



PALMER
College of Chiropractic

Intern Preceptorship Program

Handbook

Reservation of Rights

*Palmer Chiropractic Clinics
Intern Preceptorship Program Handbook*

It is the responsibility of program participants to read the Intern Preceptorship Program Handbook, thoroughly and become familiar with its contents. Palmer College of Chiropractic reserves the right, without notice, to change, revise, or eliminate any information in the handbook. Revised information may supersede, modify, or eliminate existing information. An up-to-date version of the handbook will be maintained on the Palmer portal, the Palmer website and in the Clinical Co-Curricular Programs office. It is the responsibility of program participants to inquire as to whether a change has been made.

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 Intern Preceptorship Program is a clinical education program. It is managed by the Clinical Co-Curricular Programs office within the Clinic System, under the division of Academic Affairs. The office is located on the Davenport campus in B.J. Palmer Hall.

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The Intern Preceptorship Program is an optional, off-campus educational program for qualified students in their last term. It allows an opportunity for a student to gain clinical and business experience with a Doctor of Chiropractic at their private practice setting. Through a mentorship-type relationship with the licensed chiropractor, the student has an opportunity to gain valuable insight into the everyday management of a private practice. Depending on the location of the preceptorship*, students may perform a variety of patient care services under the direct supervision of the licensed chiropractor. Students participating in a preceptorship will be registered for one or more Palmer College courses during the preceptorship time period. Therefore, active participation, assignments, and fulfillment of clinical hours are required.

Students participating in a preceptorship are responsible for upholding the Palmer Code of Student Ethics and all additional/applicable rules, regulations, and policies set forth by Palmer College of Chiropractic.

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

Definitions:

- **Preceptor**: The licensed Doctor of Chiropractic approved for the Palmer College of Chiropractic Preceptorship program.
- **Preceptorship**: A short-term structured clinical education experience in an off-campus clinic that conforms to the College’s Preceptorship program requirements.
- **Student or Intern**: Both terms are used interchangeably and refer to the unlicensed chiropractic student qualified to participate in the program and approved by the College.
- **Direct supervision**: The preceptor must be on the same premises as the intern when the intern is performing any patient care procedure and be readily available to the intern and patient.

STATE AUTHORIZATION FOR OUT- OF- STATE PRECEPTORSHIPS/FIELD TRAINING AND OTHER OPERATIONS

Federal and state regulations require that all institutions of higher education comply with existing state laws regarding operational presence and distance learning. These regulations are continuously evolving, and Palmer College of Chiropractic makes every effort to maintain compliance. As a condition of authorization in specific states, Palmer College of Chiropractic is required to post consumer contact information for respective state authorizing agencies. This information can be accessed via the link provided: State Disclosure Document or at the following web address: <http://www.palmer.edu/Accreditation/>

PROGRAM OBJECTIVES

- To provide the College with a setting beyond the campus clinics for a highly practical clinical experience as a preparation program for entry level professionals;
- To provide an opportunity for chiropractors in the field to serve the profession and cooperate in the preparation of entry level professionals;
- To provide an avenue of communication between the Palmer Chiropractic Clinics and chiropractors in the field;
- To provide students with experiences that will enable them to gain a more complete understanding and development of their clinical skills;
- To provide students with a practical experience upon which to plan and build their private chiropractic practice in the future;
- To provide students with a professional setting in which to practice* the knowledge and skills they have attained during their course and clinical work;
- To provide students with a setting that allows them the opportunity to discover their professional strengths and weaknesses.

*As allowed by State law. Please refer to the section (under appendices) in this handbook regarding what is allowed in each State.

Please note that the Intern Preceptorship Program is an educational program, not an employment program. Neither the preceptor nor the intern should view involvement in the program as an employment arrangement, and the preceptor should not be dependent upon the intern for office coverage. Both the preceptor and the intern understand that the intern has no entitlement to a job at the conclusion of the preceptorship. Interns participate without compensation.

ELIGIBILITY REQUIREMENTS FOR STUDENTS

The program is optional for students on the Davenport, Florida and West campuses. The following eligibility requirements must be met by the beginning of their last term (unless otherwise noted). Campus-specific requirements stated in parentheses if different from all campuses. The student must:

- Have a minimum cumulative grade point average of 2.50 on a 4.0 scale. (Davenport/Florida)
- Be in good academic standing.
- Have completed all clinic requirements, both qualitative (QE) and quantitative (credits). (Davenport/Florida)
 - Completion of 75% of minimum patient encounter requirements for graduation for local preceptorship; 100% completion for out of area preceptorship/field training (West)
- Have passed the Clinical and Radiology OSCE exams.
- Have successfully completed any assigned clinical remedial program(s).
- Have successfully completed all Palmer curricular courses up to the last term.
- Be registered for last term courses.
- Have passing scores on one or more parts of the National Board of Chiropractic Examiners examinations, if required by the state.
- Have applied to the College's program and completed any extra documents, as required.
- Have completed any paperwork required by the state or province, if required.
- Be approved by the state or province chiropractic board, if required.
- Students may have not been found guilty of violating any one or more of the Student Codes of Ethics while a student at Palmer College of Chiropractic. Students may submit a written appeal for review and reconsideration this requirement. *
(*States' or other jurisdictions' regulations will take precedence should their written rules contain language regarding ethics sanctions. Appeals will not be considered in these instances.)
- Be approved by the College for the preceptorship.
- Have completed a formal in-person checkout and clearance process at the College prior to beginning the preceptorship.

