

# LOGAN UNIVERSITY CHIROPRACTIC HEALTH CENTERS



2014-2015

Preceptor Program

To educate and mentor skilled and compassionate  
Doctors of Chiropractic.

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## PRECEPTOR PROGRAM

### I. Logan University, College of Chiropractic

#### A. Logan University Vision

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

#### B. 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.

#### C. 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.

#### D. 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. This mission is accomplished through our dedicated faculty recognized for student centered excellence; comprehensive science-driven, knowledge-based, and information facilitated curriculum; enhanced by community and public service. The institution is committed to the conduct of research and other scholarly activities.

#### **LUCOC Health Center Mission Statement**

The Health Center Division is committed to providing an educational and clinical environment conducive for integration and application of the basic, clinical, and chiropractic sciences while delivering excellent patient care and in support of the mission of the College.

### **LUCOC Preceptor Program Mission Statement**

The mission of the LUCOC Preceptor Program is to educate and mentor skilled and compassionate Doctor of Chiropractic interns.

## **II. The Logan University College of Chiropractic Preceptor Program**

### **Trimester 10 Preceptorship Program**

The objective of the Trimester 10 Preceptorship Program is to supplement the clinical education of the Intern with practical experience in a private practice environment. The Preceptorship Program allows qualified Interns to work outside of the Logan Health Center System such as in a private practitioner's office during their last Trimester at Logan. Interns may work under the auspices of any practitioner who has met the guidelines and requirements set forth by Logan. A list of accepted preceptor doctors is available from the Health Center Secretary.

If an Intern chooses to preceptor with a doctor who has not been pre-qualified, the Intern may request that the Health Center staff mail a preceptor doctor application to this practitioner. It is suggested that the Intern initiate this process at the beginning of Trimester 9. Due to varying state regulations, there is no guarantee that preceptorships will be approved within six weeks.

Hours worked during a preceptorship are applied to course #HC10907-01 - Trimester 10 Outpatient Health Center Practicum. The minimum length of any one preceptorship is four weeks. Regardless of the extent of involvement in a preceptorship, Interns are responsible to work for a total of 15 weeks in clinical activity. Interns may preceptor with no more than three field practitioners with a minimum of four weeks, 40 hours, with any one practitioner.

## **III. Students Participating in the Preceptor Program**

### **A. Intern Eligibility**

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

1. Successful completion of all coursework through Trimester 9 and completion of ALL clinic requirements (inclusive of Proficiency II exam) with the exception of hours for HCP VI (Trimester 10).
2. Registration in all required Trimester 10 coursework.

3. Intern must be in good academic and professional standing.
4. Intern must pay all debts and fees prior to leaving.
5. Intern must go through the entire check out process for both the Health Center and the Bursar's office.
6. Successful completion of all clinic graduation requirements with the exception of hours in Trimester 10 clinic (Course #HC10907\_01)
7. Interns are not eligible to preceptor with an immediate family member, such as a parent (or step-parent), grandparent, sibling, aunts, uncles or in-laws.
8. Transfer of patients seen at a Logan Health Center via their assigned Clinician. (Interns are not allowed to see Logan patients in a preceptor doctor's office.)

Once you have signed out on preceptorship, hours to be applied to Trimester 10 course requirements can be obtained through the Preceptorship Program only. Should you need to return for Board reviews, etc., you will be expected to use available vacation time. If there is a problem with your preceptorship experience and you must return to a Logan clinical setting, it is your responsibility to make arrangements prior to your return. You will be assigned the minimum of hours per week to ensure completion of graduation requirements.

### **B. Intern Responsibilities and Guidelines**

State statutes mandate the level of Intern involvement and supersede all other guidelines for Intern involvement.

1. An Intern on a preceptorship may be able to participate in providing services such as taking X-rays, report writing, performing patient physical exams, providing physical therapy and, depending on state laws, providing chiropractic treatment.
2. Interns are required to work closely with a preceptor doctor who allows them to get involved with performing consultations, patient examination, delivering report of findings, analyzing X-rays, patient education, and records/documentation.
3. Interns are encouraged to work with preceptor doctors who will involve them in office management procedures such as billing, insurance, report writing, etc.
4. Senior check-out requirements must be fulfilled. Interns will return to Logan to handle all senior check-out responsibilities and participate in all graduation activities.
5. No more than one student Intern may preceptor in any one doctor's office at any time.

