

Method of Instruction: Group meetings, individual meetings, patient care oversight and assessments.

Evaluation/Grading Criteria:

Patient care activities will be observed, recorded and accompanying assessments will be done in Radiology, Care and Management Reviews (CMRs), Report of Findings (ROFs) and Patient Visit Encounters (PVEs). Refer to Course Requirements, below. "Intern Progress Reports" are generated throughout the quarter and outline the intern progress towards meeting their overall graduation requirements as well as the requirements of their current course level. NOTE: Qualitative assessments occur from Monday of week 1 through to Friday of week 11 only.

Course Requirements

Clinic 1:

- 20 student category patient adjustments must be completed prior to beginning outpatient care
- Outpatient adjustments = 30 adjustments to be on track to finish within four quarters (required to qualify for *Mid Proficiency examination in clinic two*)
- CMRs completed & assessed by HC faculty = 5 total patient (Includes 1 from SC1 and 2 from SC2, 2 must be outpatient)
- At least one ROF as a result of any examination are to be assessed by HC faculty
- Hours in HC = 120 (**160 total**)
- Patient encounters assessed by HC faculty - At least 5 outpatient visits assessed by a faculty member (ideal to complete one per week for first five weeks, ten total qualifying as competent in two consecutive quarters to graduate)
- Attend minimum 3 (**6 total**) Clinical Case of the Week and complete **YELLOW** formative exercise or **WHITE** summative assessment practice as evidence of participation. Students may also try to complete **GREEN** summative assessments for graduation requirement and attendance credit.
- Attendance at required Advisor meetings (LCCW attendance rules apply i.e. >20% = an overcut)

Clinic 2:

- Pass *Mid Proficiency Examination*
- Outpatient adjustments = 60 adjustments to be on track to finish within four quarters (required by end of Clinic 2 to qualify for ICE in Clinic 3)
- CMRs completed & assessed by HC faculty = 7 total patient (4 must be outpatient with two qualifying as competent, five total qualifying as competent in two to three consecutive quarters to graduate)
- At least two ROFs as a result of any examination are to be assessed by HC faculty (two qualifying as competent during clinic two is the target, five total qualifying as competent in two to three consecutive quarters to graduate)
- Hours in HC = 120 (**280 total**)
- Patient encounters & assessed HC faculty - At least 5 outpatient visits assessed by the mentor (ideal to complete one per week for first five weeks, ten total qualifying as competent in two consecutive quarters to graduate)
- Attend minimum of 3 (**9 total**) Clinical Case of the Week. Must attend if 3 **GREEN** summative assessments at the level of Competent (3/4) or Proficient (4/4) levels have not been attained.
- Attendance at required Advisor meetings (LCCW attendance rules apply i.e. >20% = an overcut)

Clinic 3:

- Must pass ICE to pass Clinic 3 & before checking out of HC
- 120 hours in HC (**400 total**)
- At least 110 outpatient adjustments to be on track to finish within four quarters
- 16 total patient (8 outpatient) files though CMR (completed & assessed) to be on track to finish within four quarters
- 4 Assessed CMRs with competent or proficient scoring (qualifying as competent; defined as 3 or 4 out of 4 on all sections of the CMR rubric. five total qualifying as competent in two to three consecutive quarters to graduate)
- 4 Assessed ROF/Informed Consents with competent or proficient scoring (qualifying as competent; defined as 3 or 4 out of 4 on all sections of the ROF/Informed Consent rubric. five total qualifying as competent in two to three consecutive quarters to graduate)

- 5 Assessed patient Encounters with competent or proficient scoring (defined as 3 or 4 out of 4 on all sections of the Patient Visit Encounter rubric. ten total qualifying as competent in two consecutive quarters to graduate)
- Attend minimum of 3 (**9 total**) Clinical Case of the Week. Must attend if 3 **GREEN** summative assessments at the level of Competent (3/4) or Proficient (4/4) levels have not been attained.
- Attendance at required Advisor meetings (LCCW attendance rules apply i.e. >20% = an overcut)

Clinic 4:

- 120 hours in HC (**518 total**)
- 250 total and at least 200 outpatient adjustments
- 20 total patient (16 must be outpatient) files through CMR (completed & assessed)
- 5 Assessed CMRs with competent or proficient scoring (qualifying as competent; defined as 3 or 4 out of 4 on all sections of the CMR rubric. five total qualifying as competent in two to three consecutive quarters to graduate)
- 5 Assessed ROF/Informed Consents with competent or proficient scoring (qualifying as competent; defined as 3 or 4 out of 4 on all sections of the CMR rubric. five total qualifying as competent in two to three consecutive quarters to graduate)
- 10 Assessed Patient Encounters with competent or proficient scoring (defined as 3 or 4 out of 4 on all sections of the Patient Visit Encounter rubric. ten total qualifying as competent in two consecutive quarters to graduate)
- 3 Clinical-Case of the Week with competent or proficient scoring (defined as 3 or 4 out of 4 on all sections of the Case of the Week rubric)
- NMS Referral Letter with Grade of 75% or better (DIAG 416-NMS Diagnoses and Management)
- Attend minimum of 3 (**9 total**) Clinical Case of the Week. Must attend if 3 **GREEN** summative assessments at the level of Competent (3/4) or Proficient (4/4) levels have not been attained.
- Completion of the Appraisal Inventory (AI)
- Attendance at required Advisor meetings (LCCW attendance rules apply i.e. >20% = an overcut)
- All other graduation requirements must be met in order to pass Clinic 4. Refer to 'Graduation Requirements' included in this document listed below.
- NOTE: You must remain 'Active' in patient care until such time as all coursework is completed i.e. you may not check out of the HC until your coursework is complete unless you are participating in an approved preceptorship. Refer to the HC Policy & Procedures Manual for the LCCW definition of 'Active'.
- Active patient care must be maintained through to Week 8 of the quarter
- Quality Assurance Audits have been appropriately remediated and do not remain outstanding. (This includes HIPAA, ethical or legal issues, accuracy of documentations, diagnosis, billing etc.)

Combination Registration Clinic 3 & 4:

- To qualify to take Clinic 3 & 4 together by Week 10 of the quarter preceding the following must be completed:
 - 85 Outpatient adjustments
 - 16 total patients (8 must be Outpatient) files though CMR (completed & assessed)
 - 120 hours in the HC (400 total)
- Pass *Mid Proficiency examination*
- Must be in the final quarter of academic classes

All Clinic coursework are 'Pass/No Pass' courses. The requirements at each level ensure that interns are pacing themselves through the program to complete the HC coursework over six quarters (SC-1 – C4). If a student does not complete all requirements by the end of finals week, they will receive a grade of 'Incomplete' for their clinic level. This grade will be reflective in their CAMS portal. The student has until the Saturday of the first week of the following quarter to complete their work and convert their grade to a 'Pass'. If the student does not complete their work by this time, they will automatically be re-enroll in that clinic level. It is the students responsibility to read their progress reports, connect with their HC advisor for clarification and confirm with the Clinical Education Coordinator their status prior to Friday of week 1 of the quarter. All final HC grades are submitted to the registrar by no later then Wednesday of week 2 of each quarter. The final course level will be reflective in the student's CAMS portal.

GRADUATION REQUIREMENTS

SUMMATIVE ASSESSMENT (Quantitative Requirements)

Hours in the Health Center	518 Total hours	
Outpatient Adjustments	200	Note: Up to 50 adjustments total may be completed during a service trip, as a participant in MTA or during a preceptorship (adjustments may be completed as part of a preceptorship starting in the summer 2019). Office Visits w/o adjustment will not count toward this number.
Student Adjustments	Maximum 50	15 student patient encounters must be assessed.
Adjunctive Therapy/Physiotherapy that you	30*	* This number varies per state; ensure you know what is required of you if you are planning on practicing outside of the state of California i.e. this is NOT an LCCW graduation requirement.
Radiology (X-ray)	30	Of which 15 Radiology-Case of the Week are required
Patient Cases	20	Up to 4 may be student patients. 3 come from Qualifying Green Clinical Case of the Week (CCOW) 13 must be outpatients in the Health Center, 4 of which may be courtesy. Five of the outpatients must be new to the Health Center (includes completing five visits and the first re-evaluation). All 13 outpatients and 4 student patient cases must be through initial or transfer CMR for each examination completed, five of the 13 outpatients must also include at least five visits and the first re-evaluation. (If less than 4 student patients, then additional outpatient cases are required to achieve a total of 20).
Urinalysis	25	
Complete Blood Count (CBC)	20	
Blood Chemistry	10	
Outreach Opportunities	2 (minimum)	
Pass ALL Competency Examinations	(Entrance/Mid Proficiency /I.C.E.)	