Due to recent programmatic updates with the West Campus curriculum, some requirements may differ from those of the Davenport and Florida campuses. These exceptions will be in place for a period of four quarters. Effective Fall, 2020, all participants will have the same requirements.

INTERNATIONAL STUDENTS

International students attending Palmer on an F-1 Visa may participate in a preceptorship in the United States or internationally. If an International student chooses to do a preceptorship internationally, the student must sign a Memorandum of Understanding with the with Palmer College of Chiropractic Student Administrative Services acknowledging changes to F-1 Visa status.

QUALIFIED STUDENTS WITH DISABILITIES

Academic Adjustments for Qualified Students with Disabilities: Palmer College of Chiropractic makes reasonable academic adjustments for qualified students with disabilities, as required by law. Any qualified student with a disability who requires a reasonable academic adjustment to perform the academic and technical standards requisite to participation in this course is to contact the Student Academic Support Center to request an academic adjustment.

ELIGIBILITY REQUIREMENTS FOR FIELD DOCTORS

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

- Applicants must be a graduate of a chiropractic college accredited by the Council on Chiropractic Education.
- Applicants must have a chiropractic license that is in good standing with no past or pending disciplinary or other action listed. For a period of at least three years prior to application, or per State Board regulation, the doctor must not have any complaints, reprimands, or disciplinary actions on file with a state chiropractic or regulating board. State regulations may be stricter. Depending on the nature of the violation, the College retains the right to deny approval of an application regardless of the number of years since the incident.
- Applicants must disclose if they have an open malpractice claim against them and the status of said claim. Depending on the nature of the claim, the College retains the right to deny or defer approval of an application as such matters may interfere with the preceptor's availability to mentor a student based on the level of involvement required of the preceptor in litigating (if applicable) the claim and the outcome of the claim/litigation.
- Applicants must have a minimum of three years chiropractic licensure with some states requiring five years of licensure in their state. Refer to state chiropractic board regulations for specific information.
- 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.
- 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 practice in such a way that students can apply the skills and knowledge they have attained in the Palmer curriculum. Therefore, applicants must use techniques taught by Palmer College, examine patients for the vertebral subluxation, use thorough examination procedures including radiology when necessary, provide a plan for care through a patient education process, and utilize specific adjusting techniques.
- Applicants must practice a minimum of 20 hours per week in order for students to attain their required course hours during the preceptorship.

THE APPLICATION PROCESS FOR FIELD DOCTORS

Field doctors who wish to become a preceptor need to submit one completed and signed Preceptor application which, once approved, will allow the Preceptor to select Interns from any one of Palmer's three campuses. All applications must include a copy of the applicant'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 applicant'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.

Upon receipt of an application, as well as each time a student selects a doctor for a preceptorship, the College will review the eligibility criteria including the following information:

- The state chiropractic board website for all current and past chiropractic licenses held;
- The CIN-BAD database;
- The OIG exclusion list;
- The SAM exclusion list;
- The SDN exclusion list.

Applicants will be notified in writing of acceptance or denial of the application. An applicant cannot participate in the program until he/she is officially notified of acceptance.

Approved applications will be maintained on file in the College's database (shared among the three Palmer campuses) and will be available for students to review and consider for a preceptorship.

Approved field doctor applicants will be known and listed as "preceptors."

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 preceptorship cannot begin until the College receives approval from the state board, if required, and/or until all necessary documents are obtained. Interns are not allowed to clear from the College until the preceptorship is approved.

The College retains the right to revoke a doctor's status as an approved preceptor due, but not limited to, state disciplinary action, malpractice action, or non-compliance with College requests and expectations.

SPECIAL NOTE ON GROUP PRACTICES

If a preceptor is practicing within a larger chiropractic and/or multi-disciplinary group practice and/or a hospital, his/her facility may require a special agreement between the College and the facility before a student can be assigned for a preceptorship. Please notify the College a minimum of four months in advance of a student's preceptorship start date if a facility will require a special agreement.

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.

STUDENT SELECTION OF A PRECEPTOR

Disclaimer: Although most preceptors offering preceptorships to students are reputable and reliable, Palmer College of Chiropractic does not guarantee the reputation and professional standing of preceptors. Students are encouraged and advised to conduct due diligence and research potential preceptors and preceptorship opportunities.

Students interested in a preceptorship should begin the process of selecting a preceptor early in their clinical education. Students may access preceptor information by visiting their campus preceptor program office or clinical academics office. Students are also encouraged to search our online searchable database of preceptors at preceptor.palmer.edu, which can be accessed with a student's Palmer College login.

Students who wish to participate in a preceptorship with a field doctor who is not registered in the program may direct the doctor to the Palmer website for information and an application (www.palmer.edu/precept). An information packet can also be mailed to the doctor upon request.

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

- Interns should send an inquiry to potential preceptors and include a resumé.
- After receiving an intern's inquiry, the preceptor should respond to the intern within one week, letting the intern know if a 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 intern meet in person to discuss each other's expectations of the preceptorship. The intern may wish to spend one day, if possible, observing the preceptor in his/her private practice setting. If doing so, please note that the intern may not, under any circumstances, participate in any patient care service.
- Once a preceptor is selected, the intern must inform their campus preceptor program office. The program director will then begin processing the request.

