

PALMER COLLEGE OF CHIROPRACTIC, WEST CAMPUS

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FIELD TRAINING PROGRAM

**POLICIES AND PROCEDURES
MANUAL**

Revised September 2013

SECTION I

PALMER’S WEST CAMPUS FIELD TRAINING PROGRAM

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SECTION I

FIELD TRAINING PROGRAM

Palmer College of Chiropractic's West Campus (AKA Palmer West Campus (PWC)) elected in 1994 to enhance its curriculum by adding an additional quarter, the Practice Development Quarter (PDQ). The primary component of the PDQ is the Field Training Program (FTP), which requires student participation in an approved, private chiropractic office. Students are thereby provided the opportunity to gain valuable "real world" experience under the supervision of practicing doctors of chiropractic. The secondary, yet integral, component of the PDQ is required student attendance at classes held on the PWC campus to provide a forum for exchange of ideas learned from FTP offices and seminars by specialists in the field of practice management. The PDQ program has been designed and implemented to help promote PWC graduates' success in private practice.

CAUTIONARY NOTICE:

As PWC is physically located in the State of California, and the vast majority of intern assignments in Field Offices occur in California, this document often references California State laws and regulations. Each Preceptor and Student participating in an FTP outside the State of California is responsible for being aware of, and compliant with, the rules and regulations of that specific state's chiropractic regulatory body. Statements made in this document based on California State Law may be in violation of other states' laws and regulations, and the Preceptor and student must always defer to, and be compliant with, their applicable state laws and regulations.

I. Purpose and Objectives of the PWC Field Training Program

A. Purpose

This program is an off-site educational experience intended to enhance the knowledge of the chiropractic intern beyond what is normally provided in the academic and clinical experience of the standard chiropractic college curriculum. This element of the PWC curriculum is designed and implemented to support the mission, goals and uniqueness of PWC; to provide a mechanism to further assure competency in the cognitive, affective and psychomotor domains of chiropractic interns; and to better prepare students for the change from the rigors of academic life to those of a private practitioner.

B. Objectives

1. To learn office procedures and personnel management through practical field experience.
2. To observe, and at times perform, practical clinical and business management operations.
3. To mentor with successful, prominent doctors of chiropractic.
4. To experience usual and "specialized" chiropractic practices by observing the implementation of usual and special treatment protocols in areas such as pediatrics, geriatrics and sports.
5. To provide avenues for access to post-graduate preceptorship and/or associate positions.

II. Definitions and Organization

A. Definitions:

Practice Development Quarter (PDQ) – The 13th quarter curriculum at PWC, including the Field Training Program (Clinic V), on-campus seminar series (Development of the Chiropractic Practice), and small group discussion of FTP experiences (Clinic Diagnostic Seminar IV).

Field Training Program (FTP) - A pre-graduate program providing education in the field practice of Chiropractic which is administered by PWC and approved by the Council on Chiropractic Education.

Postgraduate Preceptorship Program - A postgraduate program which provides education in the field practice of Chiropractic and allows the Preceptee (unlicensed, graduated D.C.) to establish and manage a patient base under the supervision and license of the Postgraduate Preceptor.

Preceptor - A licensed doctor of chiropractic who meets the requirements of the program and is approved and appointed by PWC to act as a supervisor and mentor in the PWC Field Training Program or Postgraduate Preceptorship Program.

“**Active**” Preceptor is defined as an approved preceptor in good standing, who desires to participate regularly in the program and accepts assignment of students into his/her office when made.

“**Limited**” Preceptor is defined as an approved Preceptor who desires to participate in the program for only one designated student, and then does not foresee further participation in the program. These preceptors are only “Active” for the quarter during which they participate, and are **not** eligible for “Active” preceptor benefits [See section III-D: Preceptor Benefits].

“**Inactive**” Preceptor is defined as a preceptor who has participated in the FTP, however, has not had a student assigned for a period of three years or longer. This preceptor may be required to re-apply for “active” status.

“**Postgraduate Preceptor**” is defined as a preceptor who **only** accepts postgraduate preceptees into his/her office. These Preceptors may be either Active or Inactive.

Intern/Student - A pre-graduate chiropractic student who is enrolled in Palmer College of Chiropractic West and the PWC Field Training Program.

Intern/Preceptee - An unlicensed, graduated Doctor of Chiropractic who has been approved to participate in a Postgraduate Preceptorship.

