



PALMER
College of Chiropractic

Post-Graduate Preceptor Program Handbook

A publication of Palmer College of Chiropractic's Davenport Campus Clinical Co-Curricular Programs Office; 1000 Brady Street, Davenport, Iowa 52803, June 2019

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*Palmer Chiropractic Clinics
Post-Graduate Preceptor Program Handbook*

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**Palmer College of Chiropractic
Clinical Co-Curricular
Programs
Post-Graduate Preceptor Program**

TABLE OF CONTENTS

| | |
|---|----|
| SECTION I – Palmer College of Chiropractic | |
| Mission | 3 |
| Program Administration | 4 |
| Program Goal | 5 |
| Program Fees | 5 |
| Eligibility Requirements – Graduate... .. | 5 |
| Eligibility Requirements – Field Doctor..... | 5 |
| Approved Doctors | 6 |
| Selection of Preceptor by Graduate | 7 |
| State Paperwork..... | 7 |
| Professional Liability Insurance... .. | 7 |
| Approval to Start | 8 |
| Guidelines for Participation..... | 8 |
| Important Notes... .. | 9 |
| Responsibilities of the Preceptor | 9 |
| Responsibilities of the Graduate Intern... .. | 11 |
| | |
| SECTION II – APPENDICES | |
| Patient Informed Consent: Sample Form | 13 |
| Intern Non-Disclosure Agreement..... | 14 |
| Preceptorship Locations. | 14 |
| Note on Illinois Remedial Hours... .. | 15 |
| Revocation of Participant’s Involvement | 15 |
| Liability Responsibility | 15 |
| Retention of Records... .. | 16 |
| Institutional Policies | 16 |

Section I

PALMER COLLEGE OF CHIROPRACTIC MISSION

The mission of the Doctor of Chiropractic Program is to advance chiropractic by promoting learning, delivering healthcare, engaging our communities and advancing knowledge through research.

PROGRAM ADMINISTRATION

The Post-Graduate Preceptor Program is a clinical education program available to new or recent graduates of Palmer College of Chiropractic. It is managed by the Clinical Co-Curricular Programs Office within the Palmer Clinics. The office is located on the Davenport campus, B.J. Palmer Hall.

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The Post-Graduate Preceptor Program is an optional, off-campus educational program for qualified graduates of Palmer College who are unable to obtain a license to practice chiropractic soon after their graduation. It allows an opportunity for the graduate to gain experience with a Doctor of Chiropractic at their private practice setting while awaiting licensure. Through a mentorship-type relationship with the licensed chiropractor, the graduate has an opportunity to gain valuable insight into the everyday management of a private practice. Depending on the location of the preceptorship*, graduates may perform a variety of patient care procedures under the direct supervision of the licensed chiropractor.

Graduates participating in the Post-Graduate Preceptor Program are not registered / matriculated in the Doctor of Chiropractic Program and therefore are not considered students of Palmer College of Chiropractic.

*Please refer to the section on “Preceptorship Locations” found in the appendix.

Terminology:

- The word “preceptor” in reference to this program, means the licensed chiropractor.
- The words “graduate” and “intern” in reference to this program means a new or recent unlicensed graduate of Palmer College.
- The word “resident” is another term for the word “intern” in some states.
- Direct supervision means that the preceptor must be on the same premises as the intern when the intern is performing any patient care procedure. This definition may vary by state (i.e. in Arizona, the preceptor must be in the same room as the intern to directly supervise patient care.)

PROGRAM GOAL

The goal of this program is to provide support to recent Palmer College of Chiropractic graduates by facilitating a means for them to work with a licensed Doctor of Chiropractic while awaiting licensure*

*Certain restrictions apply per state laws. Licensed doctors and unlicensed graduates are advised to review applicable information from their chiropractic licensing board.

PROGRAM FEES

Fees are applied on a trimester basis, as based on the Campus academic calendar from which the Intern graduated, with the first term payment of \$300 (Davenport) \$225 (West/Florida) due upon submission of an application. In the event an applicant withdraws his/her application prior to their start date or the application is not approved by the College, the initial payment will be refunded minus \$50.

Each subsequent term will cost \$300 (Davenport) \$225 (West/Florida) with payment due no later than two weeks prior to the start of a term. Davenport terms begin in July, November, and March. West and Florida terms begin in January, April, July and October. Fees will not be prorated regardless of start and end dates. Failure to make payment will result in dismissal from the program.

