidents that you may encounter in practice and to learn the correct interventions in case of an accident.

These trainings are usually held every two years at the beginning of the academic year, in cooperation with Koç University Occupational Health and Safety Unit and School of Nursing. Training notifications are done by the School of Nursing. Refresher Trainings are also organized at the beginning of each term.

VACCINES

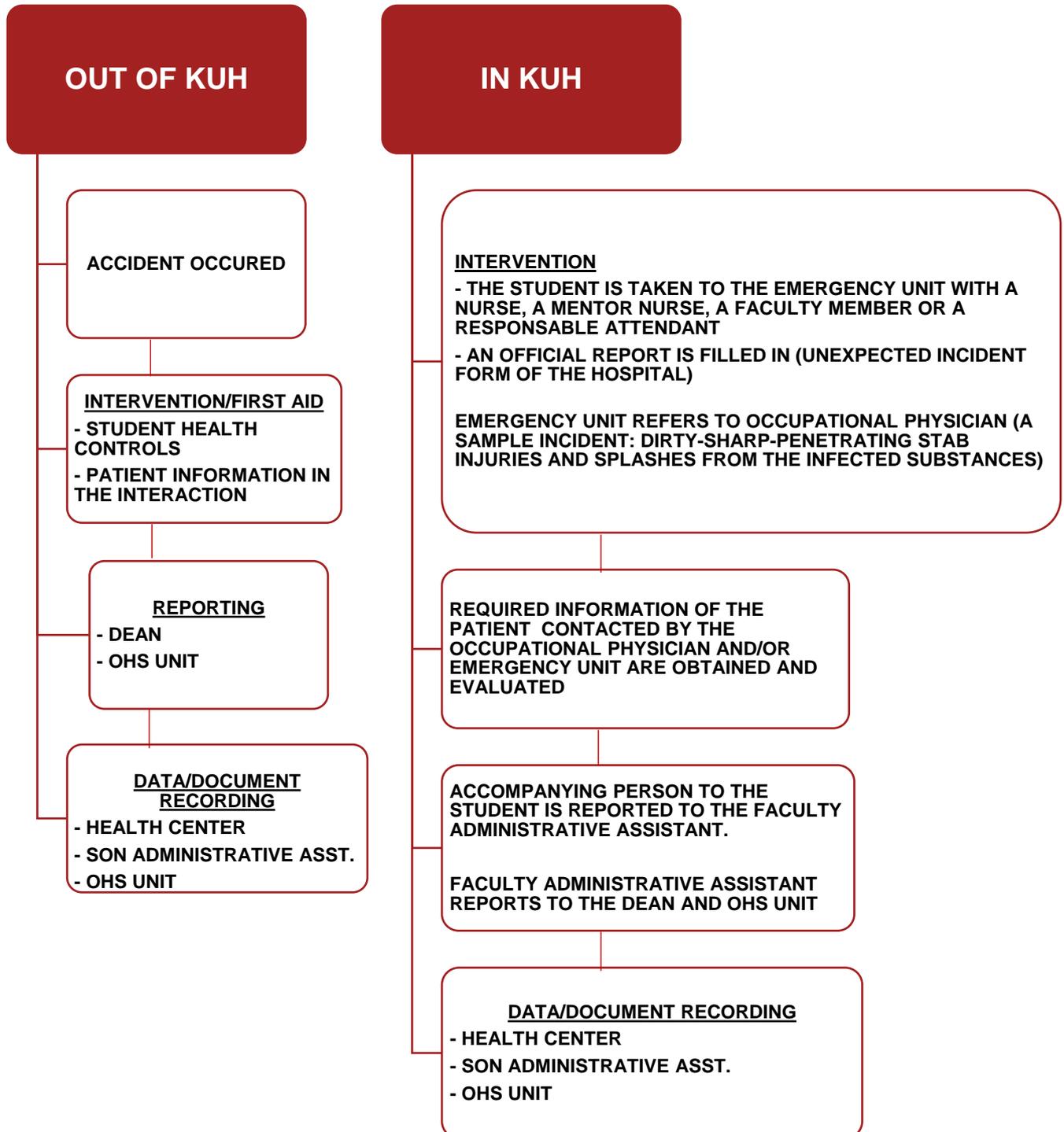
As the students of School of Nursing, you must complete your Hepatitis-B and tetanus vaccines within the scope of Occupational Health and Safety regulations, before you start your clinical and laboratory applications. The student is responsible to complete and prove the completion of their vaccination and immunization process before starting the clinical and laboratory courses.