Students must have a preceptor selected by the deadline announced by their campus and may not change preceptors after a specified deadline given by their campus, generally at week four of a term. Students may not change chosen preceptors more than two times during the credentialing process. Once a student has checked out from campus for preceptorship, the student may not change preceptors. Exceptions will only be made for certain types of extenuating circumstances such as an unplanned illness, death, violation of preceptorship program policies or other types of emergencies. These situations will be reviewed on a case-by-case basis. Written explanation will be required.

Students who have been in contact with more than one potential preceptor should inform those not selected that other plans have been made. Likewise, preceptors who need to cancel a preceptorship prior to its start date, for whatever reason, should contact the student and the College as quickly as possible so that the student has an opportunity to arrange a new preceptorship.

APPROVAL FOR A STUDENT-PRECEPTOR ARRANGEMENT

Prior to the student leaving the College to begin a preceptorship, the College takes a series of steps to process the student's request.

When a student selects a preceptor and notifies their campus' preceptor program office, the program director or designee will contact the preceptor to inform him/her of the student's request and the dates of the

preceptorship.

If the Preceptor's file is not up to date at the time they are chosen by a student, the program director or designee will request specific updates from the Preceptor at that time. This may include an updated copy of professional liability insurance, an updated copy of the chiropractic license, or completion of a new application. The College will check the Preceptor's status with the Preceptor's state licensing board, the CIN-BAD site, and the following Federal exclusion lists: OIG, SAM, and SDN each time the College assigns the Preceptor a student.

The College will send the Preceptor a contract instating the Preceptor as an extension or adjunct faculty member of Palmer College of Chiropractic. The Preceptor's status as an extension or adjunct faculty member is only valid during the Intern's Preceptorship. By signing the contract, the Preceptor agrees to all program rules and regulations and agrees to provide the Intern with a valuable educational experience. The College must receive the signed contract prior to an Intern leaving the College for his/her Preceptorship assignment. The contract is then signed by a designee for the College.

If the Preceptor's State (or country) Chiropractic Board requires the Preceptor complete specific paperwork to approve the Preceptorship, the program director or designee will notify the Preceptor. If the College mails a document to the Preceptor for completion, the Preceptor must accurately complete the document and return to the College in a timely fashion. State Boards often have strict rules regarding submission of paperwork that may include deadlines. (e.g. Iowa, Ohio, Wisconsin, and others.)

Upon the intern's official checkout from the College, the preceptor will be notified that the intern may begin his/her preceptorship.

STUDENT TIME REQUIREMENTS

Students participating in an off-campus preceptorship are enrolled in college clinic courses and as such, will need to record and track their required clinic hours and activities using an online web application. Hourly requirements are described in the student's clinic syllabus. The link to the online hours tracking application is available to students via Brightspace: Clinichours.palmer.edu.

Students can start earning hours and activities toward the clinic course prior to starting their preceptorship. The course director will provide applicable dates and information to students.

The assigned preceptor will review their student's hours and activities on a periodic basis throughout the term as submitted by the student. The assigned preceptor will confirm his or her student's hours are accurate through electronic communication with the College throughout, and at the conclusion of the term.

Clinic hours can be earned through two categories: clinical and extra-clinical activities. Student clinical hours must be logged through the electronic tracking application using the code “Field Training/Preceptorship” for official tracking. The following describes what is allowed for earning the hours:

Clinical and Extra-clinical Activities List

Mentor-Directed Clinical Activities Patient Care Hours:
Providing patient care/chiropractic services at: <ul style="list-style-type: none"> • A Palmer Clinic (outpatient or student) • A Palmer Outreach Facility • Palmer Sports Council event • Preceptorship Program – assigned doctor’s office • DoD/VA Internship Program – assigned facility
Case Consultations
Radiology and other approved rounds
Record documentation
Critical Thinking Worksheets
Mentor meetings
Administrative duties
Assisting clinic support staff
CTA, Radiology, or Rehab position work for students who are volunteering their time (cannot be earning work-study)
Observing patient care
Present/participating during assigned shift
Department rotations at DoD/VA sites

Mentor-Approved Extra-Clinical Activities
Completing specific assignments given by mentor – evidence required
Working on any requirement listed in the applicable clinic course syllabus
Patient condition research
Palmer elective courses (aka clinical enrichment courses) (cap of 24 hours)
Training opportunities beyond assigned clinic or classroom hours (e.g. eConnect training)
Attendance at ALS/CCC/DPM classes above the course minimum requirement
Palmer Clinic or Preceptor marketing training
Palmer Clinic or Preceptor marketing events – active participation required (doctor must be present)
Remediation – as the student being remediated or as a peer assisting with remediation
Clinic OSCE exams volunteer (Entrance or Exit)
Sports Council training and meetings
Register for and attend Palmer homecoming (cap of 12 hrs.)

Attendance at Chiropractic organization meetings educational seminars or conferences and/or associated political functions – active participation with evidence of such in writing (certificate) and witnessed by Palmer employee or preceptor or DoD/VA doctor (e.g. NCLC, ACA events, state association meetings, Palmer Homecoming) (Cap of 12 hrs. per event)
Speaking engagements (e.g. presenting a case in a mentor meeting, DoD/VA hospital staff meetings; Preceptor office)
Visiting a DC private practice for the purpose of learning more about practice operations, and/or interviewing for a potential preceptorship or FTP (cap of 5 hours per term) (evidence required)
Completing clinic and clinic faculty surveys/evaluations (cap 1 hr.)