State Board - The regulatory body for the practice of chiropractic in the state/country in which the FTP is occurring.

Treatment - Treatment is defined as any patient interaction involving assessment or management of that patient's condition, including, but not limited to: exam, radiography, adjustment, physical therapy, and rehabilitation.

Direct Supervision – The approved preceptor is physically present at the facility where the Field Training Program is occurring at all times when the intern is involved in any patient interaction.

B. Organization of the PWC Field Training Program

1. Palmer College of Chiropractic West and the Program. Palmer College of Chiropractic West provides this program as a required part of its educational curriculum. It is not an elective. Attendance at assigned Preceptor offices is mandatory and is monitored by the Program. The Director of the Program, with the approval of the Dean of Clinics, will make the FTP office assignments.

Field Training Programs may not occur in states or countries outside the United States which do not have official government bodies that recognize (license, oversee or otherwise direct) practices of chiropractic or which are not covered under the college clinic's malpractice insurance.

2. Clinic Standards Committee (CSC): The Clinic Standards Committee is composed of the Dean of Clinics, Dean of Academic Affairs and Dean of Student Affairs. The Committee's role is to evaluate student appeals, determine disciplinary action, and to review concerns regarding Preceptors.
3. Dean of Clinics: The Dean of Clinics sets policies and procedures through the Clinic Standards Committee and is the direct supervisor for the Director of Field Training/Postgraduate Programs.
4. Program Director: The Program Director reviews and approves new applicants to the Field Training and Postgraduate Programs. The Program Director assigns students to preceptors and monitors their progress in the program. The dean of Clinics or his/her designee will serve as Program Director in absence of this position.
5. Practice Development Quarter (PDQ) Faculty – directs academic portion of Field Training including arranging for outside speakers, assuring attendance is monitored for both the academic and Field Training (preceptor) portions of the program, collects midterm and final reports from Preceptor doctors, assures Out-of-Area preceptees receive and turn-in required assignments, and reports to the Director of Field Training any

problems in need of intervention.

III. Preceptor Requirements, Responsibilities, Term and Benefits

A. Preceptor Requirements for Appointment

1. Submit a completed PWC *Preceptor Application, Statement of Understanding/Acceptance Letter and Rights and Privacy Form, Certificate Holder form* and all other requested data, to the Program Director for review and approval.
2. Hold a current and valid license to practice chiropractic in the state in which the prospective Preceptor is practicing.
3. Have at least four (4) 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 four (4) years total, but has not practiced in the current state for four (4) years, the prospective Preceptor must submit the licenses from all other states. Exceptions to this rule must be made via written appeal to the Director and require subsequent approval by the CSC.
4. Have no record of disciplinary action based on any violation of the California Chiropractic Initiative Act or regulations of the state(s) he/she has been licensed in; and/or have conviction, or plea of nolo contendere to, any offense which is substantially related to the practice of chiropractic or conviction of a felony of any kind.
5. Have a professional liability insurance policy in effect. The company writing that policy is admitted to the office of the State of California Insurance Commissioner or the state in which the field training is being conducted. Coverage shall be in the minimum amount of \$1,000,000 per case/\$3,000,000 aggregate loss.

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 when the intern is treating any patient.
2. The Preceptor will assign only those patient services that can be safely and effectively performed by the intern.
3. The Preceptor will ensure that the intern is clearly identified to patients as an “Intern” (e.g. wears a PWC Clinic name tag) and will not refer to the intern as “Doctor”.
4. It is strongly recommended that prior to allowing an intern to perform any adjustment/manipulation on a patient, the Preceptor obtains a signed *Patient Acknowledgement form*.
5. The Preceptor will ensure that he/she is familiar with, and in compliance with, all applicable federal and state statutes and regulations relating to health care practices of chiropractic interns/preceptees, and that the intern practices in accordance with the same.
6. The Preceptor will forward to the Program Director a *Midterm Evaluation of Intern*