Fees do not include payment for required malpractice insurance coverage. The applicant must secure his/her own insurance through a company of their choice. An application for insurance through NCMIC is included with the application packet.

ELIGIBILITY REQUIREMENTS FOR GRADUATES

To participate in the program, graduates must meet the following requirements:

- Be a recent graduate of Palmer College of Chiropractic (any of the three campuses).
- Have passed all sections of the National Board Part I exam. Certain states may require passing scores on additional parts.
- Have submitted a complete Post-Graduate Preceptor Program application, other required forms, and application fee.
- Have professional liability (malpractice) insurance and provide a copy of the declaration page to the College. (Applicants will obtain insurance AFTER applying to the program.)
- Must receive written approval from the College before starting the program.

ELIGIBILITY REQUIREMENTS FOR FIELD DOCTORS

Field doctor applicants must meet the following minimal criteria for consideration for program involvement:

- Complete and submit an application and additional required documents. Doctors already approved in the College's pre-graduate preceptorship program do not need to submit a separate application for this program.
- Must have at least three years chiropractic practice experience. Certain states require five years of licensure in the state. Refer to state chiropractic board regulations for specific information.
- Must have a current chiropractic license that is in good standing.
- For a period of at least three years prior to application, or per the discretion of the College, the doctor must not have any complaints, reprimands, or disciplinary actions on file, with a state board, against him/her. Please note that certain states have very specific rules about this that may vary from this statement.
- Applicants must not be an excluded individual on the following U.S. Federal exclusion lists: Office of the Inspector General (OIG), System for Award Management (SAM), and Specially Designated Nationals (SDN).
- Applicants must have a current professional liability (malpractice) insurance policy with a minimum annual per occurrence and aggregate amount of \$1,000,000/\$3,000,000.
 - A few states (9 in total – Indiana, Kansas, Louisiana, Nebraska, New Mexico, New York, Pennsylvania, South Carolina and Wisconsin) have a Patient Compensation Fund (PCF) program, which allows for a doctor to carry less than the \$1m./\$3m policy. If you participate in this program, you will be asked to provide a copy of the PCF agreement from the administrator, along with your current malpractice insurance coverage.
- Must be a graduate of a chiropractic college accredited by the Council on Chiropractic Education.

There is an application process for field doctors interested in the program. To apply, the doctor must complete an application on available through www.palmer.edu/precept. The application is to be submitted, along with all requested documents online. Applications must be accompanied by a copy of the field doctor's current chiropractic license and a copy of his/her current professional liability insurance. In addition, the College is required to have a copy of the field doctor's chiropractic college educational transcripts on file. Applicants must contact their chiropractic college's registrar's office to make arrangements for transcripts to be forwarded. (Please note that Palmer College graduates need to do this also. The Clinic Co-Curricular Programs office cannot access transcripts via the computer system.)

Applications will be assessed for the above points and also for how the applicant practices. Applicants must practice in such a way that students of Palmer College can apply the skills and knowledge they have attained in the Palmer curriculum.

Applicants will be notified via written letter regarding acceptance or non-acceptance into the program.

TRAINING REQUIREMENTS FOR PRECEPTORS

Preceptors are required to be knowledgeable of, and comply with, Palmer institutional policies. Institutional policies can be reviewed on the Palmer website at

<http://www.palmer.edu/HandbookPolicies/>.

On-line training on the following topics will be required on an annual basis for preceptors active in the program: Discrimination Awareness, FERPA, HIPPA, Title IX. Training requirements will be emailed to preceptors according to date of student assignment and must be updated annually as they have a student. Training must be up-to-date before a student can start a preceptorship. Trainings do not need to be completed each time they host a student if within the one-year timeframe of training completion.

ONCE A DOCTOR IS APPROVED FOR THE PROGRAM

Once an application is approved, it is filed in the Clinical Co-Curricular Programs office for both the Intern Preceptorship Program (pre-graduate) and the Post-Graduate Preceptor Program for students and graduates to review.

Some chiropractors apply to the program because of a specific student or graduate who wants to do a preceptorship with them. The program director will notify the preceptor when a student or graduate has given his/her name for the student's preceptorship experience.