Hours will not be awarded toward clinical or extra-clinical activities for the following:

- Days when the campus clinics, preceptor or FTP or DoD/VA office are closed for any reason.
- Travel to and/or from a campus clinic site or Sports Council event.
- Travel to and/or from a field doctor’s office or DoD/VA site.
- Activities performed during a previous term.
- Activities anticipated to be earned on a future date.

While the majority of required hours should be earned by observing or participating in patient care with the assigned Preceptor, the above lists provide many options for fulfillment of hours.

Students will participate in their preceptorship up to two weeks prior to graduation. In the event a student has fulfilled all required clinic hours, he/she may end the preceptorship one month prior to their graduation date but no sooner with the approval and notification of the preceptor.

A student may request time-off consideration from their preceptor for personal or professional matters (e.g.: weddings, seminars, etc.). The student should follow the preceptor’s office policy for requesting time away from the office. Regardless of granted time off, the Intern must fulfill the total hour requirement.

A student is not required to be in the preceptor’s office during the holiday and break periods recognized by the College. However, out of respect for the preceptor’s office schedule, the student should discuss these dates with the preceptor in advance.

Students may work extra hours in some weeks and lesser hours in others with prior approval from the preceptor.

Students cannot end a preceptorship early for any other reason without the prior approval of the College.

GUIDELINES FOR PARTICIPATION

Compensation: Preceptors shall not compensate Interns for their Preceptorship. The Preceptorship is for the educational benefit of the student and takes place in an environment similar to College clinics for a specified length of time only. A Preceptor shall not displace his/her regular employees with an Intern and will derive no immediate advantage from the activities of the Intern; in fact, on occasion the Preceptorship may impede the Preceptor clinic operations. The Intern is not entitled to a job at the conclusion of the Preceptorship. By accepting participation in this program, both the Preceptor and the Intern acknowledge their understanding that the Intern is not entitled to wages for the time spent in the Preceptorship nor is the Intern entitled to a job at the conclusion of the Preceptorship.

Student Identity: As required by the policy on *Student Identity Verification for Distance and Correspondence Education*, students are responsible for providing their complete and true identity information in any identification verification process. Refer to the policy in the appendix section of this handbook. The student must use a policy-approved method for sending any distance delivery or correspondence course work, assessments or activities that are graded or contribute to a student's grade. To comply with this policy, students will use their Palmer-issued college email address to submit the aforementioned coursework.

Fees: The intern will not be required to pay a fee to the preceptor for his/her participation in the program.

Communications between the College and interns will be handled through their Palmer-issued college email address. Interns are responsible to check their Palmer email for messages on a regular basis.

The intern is assigned to ONE preceptor who is contracted with the College as an Extension or Adjunct Faculty Member. Performing patient care duties under the supervision of another doctor is not permitted for any reason even if the other doctor is part of the College's preceptor program.

The preceptorship experience should include, but is not limited to, the following:

- 1) Regular direct dialogue between the preceptor and the intern in order to provide the intern with feedback regarding his/her performance;
- 2) Opportunities for the intern to observe the preceptor caring for patients;
- 3) Opportunities for the intern to participate in patient care such as adjusting patients, performing examinations, and taking x-rays, as allowed by State law; please note that interns may only utilize skills for which they have been formally trained at Palmer College;
- 4) Participating in and performing patient education and health care classes;
- 5) Routine administrative responsibilities by the intern such as exposure to office procedures, filing, record keeping, billing, staff meetings, etc.;
- 6) Intern participation in extra activities such as State Chiropractic Association meetings or local community events and club meetings.

Interns may participate in out-of-office spinal/health screenings and informational booths or distributions only if the assigned Preceptor is present.

In the beginning, interns are expected to observe and assist until they are familiar with the staff, patients, general office policies and protocols, facilities, and equipment. As the intern 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.

Interns should gain an understanding and appreciation of the roles, duties, and responsibilities of the chiropractor.

Preceptors should assist interns in developing an increased awareness of the dynamic and challenging nature of practicing chiropractic in today's health care arena.

Preceptors should expose interns to the work of professional and service organizations and other related community groups and encourage them to participate in these activities.

Interns 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 interns and preceptors in discovering the intern's professional strengths and weaknesses.

While on an educational preceptorship, an intern may become knowledgeable of Protected Health Information (PHI) in the preceptor's practice. In order to ensure that the intern is aware of the seriousness of the laws covering PHI, the College conducts training with Interns. The College maintains a certificate of training completion.

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 INFORMATION

Interns requesting a preceptorship outside the United States or Canada must submit a proposal to the program director. Specific items need to be addressed in the proposal. A proposal guideline is available in the campus preceptor program office.

Interns who are citizens of the United States approved for an international Preceptorship are responsible for obtaining a passport, visa (if necessary) and to be fully aware of all entry and exit requirements of the country if the College approves the Intern for an International Preceptorship. Failure to gain entry into the country of the Preceptorship will result in termination of the student's Preceptorship plans and the student will be required to return to the College to fulfill the course requirements for their final term

International Interns attending Palmer College of Chiropractic on an F-1 Visa, who elect to participate in a preceptorship in the United States, are required to meet with the Designated School Official prior to leaving the campus

International students attending Palmer on an F-1 Visa may participate in a preceptorship in the United States or internationally. If an International student chooses to do a preceptorship internationally, the student must sign a Memorandum of Understanding with the with Palmer College of Chiropractic Student Administrative Services acknowledging changes to F-1 Visa status.