PRACTICAL CONSIDERATIONS AND ACCIDENT PROCEDURE

During your clinical and laboratory applications, to examine the infographics created by Koç University Occupational Health and Safety Unit regarding the precautions and the interventions to be taken in case of encountering dirty-sharp-penetrating stab injuries and splashes from the substances; to use the equipment like glasses, gloves, etc.; being trained before using any machine/medical equipment you have not used before, will protect yourself against possible accidents and provide you with the right intervention in case of an accident.

Read the operating instructions for the related equipment (Figure 2-Dirty-Sharp-Penetrating Stab Injuries and Splashes from the Substances). Your safety is important to us and we ask you to read this information carefully so that you can make your own security a priority. The procedure that should be followed if you encounter any accidents in laboratory and clinical applications is given below. (Figure 1- Occupational Accident Procedure for Students of School of Nursing).

Figure 1 - Occupational Accident Procedure for Students of School of Nursing



OCCUPATIONAL HEALTH AND SAFETY



DIRTY, SHARP, PENETRATING STAB INJURIES AND SPLASHES FROM SUBSTANCES



Employees who offer health care services can be exposed to various occupational risks. Dirty, sharp, penetrating stab injuries and splashes from substances are the leading biological risk factors for health care providers.

NEEDLESTICK INJURIES

Needle stick injuries are wounds caused by needles that accidentally puncture the skin and/or subsurface skin during medical interventions. They constitute one of the most frequent injury types encountered by health care providers. They have the potential to be fatal due to virus infection.

ATTENTION!

According to statistics, 35 million healthcare providers across the world encounter 2 million needle stick injuries that may result in Hepatitis B and C and HIV every year.



WHERE?

- With inpatients, outpatients, in internal and surgical wards
 - Operating rooms
 - Intensive care units
 - Emergency services
 - Intervention rooms
 - Laboratories
- Laundrettes, waste repositories

FACTORS

Needles

- Sharp-edged intravenous injection objects
- Lancets
- Scalpels
- Broken glass pieces that belong to pipettes or ampoules



WHEN?

- Due to bumping
- While manipulating the needle on the patient
- While penetrating into the vein
- While processing/transferring substances
- While injecting
- While carrying/about to discard/discarding the object
- While cleaning



ATTENTION!

Needles should not be closed off after using.

PRECAUTIONS

- The use of needle/sharp objects should be reduced.
- Safer objects should be preferred.
- Right preparation, application and disposal methods should be used.

AFTER INJURY

The wound should be washed with soap or water without scrubbing. Afterwards, antiseptic should be applied onto the wound.



ATTENTION!

The wound should not be squeezed, bled or sucked.

ATTENTION!

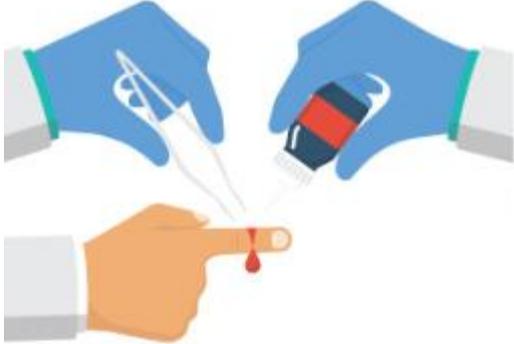
Make sure that the opening date is written on the bin and 48 hours have not passed since the opening. Otherwise, inform the department head regarding this.

