



## College of Chiropractic Preceptorship Program

*Thank you for your interest in mentoring an intern from Northwestern Health Sciences University. This is a brief summary of the Preceptorship Program and the expectations for both the student and the supervising doctor. If you would like additional information about this or any other clinical program at Northwestern, please contact Clinical Education by email at [clinicaleducation@nwhealth.edu](mailto:clinicaleducation@nwhealth.edu) or phone at 952-885-5426.*

Northwestern created the first preceptorship program in chiropractic education over 25 years ago. Previously known as the "Chiropractic Physicians Associate Program," it is designed to provide an enhanced clinical experience for students in their ninth or tenth term who have already completed all quantitative and qualitative requirements for graduation set by the Council on Chiropractic Education (CCE). While some colleges allow their students to graduate after completing these CCE requirements, Northwestern believes strongly that the additional practical field experience and working closely with an experienced doctor better prepares students to make the successful transition to licensure and practice.

### **THE ROLE OF THE DOCTOR IN THE PRECEPTORSHIP PROGRAM**

The qualified doctor who agrees to serve as a preceptor for the student will have a significant impact on the development of that individual's clinical and professional identity. The extern already has a solid knowledge base and a fair amount of clinical experience through their previous four internships. What the student needs now is to "put it all together," learning from you the nuances of managing a successful practice and refining the delivery of quality patient care. As a mentor, the student will be looking to you to learn not only technical, clinical, and business details, but also how to be a professional who balances work, family, community, and spirit.

### **To qualify to be a preceptor for Northwestern, the applying doctor must:**

- ↪ Be licensed and in practice as a chiropractor in Minnesota for the previous three years; or, in all other jurisdictions, the applicant must be a licensed chiropractor in practice for at least five consecutive years with the last three years in the current jurisdiction unless otherwise mandated by the State Board;
- ↪ Have a current and past record of good standing with the state/provincial Board of Chiropractic Examiners for the previous five years or as set by the specific jurisdiction, whichever is greater;
- ↪ Register for Zoho Forms account by providing Clinical Education with an email address you check frequently;
- ↪ Submit New Supervisor Characteristics Form supported by current copies of the declarations page of the malpractice insurance policy, basic life support certificate, and doctor's license;

- ↪ Meet the minimum malpractice insurance policy requirements (\$1,000,000/\$3,000,000);
- ↪ Submit signed Internship Acknowledgment Form (included with application);
- ↪ Submit for review Northwestern's Health Care Model Checklist (included with application) and three complete new patient files (No personal injury or workers' comp patient files. HIPAA makes an exception for educational institutions to receive patient records without violating the privacy act.). Electronic Health Records (EHR) required – international clinicians exempt from EHR requirement;
- ↪ Agree to abide by the stipulations of the contract that guide the nature and substance of the doctor/intern relationship. This includes the understanding that:
  - the extern is interning under the doctor's supervision and license;
  - the extern is covered by the college's group malpractice insurance policy;
  - the preceptor is always onsite when the extern is present in the clinic;
  - the extern must receive regular direct supervision and feedback.

### **SETTING UP A PRECEPTORSHIP**

Students are expected to research and arrange their own preceptorship, utilizing resources available in Clinical Education to help find an opportunity that meets their needs. It is Northwestern's hope and expectation that the extern/preceptor relationship will be one that is mutually beneficial to both parties. The preceptorship is designed to allow some flexibility and may be tailored to fit the individual developmental needs of the student within the context of the opportunities available in the doctor's office. We encourage the preceptor to provide the broadest range of experience possible, including patient contact as allowed by state/provincial regulations.

**When the student finds an appropriate doctor/practice, the following contractual documentation must be completed:**

- ↪ The student and the doctor should negotiate a **learning agreement plan** (attached to the contract) that identifies specific learning objectives and outlines expectations for both parties. Completion of this exercise is consistently reported to improve the quality of the experience;
- ↪ The student and doctor must submit a signed **contract** to Clinical Education that formalizes the placement. We will, in turn, issue a letter to the state board informing them of the placement and seeking the state board's approval if needed;
- ↪ Some states/provinces have separate applications, deadlines, and allowed intern activities that must be attended to. Details are available from the state/provincial board or from our office.

**The requirements for the student extern in the preceptorship include:**

- ↪ Completion of 25-40 documented hours each week of the term;
- ↪ Completion of a minimum 300 documented hours over the course of the term (30 of which may be used as time away from clinic hours, as negotiated with the doctor);
- ↪ Being present in the preceptorship site for the full duration of the contract/term;
- ↪ Satisfactory completion of specified T10 assignments;
- ↪ Participation in evaluations of intern performance (conducted by the doctor) completing 10 "Mini-CEX" as well as a "Summary-CEX" at the mid-point and end of the preceptorship;

↪ Completion of an evaluation of the preceptorship experience at the end of the term.

It is also the college's expectation that the student conduct themselves in a highly professional manner in all interactions while in the doctor's office. It is important that the doctor lay out clear expectations for the student in terms of performance, decorum, attendance, etc., and that the extern adhere to these standards just as a doctor or employee in the office would. On the other hand, it is important to keep in mind that this should be first and foremost a learning experience, and some measure of flexibility and understanding may be required on the part of the supervising doctor; this individual is an extern/student not an employee. Clinical Education is available to render assistance if any problems should arise.

*We at Northwestern truly appreciate your interest in contributing to the future success of our students and to the betterment of the chiropractic profession in general. Please contact our office if you require additional information about our program, the students involved, or the role you could potentially have in Clinical Education.*

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