- Performance, Final Evaluation of Intern Performance, and Hourly Accounting Sheet.*
7. No individual Preceptor may supervise a total of more than two (2) interns and/or preceptees (regardless of college) at any given time.
 8. Preceptors will become familiar with, and strictly adhere to, the laws and regulations of their respective State Board with regard to the scope of the role and administrative requirements of the student/preceptee in their office. The presence of a PWC intern is for the education of the student and not for general promotional use.
 9. Preceptors will have in effect, while actively participating in the FTP, a professional liability insurance policy provided by a company admitted to the office of the State of California Insurance Commissioner or similar authority within the state that the field training is being conducted. Coverage shall be in the minimum amount of \$1,000,000 per case/\$3,000,000 aggregate loss.
 10. Preceptors will add the FTP program director/dean of clinics to their malpractice coverage via the "Certificate of Insurance" form to insure that any changes in insurance are communicated to Palmer by the carrier.
 11. Preceptors will, upon request, submit in a timely fashion current copies of their state license, professional liability insurance and x-ray operator/supervisor permit.
 12. Preceptors will read and sign a *Statement of Understanding and Preceptor Acceptance Letter* form indicating that they are aware of, and will abide by, their responsibilities, and the rules and regulations, of both this program and their state/country regulating body; and that they agree to accept the student into their office under these terms.
 13. Upon completion of their application and prior to *each* new intern starting in their office, Preceptors will sign an *Adjunct Clinical Faculty Contract*.
 13. Preceptors will be familiar with *The Rights and Privacy Act of 1974 as Amended*.

C. Term of Appointment

1. Will be for three (3) years or as deemed by the Program Director.
2. Renewal of term will be dependent on Preceptors maintenance of good standing with their respective state board, maintenance of malpractice insurance and positive performance in the program.
3. Violation of any items listed in **Section V: Revocation of Preceptor Appointment**, or **Section IIIB: Preceptor Responsibilities** may result in the immediate suspension or termination of the preceptor's term of appointment.

IV. Intern Participation Requirements, Early Participation, Responsibilities, Successful Completion, Remuneration and Syllabus

A. Participation Requirements

Participation in the PDQ is mandatory for attainment of the DC degree. To commence the Field

Training Program the intern must have completed and passed all academic classes, the 11th Quarter CCEP exam, and a minimum of 75% of **ALL** clinic requirements through and including the 12th quarter of the PWC curriculum. Students failing to meet the above requirements may appeal to the CSC for Probationary Participation (see **Section IV B: Participation Guidelines for Interns who have not completed their Clinic Requirements**). In addition to completing the above, the intern must provide the Program Director with a completed *Intern Profile Form*.

B. Participation Guidelines for Interns who have NOT completed their Clinic Requirement

It is Palmer College of Chiropractic West's policy that interns must have completed 75% of ALL clinic requirements prior to participating in the Field Training Program. Interns who have completed more than 75% of their required credits by the end of 12th quarter (or beyond) will automatically be approved for an FTP Assignment. **Interns approved for participation in the FTP who are still providing patient care are still responsible for meeting the guidelines in Section #1 below.**

Interns who fail to meet the requirements for the program may appeal this policy to the Clinic Standards Committee (CSC). Appeals must be made in writing and provided to the Dean of Clinics (Chair of the CSC) by Tuesday of the first week of the Quarter. When the CSC makes an exception to this policy, the intern will be placed on a Probationary FTP Assignment and must adhere to the guidelines below. To be eligible for Probationary FTP assignment, the Intern must demonstrate through their appeal that they:

- Are making adequate progress to complete their clinic requirements,
- Have the time management skills to handle all of their responsibilities (academic, clinic and personal),
- Are responsible for both the patients they are managing and the FTP office to which they are assigned.
- Have completed all academic and clinical competency exam requirements.

1. It is the experience of the PWC Clinical staff that Interns participating in the Field Training Program are not readily available in situations when their patients need urgent care, therefore:
 - a. Interns on Probationary FTP Assignment must have active secondary interns on all of their cases.
 - b. Interns on Probationary FTP Assignment are responsible for either calling or personally checking-in to each PWC Clinic where they are actively treating patients on a daily basis to check on their patient's appointments, changes in schedules, and to pick up clinic related messages. If the intern does not contact the clinic on a daily basis, an infraction will be issued and repeated offenses may result in the intern being removed from the program.
 - c. Interns who are approved for Probationary FTP are responsible for ensuring uninterrupted and adequate care for the cases they are managing. Any intern on Probationary FTP assignment who receives three or more infractions will be removed from the PDQ and placed in clinic elective for the remainder of the quarter. The intern will then repeat the PDQ once all clinic requirements have been met.

