

CBI- INTERN ASSIGNMENT

Standard Operating Procedure

October 25, 2023



UNIVERSITY OF WESTERN STATES MISSION

*To advance the science and art of integrated health care
through excellence in education and patient care.*

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Introduction

The Community Based Internship (CBI) program is an opportunity for eligible interns in Clinical Internship III-IV (Q10 and Q11) to continue their chiropractic clinical experience with a field-based chiropractor. Interns participating in the CBI program will continue to have the support of their UWS assigned clinician and clinic administration.

The CBI experience provides interns with a professional setting in which to practice the knowledge and skills they have attained during their course and clinic work and gain a more complete understanding and development of these skills. The interns obtain valuable real-world experience and insights relative to chiropractic practice with the opportunity to discover their professional strengths and weaknesses as well as the ability to work with a specialty or patient population of interest.

This document outlines the process the CBI administration follows for intern assignment. Please refer to the [Community Based Internship Manual for more in-depth information](#).

Eligibility Requirements

To be eligible for CBI beginning in Clinical Internship III, the following clinical assignments and assessments need to be successfully completed with a score of 2.7 or greater and documented on the Off-Site Eligibility (OSE) form. The OSE form will be distributed at the week 6 CBI meeting (see Timeline).

CI II Required Clinical Assignments and Assessments	Minimum # Required
Active Care Assessments	2
Q9 Adjusting Skills Assessment	1
Clinical Justification Plans (CJPs)	1
File Audits	2
Q9 Global Assessment	1
Patient Reports	2
Assessment of each of the following: History, Exam, Adjusting.	3
Assessment of Review of Findings (ROF)	2

Interns must also successfully complete the following:	Clinical Skills Assessment (CSA)
	Risk Management Seminar is required (Jan 23, 2024)
	Clinical Internship II 99 hours minimum

Please note: Interns must receive approval from their clinician and assessors ensuring their ability to work independently alongside an approved CBI clinician.

The Assistant Dean will have the final review and decision regarding interns' ability to be placed in the CBI program.

Timeline

The following is a timeline providing the intern information regarding the process of CBI assignment. This information is a guideline for the intern in preparation for the CBI opportunity if eligible.

Week 2 of Clinical Internship (CI) II

Questionnaire

- Interns will receive an online questionnaire from cbi@uws.edu with:
 1. Their desire or not to participate in CBI.
 2. The area they reside in or wish to participate in the CBI opportunity e.g., NW Portland, Vancouver, Hillsboro etc.
 3. If they have transportation to a CBI office.
 4. What is their patient focus (sports, pediatrics, accident care, general practice, etc.).
 5. Their top three selections for CBI mentorship from the catalogue.

Week 6/7 of Clinical Internship (CI) II

Informational Meeting

- The CBI Administrator will conduct an in-person informational meeting for CI II interns to discuss guidelines and answer questions.
- Interns will receive the Off-Site Eligibility form as a Sign Now document and can begin to enter data as assignments and assessments are completed.

Assignments

- The number of CBI assignments available to interns are determined by the CBI Administrator based on the number of CBI doctors approved and able to host an intern for the upcoming term.

CBI Opportunity Availability

- The CBI Administrator informs the clinicians via email how many CBI opportunities will be available for their clinic group interns.

Week 8 of CI II

Clinician Recommendation

- The clinicians rank and email their list of interested Interns on the merits of professionalism and consistent progression in competency through patient care and completion of required assignments. Please email this list to cbi@uws.edu by the end of week 8.
- Interns express an interest in a CBI assignment through the online questionnaire but that does not automatically ensure that a slot is available, or eligibility is attained.

Week 9-10 of CI II

Clinical Skills Assessment

- Interns participate in the Clinical Skills Assessment (CSA) during week 9. This assessment must be passed to be off-site eligible.

Off-Site Eligibility (OSE)

- Interns provide the completed Off-Site Eligibility (OSE) form to their clinician through Sign Now.

Week 11 of CI II**Selection of Interns for CBI**

- The clinician will send the completed OSE form to Clinical Internship Administration (cliniccredits@uws.edu).
- The OSE forms will be reviewed, eligibility requirements confirmed, and the list of qualified interns emailed to the Assistant Dean.
- The Assistant Dean will confirm interns who are off-site eligible with the CBI Administrator
- Interns will be informed of their off-site eligibility status as soon as grades from the CSA are distributed.

Week 12-13 of CI II**Notifying interns of CBI doctor selection**

- The matching of CBI doctor to intern will proceed by the CBI Administrator.
- The CBI Administration and Assistant Dean will notify interns of their CBI site location assignment.

Week 1 of CI III**Offsite Eligibility Notification**

- An Activity Agreement form will be completed by the CBI doctor and the intern.
- In the event interns are not eligible for CBI, they will remain at the Connected Whole Health Clinic under the supervision of their clinician.
- Interns who are OSE but prefer not to be assigned to CBI will be allowed to participate in community clinic rotation, compassion events, Private Practice Rotations (PPR) and Approved Education Events (AEE).
- Interns not OSE can still participate in PPR and AEE.

Weeks 1-3 of CI III**Pre-CBI Assessment & CBI Assignment**

- All Interns must have one full assessment completed with an assessor at the Connected Whole Health campus clinic before starting their CBI assignment.
 - Interns have the first three weeks of CI III to complete the assessment. Please be patient as the assessors work to accommodate all requests.
 - The assessors will have the list of Interns assigned to CBI and will assess as they see patients on the schedule.
- Upon completion of this assessment, the intern, the CBI Administrator, and the clinician will receive notification of approval for CBI from the assessor. The next steps will be provided from the CBI Administrator.
- If an intern scores below the minimum score of 2.7 at the start of CI III the intern will be required to remain at the campus clinic until the assessed scores meet or are above the 2.7 requirement.
- Pending all the requirements above have been met, the intern begins CBI assignment.

Please note: If assessment scores are not met, the CBI Administrator will move to the next intern on the list. If more opportunities are available once scores meet 2.7 or above, the intern may be placed.

Week 4 of CI III**CBI Assignments Continue**

- CBI placements continue, as necessary.

1st Assessment

- CBI doctors to complete the first assessment of the term for CI IV interns. See assessment section for full details.

Week 5 of CI III**Check In**

- The CBI Administrator will contact the CBI offices via phone, email, in person or Microsoft Teams chat whichever is preferred by the CBI doctor to check how the doctor and intern are working together and answer any questions. The CBI administrator will notify the Dean, College of Chiropractic after three failed attempts to connect.

Week 6 of CI III**Mid-Term Survey**

- Interns will be emailed a 2–3-minute survey to complete regarding their current CBI assignment. Interns are encouraged to be honest with their answers as this feedback is useful in ensuring a positive experience for the intern.

Second Assessment

- CBI doctors conduct assessments on CI III and CI IV interns during weeks 5-8.

Week 8**Assessments Continue**

- CBI doctors continue assessments.

Week 9**Global Assessment Distributed**

- Global Assessment reminder email send to CBI doctors for completion.

Week 10**Third Assessment**

- CBI doctor conducts third assessment during weeks 9-12.

Week 11**Global Assessment**

- Global Assessment to be completed.

Weeks 12-13 of CI III**Intern Evaluation of CBI Site**

- The intern will receive a link (via email) to evaluate the CBI clinic and doctor.

Special Requests

There may be circumstances when an intern is interested in a specific CBI doctor assignment. Before any consideration of a placement, the doctor interested should apply to the UWS CBI program [utilizing the online application](#).

Instances for special requests may occur due to any of the following:

- a. An intern may be interested in a CBI opportunity with a doctor they have been shadowing.
- b. An intern may be interested in a CBI opportunity with a current or previous employer.
- c. An intern may be interested in a CBI opportunity with a friend or relative.

In any of the above circumstances, the CBI doctor should make the request to have a specific intern work with them. The specific request can be made on the initial CBI application or by emailing the CBI Administrator (cbi@uws.edu).

CBI Expectations

Each intern's clinical and curricular progress will be reviewed by the department of Clinical Internship.

Time Requirements

Interns must participate in 25 hours per week of clinic experience during CI III-IV and must remain active and engaged in the CBI practice through week 13 of the term.

- The hours assigned with the CBI doctor will resemble A or B shift hours when able.
- These shifts may be split between the CBI assignment and the campus clinic if office hours are limited, but the interns must complete at least three shifts per week at the CBI practice.
- Interns may not report more than 25 hours per week into their eMedley Time Log, however, they may work additional hours if they choose, and the CBI doctor approves.

