

HEPDAK

OPERATIONAL REGULATIONS

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Item 1. Basis, Purpose and Scope

This regulation has been prepared in accordance with Articles 9, 11 and 13 of the Bylaws of the Association for Evaluation and Accreditation of Nursing Education Programs (HEPDAK). Its purpose is to regulate the functioning of HEPDAK's Nursing Education Programs Accreditation Board and other boards, commissions and working groups that will work as HEPDAK organs.

This regulation covers the matters that need to be determined by the decision of the General Assembly regarding the functioning of HEPDAK.

Item 2. Definitions and Abbreviations

Definitions and abbreviations used in this regulation:

1. HEPDAK Association for Evaluation and Accreditation of Nursing Education Programs
2. General Assembly: HEPDAK General Assembly
3. Board of Directors HEPDAK Board of Directors
4. HEMED Nursing Education Association
5. HEAK: Nursing Education Programs Accreditation Board, which carries out the necessary work for the evaluation and accreditation of nursing education programs on behalf of HEPDAK
6. Standards Nursingeducation programs HEPDAK Standards to be used for accreditation
7. SBGK Standards Setting and Development Commission
8. ANNEX: Education Commission
9. CIC Continuous Improvement Commission
10. YLAK Commission on Graduate Accreditation
11. IAC International Relations Commission
12. SDR Self-assessment report
13. YÖK Council of Higher Education
14. THD Turkish Nurses Association

Item 3. Observing the Objectives of Accreditation of Nursing Programs

While fulfilling its function of "program evaluation and accreditation" determined by the statutes, regulations and directives, HEPDAK seeks to achieve the following specific objectives:

- a. Identify nursing programs that meet minimum assessment criteria to inform the public, students, prospective students, student guides, student parents, educational institutions, professional organizations, potential employers and government agencies,
- b. To play a guiding role in the development and continuous improvement of the quality of existing educational programs in the field of nursing and the development of new programs,

- c. To promote the improvement of the quality of nursing education in Turkey and the Republic of Northern Cyprus.

Item 4. Nursing Education Programs Accreditation Board (HEAK)

The Nursing Education Programs Accreditation Board carries out the necessary work for the evaluation and accreditation of nursing programs. In all official documents and correspondence of HEPDAK, this board is referred to as "HEAK" for short.

4.1. Duties, Authorities and Responsibilities of HEAK

- a. Recognized by the Council of Higher Education in Turkey and the Turkish Republic of Northern Cyprus organize and implement a detailed program for the accreditation of nursing undergraduate and graduate programs of higher education institutions on behalf of HEPDAK, and to take accreditation decisions,
- b. Program evaluators who will work during program evaluations
To determine the teams and the student evaluators, program evaluators and team chairs who will work in these teams,
- c. Identify candidates for program evaluators and student evaluators,
- d. To submit to the Board of Directors the amendment proposals it deems necessary regarding the current accreditation processes and evaluation criteria.

4.2. Composition, Members and Terms of Office of HEAK

4.2.1. Members

HEAK is composed of a total of 12 members as follows:

- a. Two (2) faculty members, including one HEPDAK member appointed by the Board of Directors to carry out the secretariat of HEAK,
- b. Three (3) nursing faculty members from different higher education institutions and different departments, who have participated in at least 1 evaluation visit or have served in the commissions for at least 1 year, determined by the Board of Directors,
- c. One (1) faculty member from HEMED,
- d. Two (2) nurse managers, one (1) from the Ministry of Health Hospital and one (1) from a private hospital, determined by the Board of Directors,
- e. Governance Board by determined, faculty/school graduate and one (1) nurse working in health institutions,
- f. One (1) student from faculties/schools,
- g. One (1) representative from the Turkish Nurses Association (THD),
- h. One (1) community representative designated by the Board of Directors,
- i. The members of the HEAK are one chairperson, one vice-chairperson, who will be the chairperson of the next term, and one chairperson of the previous term.

4.2.2. Terms of Office:

- a. A membership term in HEAC is three (3) years. The term of membership begins in January and, except for members who have served as chairperson, shall be for a continuous term of more than 3 consecutive terms.

cannot serve.

- b. The terms of office of the chairman and vice chairman are three (3) years. Their terms of office cannot be extended.