The preceptor may not exploit interns for personal assistance such as running errands, babysitting services, or other non-educational reasons.

Preceptors are required to evaluate interns using forms provided by the College. Such evaluations will be reviewed with the intern prior to returning them to the program director in order to provide feedback to the intern about his/her performance, noting areas of strength as well as areas that may need improvement.

The College assigns Interns to one Preceptor who the College has contracted as an Extension or Adjunct Faculty member of the College. The Preceptor cannot reassign the Intern to another doctor at any time under any circumstances. If the Preceptor will be absent more than one week from his/her practice, please contact the program director. Otherwise, the Intern is restricted to non-direct patient care activities when the Preceptor is not present and make up hours by working extra hours during another week.

Interns will complete a survey toward the end of their experience. The survey will be sent from the Palmer office of Institutional Research and Effectiveness to the student's Palmer email address. Student feedback is valued by the College and completion of the survey is strongly encouraged.

The College maintains professional liability insurance to cover Interns during their clinical education, including the Preceptorship time period.

Interns at the Davenport and Florida campuses cannot begin a preceptorship until having been officially approved by the College and must participate in a formal checkout process with the program director or designee. Several dates will be offered for checking out for preceptorship, however, dates during the between-term break periods will not be offered. The earliest possible checkout date will be provided to students during their 8th trimester or 11th quarter. Earlier checkout dates will not be allowed, and therefore, students need to plan accordingly.

RESPONSIBILITIES OF THE PRECEPTOR

The Preceptor will fulfill the role of clinical teacher and mentor for the Intern. The Preceptor must appreciate that Interns are not yet doctors and cannot function independent of direct supervision and guidance from the Preceptor. The College recommends the Intern observe the Preceptor's interactions with patients and staff prior to 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 guidelines for an effective preceptorship:

- Thoroughly review the Intern Preceptorship Program Handbook to gain understanding of the expectations and commitment on the part of program participants.
- Review Palmer College institutional policies at <http://www.palmer.edu/handbookpolicies/>
- Complete College-required compliance training on an annual basis as directed.
- Review and follow the guiding principles of Clinical Mentorship model found later in this handbook.
- Verify student identity as required in the policy on *Student Identity Verification for Distance and Correspondence Education*. Refer to the policy in the appendix section of this handbook.
- Have an initial meeting with the intern to determine the specific needs and objectives of the intern and adapt the experience accordingly within the program parameters and state law.
- In cooperation with the intern, develop a time schedule that will help the intern fulfill their required hours for the clinic course.
- Meet with the intern at least once per week to discuss patient cases, assess progress, and discuss assignments and schedules.
- Inform the intern of office policies and procedures including record documentation requirements and any restrictions on using office computers.
- Assign a work space for the intern, if possible.
- Assist the intern in understanding the role of a caring, professional Doctor of Chiropractic.

- Allow the intern to progress at a rate that is both challenging to the intern and yet is in the best interests of the preceptor's practice and patients.
- Monitor the intern to assure the quality of the intern's clinical skills and service to the patient.
- Inform office staff of their role in the education of the intern and allow them opportunities to be part of the teaching experience.
- Assess the intern using College-provided forms; provide feedback to the intern about his/her clinical competency and professional development.
- Assist the intern in meeting professionals in various fields by making an effort to introduce the intern at local, regional, and state professional meetings. Encourage the intern to attend such meetings by providing time during the preceptorship experience.
- Review and provide input to the intern on any course assignments he/she is fulfilling for the College.
- Complete a mid-term and a final evaluation of your intern. The forms will be provided to you from the College preceptorship office. Review the evaluation with the intern prior to submitting it to the College.
- Complete the Self/Global Assessment form when provided to you by the intern. Review it with the intern to provide constructive feedback.
- Allow the intern time off during College determined student breaks. The College will provide a list of holidays/student breaks to the Preceptor when the College assigns an intern.
- Allow flexibility in the intern's schedule if the intern needs to be away for National or State Boards exams. The Preceptor can aid the intern in making up hours by assigning extra hours during other weeks.
- Accept and supervise only one intern during a specific time period (trimester or quarter).
- Maintain confidentiality of the intern's progress, including formal and informal evaluation outcomes. Please refer to the Family Educational Rights and Privacy Act found in the appendix.
- Refer to the student 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 student as a doctor is misleading to the public and implies the student is a fully licensed graduate of a chiropractic college. In addition, program rules forbid business cards, advertising, and written correspondences noting the intern as a doctor or D.C.
- Require the intern to wear an identification badge at all times while in the office which clearly notes the intern as a "student intern" and does not use the words doctor or D.C. The intern can wear his/her Palmer Clinics name badge while on a preceptorship.

