

	KOÇ UNIVERSITY SCHOOL OF MEDICINE DIRECTIVE CONCERNING INTERN EDUCATION AND WORK	Effective Date: August 11 th 2017
		Date of Update 09.07.2019
		Pages: 4

KOÇ UNIVERSITY SCHOOL OF MEDICINE DIRECTIVE CONCERNING INTERN EDUCATION AND WORK

SECTION ONE

Definition, Purpose, Basis, and Scope

DEFINITION

Article 1. Students who have successfully completed the first five years of their education at Koç University School of Medicine (KUSM) and earned the right to continue onto the sixth year, and who are candidates for the title of medical doctor to provide first grade medical services are defined as “intern doctor.”

PURPOSE

Article 2. This directive regulates the duties and principles of the intern doctors who are continuing their education in the sixth year of KUSM so they can develop the knowledge, skills, attitudes and behavior they have gained during the first five years, in the department where they work, under the responsibility of the student specialists, specialists, or faculty members, and so that they can attain the level to provide first grade medical services; this directive also regulates the duties and principles of the relevant departments.

BASIS

Article 3. This directive has been prepared based on the principles of KUSM’s original educational program, the examination regulation, and the National Core Curriculum (UÇEP).

COVERAGE

Article 4. This directive covers final year students defined as “intern doctors,” and related departments, department / block / year coordinators, and the office of the dean of the school of medicine, as well as the responsibilities of these entities towards each other.

SECTION TWO

Duration and Working Fields

Article 5. At KUSM, the education and work phase of intern doctors takes place during the sixth year over twelve uninterrupted months. The table below specifies their work fields and the durations. The office of dean of the School of Medicine shall determine the location of external institutions, which could be universities, institutes, education and research hospitals, and similar establishments in Turkey and abroad, and the durations can be changed when deemed appropriate.

Blocks	Duration	Location
IMED 600 (Internal Medicine)	8 Weeks	KUH
EMED 600 (Emergency Medicine)	4 Weeks	KUH
PEDI 600 (Pediatrics)	8 Weeks	KUH

SURG 600 (General Surgery)	4 Weeks	KUH
PUBC 600 (Public Health)	8 Weeks	KUH / External Institution
OBGY 600 (Gynecology and Obstetrics)	4 Weeks	KUH / External Institution
MIND 600 (Psychiatry)	4 Weeks	KUH / External Institution
MELC 601 (Elective)	4 Weeks	KUH / External Institution
MELC 602 (Elective)	4 Weeks	KUH / External Institution
MELC 603 (Elective)	4 Weeks	KUH / External Institution

SECTION THREE

Duration of Work and Principles

Article 6. Intern doctors are required to comply with the working principles and working hours of the department where they work, or those of the institution where they work electively. Outside of general working hours, these durations may be exceeded for the benefit of a patient or depending on the quality and necessity of health services.

Article 7. In their department, intern doctors are required to work in the polyclinic, the emergency room, the operation room, the intensive care unit, the laboratory, and in the field in collaboration with medical specialization students if there are any, and with specialists and/or with the faculty members if there are none. In the KUSM sixth year e-logbooks, they are required to fulfill their information and skill acquisition duties determined for that department, and any additional work undertaken under the responsibility of the persons mentioned above.

Article 8. Intern doctors shall work shifts which their department deems suitable, if such an arrangement exists. These shall not exceed one shift every three days, and nine shifts per month. The office of dean of the School of Medicine and the Hospital Chief Physician are responsible for ensuring that shifts in their workplaces are conducted in the most effective fashion, and under the most ideal conditions.

Article 9. Shifts cannot be changed without valid excuse and outside of unavoidable circumstances. When such a necessity emerges, the block coordinator should be notified, and their approval must be secured. Intern doctors working in different blocks cannot take over each other's shifts. The arrangement and monitoring of shift timetables is the responsibility of the block coordinator of the workplace.

Article 10. In national or international institutions where elective work is conducted, the working conditions and the principles of those institutions shall be in effect. However, in situations where working conditions fall outside of acceptable limits, the elective block and/or year coordinators shall be quickly notified.

Article 11. It is the responsibility of intern doctors to ensure that work completed during elective internships is transferred with the approval of the supervisors there, with the suitable documents in the e-logbook and before the deadline.

Article 12. Intern doctors are required to wear appropriate white coats, uniforms, to have an appearance befitting a KUSM employee, and they must always carry their identification cards. On hospital grounds, their identification cards should be carried in always visible fashion.

