



# UNIVERSITY OF WESTERN STATES

*Integrating Health and Science*

**Doctor of Chiropractic**

**PRECEPTOR PROGRAM MANUAL**

# UNIVERSITY OF WESTERN STATES PRECEPTOR PROGRAM

## Table of Contents

I.	<b>Purpose and Objectives of the UWS Preceptor Program</b>	<b>Page 3</b>
	A. Purpose	
	B. Objectives	
II.	<b>Preparing Your Practice for a Student Intern</b>	<b>Page 3</b>
III.	<b>Principles of Effective Teaching</b>	<b>Page 4</b>
IV.	<b>Definitions and Organization</b>	<b>Page 5</b>
	A. Definitions	
	B. Organization of the UWS Preceptor Program	
V.	<b>Preceptor Requirements, Responsibilities, and Term of Appointment</b>	<b>Page 6</b>
	A. Preceptor Requirements for Approval	
	B. Preceptor Responsibilities	
	C. Term of Appointment	
VI.	<b>Intern Participation Requirements, Guidelines and Responsibilities, Successful Completion, Remuneration and Early Participation</b>	<b>Page 7</b>
	A. Intern Participation Requirements	
	B. Guidelines for Intern Acceptance into the Preceptor Program	
	C. Responsibilities of Intern	
	D. Requirements for Successful Completion of the Preceptor Program	
	E. Remuneration	
	F. Guidelines for Early Participation in the Preceptor Program	
VII.	<b>Revocation of Preceptor Appointment and Termination of Student Participation in the Preceptor Program</b>	<b>Page 9</b>
	A. Revocation of Preceptor Appointment	
	B. Termination of Intern Participation	
VIII.	<b>Preceptorship Timing, Location, and VA Clerkships</b>	<b>Page 10</b>
	A. Typical Time Frame	
	B. Location	
	C. Veteran’s Affairs Clerkships	
IX.	<b>Program Oversight</b>	<b>Page 11</b>
	A. Preceptor’s Mentor Feedback on Intern Performance	
	B. Monitoring Intern Attendance	

## PRECEPTOR PROGRAM

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### I. Purpose and Objectives of the UWS Preceptor Program

A. **Purpose:** The University of Western States (UWS) preceptor program is intended to enhance the clinical training of chiropractic interns who meet applicable eligibility requirements to continue their training in an approved, private chiropractic practice. Interns engage in a wide range of practice activities under the mentorship of a field-based chiropractic physician to gain valuable real world experience and insights relative to chiropractic practice. The program is intended to enhance the learning and knowledge of the chiropractic intern, supplementing what is provided in the academic and clinical experience of the doctor of chiropractic curriculum. This component of the UWS curriculum is designed and implemented to support the mission, goals and objectives of UWS; to provide a mechanism to further assure competency in the cognitive and psychomotor domains of chiropractic interns; and to better prepare students for the transition from the rigors of academic life to those of a private practitioner.

#### B. Objectives

1. To provide interns with practical experience in a private practice under the guidance and mentorship of a successful doctor of chiropractic.
2. To provide interns with a richer understanding of private practice as they prepare for entry into the profession.
3. To offer interns opportunities to observe and perform practical clinical procedures and treatment as allowed by law.
4. To offer interns opportunities to observe and engage in business management operations.
5. To afford interns opportunities to learn various office procedures and observe personnel management through practical field experience.
6. To provide avenues for access to potential post-graduate employment.
7. To offer the doctor the opportunity to gain experience as an educator.

**Note:** As UWS is physically located in the state of Oregon, and the vast majority of intern assignments occur in Oregon, this document often references Oregon state laws and regulations. Each preceptor and intern outside the state of Oregon is responsible for being aware of, and remaining in compliance with, the rules and regulations of that specific state's chiropractic regulatory body and all applicable state laws.

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### II. Definitions and Organization

#### A. Definitions

1. **Preceptor Program** - A pre-graduate program providing education in the field practice of chiropractic administered by UWS and approved by all pertinent accreditation and regulatory bodies. The community based internship program (CBI) is a form of preceptorship. For information on CBI, please see the Community Based Internship Program Manual.
2. **Postceptor Program** - A postgraduate program, limited to UWS graduates, which provides education in the practice of chiropractic and allows the unlicensed, graduate doctor of chiropractic to establish and manage a patient base under the supervision and license of the postgraduate preceptor.