- When the Preceptor permits the intern to provide care to patient(s), the Preceptor must inform the patient(s) that the person involved in their care is an unlicensed intern. The College recommends that patient(s) sign an informed consent for care provided by the intern. Please refer to the sample informed consent document in the appendix of this handbook.
- Per federal regulations set forth by the Centers for Medicare and Medicaid Services (CMS), interns are NOT allowed to provide patient services to Medicare and Medicaid patients including a history, examination, x-rays, physiotherapy/rehabilitation, and adjustments.
- 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 or view information at www.fclb.org.
- 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 will notify the program director immediately.
- All doctors are required to comply with their Chiropractic Board statutes and regulations. As such, any discovery of a violation(s) may legally require the College to report violations to the State Board.
- All doctors, as Extension/Adjunct Faculty of the College, are required to comply with the Palmer College of Chiropractic Handbook on Equal Opportunity and Procedures for the Resolution of Discrimination/Harassment Complaints. See information in the appendix of this handbook. Doctors will comply with all institutional policies – see appendix section of this handbook.

CLINICAL MENTORSHIP

Palmer College clinical mentorship is a system of clinic-based, practical training whereby the clinician-educator prepares students for the contemporary practice environment as they guide their ongoing development in the evaluation, care and management of patients. *Mentor* is often defined as “a wise, loyal and trusted advisor or teacher.” As such, clinical mentors serve to facilitate the formation of competent, patient-centered clinicians. In doing so, clinical mentors help graduates realize their potential as chiropractic doctors. The clinician-educator strives to provide practical clinical training where student interns experience a patient care model that leads to positive clinical care outcomes delivered in a consistent, safe and effective manner. The essential qualities of the mentoring clinician-educator include:

An ability to effectively communicate by –

- Developing mentor-intern relationships based upon clearly defined expectations, direction and supervision, and mutual respect
- Efficiently integrating interns into patient care activities
- Encouraging the professional development of interns by providing ongoing, constructive guidance and support
- Actively collaborating with clinic administrators to improve the clinical education experience

An ability to facilitate learning by –

- Integrating foundational knowledge, skills and attitudes into the clinical practice setting
- Making possible their interns’ application and practical understanding of patient-centered care concepts
- Discovering patient care opportunities for interns to achieve their learning outcomes
- Maintaining an active learning environment that makes the transition from student to competent graduate possible

An ability to assess student performance by –

- Understanding and applying the College’s clinical assessment process
- Supervising and impartially evaluating interns during their patient care activities
- Ensuring that interns’ patient care activities receive fair, consistent and timely formative feedback
- Periodically performing summative reviews of interns’ performance and objectively evaluating their clinical competency

An ability to act as a role model by –

- Interacting in a professional and respectful manner with interns, patients, staff, faculty and administrators
- Demonstrating clinical expertise and modeling ethical, patient-centered clinical care
- Applying clinical best practices developments into patient care and intern education
- Contributing to the College’s quality assurance efforts by complying with rules for proper documentation, coding and billing

ASSESSING STUDENT PERFORMANCE

The Self / Global Assessment:

Interns must complete an evaluation instrument called the “Student Clinical Competency Global Self-Assessment” by the end of the term. The instrument directs Interns to reflect on their clinical competency by rating themselves in several clinical competency categories. Once the Intern completes the instrument, he/she submits it to the Preceptor. The Preceptor reviews the Intern’s self-ratings and then completes the global assessment rating found on the last page.

The Preceptor and the Intern are to discuss the Intern’s self-assessment and the Preceptor’s global assessment rating. Areas of strengths and weaknesses should be noted as well as all clinical competencies and professional behavior expectations. The key to completing the global assessment of an Intern is providing constructive feedback. Preceptors should provide regular verbal and written feedback to build the confidence and skillset of the Intern.

Intern Self/Global Assessment Scale:

Global Assessment of Student – Taking into consideration all clinical competencies, as well as professional behavior expectations, I would rate your overall development at this time to be:			
Beginning Level	Intermediate Level	Graduate Level	Advanced Level

Preceptor Instructions – CIRCLE the **one** most appropriate response and provide written comments.

RESPONSIBILITIES OF THE INTERN

- Interns will review the preceptor program handbook to thoroughly gain understanding of the expectations and commitment on the part of program participants.
- Interns 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, please go to the following website for more information: www.fclb.org.
- Interns will 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.
- In cooperation with the preceptor, interns will develop a time schedule that will ensure fulfillment of your required hours for the Clinic III course.
- Interns will contact the preceptor immediately if unable to fulfill a day in the office due to illness or an unexpected emergency.
- Interns will comply with the College’s program rules, state laws, and the preceptor’s office policies.
- Interns will review course syllabi and fulfill associated requirements by the deadlines.
- Complete the Self/Global Assessment and provide it to the preceptor for his/her rating and feedback. Ensure that the Self/Global Assessment is returned to the College by the deadline.
- Interns will cooperate with the preceptor and other office personnel.
- Interns will be certain that the word “intern” is used instead of doctor or D.C. in all verbal transactions and written correspondence.
- Interns will respect the confidentiality of the preceptor’s patients.
- Interns will not solicit the preceptor’s patients transfer to another field doctor or to the intern upon his/her graduation.
- The College permits intern performance of only those skills, under the Preceptor’s direct supervision, for which the intern has received formal training in Palmer College’s curriculum.