4.3. HEAK Membership Conditions

- a. HEAK members should be experienced in nursing education and/or profession.
- b. Nursing undergraduate program administrators (rector, vice rector, dean, vice dean, director, vice director, department head and vice department head) Cannot be a member of HEAK.
- c. Retired faculty members can become HEAK members.
- d. Members other than academic members must be experienced in at least one of the fields of nursing education, nursing management and quality processes.
- e. The HEAK Vice-Chairperson must have served as a HEAK member for at least one (1) year at the date of appointment.

4.4. Election of HEAK President, Vice President, Members

- a. HEAK elects a chairperson and a vice-chairperson who will become the chairperson for the next term.
- b. Upon the expiration of the term of office, the chairperson shall hand over the office to the vice-chairperson and the membership of HEAK shall continue for one more term in the capacity of the previous chairperson.
- c. Mission duration ending members HEPDAK Governance Board
by reappointed or replaced by new members.
- d. Who had to leave office before the end of their term;
 - No election is held to replace the chairperson, the vice-chairperson assumes the chairmanship and a new vice-chairperson is elected.
 - Other members shall be replaced by the Board of Directors.

4.5. HEAK Meetings and Working Principles

- a. The HEAC Chair is responsible for the functioning of the HEAC. In the absence of the Chairperson, the HEAC Vice-Chairperson carries out the functioning of the HEAC on behalf of the Chairperson.
- b. HEAC holds at least two (2) meetings each year. The call for the HEAK meeting, together with the agenda, shall be notified in writing and/or by e-mail at least two (2) weeks in advance to the HEAK members and the chairperson of the Board of Directors by the HEPDAK chairperson.
- c. HEAK members must attend HEAK meetings in person. They cannot send a representative in their place. A member who fails to attend three consecutive meetings shall automatically cease to be a member.
- d. HEAC meetings are held by simple majority and are open to the participation of HEPDAK Board members without voting rights.
- e. Accreditation decisions are taken by at least eight (8) votes and all other decisions are taken by a majority of the number of members attending the meeting.
- f. Virtual meetings may be organized for General Assembly meetings, Board of Directors meetings, HEAK meetings, and other routine/urgent meetings and situations requiring decisions. The conditions set out in d and e above also apply to decisions taken at virtual meetings.

4.6. Resignation from HEAK Membership

In case of resignation from HEAK membership for any reason before the end of the term of office,

according to the following rules:

- a. No election shall be held to replace the previous chairperson; the HEAK membership reserved for him/her shall remain vacant until the end of the relevant term.
- b. In place of the Chairman, the Vice Chairman shall act as acting Chairman until the end of the calendar year and as the new Chairman of the new term from the beginning of the following year. In place of the vice chairman, a member elected by the Board of Directors shall act as vice chairman until the end of the calendar year. A vice chairman shall be elected to serve from the beginning of the following year.
These procedures shall be carried out in accordance with the processes defined in Article 4.4.
- c. In the event of the departure of a THD representative, THD shall notify HEPDAK within thirty (30) days of the nomination of new representatives. New representatives shall be determined in accordance with Article 4.4.

In case of resignation of members other than the chairman, vice-chairman and THD representative, the memberships remain vacant until the end of the calendar year. New members are appointed for the vacant memberships to serve from the beginning of the following calendar year.

Item 5. Advisory Board

- a. **Duties:** To advise the HEPDAK Board of Directors on the issues required.
- b. **Composition:** The Commission consists of at least 5 (five) members. The same member can take part in the commission again. There is a coordinator who chairs this commission. The commission consists of faculty members experienced in nursing education accreditation who have served in the HEPDAK Board of Directors, the chairman of the council of deans of nursing faculties, and members who work as educators abroad and are familiar with accreditation studies.

Item 6. Program Evaluation Teams

- a. Accreditation assessments are conducted by program assessment teams.
- b. Evaluation teams are teams of at least four people selected by HEAK from the pool of available program evaluators for each type of evaluation visit.
- c. Program evaluation teams consist of a team leader, two evaluators and a student. If possible, team members should be from different departments. An observer can be included in the team when necessary.
- d. A student assessor is on the team for both the summative and interim assessments.
- e. Team leaders are selected from among experienced program evaluators.
- f. The rules to be followed in the formation of program evaluation teams are regulated by the Directive on Evaluation and Accreditation Application Principles approved and published by the Board of Directors.
- g. The number of members in the team can be reduced by HEAK decision in interim evaluations.
- h. If the overall evaluation of the program to be evaluated was conducted face-to-face, the interim assessment can be done online. However, part of the visit can be face-to-face if the evaluation team indicates a need.