3. **Preceptor** - A licensed doctor of chiropractic who meets the requirements of the program and is approved and appointed by UWS to act as a supervisor and mentor in the UWS preceptor program or postgraduate preceptorship program.
4. **Intern** - A chiropractic student who is enrolled in the UWS clinical internship course series engaged in patient care under the direct supervision of a licensed doctor of chiropractic.
5. **State Board/Provincial Board** - The regulatory body for the practice of chiropractic in the state/province/country in which the preceptor occurs.
6. **Treatment** - Treatment is defined as any patient interaction involving assessment or management of that patient's condition, including, but not limited to: history, exams, radiography, manipulation, physical therapy, and active care.
7. **Clinical activity** - Any and all practice related activities including treatment, billing, front desk management, etc.
8. **Direct Supervision** - The approved preceptor is physically present within the facility where the preceptor program is occurring when the intern is involved in any patient interaction.

#### **B. Organization of the UWS Preceptor Program**

1. UWS offers this program as an optional part of its clinical internship course series. Attendance at assigned preceptor offices is mandatory and is monitored by program administration. The Associate Dean, Clinical Internship (ADCI) or his designee approves preceptor office assignments.
2. Preceptor assignments will not be made to states or countries outside the United States which do not have official government, regulatory bodies that recognize, license, oversee or otherwise direct the practice of chiropractic or which are not covered under the university's malpractice insurance.

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### **III. Preparing your Practice for a Student Intern**

- A. Before the intern arrives, you should prepare your facility and staff, prepare your patients, and prepare yourself.
  1. Let your staff know that an intern will be arriving including the initial arrival date.
    - i. Conduct an orientation of the intern to the practice that includes staff members.
    - ii. If staff members will participate in intern training (billing, office procedures, etc.), inform them ahead of time.
  2. If possible, notify patients that an intern will be coming to your clinic. Inform them the intern has completed all competency requirements for graduation from the doctor of chiropractic program and is completing his/her clinical education and experience in your practice.
    - i. Remember to always ask patients for permission to involve the intern in their care. If permission is granted, thank the patient. Always respect a patient's decision to refuse.
    - ii. Obtain signed, informed consent from the patient granting permission to involve the intern in care.
  3. In preparing yourself you must understand that you are shifting your role from professional practitioner to teacher. Be sure to thoroughly review the preceptor program

materials sent to you before the intern arrives. If you have any questions call the preceptor office at (503)847-2564 or e-mail at [preceptor@uws.edu](mailto:preceptor@uws.edu)

- B. Based on feedback we have received over the years, interns appreciate the following:
  - 1. Being welcomed onto the team.
  - 2. Preceptor doctors who are truly interested in the intern as a person, future doctor, and team member.
  - 3. Preceptor doctors who take the time to educate the intern.
  - 4. Being kept engaged in the practice.
- C. Each intern has expectations even if they are not stated. Interns anticipate the following:
  - 1. An atmosphere of trust.
  - 2. Clear expectations established from the outset of the preceptor experience.
  - 3. A preceptor doctor who seeks to identify and understand each intern's learning style.
  - 4. A preceptor doctor who models clinical reasoning and continued professional development and guides the intern in doing the same.
  - 5. Positive feedback and attitude without criticizing practitioners, health care institutions, or the education process.
  - 6. Adherence to the student learning objectives of the preceptorship.
- D. It is important to orient the intern to your practice and the preceptor experience. These tips should help:
  - 1. Create a sense of excitement and enthusiasm.
  - 2. Remind the intern of the value of the preceptorship experience.
  - 3. Actively endeavor to relate to the intern.
  - 4. Interns will often identify their desired career path and goals to their preceptor doctors. Be encouraging.
  - 5. Be clear about the intern's role and responsibilities in your practice.
  - 6. Inform the intern how you plan to work with him/her in your practice. Be specific.
  - 7. Be clear about your role as clinician and educator.
  - 8. Review with the intern the assessment instrument that will be completed by the preceptor at the end of the program, discussing the points that will be assessed throughout the experience.
- E. Prepare the intern. Interns want to know:
  - 1. Where to put their belongings.
  - 2. What a typical day will look like including hours, lunch breaks, patient volume, etc.
  - 3. Practice procedures, ground rules, and directions including use of computers, access to equipment, use of modalities, etc.
  - 4. Who's who.