- **Per federal regulations set forth by the Centers for Medicare and Medicaid Services (CMS), interns shall NOT provide patient services to Medicare and Medicaid patients including a history, examination, x-rays, physiotherapy/rehabilitation, and adjustments.**
- Interns will pay all tuition and fees due to the College prior to leaving for a preceptorship. Full tuition is required for preceptorship interns.
- Interns are required to return to the College for additional clearance procedures and graduation.
- Interns will immediately inform the program director if unable to fulfill the preceptorship for whatever reason.
- Interns will immediately inform the program director if the Preceptor is in non-compliance with program rules or state laws.
- Interns will wear an identification badge at all times while in the office which clearly notes “student intern” and does not use the words doctor or D.C. The intern can wear his/her Palmer Clinics name badge while on a preceptorship.
- Interns will complete a final evaluation of the course and program using evaluation instruments provided by the College’s Institutional Research and Effectiveness department.
- Interns are not allowed to use social media applications to communicate information and/or display photos related to patients, potential patients, and/or patient services provided in their preceptor’s practice.

STUDENT CODE OF ETHICS

The Palmer Student Code of Ethics is in force throughout the entirety of an intern’s participation in the Intern Preceptorship Program. Misconduct will not be tolerated, and a charge of misconduct may be submitted if a violation is discovered. The Student Code of Ethics can be reviewed in the Student Handbook found on this link: www.palmer.edu.

FINAL GRADES

Interns fulfill Palmer course requirements by participating in the Intern Preceptorship Program. Students can access course syllabi through the course homepage on the Palmer Portal. The Intern must fulfill all course requirements by their deadline(s) in order for the College to issue a passing grade (grade P) for each course. This includes the time requirement. Failure to fulfill all requirements will result in a failing grade (grade F) and result in ineligibility for graduation.

Section II

APPENDICES

1. PATIENT INFORMED CONSENT: SAMPLE FORM – Please modify for your own use.

Patient Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Age _____ Date of Birth _____

I, (Patients Name) _____ a patient at

(Office Name) _____ acknowledge

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

Patient/Guardian Signature

Date

Doctor's Signature

Date

Intern's Signature

Date

2. INTERN NON-DISCLOSURE AGREEMENT: *The following is a sample Form that Preceptors may use for HIPAA compliance. Please modify for your use.*

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. STUDENT IDENTITY VERIFICATION POLICY FOR DISTANCE AND CORRESPONDENCE EDUCATION

The purpose of this policy is to ensure that a student who registers for a distance or correspondence course is the same student who participates in and completes the course or program and receives academic credit. This policy meets HLC and CCE accreditation requirements.

Approved Verification Methods:

One or more of the following methods must be utilized:

- a) an individual secure login and password issued by the College;
- b) verification of student identity for proctored examinations; and/or
- c) other College approved technologies or practices that are effective in verifying student identification

Any distance delivery or correspondence course work, assessments or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above. Alternatives to approved verification methods, i.e. student's personal email, are not acceptable mechanisms for submitting course work. Such methods must have reasonable and appropriate safeguards to protect student privacy.

All credit-bearing courses offered through a distance delivery course and/or a correspondence course must verify that the student who is registered for the course is the same student who participates in, completes the course requirements, and receives academic credit. The College will notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity, such as separate fees charged by proctoring services, etc.

Distance and Correspondence Education:

Students enrolled in distance and/or correspondence courses must submit all work prepared for the course using either the Palmer assigned e-mail address, or College approved technology or practices that are effective in verifying student identification.

Student Responsibilities:

Students are responsible for providing their complete and true identity information in any identification verification process. Students are prohibited from sharing password information with others and are responsible for any and all activity on their account. Failure to comply with this policy will be addressed through the College's Student Code of Ethics, as found in the Student Handbook.

Faculty Responsibilities:

Faculty must employ College-approved methods to verify student identity and secure student information. Distance and correspondence course syllabi must provide the Student Identity Verification Statement. Faculty must secure approval from the College for any new technologies used to verify student identity. Because identity technology and student personal accountability are not foolproof in safeguarding academic integrity, faculty are encouraged to design courses that employ assignments and evaluations unique to the course and that foster academic integrity.

College Administration Responsibilities:

Deans and directors of College-level units are responsible to ensure that College resources and services are effectively coordinated and that the faculty is compliant with the provisions of this policy.

Protocol for College-Approved Technologies or Practices:

The College Academic Oversight Committee (CAOC) is responsible for approving technologies or practices for distance and correspondence courses that verify student identity and protect the privacy of student information. Deans and directors of College-level units are responsible for coordinating efforts with Information Services (IS) and/or the Center for Teaching and Learning (CTL) to (1) assess security and compatibility with Palmer systems, (2) verify student identity through a student login and password system, and (3) protect the privacy of student information through standard encryption technology. This information will be reviewed and presented to the CAOC for final approval. The list of College-approved technologies and practices will be kept and communicated by the CTL.

Protocol for Verifying Student Identity through the Palmer Portal and Student E-Mail Accounts:

The verification of a student's identity begins at the time of admissions and student orientation. Information Services generates a secure Palmer email account for each student. Student access to the Palmer Portal requires the use of this email as a login and password. Data transmission of login information is secured using standard encryption technology. If a student does not receive or misplaces this information, (s)he is required to bring photo identification to the Registrar's Office.

Federal and HLC Definitions for Distance and Correspondence education/courses:

Distance education/course means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor; and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; (iii) audio conferencing; or (iv) videocassettes, DVDs, and CD-ROMs, if the videocassettes, DVDs or CD-ROMs are used in conjunction with any of the technologies listed in clauses (i) through (iii).