2. Interns who have completed less than 75% of their requirements must schedule an appointment with the Dean of Clinics to clearly demonstrate their ability to meet all of their responsibilities:
 - a. Interns will come prepared to discuss how, via their current patient base and/or the acquisition of new patients; they will be able to complete their clinic requirements by the end of the PDQ.
 - b. Interns may be required to submit a documenting of all of their responsibilities for the PDQ, including, but not limited to: clinic hours, FTP hours, PDQ hours, work hours, Board Preparation programs, and other personal responsibilities. The intern should be able to demonstrate via this plan that they have the foresight, skill, and time to handle all their responsibilities.

C. Guidelines for Early Participation in the Field Training Program

Upon approval of the Program Director, an intern who has completed 100% of his/her requirements may choose to do a local Field Training Program (FTP) in their 12th quarter to meet the Clinic IV course requirements.

Early participation in the FTP DOES NOT affect the required hours of participation for the Practice Development Quarter (PDQ). Students are still required to enroll in, and meet all requirements of, the PDQ including course work and Preceptor office hour requirements. Early participation in the FTP DOES NOT affect the coursework participation for the Practice Development Quarter (PDQ). Students are still required to enroll in, and meet all requirements of, the 12th quarter while in their 12th quarter (no early registration or auditing of 12th quarter classes is allowed). Students who are expecting to do their 13th quarter FTP "Out-of-Area" are still required to fulfill

their PDQ Out-of-Area course work for their 13th quarter.

Approval is based upon the following guidelines:

1. Students interested in early admission into the FTP must appeal to the Dean of Clinics in writing of his/her intent to start early *a minimum of four weeks prior* to the start of the early FTP. The following items are required for the appeal to be approved:
 - a. Written appeal to the Clinic Standards Committee (delivered to Dean of Clinics) received by the deadline;
 - b. Confirmation from the Dean of Student Affairs that the student has successfully passed all academic and CCEP requirements;
 - c. Clinic Secretary's confirmation noting all clinical requirements have been met, or are expected to be met.
2. Early participation in the FTP may begin on either of the following dates:
 - a. The first day of the first week of 12th quarter
 - b. The first day of the fifth week of 12th quarter
3. 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 the academic requirements of the 12th quarter. Upon entering 13th quarter, the student may participate in an out-of-area practice. While not required, it is recommended that those students who spend their entire 12th quarter in a field office participate in a different office during their 13th quarter to further enhance their educational experience.
4. **Guidelines for beginning participation at the start of 12th quarter.**

If the intern wishes to start at the beginning of 12th quarter, all clinic requirements must be completed by the first day of their 12th quarter. The appeal must be approved, subject to the completion of all clinic requirements and receipt of passing grades for all 11th quarter classes, a minimum of four (4) weeks prior to the start of the 11th quarter. If the student wishes to participate with a preceptor who is not already approved for the FTP, the doctor's completed application must be submitted by the end of the 5th week of 11th quarter to guarantee adequate processing time. Applications submitted after this date may not be processed in time for consideration.

Students starting at the beginning of 12th quarter are required to spend a minimum of 9 weeks in the office to which they are assigned. Students are required to spend an average of 24 hours per week (20 hours in offices that are not available for 24 hours) in their assigned office. Hours must be documented on the *Hourly Accounting Spreadsheet*. Students may request a change to a different office prior to the start of the Practice Development Quarter (13th Quarter). This request should be made via the Program Director prior to the 8th week of the 12th quarter.

5. **Guidelines for beginning participation during the 5th week of 12th quarter.**
If the student wishes to start **during** the 5th week of 12th quarter, all clinic requirements must be completed by the last day of the 3rd week of 12th quarter. The appeal for early participation must be submitted to the Program Director by the end of the 1st week of the 12th quarter. If the student wishes to participate with an unapproved preceptor, their completed application must be submitted by the end of the 11th quarter to allow adequate processing time. Applications submitted after this date may not be processed in time to allow early participation.

Students starting during the 5th week of 12th quarter are required to spend a minimum of 5 weeks in the office to which they are assigned. Students are required to obtain sufficient hours to meet the course requirement (264 hours for Clinic IV) through their work in both the FTP office and clinic. Hours must be documented on the *Hourly Accounting Spreadsheet* and approved by the Preceptor. Students are asked to request a change to a different office only in the event that they are not satisfied with the situation in their assigned office. It is recommended that this request be made as soon as the student realizes their situation is unacceptable.

