



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

HEPDAK CONTINUOUS IMPROVEMENT COMMISSION WORKING PROCEDURES AND PRINCIPLES DIRECTIVE

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SECTION ONE

Objective, Scope, Basis and Definitions

Objective

ARTICLE 1. The purpose of this directive is to determine the structure, selection of members, term of office, duties and working principles of the Continuous Improvement Commission established to improve the quality processes of the Association for Evaluation and Accreditation of Nursing Education Programmes (HEPDAK).

Scope

ARTICLE 2. This directive covers the provisions regarding the objectives, administrative structure and working principles of the Continuous Improvement Commission established in accordance with the decision of the HEPDAK Board of Directors.

Basis

ARTICLE 3. This directive has been prepared based on the decision of the HEPDAK Board of Directors.

Abbreviations

ARTICLE 4. In this directive;

SUIK: Continuous Improvement Commission

HEPDAK: Association for Evaluation and Accreditation of Nursing Education Programmes

HEAK: Accreditation Board for Nursing Education Programmes

SBGK: Standards Setting and Development Commission

PDİK: Commission for Programme Evaluation and Monitoring

DEK: refers to the Consultancy and Training Commission.

SECTION TWO

Commission Members and Working Principles, Duties, Authorities and Responsibilities

Continuous Improvement Commission and Members

ARTICLE 5.

- (a) The members of the SUIK are determined for a period of three (3) years among the candidates deemed appropriate by the HEPDAK Board of Directors. Commission members consist of at least five (5) members, preferably from the Departments of Nursing Education/Administration. One (1) member representing HEAK attends the meetings. If deemed necessary, the number of commission members may be increased.
- (b) SUIK and its vice-chairman are appointed by the Board of Directors for a term of three (3) years. When the chairman of the commission is absent from his duty, his vice chairman shall deputise for him. In cases where the chairman of the commission is absent for more than six months, his/her term of office expires.
- (c) Members whose terms of office have expired may be reappointed to the commission.
- (d) In case of resignation from the commission membership for any reason before the end of the term of office, the Board of Directors shall appoint a new member.

Working Principles of Continuous Improvement Commission

ARTICLE 6.

- (a) The Chairman of the Continuous Improvement Commission is responsible for the functioning of the commission.
- (b) The Chairman of the Continuous Improvement Commission provides all kinds of communication with the Board of Directors.
- (c) It convenes at least two (2) times a year for improvements deemed necessary in line with the stakeholders' opinions. The number of meetings may be increased if necessary. These meetings can be held physically or electronically.
- (d) Collaborates with the relevant commission/commissions (SBGK, PDİK, DEK) for improvements to be made in line with the suggestions from stakeholder opinions.
- (e) After the work of the commission (SBGK, PDİK, DEK) sent to the SUIK is evaluated, the report prepared by the SUIK is submitted to the HEPDAK Board of Directors.

Duties, Authorities and Responsibilities of the Continuous Improvement Commission

ARTICLE 7.

- (a) To create a framework for HEPDAK internal quality assurance activities,
- (b) Structuring quality assurance activities according to HEPDAK mission, vision, strategic

- plan and quality policies,
- (c) Carrying out quality improvement activities within HEPDAK and preparing reports;
 - i. To prepare the institutional evaluation report in the light of the data by receiving feedback from HEPDAK internal and external stakeholders at regular intervals and share it with the HEPDAK Board of Directors,
 - ii. To share the approved institutional evaluation report with the society so that it can be accessed on the HEPDAK web page,
 - iii. To guide the necessary work for the evaluation and revisions of the strategic plan within the scope of quality studies,
 - (d) To ensure coordination with other commissions within HEPDAK,
 - (e) To discuss and exchange views with other accreditation institutions/organisations for the improvement of quality processes,
 - (f) To share the information obtained by participating in quality seminars, conferences and meetings organised within and outside the association,
 - (g) Identifying innovative and original ideas for improvement works and providing their dissemination,
 - (h) Submit a report that summarises and evaluates the activities of the commission to the HEPDAK Board of Directors in December of each year,

SECTION THREE

Various and Final Provisions

Amendment in Directive

ARTICLE 8.

Proposals for amendments on this directive are submitted to the HEPDAK Board of Directors by the SUIK. The prepared proposals are included in the agenda of the HEPDAK Board of Directors and decided upon.

Enforcement

ARTICLE 9.

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