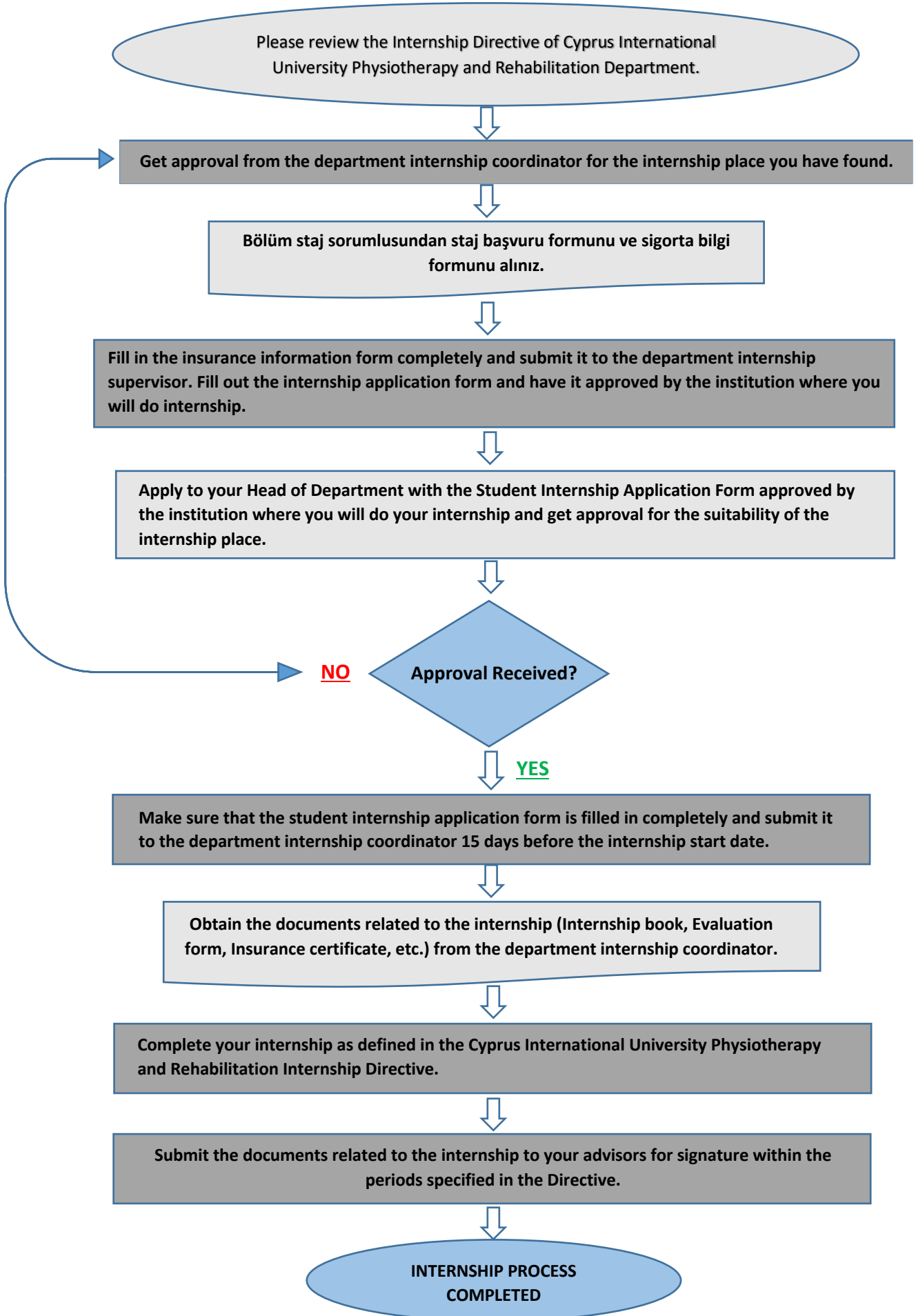


**CYPRUS INTERNATIONAL UNIVERSITY FACULTY OF HEALTH SCIENCES
PHYSIOTHERAPY AND REHABILITATION DEPARTMENT INTERNSHIP WORK FLOW CHART**