6. **Course Work**
Students are required to attend all 12th quarter classes during their 12th quarter. They may neither sit in classes early, nor perform alternate class work to meet class requirements. Failure to complete required course work may result in either an incomplete or failing grade for the class and inability to attend an Out-of-Area preceptorship. Any student receiving an incomplete or failing grade in a 12th quarter class will be required to pass that class in accordance with college policy.

D. Responsibilities of Intern

1. While engaged in the Doctor of Chiropractic Program of PWC and enrolled in the Practice Development Quarter (PDQ), the intern will meet the following responsibilities: (This program is not intended to provide mechanisms for students to treat patients or provide patient services. Providing patient services is only allowed when the state board regulations clearly indicate that pre-graduate interns may perform these activities, and when the preceptor provides direct supervision of these activities.):
 - a. The student shall only provide chiropractic services under the direct supervision of the PWC approved Preceptor and shall provide only services that he/she has obtained instruction in while a student at PWC and/or is competent to perform.
 - b. The student will strictly adhere to the PWC Field Training Program as herein written and authorized to administer.

- c. The student will not represent himself/herself as being a licensed doctor of chiropractic (e.g. wearing their clinic name tag identifying them as an “Intern”).
- d. The student will comply with the applicable federal and state laws and regulations relating to health care practice in the state and country in which they perform their FTP. It is the student’s responsibility to become familiar with, and remain in compliance with, the applicable federal/state laws and regulations pertaining to their field training location.
- e. The student will report to the Program Director any delay, interruption or termination in the program.
- f. The student will sign the *Patient Acknowledgement* form for each patient, providing written acknowledgement from both patient and Preceptor, prior to performing an adjustment/manipulation on that patient.
- g. The student will not participate in media (any form of written, oral or visual) advertising for the purposes of financial gain for the student or Preceptor. The student may provide lay educational presentations or participate in health-fair events **only with the preceptor present**.
- h. The student will not advertise as advertising by a student is considered unprofessional conduct.
- i. The student will not participate in the evaluation (including history) or treatment (including adjustments and ancillary procedures) for Medicare patients.

E. Requirements for Successful Completion of the Field Training Program

The term of the PWC intern will be for the course of the term (one quarter) as defined by the PWC. To pass the course (Clinic V (FTP) or Clinic IV (early FTP)) and intern must document 264 hours of approved clinical and extra-clinical activities. Students may miss up to 10% of their hours for absences (excused or unexcused). For the FTP, clinical activities are those earned while participating in the field doctor’s office; extra-clinical activities would be activities outside the field doctor’s office, and any work in the college clinics or other approved extra-clinical activities. Per California State law, students may not average more than 35 hours per week. Documentation of fewer than the required hours (with a 10% allowance for absences), will result in a failing grade and a requirement to repeat the entire course. Students may continue to work in an office through the break to obtain required hours; however this will result in delay of receipt of diploma.

F. Remuneration

While participating in the PWC Field Training Program, **remuneration will not be considered** by either the Preceptor or student. There will be neither fees nor wages for Preceptor participation, student participation (other than PWC tuition), or between the Preceptor and student. If the student transitions to the Postgraduate Program the Fees/Remuneration paragraph of that program description become effective.

IMPORTANT NOTE: If a Preceptor violates the above policy and provides remuneration to an intern, that intern then becomes the employee of the Preceptor, and

thus is no longer participating in the program. The intern may no longer legally perform the expanded scope of services approved for PWC Field Training Program and may be practicing chiropractic without a license. The college'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 264-hour course requirement.

G. Syllabus

The *FTP Guidelines on Intern Involvement* and *FTP Syllabus* provide guidelines for the educational experiences the intern should receive while in the FTP. While it is recognized that not every educational experience is available in every office, it is the responsibility of the Preceptor to ensure that the intern experiences the activities in the syllabus to the fullest extent possible. Failure or inability to provide the student with a well rounded, complete educational experience (as defined by the guidelines and syllabus) in the Preceptor's office may result in limited assignment of interns, probation, or removal from the program.

