

LOGAN UNIVERSITY



2016-2017 Preceptorship Program Handbook

LOGAN UNIVERSITY

Preceptorship Program

Guiding Statements

Logan University Vision

Logan University will be recognized nationally as a community of learners inspired to lead a life of significance.

Logan University Mission

Logan University is a diverse and engaging community committed to excellence in health sciences, education, and service, guided by integrity, commitment, and passion.

Logan College of Chiropractic Vision

Logan College of Chiropractic is a premier graduate educational institution and the College of choice for those men and women dedicated to providing exceptional patient care that promotes wellness and individual quality of life.

Logan College of Chiropractic Mission

Logan College of Chiropractic prepares students to become Doctors of Chiropractic who are superbly educated and clinically competent practicing portal of entry chiropractic physicians.

Logan Clinic System Goal

The goal of the Logan Clinic System is to maintain a patient-centered, student-sensitive, data-informed environment that supports quality patient care and prepares student interns to become entry-level Doctors of Chiropractic as described in the College Mission Statement.

The Preceptorship Program

Overview

Logan student interns who meet the criteria described below are eligible to participate in Logan University's Preceptorship Program during the final trimester of their curriculum. The purpose of the Preceptorship Program is to provide educational and clinical experiences in small, private practice settings to qualified Logan student interns.

The minimum length of time for a preceptorship experience is four weeks, and the maximum length of time is an entire trimester. A student intern may preceptor with several different doctors (no more than two different doctors with a minimum of four weeks with any one). No more than one student intern may preceptor with any one doctor at any time. A student intern cannot be supervised by different doctors practicing in the same office.

The minimum weekly clinic hour requirement for HC10907-01, the Trimester 10 Outpatient Health Center Practicum, must be met during the preceptorship experience at the preceptor doctor's office. Trimester 10 Practicum vacation days not used in the student intern's assigned Logan Health Center clinic may be used during the preceptorship experience and are reported on the hours report submitted biweekly by the preceptor doctor.

Typically the preceptorship experience occurs in small, private practice settings, as opposed to the larger setting of the Logan Health Center System. Most student interns find this more focused exposure to the workings of a small private practice beneficial in their transition from student intern to graduate doctor in their own practice. Interns also use the preceptorship opportunity to gain experience in settings with a specialized focus, such as integrative care, or sports medicine, or pediatrics, etc. Additionally, if there is mutual interest on the part of the student intern and the preceptorship doctor, the preceptorship experience can also be a precursor to a work opportunity in the preceptor doctor's office as an associate following graduation. Such matters are between the student and the doctor, and Logan University has no role in such discussions.

As in all Health Center operations, student interns on a preceptorship experience are mentored by licensed, qualified doctors who hold a faculty appointment with Logan University. Selection of a preceptorship location is normally a collaborative effort between the student intern and a preceptor doctor, with final approval for the arrangement granted by Logan University. The University can also assist the student intern in finding a suitable location for the experience. Student interns are not allowed to preceptor with an immediate family member, such as a parent, step-parent, grandparent, sibling, aunt, uncle, in-laws, etc.

A list of pre-approved preceptor doctors is available from the Preceptorship Coordinator, and doctors can be added to the list at any time. To do so, either the doctor or the student intern who wishes to preceptor with the doctor may request the Preceptorship Coordinator to mail application materials to the doctor. This initial correspondence begins a preceptor doctor file at Logan and allows for monitoring the progress of the application. Student interns should be aware that in some states the application process can be quite lengthy. For this reason, Logan recommends that the student intern or interested doctor initiate the application process at the beginning of the student's ninth trimester for a preceptorship experience to occur during the tenth trimester.

Student interns participating in a preceptorship experience remain enrolled students at Logan University and are subject to all of the same rules, guidelines, and expectations as any other Logan student. Student interns may not receive any pay from a preceptor doctor during the preceptorship experience.

The Preceptorship Coordinator monitors all preceptorships and provides central organization of all correspondence and student intern and preceptor doctor status.

Student Intern Matters

Eligibility

The Health Center administration reserves the right to modify the requirements based on changes in state or institutional requirements.

1. Successful completion of all coursework through Trimester 9.
2. Successful completion of Part I and II of the National Board of Chiropractic Examiners.
3. Enrollment in or completion of all required Trimester 10 coursework.
4. Successful completion of all clinic requirements (including satisfactory competency assessments), with the exception of clinic hours for HC10907-01, the Trimester 10 Outpatient Health Center Practicum.
5. Recommendation for the preceptorship experience from the intern's assigned clinician.
6. Summary assessment survey filled by the assigned clinician verifying that the student intern has demonstrated all the CCE meta-competencies in the clinical environment.
7. Payment of all debts and fees prior to departure for the preceptorship experience.
8. Clearance from Registrar, Bursar, Preceptorship Coordinator and Dean of Clinics prior to departure for the preceptorship experience.
9. Successful completion of all other graduation requirements not addressed in points 1-5 above prior to departure for the preceptorship experience.
10. Good academic and professional standing.