6.1. Program Evaluators

- a.** Each program evaluator must have completed the evaluator training program provided by HEPDAK before taking part in the visits.
- b.** When determining the evaluation team members
 - Attention is paid to the possibility of a conflict of interest/conflict with the relevant organization.
 - Institutional distribution within the team and balance of academic and clinical/practice representation are taken into account.
- c.** Considerations such as the transportation status of the program evaluators and the student evaluator are taken into account.
- d.** Assessors are expected to be experienced in assessment, continuous improvement and accreditation preparation.
- e.** The rules to be followed in the creation of the program evaluator pool are determined by the Board of Directors.

6.2. Student Assessors

- a.** Upon the request of HEPDAK, student evaluator candidates are determined by the HEPDAK Board of Directors from among the students selected by the nursing programs in accordance with the relevant conditions and notified to HEPDAK.
- b.** The student evaluator candidate must have completed the student evaluator training program provided by HEPDAK.
- c.** The selected student evaluator candidate must be enrolled in a nursing undergraduate program at the time of selection. If the student evaluator graduates from a nursing undergraduate program but continues his/her graduate education in the field of nursing, the student evaluator continues to be a student evaluator.

6.3. Observers

- a.** When necessary, HEPDAK members, evaluator candidates, domestic and international representatives from accreditation bodies other than the accreditation bodies with the approval of the heads and relevant institutions and with the decision of the HEPDAK Board of Directors.
- b.** The observer is assigned by the team leader like any other team member and is obliged to fulfill all the responsibilities that other team members fulfill.

Item 7. HEPDAK Trainings

- a.** All new HEAK members are required to undergo a training. In this training, new HEAK members are informed about HEPDAK policies and the structure, functioning and accreditation process of HEAK.
- b.** All new HEPDAK Board of Directors and Supervisory Board members are informed about HEPDAK policies and procedures.
- c.** Evaluators recruited to the program evaluator pool are required to undergo a training. Evaluator candidates who have not worked as an evaluator for two years after participating in the program evaluator training must attend the evaluator training program again to update themselves before taking on the role of evaluator.

assessors can also participate in assessor trainings upon their own request. This training ensures that all visit team members are familiar with the HEPDAK assessment standards in the required depth and acquire the skills and behaviors expected of assessment team members.

- d. Student evaluator candidates are required to undergo a training course before taking part in HEPDAK evaluation teams. Students who have previously worked as assessors are required to attend refresher trainings when necessary.
- e. HEPDAK organizes training and information activities for institutions that are considering applying for assessment for accreditation. At least one faculty member from the institutions considering applying for accreditation is required to attend this training prior to the application.
- f. HEPDAK trainings are organized by the Education Commission (EC). The duties, members and working principles of the Education Commission are defined in the Education Commission Working Directive.

7.1. Counseling Practice

HEPDAK provides consultancy services to programs applying for accreditation to support their preparation processes.

- a. The counseling takes place every two weeks online from March to July.
- b. Counselor pool, HEPDAK's Team presidency experience which is senior evaluators.
- c. Faculty members advising a program cannot take part in the evaluation team of the program they advise during the evaluation process.
- d. The head of the accreditation commission and the appropriate faculty members from the programs attend these meetings.
- e. At the end of the process, the programs fill out the "satisfaction with the consultancy service questionnaire" sent to them and send it to HEPDAK.

Item 8. HEPDAK Evaluation Standards

- a. The standards used by HEPDAK in program evaluations determine the minimum requirements that a nursing program must meet for accreditation.
- b. In the amendments to be made to the HEPDAK assessment standards, the opinions of external stakeholders such as representatives of nursing programs of universities in Turkey and the Turkish Republic of Northern Cyprus, THD and related professional organizations, nursing students and similar external stakeholders and internal stakeholders such as HEAK, HEPDAK members and HEPDAK assessors are taken.
- c. Changes in the standards are made by the decision of the Board of Directors as a result of the work of the Standards Setting and Development Commission.
- d. Standards are updated at intervals of at least two (2) years and are put into practice with the decision of the Board of Directors to be valid as of the next evaluation period.

Item 9. HEPDAK Commissions

The duties, powers and responsibilities of HEPDAK Commissions are regulated by their Directives approved and published by the Board of Directors as of the date of their publication.