Approval for the College's program does not imply automatic approval for intern assignment. Some state boards require specific paperwork to be completed by the preceptor and/or the intern each time a placement is considered. The College will inform the preceptor and/or the intern if such paperwork is required. A post-graduate preceptorship cannot begin until the College receives approval from the state board, if required, and/or until all necessary documents are obtained. Graduates are not allowed to begin until the post-graduate preceptorship is approved.

GRADUATE'S SELECTION OF A PRECEPTOR

Graduates interested in a post-graduate preceptorship should begin the process of selecting a preceptor as early as possible. The Clinical Co-Curricular Programs office has several hundred field doctors in a database as potential preceptors. Graduates are welcome to search the online database <https://preceptor.palmer.edu> to review the information on file. A student may not access this database after graduation.

Selection of a preceptor is an important decision. Likewise, preceptors need to give careful consideration to graduates who approach them for possible post-graduate preceptorship. The following is a suggested guideline for establishing a post-graduate preceptorship:

- Graduates should inquire via mail or email to potential preceptors and include a resume.
- After receiving a graduate's inquiry, the preceptor should respond to the graduate within one week, letting the graduate know if a post-graduate preceptorship is a possibility.
- An initial phone interview is helpful in determining if the preceptorship is a possibility.
- If it appears that a preceptorship may be possible, it is strongly encouraged that the preceptor and the graduate meet in person to discuss each other's expectations of the preceptorship. The graduate may wish to spend one day, if possible, observing the preceptor in his/her private practice setting. If doing so, please note that the graduate may not, under any circumstances, participate in any patient care activity.

STATE PAPERWORK

If the doctor's State Chiropractic Board requires specific paperwork to be completed in order to obtain approval for the post-graduate preceptorship, the program director will notify the preceptor. If a document is mailed to the preceptor for completion, it is extremely important that the document be completed as quickly as possible and all directions are followed. State Boards often have strict rules regarding submission of paperwork that may include deadlines.

A contract will be mailed to the preceptor instating the preceptor as an extension faculty member of Palmer College of Chiropractic for the time period the graduate is assigned. The contract is also signed by the Director of Clinical Co-Curricular Programs. By signing the contract, the preceptor agrees to all program rules and regulations and agrees to provide the graduate with a valuable educational experience.

PROFESSIONAL LIABILITY INSURANCE

Both the preceptor and the graduate are required to have professional liability (malpractice) insurance coverage and to provide proof of such coverage to the program director. Proof of coverage consists of providing a copy of the policy declaration page which is to contain the covered person's name, coverage period, and limits. An application for extern malpractice insurance through NCMIC is provided by the College and is to be submitted along with the program application. The graduate may opt to obtain insurance through a different company. Regardless, proof of coverage is required to be approved to start the program. All fees associated with malpractice insurance coverage are the responsibility of the doctor and the graduate.

WRITTEN APPROVAL TO START REQUIRED

A graduate may not start working with the preceptor until written approval is received from Palmer College of Chiropractic.

GUIDELINES FOR PARTICIPATION

- The length of the post-graduate preceptorship depends on the State in which it is taking place. College rules allow a post-graduate preceptorship up to one year after graduation or until a chiropractic license is obtained, whichever occurs first. State chiropractic laws supersede the College rule and must be followed. For example, Wisconsin's time period for post-graduate preceptorships is a maximum of six months after the actual graduation date.
- The preceptor and the graduate will determine a mutually agreeable work schedule keeping in mind that the preceptor must be on the same premises as the graduate at all times.
- The graduate is assigned to ONE preceptor who is contracted with the College as an Extension Faculty Member. Performing patient care duties under the supervision of another doctor is not permitted.
- The preceptorship experience should include: A) regular direct dialogue between the preceptor and the graduate in order to provide the graduate with feedback regarding his/her performance; B) opportunities for the graduate to observe the preceptor caring for patients; C) opportunities for the graduate to participate in patient care such as adjusting patients, performing examinations, and taking x-rays, as allowed by State law; please note that graduates may only utilize skills for which they have been formally trained at Palmer College; D) participating in and performing patient education and health care classes; E) routine administrative responsibilities by the intern such as exposure to office procedures, filing, record keeping, billing, staff meetings, etc.; F) graduate participation in extra activities such as State Chiropractic Association meetings or local community events and club meetings.
- In the beginning, graduates are expected to observe and assist until they are familiar with the staff, patients, general office policies, facilities, and equipment. As the graduate becomes ready, he/she should assume increasing responsibilities, keeping in mind that all responsibilities must be performed under the direct supervision of the assigned preceptor and be in compliance with state laws.
- Graduates should gain an understanding and appreciation of the roles, duties, and responsibilities of the chiropractor.
- Graduates should be assisted in developing an increased awareness of the dynamic and challenging nature of practicing chiropractic in today's health care arena.
- Graduates should be exposed to the work of professional and service organizations and other related community groups and encouraged to participate in their activities.