## **IV. Chiropractors involved in Preceptor Program**

### **A. Preceptor Doctor Requirements**

1. The preceptor doctor must employ standards of patient care comparable to those employed in the Logan Health Centers and as taught by Logan University, College of Chiropractic.
2. The preceptor doctor must be licensed and in good standing with the Board of Chiropractic Examiners in the state where the preceptor doctor resides and practices, and undergo a background check through CINBAD.
3. The preceptor doctor must have a minimum of five (5) years practice experience.
4. The preceptor doctor must submit a copy of his/her current malpractice insurance policy summary sheet with current dates and limits of coverage. Minimum liability limits are \$1,000,000/\$3,000,000.
5. The preceptor doctor must agree to comply with any regulations regarding preceptorship which pertain to his/her state of practice.
6. The preceptor doctor must submit a copy of their current license with expiration date.
7. The preceptor doctor must submit a copy of their business card on their letterhead stationery, a copy of a sanitized file, as well as a current resume or Curriculum Vitae.
8. The preceptor doctor must average a minimum of 80 patient visits per week in the preceptorship office. The preceptor doctor must average a minimum of three new patients per week.
9. The preceptor doctor must have graduated from an institution that is accredited by a chiropractic accrediting agency that is recognized by the U.S. Department of Education (USDE) and the Council on Post-Secondary Accreditation (COPA), or equivalent international accrediting agency.
10. In the event that Logan receives negative information concerning a preceptor doctor and/or the business conduct of the preceptor doctor's office, Logan will re-evaluate the preceptor doctor's eligibility to continue in the program. The decision of Logan is final.
11. Field practitioners interested in becoming an approved preceptor doctor must fill out an application packet that can be obtained from the Clinical Business Systems Director. The Health Center Secretary will notify field practitioners of their acceptance via written correspondence once all paperwork and verification of good standing have been received. The Chiropractic Health Center shall have the absolute discretion to accept or reject any application. A field doctor who applies to the preceptor program agrees to be bound by the decision of the committee. A preceptor manual is available to all doctors and students involved in this program and available on the university website.

## **B. Preceptor Doctor Responsibilities**

1. Provide a practice environment that permits the Logan Intern to experience the chiropractic principles and practice as taught by Logan, meeting CCE standards or their equivalent.
2. Supervise the Intern's activity and providing educational feedback.
3. Verify hours worked by an Intern.
4. Must be present in person at all times when an Intern is their office or working out of the office.
5. Evaluate the Intern's performance and submitting evaluations to the Clinical Business Systems Director by required deadlines.
6. Maintain current information with the Clinical Business Systems Director.

The Clinical Business Systems Director monitors all preceptorships and provides central organization of all correspondence, Intern assignment and evaluations. The continued good professional standing of all preceptor doctors will be verified in writing on a Trimester basis via correspondence with individual state boards. The director periodically contacts a preceptor doctor to verify Intern involvement and performance. This contact may be through written correspondence, surveys, and checklists as well as on site visits. Interns are asked to evaluate their preceptor doctor at the conclusion of their preceptorship.

### **Frequently Asked Questions:**

1. **I want to hire my intern to work part time outside of their preceptor time, can I?**  
No. The intern must complete the required hours on a weekly basis as part of their education during which time it is not appropriate for the intern to be paid as an employee in any capacity.
2. **I have a quick questions whom should I contact?**  
Please call with any question, we love to hear from you. You can contact: Dr. Michael Wittmer at (636) 230-1759 or you may contact via email at Michael.Wittmer@logan.edu.
3. **Once I start taking interns, am I obligated to take one every semester?**  
No, there is no obligation to have a student every semester. However, when you request one it is important that you are able to commit for the entire semester.

**4. Can my office have more than 1 intern each semester?**

Yes, what we require is that there is only one intern in your office at a time. Keep in mind that the interns must have a minimum of 10 hours per week in your office.

**5. I would like to pay my intern what is the policy?**

You may not pay the intern for the time spent in your clinic earning credit toward graduation.

## **V. Preceptor Program Administration**

**A. Off Campus Clinic Visits**

A representative of the College of Chiropractic Health Centers may visit the off-site clinic after a doctor has completed the Preceptor Program Application and before or after the placement of an intern in the clinic. An Off Campus Clinic Visit Form would be completed at this time.

**B. Preceptor Doctor Benefits**

As an Adjunct Faculty member of Logan College of Chiropractic, each participating Preceptor Doctor will receive free admission to the yearly symposium plus one additional seminar.

**C. Application**

**Complete application process each year.**