Attention should be paid regarding yellow medical disposal bins as follows:



- The bin should be changed when $\frac{3}{4}$ of it is full.
- Needle tips, scalpels, 5 cc and smaller vials, and ampoules should be thrown into the bins. Needle tips and catheter needles, in particular, should be discarded in such a way that needle tips face downwards.
- It should be ensured that materials settle by shaking the bin.
- It should be ensured that materials get into the disposal bin properly.

INFECTED SPLASHES FROM SUBSTANCES



During medical penetration, blood or body fluids that contain blood come into contact with the skin, mucosa or open wounds.



If they touch eyes, eyes should be washed well with water and physiological saline solution.

ATTENTION!

Water or disinfectants should not be used. Contact lenses should not be tried to be taken off.

AFTER INCIDENTS INVOLVING DIRTY, SHARP, PENETRATING STAB INJURIES AND SPLASHES FROM SUBSTANCES



ATTENTION!

Dirty, sharp, penetrating stab injuries and splashes from substances that are experienced while working or during internships can be included in the scope of occupational accidents as stated in the law. Such situations should be reported to your faculty and isg@ku.edu.tr immediately.

- The Workplace Physician should be informed.
- In situations that developed at night or on the weekend or that need immediate intervention, emergency services should be consulted.
- “Dirty, Sharp, Penetrating Stab Injuries and Splashes from Substances” form number 2.ST.6000.104 should be filled out and official proceedings should be started.
- The necessary investigation is carried out after the injury, the missing vaccination of the person is completed, and the information is provided regarding the follow-up.

KOÇ UNIVERSITY SCHOOL OF NURSING HEALTH SERVICES

Health Services for Students

There is a Health Center at Koç University Rumelifeneri Campus. Koç University Health Center is in a two-storey building in the dormitories area. The Health Center organizes the necessary examinations of the students who apply to the center due to their health problems all year round, arranges their treatment or directs them to the appropriate health institution for further examination and treatment.

The Health Center has ambulance equipment and health personnel who have the capacity to intervene at the scene. The emergency number for the Health Center is 1100. (0212 3381100).

In Health Sciences Campus (HSC) at Topkapi, you can receive health services from the occupational physician or the related clinics and polyclinics at Koç University Hospital within the scope of the general health insurance.

Health Reports

In HSC, you need to use internal mail processes to deliver your health reports to the Health Center in Rumelifeneri Campus. As soon as you get your health report, you should either take a photo of or scan it and send it to healthcenter@ku.edu.tr via e-mail.

The original report must be forwarded to the Health Center within 10 (ten) working days after the end of the report period. You can get support from the Faculty Administrative Assistant on internal mail processes.

Psychological Guidance Center /Is Something Bothering You?

A clinical psychologist from the Koç University Counseling Service (KURES) affiliated to the Dean of Students is in the Health Sciences Campus and serves with an appointment system. You can obtain clinical psychologist's information from your academic advisor or Faculty Administrative Assistant or you can ask for help to get in touch with her. In order to get support from KURES, which provides psychological counseling services at Rumelifeneri and Health Sciences Campus; just send a short e-mail to kures@ku.edu.tr indicating your name, surname, department and request.

INFORMATION TECHNOLOGIES AT KOÇ UNIVERSITY HEALTH SCIENCES CAMPUS

Since access card readers are in practice across the Health Sciences Campus, you should apply to Koç University Hospital Human Resources Department with your ID card and ask them to introduce it for the related sections of School of Nursing. Information is communicated in advance.

In addition to your Koç University account, another account should be opened and authorized by Koç University Hospital Information Technologies Department in order to use your computers in the Health Sciences Campus. You must complete this process before you start your classes in HSC.