V. *Revocation of Preceptor Appointment and Termination of Student Participation in the Field Training Program*

A. Revocation

The Dean of Clinics may suspend, remove or place on probation a Preceptor participating in the Field Training Program for any of the below reasons. Additionally, the State Board of Examiners may deny, suspend, revoke, or place on probation the license of a Preceptor appointed by PWC for any violation of State or Federal rules and regulations regarding the practice of Chiropractic and Interns.

1. Failure to comply with State, College and/or program regulations of the Field Training Program.
2. Violation of the California Chiropractic Initiative Act or State Board regulations; or the conviction, or plea of nolo contendere to, any offense whether felony or misdemeanor which is substantially related to the practice of chiropractic or conviction of any felony.
3. False or misleading information presented to PWC or the State Board with respect to the Field Training Program.
4. The intern has violated the Chiropractic Initiative Act or State Board regulations regardless of whether the Preceptor has knowledge of the violation.
5. The failure to obtain a signed *Patient Acknowledgement* form from any patient prior to allowing the intern to an adjustment/manipulation upon that patient.
6. Arrest and/or indictment for any alleged felony offense. PWC retains the right to place a preceptor on probation, remove current interns and withhold assignment of future interns until the case has been resolved to the satisfaction of the Program Director and Dean of Clinics.
7. 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 and may result in reporting of

the Preceptor to the appropriate State Board.

B. Termination

Violation by the intern of any of the policies outlined below may result in termination of the intern's participation in the Field Training Program and delay or prevent graduation from PWC. Additionally, any violation may result in future denial, suspension, revocation, or probation of the intern's chiropractic license. :

1. Failure to comply with State, College and/or program regulations of the Field Training Program.
2. Violation of the California Chiropractic Initiative Act or State Board regulations; or the conviction, or plea of nolo contendere to, any offense whether felony or misdemeanor which is substantially related to the practice of chiropractic or conviction of any felony.
3. False or misleading information presented to PWC or the applicable State Board with respect to the PWC Field Training Program.
4. The rendering of chiropractic services outside the Field Training Program, or without the direct supervision of the assigned Preceptor.
5. 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.
6. The failure to obtain a signed *Patient Acknowledgement* from a patient prior to allowing the intern to perform his/her initial adjustment/manipulation on that patient.

VI. Roles and Responsibilities of the Dean of Clinics and FTP Director

A. Role and Responsibilities of the Dean of Clinics

The Dean of Clinics provides general supervision of the Practice Development Quarter and Postgraduate Preceptorship Programs, and has the following responsibilities:

1. Appoints and supervises the Program Director
2. Assumes the responsibility of the Program Director if the position is not filled
3. Chairs the Clinic Standards Committee
4. Sets program policy and procedures and considers proposals for the enhancement of the program.
5. Approves FTP assignments.
6. Considers and approves applications for Probationary Participation through the CSC
7. Grants special exemptions for time requirements or other special circumstances.
8. Considers preceptor and student/preceptee program violations and determines subsequent disciplinary actions.
9. Considers and approves alternate syllabi for multidisciplinary settings or other special circumstances.
10. Considers and approves Out-Of-Area assignments for local area students.
11. Considers information requests from outside sources.
12. Mediates and resolves problems with interns, preceptors, preceptees or staff when

these problems cannot be satisfactorily handled by the Director or PDQ faculty.

B. Role and Responsibilities of the Director, Field Training Program

The appointee is responsible for day-to-day operation of the FTP and reports to the Dean of Clinics. The Director has the following responsibilities:

1. Ensure that the PWC Field Training Program and the Postgraduate Preceptorship Program conform to the guidelines as published by PWC, the State Board of Chiropractic Examiners, and the CCE.
2. Ensure compliance with directives, as written in this document, of participating students and Preceptors.
3. To monitor program operation and report program activities as indicated herein to the Dean of Clinics.
4. To monitor Preceptors' offices, Preceptors' status, students' status and program reports.
5. Obtain from the Board of Chiropractic Examiners the licenses status of perspective Preceptors before approving them to participate in the program.
6. To develop continuing education classes made available to Active PWC Preceptors.
7. To integrate the Program into the PWC College Clinics Quality Assurance Program for annual review and update.
8. The Director will solicit from the PWC faculty and administration suggestions for Program enhancement and present them to the Dean of Clinics for consideration when appropriate.
9. To take steps necessary to assure confidentiality of all reports pertaining to the Program, Preceptors, Interns/Students, involved patients and Quality Assurance Program reports.
10. To manage and oversee job performance of FTP support personnel.
11. Set up, chair and report on a Quarterly 13th Quarter Student focus group for the purpose of assessing the positive and negative perceptions of students completing the program.