- Graduates should have learning experiences, which will strengthen their understanding of human beings and relationships and help develop their ability to enter into a caring and professional relationship with patients.
- Learning experiences should be of such nature that they assist graduates and preceptors in discovering the graduate's professional strengths and weaknesses.
- If the preceptor's office is required to comply with the Health Insurance Portability and Accountability Act (HIPAA), please note the following: While on an educational preceptorship, an intern may become knowledgeable of Protected Health Information (PHI) in the preceptor's practice.

Preceptors are strongly encouraged to discuss HIPAA and PHI requirements with the assigned Intern and to have the Intern sign a document such as the one provided in the Appendix section of the handbook (provided as an example). If the preceptor requires the Intern to sign a Non-Disclosure of PHI form, he/she should keep the signed form on file in his/her office.

ADDITIONAL IMPORTANT NOTES

- The preceptor may not exploit graduates as inexpensive help or labor. The most important consideration during the experience is that graduates receive the most beneficial learning available through the selected preceptor. Remuneration between the preceptor and the graduate is considered a legal financial arrangement and the College does not participate in any such arrangement and is held harmless in the event either party fails to comply with those arrangements.
- Graduates are assigned to the preceptor who has been contracted as an Extension Faculty member of the College. The preceptor cannot reassign the graduate to another doctor at any time or under any circumstances. The graduate should be off work when the preceptor is not present.
- **Per federal government regulations, unlicensed graduates are not allowed to provide patient services to Medicare and Medicaid patients including a history, examination, x- rays, physiotherapy/rehabilitation, and adjustments.**

RESPONSIBILITIES OF THE PRECEPTOR

It is anticipated that the preceptor will fulfill the role of clinical teacher and mentor for the graduate. The preceptor's responsibilities include the education and training of a graduate, which begins with a clear understanding of the graduate's learning needs. The preceptor's goal should be to bring out the best in the graduate. Because graduates are not licensed to practice chiropractic, they cannot function independent of direction, supervision, and guidance of the preceptor. It is recommended that the graduate observe the preceptor's style of communicating with patients, conducting patient examinations and adjustments, and view basic office routines before participating in patient care. As stated previously, participation in patient care is restricted to responsibilities as allowed by the preceptor's state law. Prior to participating in any aspect of patient care, the intern must receive permission from the preceptor.

The following are basic guidelines for establishing the preceptorship:

- Provide direct, on-the-premises supervision to the graduate at all times he/she is providing patient services.
- Review this handbook thoroughly to gain understanding of the expectations and commitment on the part of program participants.
- Have an initial meeting with the graduate to determine the specific needs and objectives of the graduate and adapt the experience accordingly within the program parameters and state law.
- In cooperation with the graduate, create a work schedule, establish meeting times, etc.
- Meet with the graduate at least once per week to discuss patient cases, assess progress, and discuss assignments and schedules.
- Inform the graduate of office policies and procedures including record documentation requirements.
- Assign a workspace for the graduate, if possible.
- Assist the graduate in understanding the role of a caring, professional Doctor of Chiropractic.
- Allow the graduate to progress at a rate that is both challenging to the graduate and yet is in the best interests of the preceptor's practice and patients.
- Monitor the graduate to assure the quality of the graduate's clinical skills and service to the patient.
- Inform office staff of their role in the education of the graduate and allow them opportunities to be part of the teaching experience.
- Assist the graduate in meeting professionals in various fields by making an effort to introduce the intern at local, regional, and state professional meetings. Encourage the graduate to attend such meetings by providing time during the preceptorship experience.
- Accept and supervise only one intern or graduate during a specific time period.
- Maintain confidentiality of the graduate's progress. Please refer to the Family Educational Rights and Privacy Act found in the appendix.
- In verbal or written correspondence, refer to the graduate as an INTERN, not a doctor. Referring to the student as a doctor is against program rules as well as state laws. Referring to the graduate as a doctor is misleading to the public and implies the student is a fully licensed graduate of a chiropractic college. In addition, business cards, advertising, and written correspondences noting the intern as a doctor or D.C. is strictly forbidden.

