



University of Western States

Doctor of Chiropractic  
Community Based Internship  
Program Manual

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## Purpose and Objectives of the UWS CBI Program

### Purpose

The Community Based Internship (CBI) program enhances the clinical training of chiropractic interns in their 10<sup>th</sup> and 11<sup>th</sup> quarters who meet competency requirements and applicable eligibility requirements to continue their training in a university approved, private chiropractic practice in the community. 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 provides enhanced application of skills learned in the academic and clinical aspects of the curriculum.

This component of the 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.

### Objectives for Interns

1. Provide interns with practical experience in a private practice under the guidance and mentorship of a successful Doctor of Chiropractic.
2. Increase intern understanding of private practice in preparation for entry into the profession.
3. Offer interns opportunities to observe and perform practical clinical procedures and treatment as allowed by law.
4. Allow interns opportunities to observe and engage in business management operations.
5. Offer interns observations of various office procedures and personnel management techniques.

### Objectives related to CBI Supervising Doctors

The program will:

1. Support the Doctor of Chiropractic with interns who can work alongside them in practice, with supervision.
2. Allow the Doctor of Chiropractic to give back to the profession by training the future generation of chiropractors.
3. Offer the Doctor of Chiropractic the opportunity to gain experience as an educator.
4. Provide the Doctor of Chiropractic the ability to further contribute to professional development and advancement of the field.

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## Definitions and Organization

### Definitions

1. **Community Based Internship (CBI) 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. CBI is a form of preceptorship.
2. **Contractor** – a licensed Doctor of Chiropractic who meets the requirements of the program and is approved and appointed by UWS to act as a supervisor in the UWS CBI program. The **contractor** is the designated signatory of the CBI Agreement with UWS. Within a chiropractic practice with multiple licensed Doctors of Chiropractic the **contractor** will usually be the primary owner of the practice. If there are multiple doctors within the practice all must go through the UWS CBI approval process to oversee an intern.

3. **CBI Supervising Doctor-** Any approved CBI doctor within a practice providing oversight and instruction to an intern participating in the CBI program at one or more office locations.
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-** The regulatory body for the practice of chiropractic in the state in which the CBI occurs.
6. **Treatment-** 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-** All practice related activities including treatment, billing, front desk management, etc.
8. **Direct Supervision-** The approved CBI supervising doctor is physically present within the facility where the preceptor program is occurring when the intern is involved in any patient interaction. If the supervising doctor is out of office, the other approved CBI doctor(s) may serve as the temporary direct supervisor.

### Organization of the UWS Community Based Internship Program

UWS offers this program as a progressive step in its clinical internship course series during the 10th and 11th academic quarters. Attendance at assigned CBI offices is mandatory and is monitored by program administration. The Assistant Dean or designee approves CBI assignments.

Students will continue to have on-line classes and therefore their clinic schedule will allow the interns to attend these before or after offsite clinic hours.

CBI supervising doctor may supervise no more than (2) interns (regardless of college) at any given time unless approved by the CBI Administration.

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## How to Become a CBI Supervising Doctor

### Application Process

1. The CBI supervising doctor applies using the online application.
2. The application is reviewed by the clinical internship administrator.
3. The university checks claim history with your malpractice provider.
4. The university confirms that your license is in good standing with no recent board actions or actions unresolved.
5. A background check will be conducted with your consent.
6. Upon completion of the review, the CBI supervising doctor will be notified of conditional acceptance or denial.
7. If accepted, you will receive a contract and letter of acceptance welcoming you as Affiliate Faculty of the University of Western States.
8. The CBI Doctor will be provided links for training on intern evaluation using the Clinical Assessment System (CAS). This training will prepare the CBI supervising doctor to effectively evaluate the intern using the university rubric.
9. The CBI Doctor will receive training on the Family Educational Rights and Privacy Act (FERPA).

## Supervising Doctor Information

### Preparing Your Practice for a Student Intern

Thank you for agreeing to share your expertise to enhance the next generation Doctor of Chiropractic.

#### What to Expect from the University

1. Periodic Chart audits may be performed to assure interns are adhering to university practices and standards of care.
2. The community-based internship administrator is available to you by phone and email for support and will communicate with you throughout the quarter.

#### Staff

1. Before your assigned intern arrives, notify your facility and staff of the arrival date and time.
2. Conduct an orientation of the intern to the practice that includes staff members.
3. If staff members will participate in intern training (billing, office procedures, etc.) inform them ahead of time.

#### Patients

1. Notify patients that an intern will be coming to your clinic. Inform them the intern is well prepared and is augmenting clinical education and experience in your practice.
2. The university requests that you always ask patients for permission to involve the intern in their care. If permission is granted, please let the patient know we are very grateful to them. We always respect a patient's decision to refuse.
3. Obtain signed, informed consent from the patient granting permission to involve the intern in care.

#### The CBI Supervising Doctor

Thank you for taking on this important role. You are now supplementing your role as a professional practitioner to include your role as teacher. We request that you please do the following in this new role.

1. Thoroughly review the CBI program materials sent to you before the intern arrives.
2. Direct questions to the CBI administration via [cbi@uws.edu](mailto:cbi@uws.edu).
3. Welcome your new intern to the team.
4. Express interest in the intern as a person, future doctor, and team member.
5. Take the time to educate the intern.
6. Engage the intern in practice.
7. Model clinical reasoning.
8. Establish and clearly state expectations from the outset of the experience.
9. Offer honest feedback on skills and performance.
10. Model professionalism.

#### The Intern

Your intern is excited to join you and may be nervous in the beginning.

Interns anticipate the following:

1. An atmosphere of trust where they can ask questions and learn.
2. Clear expectations.
3. A CBI supervising doctor is one who models clinical reasoning and continued professional development and guides the intern in doing the same.
4. Feedback on performance that is consistent, positive, constructive and honest.
5. Adherence to the student learning objectives of the CBI program.

#### Orienting your Intern

1. Create a sense of excitement and enthusiasm.
2. Remind the intern of the value of the CBI experience.
3. Share your office processes and procedures.
4. Clearly explain the intern's role and responsibilities in your practice.
5. Inform the intern how you plan to work with him/her/them in your practice. Be specific.

6. Prepare the intern. Interns want to know:
  - a. Where to put their belongings
  - b. What a typical day will look like including hours, lunch breaks, patient volume, etc.
  - c. Practice procedures, ground rules, and directions including use of computers, access to equipment, use of modalities, etc.
  - d. Who's who.

### **Things to Know about your Intern**

#### **Guidelines for intern acceptance into the CBI program**

Prior to the intern beginning the CBI program, all off-site eligibility clinic requirements must be completed. The intern must have received a passing grade for all courses through 9<sup>th</sup> quarter.

#### **Responsibilities of Intern**

Provision of patient services and treatment is only allowed when State Regulations clearly indicate that pre-graduate interns may perform these activities, and when the approved CBI supervising doctor provides direct supervision (see definition above) of these activities.

The intern will:

1. Only provide chiropractic services under the direct supervision of the UWS approved physician.
2. Only provide those services in which the intern was trained within the Doctor of Chiropractic program at UWS and is competent to perform.
3. Strictly adhere to the UWS CBI program as herein written and authorized.
4. Not represent themselves as a Doctor of Chiropractic and will wear their UWS issued clinic IDs while engaging in all CBI activities.
5. Become familiar and comply with the applicable federal/state laws and regulations pertaining to chiropractic in the state where the CBI occurs.
6. Report to the department of clinical internship any delay, interruption, or termination in the program.
7. Not participate in media (any form of written, oral or visual) advertising for the purposes of financial gain for the intern or CBI supervising doctor. The intern may provide lay educational presentations or participate in health fair events **only** with the CBI supervising doctor present.
8. Not engage in personal promotion or advertising, as advertising by an intern is considered unprofessional conduct.
9. Consult with you prior to treating any Medicare patient. The intern's participation in the care of Medicare patients is limited to manipulation of non-spinal joint restrictions and ancillary procedures.

#### **Work Shifts/Hours**

CBI program participation is a valuable part of the UWS curriculum leading to the degree of Doctor of Chiropractic. The typical period of involvement is for two academic terms commencing in the intern's 10<sup>th</sup> Quarter and ending in the 11<sup>th</sup> quarter and may extend up to 26 weeks. The participating intern may transition to the Preceptorship Program in their 12<sup>th</sup> and final academic quarter.

1. Interns must participate in and document five shifts per week of approved clinical activities and must remain active and engaged in the CBI practice through week 13 of the term. These shifts may be split between your practice and the university clinic if office hours are limited, but the student must do at least three shifts per week at your practice.
2. Interns may not average more than 25 hours per week.

Documentation of fewer than the required shifts will delay completion of the 10<sup>th</sup> or 11<sup>th</sup> quarter requirements. Intern may be assigned some hours at the CHC to fulfill the shift requirements for each quarter if the CBI practice does not offer enough office hours.

## Remuneration

No form of compensation or remunerations is allowed within the UWS CBI program. Furthermore, interns may not be employed in any capacity within the CBI office or clinic system during their CBI experience. No fees will be charged, or wages offered to either the CBI Contractor (other than the quarterly stipend from UWS) or the intern (other than UWS tuition) or exchanged between the CBI supervising doctor and intern.

**Important Note: If the intern receives remuneration, violating the requirement above, that intern then becomes the employee of the doctor and is no longer participating in the program. The intern may no longer legally perform the expanded scope of services approved for the UWS CBI 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.**

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## Revocation and Termination

### Revocation of CBI Appointment

1. Any violation of the CBI program requirements may result in suspension or removal from participation.
2. The state board 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.

### Reasons for Revocation

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

### Termination of Intern Participation

Violation by the intern of any of the requirements outlined within the CBI program, including but not limited to those listed below, may result in termination of the intern's participation in the CBI 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 CBI program.
2. Violation of the 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 state board with respect to the UWS CBI program. The rendering of chiropractic services outside the CBI program, or without the direct supervision of the assigned CBI supervising doctor.
4. Rendering of chiropractic services under a Doctor of Chiropractic who is not approved or assigned as the intern's CBI supervising doctor or whose approval as a CBI supervising doctor has been suspended or revoke



## Documenting the Intern's Participation Requirements

Completion of clinical internship III, IV, and V (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> quarters) is required for the attainment of the DC degree. As a prerequisite to registering for clinical internship III (10<sup>th</sup> Quarter) and establishing eligibility for the Community Based Internship assignment, each intern's clinical and curricular progress will be reviewed by the department of clinical internship.

### CBI Supervising Doctor's Feedback on Intern Performance

Each CBI supervising doctor must complete and submit two intern assessments each quarter with five to seven weeks between each assessment. A *Global Assessment Evaluation* of the intern will be completed by the supervising doctor near the end of each quarter confirming the intern has participated in the CBI in their office offering strengths and opportunities for improvement. This will be used by the intern's Attending Physician at the university to help determine a quarterly grade.

### Monitoring of Intern Attendance

Attendance at the CBI office is required. The intern will complete a Time Log and have the CBI supervising doctor sign it weekly. The intern will enter their hours into eMedley and submit their Time Log to their UWS supervising clinician. The intern will notify their CBI doctor and UWS clinician via email of any absence.

CBI supervising doctors are required to notify CBI administrator if an intern is absent from or late to an assigned shift without prior notification. During times the supervising doctor must be away from the clinic, the intern may spend time with the business department or return to the campus clinic to obtain the necessary hours.

### Documenting Patient Care Credits

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 for accuracy and initial each encounter. The student will send their care log to their UWS supervising clinician weekly, no eMedley entry required for patient care.

This record is required to obtain credits toward completion of the DC program.

*Thank you again for your dedication to the Chiropractic profession and your willingness to educate a UWS intern.*