



Hemşirelik Eğitim Programları
Değerlendirme ve Akreditasyon Derneği
Association for Evaluation and Accreditation of
Nursing Education Programs

HEPDAK
TRAINING COMMISSION
WORKING
DIRECTIVE

HEPDAK

EDUCATION COMMISSION WORKING DIRECTIVE

ARTICLE 1. Objective

The objective of this directive is; To determine the structure , selection of its members, terms of office, duties and working principles of the Education Commission established to organize the Association for Evaluation and Accreditation of Nursing Education Programs (HEPDAK) training.

ARTICLE 2. Scope

This directive covers the provisions regarding the objectives, administrative structure and working principles of the Education Commission established in accordance with the HEPDAK Working Regulations.

ARTICLE 3. Basis

This directive is prepared based on article 5 of HEPDAK Statute and Working Regulations.

ARTICLE 4. Definitions and Abbreviations

The abbreviations used in this directive are listed below.

- (a) HEPDAK: Association for Evaluation and Accreditation of Nursing Education Programs
- (b) HEAK: Accreditation Board of Nursing Education Programs
- (c) EK: Education Commission
- (d) SUIK: Continuous Improvement Commission

ARTICLE 5. Education Commission and its Members

Commission members are appointed for a period of three (3) years by the HEPDAK Board of Directors from among the candidates proposed by HEAK. Commission members are consists of at least five (5) members that preferably two (2) from the Departments of Nursing Education/Administration, two (2) from different departments of Nursing Departments, one (1) appointed by HEAK (1) and at least one student member,.

- (a) The members of the Education Commission shall be appointed by the Board of Directors from among HEAK members, evaluators and candidates deemed appropriate by the Board of Directors.
- (b) The chairman and secretary of the education commission shall be appointed by the Board of Directors for a term of three (3) years.
- (c) The term of office of the members of the commission shall be three (3) years. Members whose terms of office expire may be reappointed to the commission.
- (d) In the event that any member of the commission resigns for any reason before the expiry of his/her term of office, the Board of Directors shall appoint a new member of the commission in accordance with the principles set forth in Article (a).

ARTICLE 6. Duties, Authorities and Responsibilities of the Education Commission

- (a) Organizing a training workshop for institutions planning to apply for the accreditation process
- (b) Organizing an "Evaluator Training Workshop" for faculty members and students to be included in the program evaluator pool.

- (c) Organizing, monitoring and evaluating the preparation of training materials to be used in the training workshops that will be organized.
- (d) Making the annual planning of all educational activities and submitting it to the approval of the HEPDAK Board of Directors,
- (e) Providing training services to members of HEAK and other commissions,
- (f) To inform new members of HEPDAK and HEAK about HEPDAK policies and the structure, functioning and accreditation process of HEAK,
- (g) To perform other duties related to education to be assigned by the HEPDAK Board of Directors,
- (h) To submit the activity report of the Education Commission to SUIK and HEPDAK Board of Directors at the end of December each year,
- (i) To make improvements communicated by the SUIK for all trainings conducted within the scope of the Training Commission and to forward them to the SUIK.

ARTICLE 7. Working Principles of the Education Commission

- (a) The Chairman of the Education Commission is responsible for the functioning of the Education Commission.
- (b) The Chairman of the Education Commission shall provide all kinds of communication with the Board of Directors and HEAK.
- (c) The Education Commission convenes at least once before each educational activity requested by the Board of Directors.
- (d) The Education Committee works in cooperation with other committees in the organisation and evaluation of training programmes.

ARTICLE 8. Structure of the Basic Trainings to be provided by the Training Commission

- (a) **Information and Training of HEPDAK and HEAC Board Members:** Develops and implements orientation/information programmes to inform the relevant members about the structure, functioning and accreditation process of HEPDAK and HEAK.
- (b) **Evaluator Training Workshop:** Those who will serve as program evaluators must attend and complete the evaluator training. The Commission organizes an Evaluator Training Workshop at least once a year to inform program evaluator candidates about "HEPDAK policies and the structure, functioning and accreditation process of HEAK, to develop evaluator skills and behavior, to ensure consistency between evaluations and to develop evaluation report writing skills". Evaluator candidates who have attended the evaluator training but have not served as an evaluator for at least one year must attend refresher trainings to update their knowledge, skills and behavior before taking part in evaluation teams. In addition, evaluators also attend refresher trainings after the standard update work. The determination of workshop trainers, the creation of the program, the preparation of all kinds of materials that will be used and the proper execution of the program are carried out under the EK's supervision.
- (c) **Training Workshop for Institutions:** The Commission organizes events such as workshops and seminars in order to inform and train nursing program administrators and relevant faculty members who plan to apply for accreditation about the accreditation process. The determination of the trainers who will execute the event, the creation of the event program, the preparation of

all kinds of materials that will be used in the event and the execution of the event in accordance with the program are carried out under the EK's supervision.

- d) Student Evaluator Training Workshop:** Student evaluators who will serve as program evaluators in HEPDAK evaluations must attend and complete the "Student Evaluator Training". The Commission organizes a workshop for student evaluator candidates at least once a year on "closely understanding HEPDAK and the evaluation process, developing evaluation skills and behaviors, and expectations from students during the evaluation process". The organization of the workshop and the preparation of training materials are carried out under the EK's supervision.

ARTICLE 10- Financial and Logistics Operations

All kinds of expenses required by the educational events are covered by the HEPDAK Economic Enterprise with the decision of the HEPDAK Board of Directors.

ARTICLE 11. Amendment to Directive

Proposals for amendments to this Directive are submitted by the Education Commission to the HEPDAK Board of Directors. The prepared proposals are included in the agenda of the HEPDAK Board of Directors and decided upon.

ARTICLE 12. Enforcement

This directive enters into force as of the date of approval by the HEPDAK Board of Directors.

ARTICLE 13- Execution

(a) The provisions of this Regulation shall be executed by the Chairman of the Education Commission..

(b) HEPDAK Working Regulations and the decisions of the Board of Directors shall be taken into consideration in all matters other than these directive provisions.