9.1. Standards Setting and Development Commission (SBGK)

a. Duties: To set national standards for nursing education programs in our country by evaluating universal rules and standards together with national requirements and to ensure their continuous development.

b. Composition: The Commission consists of at least 7 (seven) members. The same member can take part in the commission again. This commission elects a chairman, vicechairman and secretary for 3 years. The members of the Commission consist of at least four faculty members, one nurse member, one HEAK member and one student, each from a different department and a different institution.

9.2. Education Commission (Annex)

a. Duties: To prepare training programs and documents to inform institutions in line with the National Nursing Education Accreditation Standards; to provide informative trainings to institutions on relevant issues upon the request of all institutions applying or considering applying for the accreditation process and the assignment of the Board of Directors; to provide training and consultancy services to members working in HEPDAK and other commissions, to prepare documents such as application forms and guidelines related to the accreditation process.

b. Composition: The Commission consists of at least 5 (five) members. The same member can take part in the commission again. This commission elects a chairman and a secretary for 3 years. Apart from the faculty members, a student evaluator takes part in the commission. At least one of the faculty members in the commission must be from the Department of Teaching in Nursing.

9.4. Continuous Improvement Commission (CIC)

a. Duties: To establish an internal quality assurance system to evaluate and improve the quality of HEPDAK's activities in line with its strategic plan and objectives.

b. Composition: The Commission consists of at least 5 (five) members. The same member can take part in the commission again. This commission elects a chairman and a secretary for 3 years. Apart from the faculty members, a student evaluator takes part in the commission. At least one of the faculty members in the commission must be from the Department of Nursing Management.

9.5. Master's Accreditation Commission (YL-AK)

a. Duties: To determine national standards for postgraduate nursing education programs in our country by evaluating universal rules and standards together with national requirements and to ensure their continuous development.

b. Composition: The Commission consists of at least 5 (five) members. Faculty members from Turkey and abroad take part in the commission. The same member can take part in the commission again.

9.6. International Relations Commission (ICR)

- a. Duties:** To cooperate with accreditation agencies related to higher education programs abroad; to coordinate memberships; to work with international stakeholders in various organizing events; quality and accreditation of nursing education abroad
To monitor the work and developments of related agencies and to create the necessary infrastructure for the internationalization of HEPDAK.
- b. Composition:** The commission consists of at least 5 (five) members. The members are expected to be nursing faculty members working in accreditation organizations in our country or abroad. At least two of the faculty members in the commission must have worked in international accreditation organizations. The same member can serve in the commission again.

Item 10. Conflict and/or Overlap of Interest

- a.** Those who serve as members of the HEPDAK Board of Directors, Audit Board, boards and commissions are obliged to comply with HEPDAK's ethical principles regarding situations that may lead to questions about the impartiality and integrity of the evaluation process or to conflicts of interest and/or conflicts of interest, and all individuals who will represent HEPDAK are required to sign a "Confidentiality and Ethics Statement" stating that they will not cause situations that may create a conflict of interest/conflict. they sign.
- b.** Principles and practices regarding conflicts of interest and/or conflict of interest are determined and carried out in accordance with the principles defined in the HEPDAK Code of Ethics document, which is issued and published by the Board of Directors.

Item 11. Confidentiality

- a.** The information provided by the institutions is used confidentially by HEPDAK, HEAK and other commission members and cannot be disclosed without the written permission of the relevant institution. However, the Board of Directors may use the information and documents obtained from the accreditation processes in its reports and presentations without disclosing the identity of the institution.
- b.** The content of the material distributed for review and discussion at HEPDAK Board and HEAK meetings is considered confidential.
- c.** The contents of such documents and accreditation decisions may only be disclosed by authorized persons and under defined conditions.

Item 12. Objections

- a)** HEPDAK appeal processes are designed to support the objectivity and validity of the decisions made in nursing program evaluation processes. The conditions under which and how institutions can appeal to the HEPDAK evaluation process are defined below.