VII. Time Frame of Program Execution, Special Circumstances and Preceptor Geographic Location

A. Typical Time Frame and Syllabus

Field Training Program participation is an essential part of the PWC curriculum leading to the degree of Doctor of Chiropractic. The period of involvement is one academic quarter, a minimum of 8 weeks but up to 12 weeks. The student is required to spend a minimum of 264 hours actively working in a Field Training office (clinical activities) and performing approved extra-clinical activities as documented in the hour tracking spreadsheet. Students may not average more than 35 hours per week in clinical activities.

The participating student may transition to the Post-graduate Preceptorship Program at the time

of attainment of the DC degree if all requirements of that program are met and the Program Director has approved the program.

B. Department of Defense and Veteran's Affairs Internships

Students appointed to DoD/VA internships at sites with an academic affiliation with Palmer may spend their 13th Quarter in the internship to meet their Clinic V requirements in lieu of participating in the Field Training Program. In some situations, students may be able to do a limited FTP while continuing their internships. In these situations, students must still meet the hourly requirements for Clinic V from their *combined* experience at their internship and FTP. Students participating in a DoD/VA internship are required to meet the course requirements for the other 13th quarter courses via distance learning. If a student is unable to do distance learning, an alternate syllabus will be utilized to provide a mechanism to assure the goals and objective of the course are met.

C. Geographic Location

Field Training Programs may occur either within the Local Area (as defined below) or Out-of-Area. Only Interns who have completed all of their clinic requirements and academic course work are eligible for Out-of-Area FTPs. Field Training Programs may not occur in countries which do not have official government bodies that recognize (license, oversee or otherwise direct) practices of chiropractic or which are not covered under the college's malpractice insurance.

1. For the purpose of this program, the Local Area is defined as follows:
 - a. Bordered on the WEST by the Pacific Ocean from Aptos to San Francisco.
 - b. Bordered on the NORTH via a line drawn from San Francisco, through Berkeley, to Concord.
 - c. Bordered on the EAST by a line drawn from Concord, through Livermore, to Gilroy.
 - d. Bordered on the SOUTH by a line drawn from Gilroy to Aptos.

All offices which fall outside the above borders are considered Out-of-Area offices and have additional requirements as defined below.

2. **Out-of-Area** Field training will have additional requirements for both Preceptor and Student as listed below.
 - a. **Additional Requirements - Out-of-Area Preceptors**
Once the Out-of-Area Preceptor has been approved for the program, PWC has no additional requirements to remain active within the FTP; however, some State Boards (not California) do require regular registration/reporting/fees with the State Board when participating in Intern/Extern/Preceptee programs. **It is the responsibility of the Preceptor to be aware of, and in compliance with, these State Board regulations.**

b. Additional Requirements for Out-of-Area Interns

Only Interns who have completed all of their clinic requirements and academic course work are eligible for Out-of-Area FTP. When bringing a new Out-of-Area Preceptor into the program, the student must encourage the Preceptor to submit his/her completed application as early as possible to ensure adequate time for processing. This is especially important for out of state applications. **It is the student's responsibility to become knowledgeable of, and comply fully with, the laws and regulations of the state in which they are performing their field training.**

Out-of-Area Interns must complete Practice Development Quarter course work via distance learning or alternate syllabus to insure the student is meeting the course goals and objectives. It is expected that the out of area intern will spend an equivalent amount of time on distance learning activities and/or alternate syllabus assignments as students attending classes on campus. The class instructor will determine distance learning and alternate syllabus assignments. It is the Intern's responsibility to communicate with the course instructor to ensure they receive and successfully submit any additional course assignments or requirements.

Failure to complete the required class assignments will result in an "Incomplete" grade for the course, and if not rectified per the college's Incomplete Policy, a failing grade. Interns doing their FTP in the local area are required to attend the PDQ classes and may not opt to do Out-of-Area assignments. Under special circumstances, the Dean of Clinics may approve Out-of-Area assignments for local area Interns.

