



LOGAN UNIVERSITY



2020-2021 Preceptorship Program Handbook

LOGAN UNIVERSITY

Preceptorship Program

Guiding Statements

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 University Vision

Logan University aspires to be a community of leaders committed to transformative student success in health and wellness.

Logan University Values

DIVERSITY
EMPATHY
STUDENT FIRST
POSITIVE ATTITUDE
EVIDENCE-INFORMED
CHARACTER
TEAMWORK

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 doctors to become entry-level Doctors of Chiropractic as described in the College Mission Statement.

The Preceptorship Program

Overview

Logan student doctors who meet the criteria described below are eligible to participate in Logan University's Preceptorship Program during their trimester 10 clinical experience. The purpose of the Preceptorship Program is to provide educational and clinical experiences in a clinical setting outside of the Logan University Clinic System. The rotation sites can range from small private practice settings, hospital settings, VA facilities, University settings, Federally Qualified Health Centers and DoD setting.

The minimum length of time for a Preceptorship experience is 15 weeks. The number of student doctors allowed on each rotation will be determined by the Director of External Clinical Rotations.

The minimum weekly clinic hour requirement for CLIN31004, the Trimester 10 Outpatient Health Center Practicum, must be met during the Preceptorship experience at the Preceptor doctor's office or facility. The minimum number of required hours is 25. The hourly requirement varies from site to site. The student doctor must be fully informed on the hourly requirement and expectations prior to fully committing to the opportunity.

As in all Health Center operations, student doctors 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 doctor and a Preceptorship site or doctor, with final approval for the arrangement granted by Logan University. The University can also assist the student doctor in finding a suitable location for the experience. Student interns are typically not allowed to do a Preceptorship 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 External Clinical Rotations.

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

Student doctors 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 doctors may not receive any pay from a Preceptorship site or doctor during the Preceptorship experience.

The Director of External Clinical Rotations monitors all Preceptorships and provides central organization of all correspondence and student doctor and Preceptorship Site and doctor status.

Preceptorship Objectives

Overview

- The objectives and goals of the Preceptorship sites are the same for students who chose not to go out on a rotation.

Course Goals/Competency (from *Clinic 3 Syllabus*)

In outpatient Clinic 3 the learner is expected to achieve the following objectives with continual assistance and guidance of their supervising clinician.

1. **Patient Investigation** – learner will consistently demonstrate the following patient investigation skills through patient interactions:
 - History taking skills including adequate procedural skills, documentation of history skills and humanism/professionalism.
 - Physical examination skills including adequate procedural skills, documentation exam findings skills and the establishment of a concise, accurate and defensible differential diagnosis.
 - Proper use of laboratory, imaging or special procedures to assist in confirming the diagnosis.
 - Use of health informatics such as past medical records, prevalence of diagnosis, cultural and social factors in an effort to improve diagnostic accuracy.
2. **Patient Management** – learner will consistently demonstrate the following patient management skills through patient interactions:
 - Establishment of an evidenced informed treatment plan with specific outcomes and goals including proper documentation of plan and expected outcomes.
 - Proper use of Informed Consent procedures including risks, benefits, and alternative treatment options.
 - Proper documentation of the progression of care strategies over the course of treatment including advancement from passive to active care scenarios.

- Proper documentation of discharge from care based on attainment of outcome, maximal improvement, and referral to other provider or lost to follow up.
3. **Communication** – learner will consistently demonstrate the following communication skills through patient, clinician and staff interaction:
- Maintains professional demeanor and establishes conversational tone during patient communication such as history taking, report of findings or subjective updates.
 - Maintains an empathic and humanistic approach to patient interactions.
 - Recognizes cultural and social differences that may alter how the patient communicates and offers information.
 - Communication with supervising clinician is accurate, concise and professional in regard to patient care strategies.
 - Communication with staff and pre-clinical students is professional and respectful of their needs.
4. **Clinical Procedural Skills** – learner will consistently demonstrate the psychomotor aspects of clinical procedural skills through patient interactions:
- Minimal competency in the four core chiropractic techniques of the Logan DCP.
 - Minimal competency in performing exam procedures such as orthopedic tests, ranges of motion, vital signs and others.
 - Minimal competency in the use of therapeutic modalities such as interferential, ultrasound, and others.
 - Minimal competency in the application of rehabilitation procedures.
5. **Health Promotion & Disease Prevention** – learner will consistently demonstrate health promotion & disease prevention skills through patient interactions:
- Establishment of a health promotion strategy individualized to the patients' needs cognizant of cultural, social and economic factors.
 - Establishment of a disease strategy individualized to the patients' needs cognizant of risk factors, lifestyle, and cultural, social and economic factors.
 - Proper documentation of health promotion and disease prevention strategy plans and expected outcomes.
6. **Professionalism & Jurisprudence:**
- Demonstrate compliance with the ethical and legal dimensions of clinical practice.
 - Generation of patient records and diagnostic and billing codes in compliance with federal and state law.
 - Consistently demonstrate professional conduct with patients, peers, staff, and faculty in accordance with established policies

Student Doctors 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 all clinic requirements (including satisfactory competency assessments) for Trimester 9.
3. Recommendation for the Preceptorship from the student doctor's assigned clinician.
4. Clearance from Outpatient Clinician, Clinical Rotation Coordinator and the Director of External Clinical Rotations prior to departure for the Preceptorship experience.
5. Good academic and professional standing.