Article 13. Intern doctors shall be knowledgeable about the rights of patients and patient relatives, shall respect these, and they shall adopt the principle of honoring patient confidentiality.

Article 14. Intern doctors are expected to assume responsibility in making all possible contribution to ensure that KUSM health services continue to be delivered in excellence.

Article 15. They are required to work in harmony with the specialization student/specialist or faculty member they report to and shall fulfill duties assigned to them, and they shall receive the same course of conduct from them. In addition, they shall strive to establish the same harmony with the support health personnel they work with, and they shall act in conformity with professional ethics.

Article 16. At the beginning of each working period, block coordinators are required to introduce the intern doctors to the department staff, to delimit duties, and to ensure the hierarchy in relationships.

Article 17. If intern doctors miss, without valid excuse, more than 10% of the mandatory education in the departments where they work, the block coordinator and the year coordinator can make a proposal to the office of the dean of the school of medicine for the repetition of the block.

SECTION FOUR

Education

Article 18. Intern doctors are required to attend education meetings for the block where they work. They may attend activities such as national or international congress or symposia to present studies they have conducted if any, as long as block coordinators are informed.

Article 19. During case discussions in their workplace, they are required to present processes concerning patients they are responsible for, from the patient admission stage to discharge.

Article 20. It is essential that intern doctors be provided with necessary convenience concerning the scientific work and the research activities they are pursuing.

SECTION FIVE

The Duties of the Block Coordinator

Article 21. Block coordinators are responsible for determining which supervisors the intern doctors shall work with; for inspecting the quality of the skills to be achieved on the KUSM e-logbook and that of the education that must be provided; establishing relationships with supervisors concerning first contact with patients in the polyclinics and the emergency room, and the taking of medical histories to discussing treatment options; ensuring the preparation of work and shift timetables; checking that e-logbooks are filled in on time and in realistic fashion, and approving these at the end of the internship and forwarding these to the year coordinator.

Article 22. At the beginning of the program and whenever they deem it necessary, block coordinators shall hold meetings with intern doctors, and shall meticulously evaluate student feedback in the e-logbooks, and additionally they shall ensure that the block in question is conducted according to the original education goals of the KUSM graduates including **UÇEP**.

Article 23. They are responsible for encouraging and checking on supervisors, to the extent possible, so that intern doctors have more responsibilities during first encounters with patients and during monitoring/treatment.

SECTION SIX

The Duties of the Year Coordinator

Article 24. Year coordinators are responsible for working in coordination with block coordinators, and for quickly evaluating the e-logbooks approved by them.

Article 25. They are responsible for ensuring the meeting of SOMAC and ACCES members with intern doctors at the beginning, in middle, and at the end of the year for the collection of data concerning their expectations and evaluations, and to ensure that these are sent to the office of the

dean. They are required to discuss problems concerning the issue with the department head and with the office of the chief physician.

Article 26. They are responsible for submitting to the office of the dean, the result of these evaluations through a report, at the end of the academic year.

Article 27. The year coordinators are responsible for meeting with the officials of external centers where work is conducted, for making visits on behalf of KUSM, and for inspecting that programs are being conducted according to their purpose.

Article 28. The year coordinators are required to discuss with intern doctors the issue of conducting elective internships in national or international centers, and to establish coordination with the office of the dean.

Article 29. The year coordinators are responsible for providing support, and to act in coordination with the office of the dean of the School of Medicine and with the Hospital administration concerning the preparation of the graduation ceremony of the intern doctors.

SECTION SEVEN

Submission of E-logbooks

Article 30. Intern doctors are required complete their e-logbooks in full, and submit these through the system available in <https://som.ku.edu.tr/elogbook/Account/Login>, 7 days after the last day of their internship. For internships conducted outside of the institution, this deadline is 7 days after the final day of the internship. Before the deadline, Block Coordinators should be notified of delays originating with the other institution. Interns who do not submit their E-logbooks on time shall receive a failing grade (F) and shall be required to repeat the internship.

SECTION EIGHT

Situations for which There Are no Provisions in the Directive

Article 31. For situations for which there are no provisions in the directive, the provisions of Koç University and School of Medicine Regulations Concerning Undergraduate Education and Examination and School Board decision shall be valid.

SECTION NINE

Sundry and Final Provisions

Validity

Article 32. This directive shall be in effect following its approval by the Koç University School of Medicine Executive Board.

Execution

Article 33. The provisions of this directive shall be executed by the Dean of Koç University School of Medicine.