**CYPRUS INTERNATIONAL UNIVERSITY FACULTY OF HEALTH SCIENCES
PHYSIOTHERAPY AND REHABILITATION DEPARTMENT INTERNSHIP INSTRUCTION**

(Prepared with the decision of the Physiotherapy and Rehabilitation Department Board dated 12.10.2017
and numbered 2017-11/3)

PART ONE

Purpose, Scope, Basis and Definitions

PURPOSE, SCOPE, BASIS AND DEFINITIONS

ARTICLE 1- (1) This instruction regulates the procedures and principles regarding the planning, implementation, supervision and evaluation of the basic principles of the internship that Cyprus International University, Faculty of Health Sciences, Department of Physiotherapy and Rehabilitation students are obliged to do in order to reinforce the theoretical knowledge and experience they have gained during their education and training, to improve the skills they have acquired in laboratory and practical applications, to ensure that they recognise their personal responsibilities, business relations, production process in the workplace and new technologies and practices as part of the organisation in the workplace where they will work.

(2) The principles to be applied in the organization and execution of Clinical Summer Internships held at the end of the fourth and sixth semesters in the curriculum and in the Clinical Study I and Clinical Study II courses in the senior year are specified.

ARTICLE 2- (1) Internships consists; 2nd Class 4th semester compulsory PTRE200 Summer Internship-I, 3rd Class 6th semester compulsory PTRE300 Summer Internship-II and the senior year PTRE401 Clinical Practice-I and PTRE402 Clinical Practice-II courses.

ARTICLE 3- (1) This instruction; it has been prepared in accordance with the provisions of the Higher Education Law No. 2547 and the Cyprus International University Associate and Undergraduate Education Regulations.

ARTICLE 4- (1) In this instruction;

- a) **CIU: Cyprus International University**
- b) **FHS: Faculty of Health Sciences**
- c) **Physiotherapy and Rehabilitation Department Board:** The board formed by members and staff of the Department of Physiotherapy and Rehabilitation of Cyprus International University.
- d) **Physiotherapy and Rehabilitation Department Internship Commission:** The commission consisting of members and staff appointed by the Department Board of the Cyprus International University Physiotherapy and Rehabilitation Department.
- e) **Internship:** Apart from the theoretical and practical courses determined by the Higher Education Council as specific to the field at each level given in higher education institutions, the vocational work that students do in the enterprise in order to improve their professional knowledge, skills, attitudes and behaviours, to get to know the sector, to adapt to business life, to grow in real production and service environment,
- f) **Student:** Cyprus International University, Faculty of Health Sciences, Department of Physiotherapy and Rehabilitation students,
- g) **Application Supervisor:** The lecturer who supervises the adequacy of the centre where the student practices,
- h) **Application Coordinator:** It refers to the lecturer / physiotherapist responsible for the conduct of the relevant clinical study in the application area.
- i) **Internship Notebook:** A notebook with the Cyprus International University and the Department of Physiotherapy and Rehabilitation text and logo on it, prepared in standard form, containing detailed and exemplary information about the principles of internship practice,

- j) **Internship Exemption:** Students who come to the Department of Physiotherapy and Rehabilitation through Horizontal Transfer or Vertical Transfer can be exempted from some or all of the internships they have done while they are enrolled in the Higher Education Institution they come from, after approval by the Physiotherapy and Rehabilitation Department Exemption Commission,
- k) **SSI:** Represents the Social Security Institution.

PART TWO

Internship Commission and Duties

INTERNSHIP COMMITTEE

ARTICLE 4- (1) It consists of department internship commission chairmen, who is appointed by head of department.

INTERNSHIP COMMISSION DUTIES

- ARTICLE 5-** (1) To determine the principles regarding internship,
- (2) To organize and coordinate internship activities,
 - (3) Ensuring that the student's SSI information is monitored by the Salary Affairs Unit,
 - (4) To submit objections and exemption requests regarding the evaluation of the internship to the Board of Directors for decision-making,
 - (5) To ensure that other work and transactions related to the internship are carried out.

DEPARTMENT INTERNSHIP COMMISSION

ARTICLE 6- (1) **Department of Physiotherapy and Rehabilitation Internship Commission;** It consists of at least three members, chaired by a lecturer, and at least two department members, and is chaired by the Department Board. The elected president and members serve for at least three years. It meets when deemed necessary upon the request of the President.