- When the graduate is permitted to provide care to patient(s), the patient(s) must be informed that the person involved in their care is an intern. It is recommended that patient(s) sign an informed consent for care provided by the graduate. Please refer to the sample informed consent document in the appendix of this handbook.
- Preceptors are responsible to be aware of the rules and regulations regarding chiropractic preceptorships in his/her state and to fully comply with such rules. Generic, non-detailed rules are provided in this handbook. For more detailed descriptions of what a state will allow a preceptorship intern or a non-licensed individual to perform in a chiropractic office, the preceptor should contact his/her state chiropractic board.
- If during the course of a preceptorship the preceptor's license is revoked and/or disciplinary action is undertaken by the preceptor's state licensing board, the preceptor is asked to notify the program director immediately.
- Records for preceptors credentialed to the program will be available to students and program administrators on all of Palmer's campuses (Davenport, West and Florida) unless otherwise stipulated by the preceptor.

RESPONSIBILITIES OF THE GRADUATE INTERN

- Review the preceptor program handbook to thoroughly gain understanding of the expectations and commitment on the part of program participants.
- Meet with the preceptor prior to the beginning of the preceptorship, if possible, and no later than the first week of the preceptorship, to discuss expectations and learning objectives of the program with specific discussion about learning needs and expectations.
- Contact the preceptor immediately if unable to fulfill a day in the office due to illness or an unexpected emergency.
- Comply with the College's program rules, state laws, and the preceptor's office policies.
- Cooperate with the preceptor and other office personnel.
- Be certain that the word "intern" is used instead of doctor or D.C. in all verbal transactions and written correspondence.
- Respect the confidentiality of the preceptor's patients.
- Solicitation of the preceptor's patients to transfer to another field doctor or to the graduate when leaving the preceptor's practice is strictly forbidden.
- Perform only those skills, under the preceptor's direct supervision, for which formal training has been received in Palmer College's curriculum.
- Notify the program director immediately upon receipt of a chiropractic license in any State or upon discontinuing the post-graduate preceptorship.

- Contact the program director immediately if unable to fulfill the preceptorship for whatever reason.
- Inform the program director immediately if the preceptor is in non-compliance with program rules or state laws.
- Pay the term participation fee by the due date when billed for the next term.

Section II

Appendices

1. PATIENT ACKNOWLEDGMENT: SAMPLE FORM

Patient Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Age _____ Date of Birth _____ Social Security # _____

I, (Patients Name) _____ a patient at

(Office Name) _____ acknowledge

that

(Intern's Name) _____ is an unlicensed Chiropractic graduate in this office in cooperation with Palmer College of Chiropractic. I understand that the Intern is not a licensed Doctor of Chiropractic but is practicing under the supervision of a licensed doctor in this office.

Patient/Guardian Signature

Date

Doctor's Signature

Date

Intern's Signature

Date

2. INTERN NON-DISCLOSURE AGREEMENT: *Sample Form which may be used by Preceptors in regard to HIPAA compliance.*

I, _____, an Intern assigned to the office of Dr. _____, for the purpose of an educational preceptorship, agree that I will not disclose nor breach the privacy, confidentiality, or security of Protected Health Information (PHI) of the aforementioned doctor's patients, nor any other patients seen by other health care providers in this practice.

Printed name of Intern

Signature of Intern

Date

3. PRECEPTORSHIP LOCATIONS

Palmer College of Chiropractic assists graduates in establishing post-graduate preceptorships in States that allow this type of program. Palmer recognizes that each state has its own rules governing the practice of chiropractic. At all times, the College, the graduate intern, and the Preceptor must respect and abide by the state rules governing the practice of chiropractic.