Correspondence education/course means: (i) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (ii) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (iii) Correspondence courses are typically self-paced. (iv) Correspondence education is not distance education. 34CFR 602.3 (11/1/2010)

Distance and correspondence courses are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.

4. PRECEPTORSHIP LOCATIONS

Because states/provinces/counties have their own rules governing the practice of chiropractic, field doctors and students must review and be knowledgeable of the rules and regulations of their location. Rules and regulations are posted on chiropractic governing board websites. To find a quick link to a chiropractic board website, go to www.fclb.org.

Please find listed below the states to which Palmer sends students for preceptorships. This list is categorized according to what is allowed by state law in regarding to adjusting patients. It is not intended as an all-inclusive list in regard to rules and regulations. Please note that not all states/provinces/countries allow students to adjust patients, perform exams, take x-rays, perform ancillary modalities, etc.

The College makes every effort to maintain current information on state laws. It is ultimately the field doctor's responsibility, as a licensee of their state/province/country to be knowledgeable of the regulations in regard to preceptorships and/or the delegation of tasks to unlicensed persons in the office.

ALL PROCEDURES PERFORMED BY AN INTERN MUST BE PERFORMED UNDER THE DIRECT SUPERVISION OF AN APPROVED PRECEPTOR.

States recognizing chiropractic preceptorships allowing interns to adjust patients:

Alabama	Idaho	Minnesota	North Dakota	Tennessee
Arizona	Illinois	Mississippi	Ohio	Texas
California	Indiana	Missouri	Oklahoma	Utah
Connecticut	Iowa	Montana	Oregon	Vermont
Delaware	Kansas	Nebraska	Pennsylvania	Virginia
Florida	Maryland	Nevada	South Carolina	Wisconsin
Georgia	Michigan	New Mexico	South Dakota	Wyoming

States recognizing chiropractic preceptorships, HOWEVER, the intern may NOT adjust patients: Arkansas Kentucky North Carolina Washington West Virginia

States not recognizing chiropractic preceptorships: an intern may only perform duties in the office which an unlicensed person, such as a C.A., may perform:

Alaska Delaware New Jersey Colorado Maine Rhode Island

States not recognizing chiropractic preceptorships: interns may OBSERVE ONLY:

Hawaii Louisiana Massachusetts New York

Canadian Provinces: The following provinces will allow preceptorships. See special notes:

Under direct supervision, interns can adjust in: Alberta, British Columbia, New Brunswick, Nova Scotia, Ontario, and Saskatchewan; interns cannot adjust in: Quebec and Manitoba.

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 forward these forms to the Intern and/or Preceptor or instruct the Intern or Preceptor in obtaining the forms. These states are:

Alabama	Iowa	Mississippi	Oklahoma	Wisconsin
Arizona	Kentucky	Nevada	South Dakota	Wyoming
Idaho	Maryland	North Dakota	Vermont	
Indiana	Michigan	Ohio	Washington	

- A. New Jersey: Please note that unlicensed persons may not perform patient examinations.
- B. Pennsylvania: Intern must be directly supervised by the preceptor in the same room while performing patient care.
- C. 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 makes every effort to remain up-to-date and in compliance with state chiropractic laws. In the event the College is notified of a change in law, the College will notify interns 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.

5. REVOCATION OF PARTICIPANT'S INVOLVEMENT

The College retains the right to revoke a Preceptor's appointment as Adjunct or Extension Faculty member and the student'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.

6. LIABILITY RESPONSIBILITY

The College and its associated entities assume no special or expanded legal liability for injuries sustained or accidents incurred by interns in off-campus clinical programs. Interns who elect 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 and engage in the program at their own risk. While on the way to or from an off-campus site, Interns are exposed to the same risks as if they were on the way to or from class on campus.

7. RETENTION OF RECORDS

The College retains applications of appointed Preceptors while he/she actively participates 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. The College will destroy the application 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. STUDENT HANDBOOK

The Palmer College Student Handbook can be viewed via the Palmer website at www.palmer.edu. The Student Code of Ethics applies during the preceptorship.

9. 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 Intern Preceptorship Program including Extension/Adjunct faculty preceptors and students. Palmer College of Chiropractic institutional policies may be reviewed at the following web address:

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

10. WEST FIELD TRAINING PROGRAM – Early Participation Guidelines

A. Participation Requirements

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 PCCW curriculum. Students failing to meet the above requirements may appeal to the CSC for Probationary Participation. In addition to completing the above, the intern provides the Program Representative with a completed Student Preceptorship Application.

B. Guidelines for Early Participation in the Field Training Program

Upon approval of the Dean of Clinics, 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 hours of participation for the 13th quarter Field Training/Preceptorship. Students are to enroll in, and meet all requirements of, the 13th quarter preceptorship including course work and Preceptor office hour requirements. Early participation in the field training program DOES NOT affect the coursework participation for the 13th quarter field training/preceptorship. 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 are allowed). Students who are expecting to do their 13th quarter field training/preceptorship “Out-of-Area” will still have their 13th quarter 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. Confirmation from the Dean of Student Affairs that the student has successfully passed all academic and CCEP requirements;
 - b. 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 an online web application clinichours.palmer.edu. Students may request a change to a different office prior to the

start of the 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 online web application found at clinichours.palmer.edu 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.