The user name and password required to use the computers, printers and internet services in HSC are communicated to your mobile phone via message. You must not lose password and change it after your first login. When you encounter a problem, you can send an e-mail to KUH call center at vkvsk@service-now.com.

Koç University School of Nursing has been the first and only internationally accredited school of nursing in Turkey that its undergraduate nursing program is accredited by **Accreditation Commission for Education in Nursing (ACEN)** in fall 2016.

Accreditation Commission for Education in Nursing

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Email: info@acenursing.org

<http://www.acenursing.org/>

Appendix 1 - Koç University School of Nursing Laboratory and Clinical Practice Regulations

LEGAL BASIS

Article 1. This regulation has been prepared on the basis of the Koç University Undergraduate and Associate Degree Education and Teaching Regulations which were renewed on 27.03.2017.

PURPOSE AND SCOPE

Article 2. The purpose of these regulations is to specify the basic rules, principles, and methods that students will follow during all laboratory and clinical practice in the undergraduate courses of the Koç University School of Nursing program.

Article 3. A student of Koç University School of Nursing will conduct all laboratory and clinical practice according to the provisions of these regulations.

Article 4. A student will perform all required laboratory and clinical practice in accordance with the School of Nursing courses within the scope of the education and teaching programs.

DEFINITIONS

Article 5. The definitions of some terms mentioned in the regulatory are given below.

Executive Council of the School: The Executive Council of Koç University School of Nursing.

Faculty: The faculty member responsible for the course.

Mentor Nurse: A nurse which facilitates a student's learning in the clinical practice area, supports professional development, and successfully completes a training program that meets the standards.

Practice Area: Any healthcare institution for prevention, treatment, and rehabilitation as well as any home, school, and workplace where students will be able to transform their professional knowledge into skills.

Clinical Practice: Practice concerning the following courses: (NURS 205) Nursing Practice: Health Assessment and Fundamentals of Nursing; (NURS 208) Nursing Practice: Medical and Surgical Nursing; (NURS 305) Nursing Practice: Women's and Children's Health Nursing; (NURS 306) Nursing Practice: Community Health and Mental Health Nursing; (NURS 210) Summer Practice; (NURS 310) Nursing Research; (NURS 312) Summer Practice; (NURS 401) Management in Health Services; (NURS 402) Internship.

Laboratory Practice: Practice in skill and simulation laboratories concerning the following courses: (NURS 102) Functional Anatomy for Healthcare Professionals; (NURS 201) Health Assessment; (NURS 202) Mechanisms of Disease; (NURS 205) Nursing Practice: Health Assessment and Fundamentals of Nursing; (NURS 207) Therapeutic Communication; (NURS 208) Nursing Practice: Medical and Surgical Nursing; (NURS 305) Nursing Practice: Women's and

Children's Health Nursing; (NURS 306) Nursing Practice: Community Health and Mental Health Nursing.

Early Warning Form: A form used to inform the students who are at risk of not achieving sufficient academic criteria and to support the completion of their academic development.

Academic Advisor: The faculty member assigned to the student by Koç University.

Invasive Processing: Applications that disturb a patient's skin integrity (intravenous opening, intramuscular injection, etc.) or are made by entering the patient's body cavities (nasogastric tube, urinary catheter insertion, etc.).

Laboratory and Clinical Practice Rules

Article 6. General Rules

A student must:

- a) Meet all prerequisites for laboratory and/or clinical practice courses. In the decisions to be taken regarding the prerequisites, Article 11, Paragraph 5 of the Koç University Undergraduate and Associate Degree Education and Teaching Regulations is valid.
- b) Abide by the “**Koç University School of Nursing Laboratory and Clinical Practice Regulations.**”
- c) Sign the “**Koç University School of Nursing Code of Professional Conduct Rules Form for Clinical Practice**” and the “**Koç University School of Nursing Code of Conduct Contract for Laboratory Practice**” before the clinical practice begins.
- d) Prepare any relevant documents (identity card, vaccination certificate, occupational health and safety training certificate, etc.) and present them to the requesting institution before the clinical practice begins.
- e) Perform the laboratory and clinical practice within the dates and hours announced by the instructors.
- f) Act according to the policies, procedures, and instructions of the institution.
- g) Conform to the dress code (cap, gown, mask, etc.) required in the practice area in accordance with the conditions specified in Article 12.
- h) Make any preliminary preparations in the knowledge and skills required for laboratory and clinical practice as requested by the faculty/mentor nurse.
- i) Have his/her own personal equipment (skills checklist, stethoscope, light pen, pen, notepad, etc.) and resources (books, articles, etc.) as requested by the faculty.

- j) Establish and maintain professional communication with instructors, colleagues, health team members, patients, and patients' relatives in the laboratory and clinical practice areas.
- k) Perform all laboratory and clinical practice tasks requested by the faculty/mentor nurse in full and in a timely manner.
- l) Not perform any invasive procedure without the full permission of the faculty/mentor nurse in the clinical practice areas.
- m) Inform the faculty of any accident during laboratory and clinical practice and fill out the "Koç University Accident and Occupational Disease Reporting and Investigation Record Form" with the faculty.
- n) Not enter the laboratory with any food and beverage.
- o) Keep cell phones turned off or on silent mode in laboratory and clinical practice areas.
- p) Not take any photos nor make, publish, or share any audio and video recordings without permission in the laboratory and clinical practice areas. Students must not violate the confidentiality of any data related to the institution where the clinical practice is conducted or any data related to the institution's staff, patients and patients' relatives.
- q) Not leave the laboratory and clinical practice area without the permission of the faculty/mentor nurse and must not change nor abandon the practice location at any time.
- r) Provide any clinical- and laboratory-related forms, reports, or assignments required by the faculty on time. Whether or not any late work is accepted depends on the decision of the faculty.
- s) In case of health problems, students must deliver an original health report in person or submit a scanned copy by e-mail to the Koç University Health Center (healthcenter@ku.edu.tr) during business hours no later than the 5 (five) business days after its expiration date . The original documents submitted electronically must be delivered to the Health Center within 10 (ten) business days after its expiration date. Acceptance of a health report is based on the "Koç University Student Health Report Application Regulation."

Article 7. Cheating

The principles specified in Article 24 of the Koç University Undergraduate and Associate Degree Education and Teaching Regulations shall apply when it is determined that a student has cheated or copied another student's work or attempted to cheat or copy another student's work in the laboratory or clinical practice courses.

Article 8. Compulsory Attendance

A student in laboratory and clinical practice courses must:

- a) Participate in any and all practice activities on the specified days and hours.

- b) Make a plan with the relevant faculty member and comply with it in order to follow up and make up any missing practice tasks.
- c) Present a valid reason in case of absences that total up to 15% of the total practice time of the relevant course; the absence(s) may be made up on a day and time determined by the faculty. In case of the absences exceeding 15%, a final decision on the student's status will be given by the School of Nursing Executive Council.

Article 9. Use of Tools and Equipment in Laboratory and Clinical Practice Areas.

A student must:

- a) Use all tools and equipment in a careful manner.
- b) Return all tools and equipment taken from the laboratory to the clinical area (stethoscopes, protective goggles, training mannequins, etc.) back to the on-site laboratory specialist whole, clean, and complete.
- c) Pay for any damage to or loss of tools and equipment.
- d) Leave the laboratory clean and tidy after the practice.

Article 10. Evaluation

- a) The assessment of laboratory and clinical practice will be conducted as described in the curriculum.
- b) When it is determined that a student has not achieved the learning objectives specified in the laboratory and clinical practice courses, the student will be given an "Early Warning Form" by the course instructor no later than half way through the total clinical practice period, and the student's academic advisor will be informed.