DEPARTMENT INTERNSHIP COMMISSION DUTIES

- ARTICLE 7-** (1) To prepare the Department Internship instruction and to review it once a year (in January),
- (2) To determine the Internship Evaluation Criteria,
 - (3) To announce the internship application calendar to students at least one month before the internship period,
 - (4) To examine and evaluate the compliance of internship documents with this instruction,
 - (5) To monitor the coordination of the internship in accordance with its purpose and rules, to obtain information about the student from the institution/organization where the internship is carried out when necessary,
 - (6) To decide whether the internship was carried out successfully and in accordance with the legal procedure, within the scope of the reports submitted to the Department Internship Commission,
 - (7) To evaluate the knowledge and reasons of students who have completed their internship,
 - (8) To carry out other work and transactions related to the internship.

PART THREE

Principles Related to Clinical Study

INTERNSHIP AND CLINICAL PRACTICE PRINCIPLES

ARTICLE 8- (1) Students' compulsory summer internships and clinical studies are carried out in accordance with the course curriculum of the Department of Physiotherapy and Rehabilitation of FHS. Each student is obliged to do or repeat their internship in accordance with the provisions of this instruction in the periods and in the health, institutions approved by the Internship Commission of the Department of Physiotherapy and Rehabilitation.

INSTITUTIONS WHERE CLINICAL APPLICATIONS WILL BE PERFORMED

ARTICLE 9- (1) The instructor in charge of the application decides whether the health institutions will be sufficient for internship - clinical studies. For Clinical Summer Internships, students are obliged to notify the Head of the Department with the application and acceptance documents before the midterm dates of the spring semester. If this notification is deemed appropriate by the relevant institution, the Head of the Department and the application supervisor, the students do their internships in this institution. The student performs their internships by following and participating in exercise therapy, electrotherapy and rehabilitation practices under the control of the physiotherapist in the unit where the student is located.

CONDITIONS FOR CLINICAL PRACTICE

ARTICLE 10- (1) Each student is obliged to do his/her internship in the semester periods and dates shown in the education programme of the Department of Physiotherapy and Rehabilitation. Students must fulfil the following prerequisites in order to take Clinical Summer Internship and Clinical study courses.

a) **PTRE 200 Summer Internship-I course prerequisite:** To take at least 4 A group courses and not to be absent or to take 3 A class 2 B class and not to be absent or to take 3 A class 2 B class and not to be absent by adhering to the application similar to the prerequisite for clinical study approved by the decisions numbered 2017-9/1 and 2017-9/2 taken at the department board meeting dated 14.09.2017 and the decision numbered 2017-17/1 of the board of directors dated 19.09.2017 in Appendix-1.

b) **PTRE 300 Summer Internship-II course prerequisite:** To take at least 4 A group courses from the 3rd Year Rehabilitation courses and not to be absent or to take 3 A class 2 B class and not to be absent or to take 3 A class 2 B class and not to be absent from the 3rd Year Rehabilitation courses by adhering to the application similar to the prerequisite for clinical study approved by the decisions numbered 2017-9/1 and 2017-9/2 taken at the department board meeting dated 14.09.2017 and the decision numbered 2017-17/1 of the board of directors dated 19.09.2017.

c) **Clinical Study-I and II course prerequisite:** Adhering to the prerequisite of going to the clinical study approved by the decisions numbered 2017-9/1 and 2017-9/2 taken at the department board meeting dated 14.09.2017 and the decision numbered 2017-17/1 of the board of directors dated 19.09.2017, the decision to take at least 4 A group courses and not to be absent or to take 3 A class 2 B class and not to be absent is applied.

CLINICAL APPLICATION PERIODS

ARTICLE 11- (1) Second Class, 4th semester Summer Internship-I and 3rd Class, 6th semester Summer Internship-II require 4 weeks (20 working days) attendance. In acceptable special cases of the student, upon the request of the student and with the approval of the Head of the Department, the student may be allowed to do the Summer Internship in another time period.

(2) Fourth Class, 7th semester Clinical Study I and 4th Class, 8th semester Clinical Study II courses are held during the academic calendar, in the period determined in each academic year and in the units of health institutions accepted by the Head of Department. In acceptable special cases of the student, upon the request of the student and in accordance with the approval of the Head of the Department, it may be allowed to do Clinical Study Internships in another time period.