Attendance

Attendance at the CBI office is required.

- The intern will complete a Time Log and have the CBI supervising doctor sign at the end of each week with an original signature, not a stamp or e-signature.
- The intern will enter their hours into eMedley and submit their Time Log to their UWS supervising clinician by the end of the week.
- The intern will notify their UWS clinician and CBI Administrator (cbi@uws.edu) via email of any absence.

If the CBI doctor is absent, the intern may:

- Complete their shift at the campus clinic with proper notice to your clinician and to the Office Manager (frontdesk@uws.edu).
- Shadow/observe a different doctor during the same hours as the intern's usual CBI shift through [Private Practice Rotation \(PPR\)](#).
- Attend an [Approved Educational Event \(AEE\)](#) during the same hours as the intern's usual CBI shift.

Patient Care Logs

The intern will maintain a Patient Care Log for each patient encounter listing the date of the visit, patient initials, and all treatments administered by the intern.

- The CBI supervising physician is required to review the care log for accuracy and sign/initial each encounter.
- The Intern will email the patient care log to their UWS supervising clinician by the end of the week. Patient care does not need to be entered into eMedley, only the Time Log.
- For those interns considering California as an option to practice, you may want to continue to enter patient care into eMedley as they do require 250 spinal adjustments for licensure.

Information for International Students

If you are assigned to CBI, as an international student you will need to:

1. Work with a DSO (dso@uws.edu) in the Office of Student Success to set up Curricular Practical Training (CPT) on your F-1 visa. The DSO will be included on the CBI Assignment email and will reach out to you to offer assistance.
2. Receive a new I-20 showing CPT and your CPT employer (CBI site). CPT and Visa requirements consider a CBI internship employment.

Please note: The term 'employment' is only used in this situation and CBI Interns are not entering into an employment contract with their CBI doctor.

Any unanticipated changes to your CBI site are considered an 'employer change' while on CPT. It will require getting a new I-20 listing your new employer. Email the Office of Intern Success (dso@uws.edu) if your CPT employer changes.

Assessment Information

Throughout the CBI assignment, the supervising doctor will assess the intern three times each quarter during patient care. At the end of each quarter, they will complete a Global Assessment. These assessments are reviewed by the interns' UWS clinician and will be used to help determine a quarterly grade.

- The CBI Administrator will send an email as a reminder that an assessment should be completed.
- The CBI supervising doctor will enter those assessments into the clinical (CAS) system.
- The patient care assessments will determine how well the Intern is integrating patient interactions to include but not limited to history and exam skills, management plans, adjusting skills, documentation, communication, and professional conduct.
- The Global Assessment will give the CBI doctor the opportunity to reflect on the intern's strengths observed that quarter and mention opportunities for improvement in the next term.

Remediation

In the situation where the intern's assessment score falls below the acceptable level of 2.7 in CI III and 3.0 in CI IV a consultation with the doctor and a distance evaluation of the intern will occur using a visual/virtual assessment by the CBI Administrator or campus assessors to provide additional information. If the intern falls below these levels during the virtual assessment, the intern will return to campus to complete remediation in the Clinical Skills Enhancement Center (CSEC). The amount of remediation is determined on an individual basis. Once remediation is complete and the intern has met the 2.7 in CI III or 3.0 in CI IV requirement through campus assessment, the intern can return to their CBI assignment. It is the interns' responsibility to incur the cost of returning to campus.

Appendix A: Timeline for CBI Process During Clinical Internship II

Clinical Internship II	
Week 2	Interns receive and complete a questionnaire via email from cbi@uws.edu
Week 6/7	Information meeting for interns: <ul style="list-style-type: none">• In person, facilitated by CBI Administrator• Discussion of guidelines• Answer questions• Off-site eligibility (OSE) form reviewed
Week 8	Clinician rank interns interested in CBI assignment based on competency and completion of requirements
Week 10	Interns submit OSE forms to their clinician
Week 11	Selection of interns for CBI placement <ul style="list-style-type: none">• Clinician emails ranked list to cbi@uws.edu• Eligibility is confirmed by CBI Administrator and Assistant Dean
Week 12	CBI Doctor Selection process begins.