Article 11. Transportation

A student must:

- a) Abide by the routes and timetables that are planned by the relevant administrative unit of all service vehicles used for transportation to and from the clinical practice sites.
- b) Inform the administrative staff in advance when he/she plans to come to the clinical practice site by his/her own means.

Article 12. Uniform Dress Code in Laboratory and Clinical Practice Sites

During *clinical practice*, a student must:

- a) Abide by the uniform dress code set by the School of Nursing.
- b) Wear his/her student ID card in a visible manner.
- c) Wear white coats in clinical sites such as family health centers, schools, and home visits.

During *laboratory practice*, a student must:

- a) Wear white coats in the skills laboratory practice areas.
- b) Wear nursing uniforms in the simulation laboratory practice areas.

Enforcement

A student who fails to comply with the required behaviors in the laboratory and clinical practice as specified in these regulations may face failure and/or disciplinary action.

Validity

These regulations took effect on the date of its adoption by the Koç University Academic Council on 01.10.2018.

Execution

These regulations are executed by the Dean of Koç University School of Nursing.

The portfolio has been created to monitor the progress of each student in the undergraduate nursing program. Students are expected to develop a portfolio starting from the first year and update it regularly. What is expected from a nursing student in the portfolio is listed below. Students can receive consultancy from their advisors while creating their portfolios. At the end of each year the portfolios will be evaluated by the students' advisors, and feedback will be given.

Scope	Expectations	Submitted	Unsubmitted
Self-assessment	Evaluate your own developments/progress considering the program outcomes.		
Clinical efficacy/ experience	Get reference letters from the nurses in the clinics you work during your internship practice (end of the last internship for each year).		
Scholarly efficacy	Write a reflection about the contributions of scientific activity (congress / workshop / symposium) you attended and upload/put a certificate of attendance. Write a reflection about the project / research you took part in, your role in the research and its contribution to you.		
Social Services efficacy	Write down your role in the social projects / activities you participated in, their contributions to you and put your document.		

	Write a report containing your role and contribution to you in the student commissions / clubs you attend and submit your document.		
Career plan	Write a report about your individual goals and postgraduate career plans.		

Explanations

Content
Evaluate your own progress according to the program outcomes: You are expected to write a reflection of the 12-pt font in word format, with a maximum of 2 pages, which includes the areas you had developments, the areas that you need to develop starting from the first year to the last year for each of the six program outcomes of the school of nursing.
Write the strengths and weaknesses of the curriculum for the program outcomes: You are expected to write an evaluation report for each of the six program outcomes of the school, starting from the first year to the last year, all the theoretical and practical courses in the curriculum. This report should include the positive contributions to the development of the program outcomes and the areas that need improvement. The report will be maximum 2 pages, the 12-pt font in word format.
Get a reference letter from the nurses in the clinics you worked in as an intern: You are expected to receive a reference letter from the mentor nurses in the clinics you worked with or other nurses working in the clinic.

Write the contributions of scientific activity (congress/workshop/symposium) you attended and provide a certificate of attendance: You are expected to write a paper on contributions of a scientific activity you participated in on your development starting from the first year and provide a certificate of attendance.

Write a report that includes your role in the social projects/research and researches you are involved in: You are expected to write a report that includes the name of the project you are carrying out individually or as a group from the first year, its purpose, results and your role in this project and its contributions to you.

Advisor Evaluation

Content	Satisfactory	Unsatisfactory
<p>Evaluate your own progress according to program outcomes. Feedback:</p>		
<p>Write the strengths and weaknesses of the curriculum program according to program outcomes. Feedback:</p>		
<p>Get reference letters from the nurses in the clinics you work during practice Feedback:</p>		

Write the contributions of a scientific activity you participated in and put a certificate of participation. Feedback:		
Write a report about projects you attended and your role in social projects/research Feedback:		

NOTES: