



University of Western States

Integrating Health and Science

**Doctor of Chiropractic
Community Based Internship
Program Manual**

I. Purpose and Objectives of the UWS CBI Program

A. Purpose: The University of Western States (UWS) CBI program is intended to enhance the clinical training of chiropractic interns in their 10th and 11th quarters who meet stringent competency requirements and applicable eligibility requirements to continue their training in an approved, private chiropractic practice in our 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 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 intern opportunities to learn various office procedures and observe personnel management through practical field experience.
6. To offer the doctor the opportunity to gain experience as an educator.

II. Definitions and Organization

A. 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 and mentor 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. The other licensed chiropractors who are associated in the practice can agree to serve as supervising physicians for the interns assigned to the practice.
3. **Supervising Physician**- 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-** 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 CBI doctor 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 Community Based Internship Program**
1. 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 Associate Dean, Clinical Internship (ADCI) or his designee approves CBI office assignments.
 2. CBI assignments will be limited to chiropractic practitioners in Portland and surrounding communities located within an approximately 30-minute travel distance from the UWS campus. This will allow the interns to attend classes scheduled on campus before or after their offsite clinic hours.
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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 and specify the initial arrival date and time.
 - a. Conduct an orientation of the intern to the practice that includes staff members.
 - b. 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 that the intern has completed nine full quarters of basic and clinical science classroom hours, laboratory coursework, and hands-on training in chiropractic adjusting and physiotherapies and is augmenting his/her clinical education and experience in your practice.
 - a. 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.
 - b. 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 supplementing your role as professional practitioner to include your role as teacher. Be sure to thoroughly review the CBI program materials sent to you before the intern arrives. If you have any questions call the CBI administrator office at (503) 251-5720 or email Dr. Susan Strom at ssstrom@uws.edu.
 - a. Based on feedback we have received over the years interns appreciate the following:
 1. Being welcomed onto the team.
 2. CBI doctors who are truly interested in the intern as a person, future doctor, and team member.
 3. Doctors who take the time to educate the intern.

4. Being kept engaged in the practice.
 - b. 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 CBI experience.
 3. A CBI doctor who seeks to identify and understand each intern's learning style.
 4. A CBI 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 CBI program.
 - c. It is important to orient the intern to your practice and the CBI experience. These tips should help:
 1. Create a sense of excitement and enthusiasm.
 2. Remind the intern of the value of the CBI experience.
 3. Actively endeavor to relate to the intern.
 4. Interns will often identify their desired career path and goals to their CBI 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/them 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 CBI Contractor at the end of the program, discussing the points that will be assessed throughout the experience.
 - d. 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.

V. CBI Doctor Requirements, Responsibilities, and Term of Appointment

A. CBI Doctor Requirements for Approval

1. Submit a completed UWS CBI Doctor Application and supporting documents to the CBI Program Administrator.
2. Hold a current license in good standing to practice chiropractic in the State of Oregon. Have at least five (5) years full-time active experience in the practice of chiropractic as a licensee of the State of Oregon. 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 CBI physician must submit the licenses from all other states.
3. 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.
4. Maintain professional liability insurance. Coverage shall be in the minimum amount of \$1,000,000 per case/\$3,000,000 aggregate loss.

B. CBI Doctor Responsibilities

1. The CBI doctor shall be responsible for, and provide direct supervision of, all chiropractic services rendered by the intern. The CBI doctor 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 CBI doctor will assign only those patient services that can be safely and effectively performed by the intern as allowed by state and/or federal law.
3. The CBI doctor and their staff will ensure the intern is clearly identified to patients as an "intern" and will never refer to the intern as "doctor".
4. The CBI doctor 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 CBI doctor will submit periodic documents, including a weekly notification to the school of interns' absences from their scheduled shift hours and a Global Assessment at the end of the 10th week of classes to the CBI Program Administrator.
6. No individual CBI doctor may supervise more than (2) interns (regardless of college) at any given time unless approved by the Assistant Dean of Clinical Internship (ADCL).
7. The presence of a UWS intern is for the education of the intern and not for the general promotion of the CBI doctor's practice or for the CBI doctor's *financial gain*.
8. CBI doctors 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 one year unless otherwise stated by the ADCL.
2. Renewal will be dependent on CBI doctor's maintenance of good standing with Oregon Board of Chiropractic Examiners, maintenance of malpractice insurance and positive performance within the program.
3. Reapplication will be required after three (3) years.
4. Violation of any items listed above in Section V.B. (CBI Doctor Responsibilities) or below in Section VII (Revocation of CBI Doctor Appointment) may result in the immediate suspension or termination of the CBI doctor's term of appointment.