RULES TO BE FOLLOWED IN CLINICAL PRACTICE AREA

ARTICLE 12- (1) Students are obliged to comply with the regulations of the workplace, the internal order of the organisation, the rules of discipline and occupational safety. Students who do not perform the tasks assigned within the scope of the Clinical Study course and do not comply with the rules are reported to the Head of Department by the application supervisor.

DUTIES AND RESPONSIBILITIES OF THE INTERN STUDENT

ARTICLE 13- (1)

- a) The student must comply with the working and safety rules, order and discipline, dress code, working hours of the institution where he / she practices.
- b) The student must comply with the internship programme prepared by the Department Head. He/she cannot change the internship period and the institution he/she will do the internship without the approval of the application supervisor.
- c) Must have good and positive relationships in the field of practice.
- d) Must take care to use all kinds of tools and equipment carefully in the application area.
- e) Can meet patients, make assessment and treatment under the supervision of the practice supervisor.
- f) Must not leave the application area without the permission of the application coordinator.
- g) The forms containing their work in the application area must be approved by the application coordinator.
- h) Keep their mobile phones switched off in the application areas.
- i) Students are not allowed to take photographs, take audio and video recordings, publish and share them without permission.
- j) Students are obliged to receive the internship notebooks to be used in the internship on the dates determined by the Department Board and submit them at the end of the internship. Students who do not submit them on the specified dates are considered not to have done an internship.
- k) Students are obliged to perform the duties required by the internship on time and completely.
- l) The student doing internship abroad has to translate the internship notebook into the language of the country where the internship will take place. After submitting this translation to the approval of the Head of the Department, the student must fill in the internship notebook and have it approved by the application coordinator and translate it back into Turkish.

Any responsibility arising from the failure to fulfil these obligations belongs to the student. Otherwise, the student will be treated in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations.

CLINICAL PRACTICE SUPERVISORS AND THEIR DUTIES

ARTICLE 14- (1) Internship supervisors and their duties are as follows;

a) Head of Department: He/she is the highest-level authority and manager of the Clinical Study organisation. He/she may delegate this authority to a faculty member in the Department of Physiotherapy and Rehabilitation of CIU SBF. Duties of the Head of Department;

- To take the necessary precautions for the complete execution of Clinical Practice,
- To carry out official correspondence with the institution where the internship training will be carried out.

Internship Coordinator: Responsible for Clinical Study; The head of the department or an instructor appointed by the head of the department. Duties of the Internship Coordinator;

- To determine the start and end dates of the internship depending on the academic calendar and submit it to the approval of the Head of Department,
- To determine the students, internship units and duration of internships and to send the lists to the internship institutions,
- To ensure that the internship training is carried out in an organised manner,
- To be in constant communication with the trainee student and the practice coordinator,
- To supervise internship practices at internship sites,
- To collect and evaluate the end-of-application evaluations of the application coordinator and the student,
- To evaluate the application forms and give an opinion to the student,
- To present their opinions about the application at the end-of-term evaluation meetings.

Internship Supervisor: The Clinical Study supervisor is a lecturer in the Department of Physiotherapy and Rehabilitation of the CIU Physiotherapy and Rehabilitation Department or a physiotherapist working in the internship institution. Duties of the Supervisor;

- To ensure the adaptation of the intern student to the application area,
- Providing learning opportunities for the trainee student,
- To be exemplary in Clinical Studies,

- To evaluate the work forms in the application area and share them with the student,
- To provide continuous guidance to the student,
- To keep the student's applications under supervision,
- To give an opinion to the application supervisor about the student's participation in Clinical Studies, Filling in the internship form, approving the student's daily work and giving an opinion about the student's application competence,
- To monitor the attendance status of the student during the internship, to direct and supervise their work,
- To take the necessary precautions to ensure that the internship training is efficient,
- It is to evaluate the internship work of the student and to send the grade to be given out of 100 (one hundred) on the internship evaluation form to the application supervisor.