SUMMATIVE ASSESSMENT (Qualitative Requirements)

CMR	<u>five total qualifying as competent in clinics three and four to graduate</u> with score of 3 or 4/4 on <u>all sections</u> of the rubric (interns doing a preceptorship may complete assessments early, the quarter before the preceptorship)
ROF	<u>five total qualifying as competent in clinics three and four to graduate</u> with score of 3 or 4/4 on <u>all sections</u> of the rubric (interns doing a preceptorship may complete assessments early, the quarter before the preceptorship)
Patient Visit Encounters	<u>ten total qualifying as competent in clinics three and four to graduate</u> with score of 3 or 4/4 on <u>all sections</u> of the rubric (interns doing a preceptorship may complete assessments early, the quarter before the preceptorship)

Clinical-Case of the Week 3 Completed Cases TOTAL with score of 3 or 4/4 on all sections of the rubric

NMS Referral Letter Grade of 75% or better (DIAG 416-NMS Diagnosis and Management)

Grades and the Grading System Final Grades are available online through the CAMS student portal. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, please contact the Registrar's Office or the Clinical Education Coordinator. Grades will be reported and evaluation will be based on the Academic Policies, Procedures, & Services. Please refer to Evaluation Policy (**Policy ID: OAA.0007**)

In order to maintain **Satisfactory Academic Progress**, a student must maintain a 2.0 or better in each and every course. **Any grade less than a C must be remedied by repeating the class.** Please refer to Satisfactory Academic Progress (**Policy ID: OAA.0006**)

Attendance: Please refer to Attendance Policy (**Policy ID: OAA.0002**)

Conduct and Responsibilities: Please refer to the Personal Conduct, Responsibility and Academic Responsibility Policy (**Policy ID: OAA.0003**)

Make-up Exams: Please refer to Make-up Assessment Policy (**Policy ID: OAA.0001**)

Request for Special Testing: Please refer to Request for Special Testing (**Policy ID: OAA.0004**)

Accommodation for Students with Disabilities:

If you have approved accommodations, please make an appointment to meet with your instructor as soon as possible. If you believe you require an accommodation, but do not have an approved accommodation letter, please see the Academic Counselor Lori Pino in the Office of Academic Affairs. Contact info: Lpino@lifewest.edu or 510-780-4500 ext. 2061. Please refer to Service for Students with Disabilities Policy (**Policy ID: OAA.0005**)

Electronic Course Management:

Canvas is LCCW's Learning Management System (LMS). Canvas will be used throughout the quarter during this course. Lectures, reminders, and messages will be posted. In addition, documents such as the course syllabus and helpful information about the class project will be posted. Students are expected to check Canvas at least once a week in order to keep updated. The website address for Canvas is <https://lifewest.instructure.com/login/canvas> Please refer to the Educational Technologies Policy (**Policy ID: OAA.0009**)

The Health Center experience is a combination of the following components including:

1. **Classes:** Student Clinic 1, Student Clinic 2, Clinic I, II, III, and IV
2. **Quantitative & Qualitative Requirements:** Quantity of patient care and adjustments provided, Care & Management Reviews (CMRs) Assessments, Report of Findings (ROFs) Assessments and Patient Visit Encounters (PVEs) Assessments, clinical chemistry laboratory panels etc.
3. **Competency Testing:** Entrance Examination HC-501, Mid-Proficiency Examination HC-502, and Clinic Intern Competency Examination (I.C.E.) HC-503, Radiology (RadCOW) and Clinical Case of Week (ClinCOW)
4. **Hours:** 518 patient care contact hours as described in the Health Center Manual.
5. **Patient Care:** Completion of this requirement is guided by the criteria described in the Health Center Manual.
6. **Outreach:** Two (2) community outreach experiences. For interns beginning Clinic I in Spring 2015 or later, five (5) community outreach experiences are required.