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#### IV. Principles of Effective Teaching

- A. Effective clinical teaching is a skill that requires effort and commitment. Incorporating teaching while also assessing an intern's skill and development and providing attentive patient care can be both challenging and rewarding. Interns report effective clinical teachers possess the following characteristics:

1. Expectations of me are clearly stated.
  2. Excited and eager to teach me new things.
  3. Interested in being a good instructor.
  4. Displayed confidence in me or was dedicated to developing my confidence.
  5. Allowed me to actively participate in patient care, including active care, patient goal setting, and management plan development.
  6. Sought my feedback on his/her teaching and interaction with me.
  7. Encouraged my questions.
  8. Enthusiastic and positive.
  9. Knowledgeable.
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## **V. Preceptor Requirements, Responsibilities, and Term of Appointment**

### **A. Preceptor Requirements for Approval**

1. Submit a completed UWS Preceptor Application and supporting documents to the preceptor program administration.
2. Hold a current license in good standing to practice chiropractic in the state in which the prospective preceptor is located.
3. Have at least five (5) years full time active experience in the practice of chiropractic as a licensee of the state in which he/she is currently practicing. In situations where the doctor has been licensed and practiced in two or more states for at least five (5) years total, but has not practiced in the current state for five (5) years, the prospective preceptor must submit the licenses from all other states.
4. Have no record of disciplinary action from any of the states in which he/she has been licensed. Have no conviction or plea of no contest to any offense which is related to the practice of chiropractic. Have no conviction of any felony. Appeals may be considered depending on the nature of the disciplinary action or conviction.
5. Maintain professional liability insurance. Coverage shall be in the minimum amount of \$1,000,000 per case/\$3,000,000 aggregate loss. Please note that some states and provinces may require higher limits.

### **B. Preceptor Responsibilities**

1. The preceptor shall be responsible for, and provide direct supervision of, all chiropractic services rendered by the intern. The preceptor will be physically present in the same office or facility as the intern when the intern is treating or providing any service to any patient.
2. The preceptor will assign only those patient services that can be safely and effectively performed by the intern as allowed by state, provincial, and/or federal law.
3. The preceptor and the preceptor's staff will ensure the intern is clearly identified to patients as an "intern" and will never refer to the intern as "doctor".
4. The preceptor will ensure that s/he is familiar with, and in compliance with, all applicable federal and state statutes and regulations relating to health care practices of chiropractic interns, and that the intern practices in accordance with same.

5. The preceptor will submit periodic documents including the *Weekly Timesheet and Activity Log* and the quarterly *Mentor Feedback Evaluation* to the preceptor program administration.
6. No individual preceptor may supervise more than one (1) intern (regardless of college) at any given time unless approved by the ADCI.
7. The presence of a UWS intern is for the education of the intern and not for the general promotion of the preceptor's practice or for the preceptor's financial gain.
8. Preceptors shall maintain, while actively participating in the program, a professional liability insurance policy. Coverage shall be in the minimum amount of \$1,000,000 per case/\$3,000,000 aggregate loss.
9. Preceptors will, upon request, submit current copies of their state license, professional liability insurance and claims history, and x-ray operator/supervisor permit.

### C. Term of Appointment

1. The term of appointment will be for three years unless otherwise stated by the ADCI.
2. Renewal will be dependent on preceptors' maintenance of good standing with their respective state board(s), maintenance of malpractice insurance and positive performance within the program.
3. Reapplication will be required after three years.
4. Violation of any items listed above in Section V.B. (Preceptor Responsibilities) or below in Section VII (Revocation of Preceptor Appointment) may result in the immediate suspension or termination of the preceptor's term of appointment.

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## VI. Intern Participation Requirements, Guidelines and Responsibilities, Successful Completion, Remuneration, and Early Participation

### A. Guidelines for intern acceptance into the preceptor program

Prior to the intern beginning the preceptor program, all applicable clinic requirements must be completed. The intern must have received a passing grade for all courses through 11<sup>th</sup> quarter and have secured state approval (if mandated by the state). If the intern wishes to participate with a preceptor who is not already approved for the preceptor program, the doctor's completed application should be submitted as early as possible to allow adequate processing time. Applications may be submitted as soon as the intern enters the clinical internship in 8<sup>th</sup> quarter.

Interns who initiate their preceptor assignment at the beginning of 12<sup>th</sup> quarter are required to spend a minimum of 11 weeks in the office to which they have been assigned. Interns are required to spend an average of 27 hours per week in their assigned office. Hours must be tracked and documented on the *Preceptor Weekly Timesheet*. Interns who require more time to meet preceptorship eligibility requirements may begin their preceptorship any time through week 8 of clinical internship V once eligibility requirements have been met.

