



LOGAN UNIVERSITY



2019-2020 Preceptorship Program Handbook

LOGAN UNIVERSITY

Preceptorship Program

Guiding Statements

Logan University Vision

Logan University will be recognized nationally as a community of lifelong 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 will be the premier Chiropractic College.

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 Health Center System Goal

The goal of the Logan Health Center 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 three different doctors with a minimum of four weeks with each one). No more than one student intern may preceptor with any one doctor at any time. An office with multiple doctors may have one student intern per doctor.

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 hour's 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 typically not allowed to preceptor with an immediate family member, such as a parent, step-parent, grandparent, sibling, aunt, uncle, in-laws, etc. however, this is open to discussion with the Director of Clinical Experience.

A list of pre-approved preceptor doctors is available from the Clinical Experience 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 Senior Clinician of Preceptorships to mail or email 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 Clinical Experience 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. Enrollment in or completion of all required Trimester 10 coursework.
3. 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.
4. Recommendation for the preceptorship experience from the intern's assigned clinician.
5. Summary assessment survey filled by the assigned clinician verifying that the student intern has demonstrated all the CCE meta-competencies in the clinical environment.
6. Payment of all debts and fees prior to departure for the preceptorship experience.
7. Clearance from Registrar, Student Accounts Representative, Preceptorship Coordinator and Senior Clinician/Preceptorships prior to departure for the preceptorship experience.
8. Successful completion of all other graduation requirements not addressed in points 1-5 above prior to departure for the preceptorship experience.
9. Good academic and professional standing.

Responsibilities and Guidelines

1. Attendance requirement- Student interns must spend a minimum of 25 hours a week in the preceptor doctor's office and accumulate a minimum of 375 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 completely the 375 required clinic hours must continue to work in the preceptorship'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.
3. 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.
4. 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 Director of Clinical Experience and the student intern prior to such an arrangement commencing.

5. 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.
6. Student interns are not allowed to see Logan patients in a preceptor doctor's office.
7. A student intern who experiences a problem with the preceptorship experience must contact the Clinical Experience Coordinator immediately and explain the situation. The Director of Clinical Experience 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.
8. Student interns must complete all checkout procedures prior to commencement and participate in all graduation activities.
9. 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 Clinical Experience Coordinator. The Clinical Experience 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 (some states require 5 years).
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 vita, 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 Senior Clinician of Preceptorships.
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 Clinical Experience 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.

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 Logan University 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.

Logan University 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	Ohio	Vermont
Arizona	Illinois	Mississippi	Oklahoma	Virginia
California	Indiana	Missouri	Oregon	Washington
Connecticut	Iowa	Montana	South Carolina	Wisconsin
Delaware	Kansas	Nebraska	South Dakota	Wyoming
District of Columbia	Kentucky	Nevada	Tennessee	
Florida	Maryland	New Mexico	Texas	
Georgia	Michigan	North Dakota	Utah	

States recognizing chiropractic preceptorships, HOWEVER, the intern may NOT adjust patients: Arkansas, North Carolina, and 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, and Rhode Island.

States not recognizing chiropractic preceptorships; interns may OBSERVE ONLY: Hawaii, Louisiana, Massachusetts, New Hampshire, New York, Pennsylvania, and Puerto Rico.

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:

1. Some states require the intern and/or the preceptor and/or the University to submit an application for preceptorship. The University 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	Ohio	Washington
Arizona	Kentucky	Montana	Oklahoma	West Virginia
District of Columbia	Maryland	Nevada	South Dakota	Wisconsin
Idaho	Michigan	New Mexico	Tennessee	Wyoming
Indiana	Minnesota	North Dakota	Vermont	

2. New Jersey: Please note that unlicensed persons may not perform patient examinations.

3. Ohio: Students on preceptorships are not allowed to take x-rays.

4. Pennsylvania: Interns may only observe in the chiropractic office, however, may be eligible to take x-rays if they have taken and passed the ACRRT exam for auxiliary personnel.
5. 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.

Logan University makes every effort to remain up-to-date and in compliance with state chiropractic laws. In the event the University is notified of a change in law, the University 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.

Revocation of Participant's Involvement

Logan University retains the right to revoke a Preceptor's appointment as Adjunct or Extension Faculty member and the student's participation as an intern. The University 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:

1. The preceptor and/or the intern fail to comply with state law, University policy, and/or program rules.
2. A complaint is filed against the preceptor that is under investigation by the state chiropractic board.
3. The preceptor's state chiropractic board informs the University that the preceptor is not eligible for program participation.
4. The preceptor and/or the intern provide false or misleading information to the University and its representatives regarding the preceptor's practice and/or the degree of involvement by the intern in the practice.
5. The preceptor fails to provide an effective and appropriate learning environment for the intern.
6. The preceptor asks the intern to violate state law, University policy, and/or program rules.
7. The intern fails to fulfill the responsibilities agreed upon by the preceptor and himself/herself.
8. It is determined the intern is acting in an unprofessional manner in the preceptor's practice.