Responsibilities and Guidelines

1. Attendance requirement- Student doctors must spend a minimum of 25 hours a week in the Preceptorship site or doctor's office and accumulate a minimum of 375 clinic hours during the trimester 9 clinic course. This is a weekly attendance requirement, and participation in clinic activities is required until the end of the 15th week of the trimester. A student doctor who has completed the 375 required clinic hours must continue to work in the Preceptorship office until the end of week 15.
2. Student doctors are encouraged to work closely with the Preceptorship doctor in all aspects of office management and patient care to maximize the benefits of the Preceptorship experience.
3. Duties that the student doctor is allowed to perform during a Preceptorship experience are dictated by the laws of the jurisdiction in which the private practice or Preceptorship site is located, as well as approach taken by the Preceptorship doctor in mentoring the student doctor.
4. A student doctor who experiences a problem with the Preceptorship experience must contact the Clinical Rotation 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 doctor may transfer to a different Preceptorship site, 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.

5. Student doctors are asked to evaluate their Preceptorship site or doctors at the conclusion of the Preceptorship experience.
6. The Preceptorship site or doctor must assess the student on a regular basis. .

Preceptorship Doctor Matters

Eligibility

A field doctor interested in becoming an approved Preceptorship site or doctor must complete an application packet that can be obtained from the Logan Clinical Rotation Coordinator. The Clinical Rotation 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 site or doctor and/or the business conduct of the Preceptorship doctor's office, the University will re-evaluate the Preceptorship 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 submit a copy of his/her current license with expiration date.
5. 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.
6. 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.

7. 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.
8. 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 Preceptorship doctor is to work closely with the student doctor in all aspects of office management and patient care to maximize the benefits of the Preceptorship experience.
2. The Preceptorship doctor provides timely, regular assessment and feedback to the student doctor and to the Director of External Clinical Rotations. Formal assessments will need to be conducted at regular intervals throughout the trimester. You can access details and forms in the [Clinical Assessment Resource Center](#).
3. The Preceptorship doctor supervises all aspects of the student doctor's activities and verifies the hours worked by the student doctor.
4. The Preceptorship doctor is present in person at all times when a student doctor is in the office or working out of the office.
5. The Preceptorship doctor keeps all pertinent professional information current with the Clinical Rotation Coordinator.

Benefits

1. The Preceptorship 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 Preceptorship doctor may receive a faculty discount for three postgraduate seminars offered on Logan University campus. To register for a seminars and receive the discount, Clinical Rotation 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, Preceptorship doctors receive a \$50.00 gift card.
4. Current Preceptorship 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 Preceptorship. 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 concerning 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 about Preceptorship and/or the delegation of tasks to unlicensed persons in the office.

In the event the University is notified of a change in law, the University will notify doctors 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.

ALL PROCEDURES PERFORMED BY A STUDENT DOCTOR MUST BE PERFORMED UNDER THE DIRECT SUPERVISION OF AN APPROVED SITE SUPERVISOR AT AN APPROVED CLINICAL ROTATION SITE.

States recognizing chiropractic Preceptorship allowing student doctors to adjust patients:

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

*Require additional State application/approval

Observe only states: Hawaii, Louisiana, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Rhode Island,

Canadian Provinces: The following provinces will allow Clinical Rotations. See special notes: Under direct supervision, doctors can adjust in: Alberta, British Columbia, New Brunswick, Nova Scotia, Ontario, and Saskatchewan; doctors cannot adjust in: Quebec and Manitoba.

Revocation of Participant's Involvement

Logan University retains the right to revoke a Preceptorship appointment as Adjunct or Extension Faculty member and the student's participation as a doctor. The University also retains the right to revoke a Preceptorship's participation in the program permanently. Termination may result from, but is not limited to, any of the following:

1. The Preceptorship and/or the doctor fail to comply with state law, University policy, and/or program rules.
2. A complaint is filed against the Preceptorship that is under investigation by the state chiropractic board.
3. The Preceptorship's state chiropractic board informs the University that the Preceptorship is not eligible for program participation.
4. The Preceptorship and/or the doctor provide false or misleading information to the University and its representatives regarding the Preceptorship's practice and/or the degree of involvement by the doctor in the practice.
5. The Preceptorship fails to provide an effective and appropriate learning environment for the doctor.

6. The Preceptorship asks the doctor to violate state law, University policy, and/or program rules.
7. The doctor fails to fulfill the responsibilities agreed upon by the Preceptorship and himself/herself.
8. It is determined the doctor is acting in an unprofessional manner in the Preceptorship's practice.

In case of questions, please contact:

Dr. Jason Goodman – Director of External Clinical Rotations

jason.goodman@logan.edu

636-230-1775

Linda Kenny – Clinical Rotation Coordinator

linda.kenny@logan.edu

636-230-1813