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

A. 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 9th quarter.

B. Responsibilities of Intern

1. It is important to emphasize that providing 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 physician 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 physician.
 - 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 CBI 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 CBI activities.
 - e. Interns will comply with the applicable federal and state laws and regulations relating to health care practice in the state of Oregon. It is each intern's responsibility to become familiar and comply with the applicable federal/state laws and regulations pertaining to chiropractic in the state where the CBI is taking place.
 - 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 CBI doctor. The intern may provide lay educational presentations or participate in health fair events **only** with the CBI doctor present.
 - h. The intern will not engage in personal promotion or advertising, as advertising by an intern is considered unprofessional conduct.
 - i. The intern's participation in the care of Medicare patients is limited to manipulation of non-spinal joint restrictions and ancillary procedures.

C. Requirements for Successful Completion of CBI Assignment

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. Interns may not average more than 25 hours per week. Documentation of fewer than the required shifts will delay completion of the 10th or 11th quarter requirements. Intern may be assigned some hours at the CHC to fulfill the shifts requirement for each quarter if the CBI practice does not offer enough office hours.

D. 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 doctor and intern.

Important Note: *If a CBI doctor violates the requirement above and provides remuneration to an intern, 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 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.*

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

A. Revocation of CBI Appointment

The ADCI may suspend or remove a supervising physician from participating in the CBI program for any violation of CBI 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 law.

1. Failure to comply with state, university, and/or program regulations of the CBI program.
2. Violation of the Oregon Chiropractic Initiative Act or state board regulations by the CBI 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 doctor 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 CBI doctor (as witnessed by the intern or otherwise substantiated), or by the intern at the direction of the CBI doctor, 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 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 doctor.
4. Rendering of chiropractic services under a doctor of chiropractic who is not approved or assigned as the intern's CBI doctor or whose approval as a CBI doctor has been suspended or revoked.

VIII. **CBI Timing and Location**

A. **Typical Time Frame**

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 10th Quarter and ending in the 11th quarter and may extend up to 26 weeks. The intern is required to participate in a minimum of three shifts per week and be actively engaged in clinical activities in the CBI doctor's office. In the event that the CBI practice has more limited office hours, the intern may be required to return to the Campus Health Center to make up for the remainder of their required clinical hours. The participating intern may transition to the Preceptorship Program in their 12th and final academic quarter. Additional information is available in the office of clinical internship.

B. **Location**

The Community Based Internship is just that, an internship at a private practice within the vicinity of the UWS campus such that travel times between the locations are approximately 30 minutes or less to allow for the 10th and 11th quarter students to attend classes at the school before or after their CBI shift.

IX. **Documenting the Intern's Participation Requirements**

Completion of clinical internship III, IV, and V (10th, 11th, and 12th quarters) is required for the attainment of the DC degree. As a prerequisite to registering for clinical internship III (10th 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.

A. CBI Doctor's Mentor Feedback on Intern Performance – Each CBI doctor must complete and submit a *Global Assessment Evaluation* of the intern near the end each quarter that the intern has participated in the CBI in their office. This will be used by the intern's Attending Physician to help determine a quarterly grade.

B. Monitoring of Intern Attendance – attendance at the CBI office is required. CBI contractors are required to notify Clinic Administration if an intern is absent from or late to an assigned shift.

C. 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 will initial each encounter. This record is required to obtain credits toward completion of the DC program.