Course Goals:

The intern experience is a privilege earned through academic experience and performance. Patient care is of primary importance. Interns are expected to act respectfully and professionally in all interactions with patients. This includes adhering to patient care programs as outlined during CMR and agreed to during the ROF with the patient. Patient abandonment to any extent will not be tolerated.

On assignment to a Health Center practice, the intern agrees to participate fully as a member of the practice. This includes attending all meetings, participation in outreach events, availability during Health Center hours of operation, and coordination with the HC Faculty.

The Health Center is open year round (does not close for academic breaks) and patient care continues regardless of an intern's breaks, vacations and/or finals and Board schedules. Interns are required to submit a request and arrange for time away from the Health Center with his/her advisor at least 30 days in advance of the absence. All patient visits must be scheduled and covered by another intern within the practice during the absence. Remember that patient care is our first priority!

NOTE: Any interruption in Health Center activity such as results from a suspension or voluntary leave that is greater than 10 weeks (including academic breaks) will require a repeat of the Health Center entrance practical exam to re-enter the Health Center and continue completion of graduation requirements. An interruption in Health Center activity that is six months or greater will require a repeat of the Correlative Diagnostic Exam Procedures Course, Student Clinic One, the written Health Center Entrance Exam, and the Health Center entrance practical exam. Activity that is less than minimum (three patient care activities per week) for six months or more will require a repeat of the entrance practical exam to continue in the Health Center.

Course Requirements:

The Clinic classes are Pass/No Pass courses.

If a student does not complete all requirements, they will be re-enroll in the Clinic class level.

1. Attendance at group and individual meetings.
2. Participation as a mock patient for the ICE exam beginning in Clinic II and for each subsequent quarter until the Mid-Proficiency exam is passed. Participation as a patient for any other Competency examination if you are asked. Failure to participate will result in an automatic FAIL for the course. The only exemption is if you are registered to take that exam.
3. Completion of all Health Center graduation requirements as stated in the "Course Requirements, Competency Examinations & Graduation Requirements" document provided to students in the Student Clinic 1 quarter they received a passing grade, posted on the Student Clinic 1 CANVAS page during this same quarter and available from the Clinical Educational Coordinator OR the Dean of Clinical Education.

Student Learning Outcomes (SLOs):

The student will be able to:

- Extract significant data from the case history and physical exam to arrive at a reasonable clinical impression, appropriate differential diagnosis, case management plan and prognosis. [PLO: 1A-E, 2A-I, 3A-C, 4A-D, 5A-C, 6A, 7A-C, 10]
- Present this information to the faculty at the Case & Management Review (CMR) [PLO: 4B-D, 7A-C, 8A-E]
- Present the findings to the patient at the Report of Findings [PLO: 3B-D, 4A, 4B, 4D, 5A-C, 7B, 7C, 8B, 8C, 8E, 10]
- Demonstrate the skills required to provide comprehensive chiropractic care to their patients. [PLO: 2A-I, 3A-D, 4A-D, 5A-C, 7A-E, 8B, 8E, 9, 10]
- Demonstrate professional behavior in all interactions in the Health Center [PLO: 4A-D, 5A-C]

Program Learning Outcomes (PLOs): Students graduating with a Doctor of Chiropractic degree will be proficient in the following:

1. **ASSESSMENT AND DIAGNOSIS:** An assessment and diagnosis requires developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. It is a dynamic process that occurs before, during, and after the collection of data through history, physical examination, imaging, laboratory tests and case-related clinical services.
2. **MANAGEMENT PLAN:** Management involves the development, implementation and documentation of a patient care plan for positively impacting a patient's health and well-being, including specific therapeutic goals and prognoses. It may include case follow-up, referral, and/or collaborative care.
3. **HEALTH PROMOTION AND DISEASE PREVENTION:** Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.
4. **COMMUNICATION AND RECORD KEEPING:** Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, and record keeping and reporting.
5. **PROFESSIONAL ETHICS AND JURISPRUDENCE:** Professionals comply with the law and exhibit ethical behavior.
6. **INFORMATION AND TECHNOLOGY LITERACY:** Information literacy is a set of abilities, including the use of technology, to locate, evaluate and integrate research and other types of evidence to manage patient care.
7. **CHIROPRACTIC ADJUSTMENT/MANIPULATION:** Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction, interpretation and application of clinical knowledge; and, the use of cognitive and psychomotor skills.
8. **INTERPROFESSIONAL EDUCATION:** Students have the knowledge, skills and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical or simulated learning environments.
9. **BUSINESS:** Assessing personal skills and attributes, developing leadership skills, leveraging talents and strengths that provide an achievable expectation for graduate success. Adopting a systems-based approach to business operations. Networking with practitioners in associated fields with chiropractic, alternative medicine and allopathic medicine. Experiencing and acquiring the hard business skills required to open and operate an on-going business concern. Participating in practical, real time events that promote business building and quantifiable marketing research outcomes
10. **PHILOSOPHY:** Demonstrates an ability to incorporate a philosophically based Chiropractic paradigm in approach to patient care. Demonstrates an understanding of both traditional and contemporary Chiropractic philosophic concepts and principles. Demonstrates an understanding of the concepts of philosophy, science, and art in chiropractic principles and their importance to chiropractic practice.

COMPETENCY TESTING AT A GLANCE

ENTRANCE EXAM:

Written: Taken as the final exam in Student Clinic 1 (SC-1) class

- Must be concurrently enrolled in Correlative Diagnostic Exam Procedures class

Practical & X-ray Interpretation: Taken the first week of Student Clinic 2 (SC-2) class

- All academic course work through the Junior 1 level (Student Clinic 1) must be completed
- The Written exam must be passed prior to taking the Practical exam
- The Practical & X-ray exam must be passed in order to pass Student Clinic 2 (SC-2)

MID-PROFICIENCY EXAM (Mids):

Case Presentation & X-ray Positioning: Taken during week 6 of the Clinic II (C-2) quarter

- Must be enrolled in Clinic II (C-2)
- All academic course work through the Junior 3 (Clinic I) level must be completed
- Must participate as a patient for I.C.E. in the same quarter as taking Mids
- All Students Clinic 2 (SC-2) and above who have not yet passed Mids, must act as patients for the ICE exam.
- Passing Mids is a requirement to pass Clinic II (C-2)

EXIT/INTERN COMPETENCY EXAM (I.C.E.):

Practical & X-ray Interpretation: Taken the first week of the Clinic III (C-3) quarter

- Must be enrolled in Clinic III (C-3)
- Must have passed the Mid Proficiency Exam in a previous quarter
- Passing ICE is required to pass Clinic III (C-3)
- Passing the I.C.E. exam is an LCCW graduation requirement.

RE-MAKES AND APPEALS PROCESS:

- Appeals to failing grades can be filed only after taking the re-make exam for the re-make exam.
- Any student who has successfully petitioned to take any exam without fulfilling all prerequisites, may not appeal failing grades for related material.

IMPORTANT TO NOTE REGARDING HEALTH CENTER POLICY

Students must be enrolled in a Clinic class in order to see patients in the LCCW Health Center. Students may begin seeing their reciprocal student patient while enrolled in Correlative Diagnostic Exam Procedures and Student Clinic 1 (SC-1) classes. Upon passing the Written Entrance exam, they may begin to care for other enrolled LCCW students. After passing the Practical exam, students may begin seeing new freshman LCCW students and student family patients. The ICE exam must be passed in order to check out of the Health Center.

Any interruption in Health Center activity such as results from a suspension or voluntary leave that is greater than 10 weeks will require a repeat of the Health Center entrance practical exam OR Student Clinic 1 (SC-1) to re-enter the Health Center and continue completion of graduation requirements.

An interruption in Health Center activity that is six months or greater will require a repeat of the Correlative Diagnostic Exam Procedures Course, Student Clinic One, the written Health Center Entrance Exam, and the Health Center entrance practical exam.

Activity that is less than minimum (three patient care activities per week) for six months or more will require a repeat of the entrance practical exam to continue in the Health Center.

Please see the Health Center Manual for full details regarding required course work for all competency exams.