Interns are advised not to leave the local area until their Out-of-Area assignment has been approved by the Program Director. Failure to do the above may result in significant financial expense incurred by the Intern should the State Board not approve a Field Training type program, and the Intern be required to move to a different state or return to the Bay Area.

VIII. Mechanisms for Overseeing Program Effectiveness

Completion of the Practice Development Quarter is required for attainment of the DC degree. Prior to being cleared to register for the 13th quarter, each student's clinical and curricular progress will be reviewed by the Program Director. Students failing to meet the program requirements will have a "hold" placed on their registration. Once the requirements are met, registration "holds" will be removed by the Dean of Clinics. The *Intern Profile Form* must also be received for review by the Program Director. Once all forms have been received the student will be assigned to an available Preceptor. Optimally, eligible students will be notified of their assignment during lab finals week, and no later than Finals week.

A. Preceptor's Midterm Intern Evaluation and Preceptor's Final Report on Intern Performance

During the course of the FTP, each Preceptor will send to the Program Director two reports monitoring Intern performance in their office, the *Midterm Evaluation of Intern Performance* and the *Final Evaluation of Intern Performance*. Documented hours, signed by the Field Doctor, must be submitted with the both evaluations.

B. Program Director Reporting

Each Quarter the Program Director will submit a report to the Dean of Clinics addressing, but not limited to, the following:

1. Number of students successfully/unsuccessfully completing the program
2. Problems/concerns encountered during the quarter
3. Preceptors or Students removed from the Program with reasons for removal
4. Recommendations for changes to the PWC Field Training Program policies and procedures to prevent recurrence of problems/concerns
5. Synopsis of feedback from 13th Quarter Student Focus Group

C. Annual Quality Assurance Program Review

Annually, or as required by the PWC Quality Assurance Program, the Director will review data and/or QIP's generated relevant to the Field Training Program and correct deficiencies noted.

D. Monitoring of Intern Attendance Requirements

Attendance at the FTP office is the primary requirement for passing the course. Each intern will have a Clinic *Hourly Accounting Spreadsheet* (Excel) upon which they can document their hours. The *Hourly Accounting Spreadsheet* is to be filled out daily by the intern, and reviewed weekly by the Field Doctor or office manager to insure accuracy. Lunch hours and other breaks lasting over half an hour must not be recorded as time spent in the office. A print out of the documented hours-to-date must be submitted with the *Midterm Evaluation of Intern Performance*, and a final hours-to-date print out with the *Final Evaluation of Intern Performance*.

E. Monitoring of Academic Performance

Program effectiveness will also be monitored via round table discussions and written reports via the academic portion of the PDQ. The instructor of the class will record attendance and receipt of reports for these classes, and will forward any problems to the Program Director.

IX. Confidentiality

All program reports, profiles and applications will not be used by PWC for any purposes other than those defined in this document. *The Rights and Privacy Act of 1974 as Amended* will be strictly adhered to in all circumstances.

A. Information Requests

Requests for information on Program structure will be addressed by the Program Director. Requests for data obtained by way of this Program will be forwarded to the Dean of the Clinics for consideration.

B. Subpoena Exemption

In general, information gathered in the course of application, to include academic records, for or during participation in the PWC Field Training Program will never be released outside the authorized channels of the college clinics and will not be included in any way in patient's medical records.

X. Retention of Records

A. Preceptor Related Records

Applications of potential Preceptors will be retained, if appointed by the Program Director as a Preceptor, while actively acting as a Preceptor and for one year after the Preceptor becomes inactive. Should the prospective Preceptor withdraw his/her application while in the review process, or be declined appointment by the Program Director, the application will be returned to the applicant upon written request, otherwise it will be filed as incomplete.

All other reports pertaining to Preceptors (see Appendices) will be retained while the Preceptor is active, and then for one year after active participation ceases or upon revocation of appointment and then will be destroyed.

B. Student Related Records

Reports pertaining to students will be retained while active in the Field Training Program, and for one year after completion or termination from the program and then destroyed. If the student elects to transition to the Postgraduate Preceptorship Program, patient related records will be retained for five years by the Preceptor office and then destroyed.

XI. Governing Documents

This Program has been developed utilizing the following documents as guidelines: Palmer Student Handbook, PWC Clinic Policy and Procedure Manual, The Council on Chiropractic Education Standards for Chiropractic Institutions and the California Board of Chiropractic Examiners.