GUIDE NURSE COMMISSION

Chair	Assoc. Prof. Dr. Ecem ÇİÇEK
Member	Assoc. Prof. Dr. Hilal UYSAL
Member	Asst. Prof. Dr. Özge UÇAR

Job Description:

To coordinate the planning of the training of nurses who guide our students in the clinical practice areas of nursing department students, and to ensure the sharing of the department's educational process and professional development roadmap and knowledge. In this context, the main purpose of the Guide Nurse Commission is to implement the Guide Nurse Training Program.

Duties, Authorities and Responsibilities:

To ensure the planning, implementation, monitoring, and continuous improvement of the system for guide nurses who will take part in clinical/field practices in the Nursing Department.

To determine the selection criteria and required qualifications for guide nurses and to ensure the identification of suitable guide nurse candidates in collaboration with relevant practice institutions.

To define the roles, duties, authorities, and responsibilities of guide nurses and to review them in line with current requirements.

To prepare, update, coordinate the implementation of, and evaluate the effectiveness of the Guide Nurse Training Program.

To ensure that guide nurses are informed about the objectives of the nursing undergraduate program, program outcomes, course learning outcomes, and the aims and objectives of the relevant clinical/field practice.

Regarding students, for guide nurses;

Clinical teaching, role modeling, facilitating learning, safe practice, clinical decision-making, effective communication, structured feedback, student assessment, patient safety, ethical and professional behavior

To carry out activities aimed at developing their competencies in these areas.

To ensure that orientation and coordination meetings are held between the relevant course coordinators/departments and guide nurses before each academic term.

To systematically collect and evaluate students' feedback regarding the mentor nursing practice.

To receive feedback from mentor nurses regarding students' clinical/field learning process and practice environment.

To receive feedback from teaching staff regarding the functioning of the mentor nursing system.

To monitor student–mentor nurse matching and student/mentor nurse ratios; to submit necessary improvement recommendations to the relevant board/commission and the Department Head.

To contribute to the evaluation of the adequacy of clinical/field practice environments in terms of student learning outcomes, patient/student safety, and learning opportunities.

To identify problems arising in the mentor nursing practice; to develop solution proposals in collaboration with the relevant course coordinator, the practice institution, and the Department Head.

To ensure the regular maintenance of evidence and records related to participation in mentor nurse training, assignment, feedback, evaluation, and other activities.

To monitor the effectiveness of the guide nursing system in line with the determined performance indicators.

To plan, implement, and evaluate the necessary improvement activities based on monitoring and evaluation results.

At the end of each academic year, to submit the annual activity/monitoring report including Guide Nursing Commission activities, trainings, participants, evaluation results, problems, and improvement activities to the Department Head.

To work in cooperation and coordination with other commissions and coordinatorships related to guide nursing—especially Clinical/Field Practice, Education-Curriculum, Assessment-Evaluation, Program Outcomes, and Quality/Accreditation structures.