Institutions apply for an appeal in the following cases:

- HEPDAK decisions
- Evaluation processes

Institutions may base their appeal on the grounds that the HEPDAK decision is not consistent with the available evidence and that the HEPDAK decision is not in accordance with HEPDAK's standards and criteria, written policies and processes.

b) Time and form of application: Appeals must be submitted in writing by the authorized person of the institution to the Chair of the HEPDAK Board of Directors via e-mail within 30 days following the notification of the accreditation decision to the institution. The appeal application must be based on the grounds on which the accreditation decision is based and documents to support the appeal must be attached as evidence. As evidence The documents to be submitted must have been presented to the evaluation teams during the evaluation process. Edits made and evidence added after the HEPDAK evaluation will not be taken into account.

c) Appeal evaluation committee: The committee consists of three members elected by the HEPDAK board. At least one of the members must be a member of HEAK. The other members are selected from among HEPDAK evaluators. There should be no conflict of interest between the committee members and the institution. The evaluator who is on the appellant institution's evaluation team cannot take part in the appeal committee. HEPDAK appoints one of the members as chair. The committee takes its decisions by majority vote.

d) Appeal evaluation process:

- 1) Upon receipt of the notification, HEPDAK maintains the previous accreditation status of the nursing program until the appeal is issued.
- 2) HEPDAK forwards the documents related to the appeal and evaluation process to the appeal committee.
- 3) If the reasons for the appealed decision are deemed insufficient, the committee will refer the appeal to HEPDAK.
- 4) If the Committee and HEPDAK agree on this decision, this result will be communicated to the relevant institution.
- 5) If the grounds for appeal are accepted; the following documents regarding the appeal are prepared and forwarded to the appeal committee.
 - A cover sheet listing the grounds for objection
 - A statement summarizing the application process and results in historical perspective
 - HEAK decision and, if necessary, additional evidence from HEAK
 - All correspondence with the institution and related documents •Evidence to support the organization's objection

e) Decision of the appeal committee:

- The appeal committee's decision is limited to the decision options available to HEAK.

- The Appeals Committee shall submit its decision in writing to the HEPDAK Board of Directors within 30 days of the start of the assignment.
- This decision is evaluated by the HEPDAK Board of Directors and a final decision is taken.
- HEPDAK notifies the institution and HEAK in writing of its decision and its reasons within 15 days after the decision is taken.

Item 13. Quality Assurance and Continuous Improvement

a.HEPDAK's quality policies and Continuous Improvement activities are defined by the HEPDAK Board of Directors. On behalf of HEPDAK, this work is carried out by the Continuous Improvement Commission established by the decision of the Board of Directors.

b.Duties, members and working principles of the Continuous Improvement Commission
Continuous

It is regulated by the Improvement Commission Directive.

Item 14. Transparency and Accountability

HEPDAK is responsible for informing and holding all stakeholders and the public accountable for its program evaluation and accreditation activities.

For this purpose, the following information and documents are published on the website (<http://www.hepdak.org.tr>):

- a.** Statutes, regulations and directives defining the purposes and functioning of HEPDAK and its boards,
- b.** National standards used for assessment and accreditation,
- c.** The SDR report format, evaluation process, method and similar documents that clearly define the evaluation and accreditation process and scope for higher education institutions that will apply to HEPDAK for program evaluation and accreditation,
- d.** Working reports and publications summarizing HEPDAK's work, including assessment and accreditation activities,
- e.** List of programs accredited by HEPDAK, accreditation information and summary reports.

Item 15. Storage of HEPDAK and HEAK Documents

a. Documents and reports related to the work of HEPDAK are archived and stored in an organized manner. The Chairman of the Board of Directors ensures that official documents and reports of HEPDAK are archived and stored securely.

b. HEPDAK keeps a record of the list of programs it has accredited, the types of accreditations granted and their validity periods.

c. The procedures and duration of storage of documents and reports related to HEPDAK activities, including documents and reports on the accreditation process and results, are regulated by the Archiving Directive approved and published by the Board of Directors.

Item 16. HEPDAK Economic Enterprise

The Economic Enterprise carries out the activities, the scope of which is determined by the HEPDAK Board of Directors in accordance with the HEPDAK Statutes, and all kinds of monetary transactions related to these activities. The Economic Enterprise is managed by one or more managers appointed by the Board of Directors. Business Managers are responsible to the Board of Directors.

Item 17. Amendments to the Regulation

- a. Proposals for amendments to this regulation and the date from which it should enter into force are submitted to the General Assembly by the HEPDAK Board of Directors.
- b. Proposals for amendments to the by-laws prepared by the Board of Directors shall be included in the agenda of the first meeting of the General Assembly and resolved upon.

Item 18. Enforcement and Execution

- a. This Regulation shall enter into force as of the date of approval by the General Assembly of HEPDAK.
- b. The President of HEPDAK shall execute the provisions of this regulation.
- c. The Board of Directors is authorized to make arrangements and take decisions on all matters outside the provisions of this regulation.