



T.C.
ÇANAKKALE ONSEKİZ MART UNIVERSITY HOSPITAL



Internship Application Form

Doc.Code: Key.Fr.17

Publication date: 04.11.2019

Revision date: 24.01.2023

REV.NO: 02

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STUDENT INFORMATION

Name Surname

University

Faculty/VC/HS

Department

Class

Photography

Student ID number

Citizenship Number

Telephone

E-mail

INTERNSHIP DETAILS

Internship Start Date

....../....../.....

Internship End Date

....../....../.....

Number of workdays

..... workday

Internship-related Course

....../....../20....

To the Chief Physician of Çanakkale Onsekiz Mart University Hospital

Based on the information provided above, I would like to conduct my mandatory internship at your hospital between/....../..... and/....../..... dates. Upon acceptance, I will notify you after my school completes the mandatory "Work Accident and Occupational Disease" insurance premium for workdays in accordance with the provisions of Law No. 5510 on Social Security. During my internship, I assure you that I will adhere to your institution's "Internship Rules and Regulations."

I submit it for your approval.

Name Surname

Signature

Attachments:

1. Internship Application Form
2. School Internship Application Form
3. Copy of National ID (Turkish Identity Card)
4. Occupational Health and Safety (OSH) Certificate Copy or Transcript for those who have taken OSH courses
5. Blood Type Card (Copy of Driver's License can be used)
6. Single Physician Health Report (Includes interpretation of serological tests HBsAg, Anti HBs, Anti HCV, Anti HIV from ASM or OSGB indicating suitability for internship)
7. Copies of Hepatitis B and Tetanus Vaccination Cards



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Intern Student Responsibilities

Students who earn the right to intern at Çanakkale Onsekiz Mart University Hospital are responsible for adhering to the following rules upon starting their internship:

- Students who will be interning must individually submit their application to our hospital's Education Unit between the application dates specified, along with the documents specified in the Internship Application Form and its attachments. They are responsible for completing their applications without omissions and for following up on them.
- Once their internship application is accepted, students are required by Law No. 5510 on Social Security to obtain mandatory insurance through their school and submit proof of this insurance to our hospital's Education Unit before starting their internship. Failure to notify the hospital of insurance will result in cancellation of the internship application.
- Due to the COVID-19 pandemic, intern students will not be assigned to work in high-risk units, and they are prohibited from entering high-risk areas within the hospital premises. To prevent possible transmission, all necessary precautions such as appropriate use of protective equipment, adherence to social distancing guidelines, and other infection control measures implemented by the hospital will be strictly followed.
- Internships are conducted under the responsibility of the relevant department managers, coordinated by the Education Unit.
- On their first day of internship, interns receive training under the "Intern Student General Orientation Training Program" by the Education Unit and Infection Control Nurses. They are then directed to the relevant department manager where they will be interning.
- Smoking is prohibited by law in enclosed areas and at the entrances of our hospital.
- Taking photographs inside the hospital premises and sharing them on social media accounts without administrative permission is prohibited.
- It is mandatory to wear an identification badge during working hours. Each student's ID badge must be visibly worn on their person.
- During the internship, entry and exit times must be adhered to according to working hours. Daily attendance sheets will be signed under the supervision of department supervisors.
- Students conducting clinical practice must wear uniforms (or lab coats if available), while students interning in administrative and technical units must be in formal attire.
- Leaving the hospital premises during internship hours is prohibited.
- It is prohibited to alter, deface, or tamper with official documents (such as signature sheets)
- Our hospital does not have the authority to grant leave to intern students. Absences must be documented and justified with a report, and students are entitled to the absences as specified by their schools.
- In cases of temporary absence related to school matters (such as exams, assignment submissions, or being called by an instructor), a signed and stamped letter from any authorized personnel is required.
- The practicum student is required to adhere to the working schedule in the practicum area, follow the directives and supervision of the department manager, and maintain positive and constructive relationships with all staff members.
- Interns are responsible for using all tools and equipment in the practicum area carefully and ensuring workplace safety.
- Students who will intern at Çanakkale Onsekiz Mart University Hospital are informed that their internship is explicitly stated to be unpaid, based on Article 25 of the Vocational Education Law No. 3308 dated 5/6/1986, which exempts internships conducted at higher education institutions and units due to the absence of internship opportunities in businesses.

Please sign the section below as "I have read, understood, and accepted.

....../....../20....

Name Surname