EVALUATION OF CLINICAL PRACTICE

ARTICLE 15- (1) The internship success of the students who fulfil the internship attendance obligation is evaluated as follows:

a) Evaluation of students' 4th and 6th semester PTRE200 and PTRE300 compulsory Summer Internship courses:

- The internship supervisor evaluates the "Internship Evaluation Forms" sent by the Head of the Department, taking into account the student's performance during the internship and gives an internship grade out of 100 (one hundred).
- Two lecturers to be assigned by the Head of the Department evaluate the "Internship Evaluation Forms" submitted by the student and, if necessary, give a grade of S (Success) / U (Unsuccess) by subjecting the student to a written or oral / practical exam.

b) For the 7th and 8th semester PTRE 401 Clinical Practice-I and PTRE402 Clinical Practice-II courses, written, oral and practical mid-term and final exams are conducted by the course instructors in accordance with the Regulation on the Principles of Associate and Undergraduate Education, Examination and Evaluation of Cyprus International University. The successful student is considered to have completed the credits of the Clinical Study in this year. The unsuccessful applications must be repeated in accordance with the attendance requirement.

GENERAL PROVISIONS

ARTICLE 16- (1) This instruction enters into force with the approval of the Cyprus International University Faculty of Health Sciences Physiotherapy and Rehabilitation Department Board, effective from the 2018-2019 academic year.

ARTICLE 17- (1) Issues not included in this instructor are decided by the Cyprus International University Faculty of Health Sciences Physiotherapy and Rehabilitation Department Board in line with the recommendations of the Head of the Department of Physiotherapy and Rehabilitation.

Appendix-1 Physiotherapy and Rehabilitation A, B, C Group Courses Table

Group A	ANTM113 ANATOMY I ANTM114 ANATOMY II PTRE203 MANIPULATIVE THERAPY I PTRE204 MANIPULATIVE THERAPY II PTRE205 ELECTROTHERAPY I PTRE206 ELECTROTHERAPY II PTRE211 BASIC MEASUREMENT AND EVALUATION IN PHYSIOTHERAPY PTRE208 PRINCIPLES OF THERAPEUTIC EXERCISES PTRE301 NEUROPHYSIOLOGICAL APPROACHES I PTRE302 NEUROPHYSIOLOGICAL APPROACHES II PTRE315 ADULT NEUROLOGICAL REHABILITATION PTRE316 REHABILITATION IN ORTHOPEDIC AND RHEUMATIC DISEASES PTRE317 PAEDIATRIC REHABILITATION
Group B	PHYO105 PHYSIOLOGY I PHYO106 PHYSIOLOGY II PTRE105 HEAT-LIGHT-HYDROTHERAPY I PTRE 106 HEAT-LIGHT-HYDROTHERAPY II PTRE 110 NORMAL MOTOR DEVELOPMENT PTRE 201 KINESIOLOGY I PTRE 202 KINESIOLOGY II PTRE 209 ETHICS IN PHYSIOTHERAPY PTRE 217 NEUROANATOMY PTRE 212 EXERCISE PHYSIOLOGY PTRE 305 ORTHOSIS AND REHABILITATION PTRE 307 OCCUPATIONAL THERAPY PTRE 309 PULMONARY REHABILITATION PTRE 311 PHYSIOTHERAPY AND REHABILITATION IN SPORTS PTRE 306 PROSTHESIS REHABILITATION PTRE 308 HEARING AND SPEECH THERAPY PTRE 310 CARDIAC REHABILITATION PTRE 312 SPECIAL TOPICS IN PHYSIOTHERAPY PTRE 403 PROJECT APPLICATION I PTRE 404 PROJECT APPLICATION II PTRE 405 SEMINAR I PTRE 406 SEMINAR II PTRE 407 PHYSIOTHERAPY AND REHABILITATION IN PUBLIC HEALTH PTRE 408 OCCUPATIONAL REHABILITATION AND PHYSIOTHERAPY IN INDUSTRY
Group C	STAT110 BIOSTATISTICS PHY110 PHYSICS II PSYC103 INTRODUCTION TO PSYCHOLOGY ITEC110 BASIC COMPUTER HIST100 HISTORY OF MODERN TURKEY NUTR200 INTRODUCTION TO NUTRITION FAID210 FIRST AID AND EMERGENCY PTRE214 SURGICAL SCIENCES PTRE213 INTERNAL SCIENCES HELS300 RESEARCH METHODS IN HEALTH SCIENCES