### B. Responsibilities of Intern

1. It is important to emphasize that providing patient services and treatment is only allowed when state board regulations clearly indicate that pre-graduate interns may perform these activities, and when the preceptor provides direct supervision of these activities.
2. While engaged in the UWS preceptor program, the intern must adhere to the following obligations:
  - a. The intern will only provide chiropractic services under the direct supervision of the UWS approved preceptor.
  - b. The intern will only provide those services in which the intern was trained within the doctor of chiropractic program at UWS and is competent to perform.
  - c. The intern will strictly adhere to the UWS preceptor program as herein written and authorized.
  - d. Interns will not represent themselves as doctors of chiropractic and will wear their UWS issued clinic IDs while engaging in all preceptor activities.
  - e. Interns will comply with the applicable federal and state laws and regulations relating to health care practice in the state/province and country in which they engage in their preceptor experiences. It is each intern's responsibility to become familiar and comply with the applicable federal/state laws and regulations pertaining to the respective preceptor location.
  - f. The intern will report to the department of clinical internship any delay, interruption or termination in the program.
  - g. The intern will not participate in media (any form of written, oral or visual) advertising for the purposes of financial gain for the intern or preceptor. The intern may provide lay educational presentations or participate in health-fair events **only** with the preceptor present.
  - h. The intern will not engage in personal promotion or advertising as advertising by an intern is considered unprofessional conduct.
  - i. The intern will not participate in the treatment (including manipulation and ancillary procedures) of Medicare patients.

### **C. Requirements for Successful Completion preceptorship**

Interns must participate in and document 27 hours per week of approved clinical activities and must remain active and engaged in the preceptorship through week 11 of the term. Interns may not average more than 30 hours per week. Documentation of fewer than the required hours will delay completion of graduation requirements. If necessary, interns may continue to work in an office through the end of the term to obtain required hours to complete all requirements.

### **D. Remuneration**

No form of compensation or remuneration is allowed within the UWS preceptor program. Furthermore, interns may not be employed in any capacity within the preceptor's office or clinic system during their preceptor experience. No fees will be charged or wages offered to either the preceptor or the intern (other than UWS tuition), or exchanged between the preceptor and intern.

**IMPORTANT NOTE:** If a preceptor violates the requirement above and provides remuneration to an intern, that intern then becomes the employee of the preceptor and is no longer participating in the program. The intern may no longer legally perform the expanded scope of services approved for UWS preceptor program and may be practicing chiropractic without a license. The university's malpractice insurance will not cover the intern when they are in

the employ of an outside individual and hours accumulated by the intern will not be applied to the course requirement.

#### E. Guidelines for Early Participation in the Preceptor Program

The preceptor program is designed for 12<sup>th</sup> quarter interns enrolled in clinical internship V.

Upon approval by the ADCI, an 11<sup>th</sup> quarter intern who has completed 100% of his/her graduation requirements may request a local, partial preceptorship during clinical internship IV. UWS remains committed to all of its patient care responsibilities. Preceptor assignments are only granted during clinical internship IV when they do not result in a compromise of UWS patient care obligations.

Early preceptorship is limited to locations within one hour driving distance of the UWS campus. Interns are expected to remain active and engaged in all required courses. Early participation **will only** occur in the local area, thereby allowing the intern to benefit from additional field experience while at the same time attending to the academic requirements of the 11<sup>th</sup> quarter. Upon entering 12<sup>th</sup> quarter, the intern may participate in non-local preceptor experience.

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### VII. Revocation of Preceptor Appointment and Termination of Intern Participation in the Preceptor Program

#### A. Revocation of Preceptor Appointment

The ADCI may suspend or remove a preceptor from participating in the preceptor program for any violation of preceptor program requirements including but not limited to the reasons outlined below. Additionally, state boards of examiners may deny, suspend, revoke, or place on probation the license of any preceptor appointed by UWS for violation of state or federal rules and regulations regarding the practice of chiropractic as allowed by law.

1. Failure to comply with state, university, and/or program regulations of the preceptor program.
2. Violation of the Oregon Chiropractic Initiative Act or state board regulations by the preceptor doctor or the conviction of or plea of nolo contendere to any offense, whether felony or misdemeanor, which is related to the practice of chiropractic, or the conviction of any felony.
3. False or misleading information presented to UWS or a state board with respect to the preceptor program.
4. Arrest and/or indictment for any alleged felony offense. UWS retains the right to place a preceptor on probation, remove a current intern and withhold assignment of future interns until the case has been resolved to the satisfaction of the ADCI.
5. Fraudulent or unethical behavior by the preceptor (as witnessed by the intern or otherwise substantiated), or by the intern at the direction of the preceptor, will result in the immediate removal of the preceptor from the program.