Responsibilities and Guidelines

1. Attendance requirement: Student interns must spend a minimum of 20 hours a week in the preceptor doctor's office and accumulate a minimum of 300 clinic hours during the trimester 10 clinic course. This is a weekly attendance requirement and participation in clinic activities is required until the end of the 14th week of the trimester. A student intern who has completed the 300 required clinic hours must continue to work in the preceptor's office until the end of week 14.
2. Student interns are encouraged to work closely with the preceptor doctor in all aspects of office management and patient care to maximize the benefits of the preceptorship experience.
2. Duties that the student intern is allowed to perform during a preceptorship experience are dictated by the laws of the jurisdiction in which the private practice is located, as well as approach taken by the preceptor doctor in mentoring the student intern.
3. Once a student intern has signed out for a preceptorship experience, all hours to be applied to the Trimester 10 Outpatient Health Center Practicum are obtained only through the preceptor doctor's office. On a case-by-case basis, a student intern may be allowed to continue the clinic experience at the assigned Logan Health Center clinic while participating in the preceptorship experience. The rationale and conditions for such a double assignment must be discussed with and mutually agreed to by the Dean of Clinics and the student intern prior to such an arrangement commencing.

4. Student interns who return to campus for National Board reviews or other activities or obligations are required to use available vacation time for such activities.
5. Student interns are not allowed to see Logan patients in a preceptor doctor's office.
6. A student intern who experiences a problem with the preceptorship experience must contact the Preceptorship Coordinator immediately and explain the situation. The Health Center administration will determine if the preceptorship experience needs to be modified in some way or interrupted. If interrupted, the student intern may transfer to a different preceptor's office, if available, or return to the initial Logan Health Center clinic, where shifts will be assigned to ensure the opportunity to complete all course requirements.
7. Student interns must complete all checkout procedures prior to commencement and participate in all graduation activities.
8. Student interns are asked to evaluate their preceptorship doctors at the conclusion of the preceptorship experience.

Preceptor Doctor Matters

Eligibility

A field doctor interested in becoming an approved preceptor doctor must complete an application packet that can be obtained for the Logan Preceptorship Coordinator. The Preceptorship Coordinator will notify the field doctor via written correspondence of their acceptance into the program once all paperwork has been completed and received, verification of good standing has been obtained, and approval has been given by Logan University for adjunct faculty status. Logan University retains absolute discretion to accept or reject any applicant.

In the event that Logan University receives negative information concerning a preceptorship doctor and/or the business conduct of the preceptor doctor's office, the University will re-evaluate the preceptor doctor's eligibility to continue in the Preceptorship Program. The decision of Logan University in such matters is final.

The Health Center administration reserves the right to modify the requirements based on changes in state or institutional requirements.

1. The doctor must have graduated from an institution accredited by a chiropractic accrediting agency that is recognized by the U.S. Department of Education, or equivalent international accrediting agency.
2. The doctor must be licensed and in good standing with the Board of Chiropractic Examiners in the state where the doctor resides and practices and must pass a background check through CINBAD.
3. The doctor must have a minimum of three years full-time practice experience.
4. The doctor must average a minimum of three new patients per week and a minimum of 80 patient visits per week.
5. The doctor must submit a copy of his/her current license with expiration date.
6. The doctor must submit a copy of his/her business card on letterhead stationery, a current resume/curriculum vitae, and a sanitized copy of a standard patient file.

7. The doctor must submit a copy of his/her current malpractice insurance policy summary sheet identifying current dates and limits of coverage. The minimum acceptable liability limits are \$1,000,000/\$3,000,000. Exception for the States with a capitation law where the malpractice coverage requirements may be lower. In these instances the doctor must be participating in the compensation fund and have coverage in good standing in the compensation fund.
8. The doctor must employ standards of patient care comparable to those employed in the Logan Health Center System and as taught by Logan University College of Chiropractic.
9. The doctor must agree to comply with all regulations regarding a preceptorship experience in his/her practice jurisdiction and with all regulations established by Logan University.

Responsibilities and Guidelines

1. The preceptor doctor is to work closely with the student intern in all aspects of office management and patient care to maximize the benefits of the preceptorship experience.
2. The preceptor doctor provides timely, regular assessment and feedback to the student intern and to the Preceptorship Coordinator.
3. The preceptor doctor supervises all aspects of the student intern's activities and verifies the hours worked by the student intern.
4. The preceptor doctor is present in person at all times when a student intern is in the office or working out of the office.
5. The preceptor doctor keeps all pertinent professional information current with the Preceptorship Coordinator.

Benefits

1. The preceptor doctor is appointed as adjunct faculty of Logan University for one year and receives a certificate suitable for framing. The appointment may be renewed when the application is updated and the doctor mentors a new student.
2. During the period of appointment as an adjunct faculty member the preceptor doctor may receive a faculty discount for three postgraduate seminars offered on Logan University campus. (\$15.00 per seminar – exceptions apply). To register for a seminars and receive the discount, preceptor doctors must contact the Logan postgraduate office (Phone: 800-842-3234; Email: PostGrad@logan.edu) and identify themselves as current adjunct faculty member.
3. As a token of our appreciation for enhancing the clinical experience of our students, preceptor doctors receive a \$50.00 gift certificate to the Logan bookstore (Phone: 636-230-1784).
4. Current preceptor doctors will be recognized in Logan University's annual financial report