Please find listed below the States to which Palmer may place students for post-graduate preceptorships.

| | | |
|-------------|------------|------------|
| ALABAMA | IOWA | UTAH |
| ARIZONA* | MONTANA | WASHINGTON |
| ARKANSAS | NEW MEXICO | WISCONSIN |
| CALIFORNIA* | TEXAS | |

**Arizona is not available to those who participated in a pre-graduate preceptorship in the State.*

**California does not discern between a pre-graduation preceptorship and a post-graduate preceptorship approved by the College as per CA State Code of Regulations, Section 312*

Additional notes regarding states/provinces in the program:

- A. Some states require the intern and/or the preceptor and/or the College to submit an application for preceptorship. The College will either forward these forms to the intern or preceptor at the appropriate time or will instruct the intern or preceptor on obtaining the forms needed.
- B. Interns may not diagnose or submit insurance claims in their name. An intern is a student who does not yet have a chiropractic license. As such, he/she does not have the privileges associated with that of a licensed Chiropractor and cannot hold him/herself out as a licensed Chiropractor.

Palmer College of Chiropractic attempts to remain up-to-date on state chiropractic laws. In the event the College is notified of a change in law, the College will notify graduates and preceptors currently participating in the program. Likewise, if a field doctor or a student has knowledge of a difference in state law as compared to this appendix, please notify the Director of the program.

4. SPECIAL NOTE ON REMEDIAL HOURS REQUIRED BY THE ILLINOIS MEDICAL LICENSING BOARD

State of Illinois rules and regulations do not contain provisions for a post-graduate preceptorship. However, an applicant for licensure in Illinois may be required by the State Board to participate in a College-sponsored program for the purpose of earning a prescribed number of hours in remedial training. While this Board requirement is not considered a post-graduate preceptorship, the College manages the program and assists graduates needing these hours through its post-graduate preceptorship program. All program requirements and fees apply. Further information may be obtained from the Director of Clinical Co-Curricular Programs.

5. REVOCATION OF A PARTICIPANT'S INVOLVEMENT

The College retains the right to revoke a Preceptor's appointment as Extension Faculty member and the graduate's participation as an intern. The College also retains the right to revoke a preceptor's participation in the program permanently. Termination may result from, but is not limited to, any of the following:

- The preceptor and/or the intern fail to comply with state law, college policy, and/or program rules.
- A complaint is filed against the preceptor that is under investigation by the state chiropractic board.
- The preceptor's state chiropractic board informs the College that the preceptor is not eligible for program participation.
- The preceptor and/or the intern provide false or misleading information to the College and its representatives regarding the preceptor's practice and/or the degree of involvement by the intern in the practice.
- The preceptor fails to provide an effective and appropriate learning environment for the intern.
- The preceptor asks the intern to violate state law, college policy, and/or program rules.
- The intern fails to fulfill the responsibilities agreed upon by the preceptor and himself/herself.
- It is determined the intern is acting in an unprofessional manner in the preceptor's practice.
- A conflict between the preceptor and the intern cannot be resolved.
- The intern fails to submit the monthly participation fee upon the due date.
- The intern obtains a chiropractic license in any State.
- One year has passed since the intern's graduation (or per individual state Board rules or law).

6. LIABILITY RESPONSIBILITY

The College and its associated entities assume no special or expanded legal liability for injuries sustained or accidents incurred by graduates in off-campus clinical programs. Graduates who choose to participate in off-campus programs are presumed to be aware of any special risks or dangers inherent in or associated with a particular practice environment. While en-route to or from an off-campus site, graduates are exposed to the same risks as if they were en-route to or from a class on campus. In such cases, graduates assume the risk of any accident or injury.

7. RETENTION OF RECORDS

Applications of appointed preceptors will be retained while actively participating as a preceptor and for one year following the last date of involvement. Preceptors who notify the program director that they no longer wish to participate in the program will have their application marked as inactive, and it will be destroyed after one year of inactivity.

All reports, students' documents, and related records will be destroyed one year after the student's graduation from Palmer College.

The preceptor should retain all patient related records, in which the intern was involved, for the time period as required by state law.

8. INSTITUTIONAL POLICIES

Palmer College of Chiropractic's Board of Trustees requires the College's Executive Administration to develop, institute and enforce institutional policies and processes to govern the operations of the College. The College's Institutional Policies apply to the entire unit of Palmer College of Chiropractic, including operations on campuses in Davenport, Iowa; San Jose, Calif.; and Port Orange, Fla.

Institutional policies apply to participants in the Post-Graduate Preceptor Program including Extension/Adjunct faculty preceptors and graduates. Palmer College of Chiropractic institutional policies may be reviewed at the following web address:

<http://www.palmer.edu/HandbookPolicies/>