#### B. Termination of Intern Participation

**Violation by the intern of any of the requirements outlined within the preceptor program, including but not limited to those listed below, may result in termination of the intern's**

participation in the preceptor program and delay or prevent graduation from UWS. Additionally, any violation may jeopardize an intern's ability to secure a chiropractic license in the future:

1. Failure to comply with state, university, and/or program regulations of the preceptor program.
2. Violation of state board regulations, or the conviction of or plea of nolo contendere to any offense, whether felony or misdemeanor, which is related to the practice of chiropractic, or the conviction of any felony.
3. False or misleading information presented to UWS or the applicable state board with respect to the UWS preceptor program. The rendering of chiropractic services outside the preceptor program, or without the direct supervision of the assigned preceptor.
4. Rendering of chiropractic services under a doctor of chiropractic who is not approved or assigned as the intern's preceptor or whose approval as a preceptor has been suspended or revoked.

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## **VIII. Preceptorship Timing, Location, and VA clerkships**

### **A. Typical Time Frame**

Preceptor program participation is a valuable part of the UWS curriculum leading to the degree of Doctor of Chiropractic. The typical period of involvement is one academic term, but must be a minimum of four weeks and may extend up to 13 weeks. The intern is required to participate in a minimum of 27 hours per week and be actively engaged in clinical activities in the preceptor's office.

The participating intern may transition to the post-graduate preceptorship program at the time the intern obtains the DC degree and has met all UWS and state requirements of the program. Not all states authorize post-graduate preceptor programs. Interns must secure their own malpractice insurance for post-graduate preceptorships. Additional information is available in the office of clinical internship.

### **B. Location**

1. Preceptor programs may occur either within the local area (as defined below) or non-local areas (away from the Portland metro region). Only interns who have completed all of their clinic requirements and academic course work (graduation requirements) are eligible for non-local preceptorships. Preceptorships may only occur in countries which have official government bodies that recognize (license, oversee or otherwise direct) practices of chiropractic. Furthermore, international preceptorships (outside the US and Canada) may only occur within countries for which malpractice can be secured by the UWS malpractice liability carrier.
2. For the purpose of this program, the local area is defined as the Portland metro area.
  - i. All offices which fall outside of the Portland metro area are considered non-local offices and may have additional requirements as defined below.
3. Non-local preceptors may have additional requirements as governed by the state of jurisdiction for both the preceptor and the intern as outlined below.

- i. Out of state preceptors - some state boards require regular registration, reporting, and/or fees directly with the state board when participating in preceptor programs. **It is the responsibility of the preceptor to be aware of, and remain in compliance with, these state board regulations.**
- ii. Interns participating in non-local preceptor opportunities - only interns who have completed all of their clinic requirements and academic course work are eligible for non-local preceptorship. **It is the intern's responsibility to be knowledgeable of, and comply fully with, the laws and regulations of the state in which they are performing their preceptor.**

### C. Veteran's Affairs Clerkships

Interns appointed to Veterans Administration clerkships with an academic affiliation with UWS may spend the entirety of clinical internship V at that site. Furthermore, unlike traditional preceptor assignments, interns may earn graduation requirements beyond attendance at these sites. More information about these opportunities may be obtained by meeting with the ACDI.

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## IX. Documenting the Intern's Participation Requirements

Completion of clinical internship V is required for attainment of the DC degree. As a prerequisite to registering for clinical internship V and establishing eligibility for the preceptorship, each intern's clinical and curricular progress will be reviewed by the department of clinical internship.

- A. **Preceptor's Mentor Feedback on Intern Performance** - each preceptor must complete and submit a *Mentor Feedback Evaluation* of the intern near the end of the preceptorship experience (end of clinical internship V).
- B. **Monitoring of Intern Attendance** - attendance at the preceptor office is required. Each intern will complete and submit a *Weekly Timesheet* after the preceptor has approved and signed it. If an intern is present for more than six hours on a given day, the intern is required to take a thirty minute lunch break (minimum). Lunch breaks and other breaks lasting over half an hour must not be recorded as time spent in the office. Hours will be recorded in the intern's workbook which will be emailed to the intern throughout the term. Interns are required to maintain all original timesheets.

Upon completion of the preceptorship, interns will no longer be eligible to participate in clinical activities as a UWS intern at the preceptor doctor's office. The university's malpractice insurance will no longer cover the intern within the preceptorship program.