

**Istinye University Faculty of Medicine**

**Pre-Graduation Medical Education Program**

**Organizational Structure**

**Working Principles and Job Descriptions (ISU-FM-PGMEP-OC)**

***(Faculty Board Decision Date: 24.07.2023. No: 2022/2023-06)***

**5.18. Clinical Stage Coordinators:** Appointed by the Dean for a period of 2 years to coordinate the Clinical Stage Education.

**They are responsible for determining the following aspects through meetings with the Term Coordinator/Assistant:**

- Ensure the Introduction of the Practical Course Block and the Final Evaluation Meetings of the Board are carried out in accordance with the academic calendar.
- Organize at least two meetings within each course board with Coordinator Assistants, record minutes for each meeting, and archive them.
- Determine the total number of questions to be asked in exams, the distribution of questions to each science/department within the learning objectives, the method of collecting questions, and the final collection date. Report exam results appropriately.