



LIFE CLINIC SYSTEMS OPERATIONS

P.E.A.K. INTERN HANDBOOK

(Practice Excellence Art and Knowledge)

JANUARY 7, 2021

LIFE UNIVERSITY COLLEGE OF CHIROPRACTIC

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https://lifeu-my.sharepoint.com/personal/john_markham_life_edu/documents/desktop/2022-01-07_peak_intern_handbook.pdf

Life University, Level III Clinics, P.E.A.K. Program Handbook

It is the responsibility of the program participants to read the P.E.A.K. Handbook thoroughly and become familiar with its contents. Life University College of Chiropractic clinics reserves the right, without notice, to change, revise or eliminate any information contained in the handbook. Revised information may supersede, modify, or eliminate existing information. An up-to-date version of the handbook will be maintained on Blackboard under the Level III Clinic tab. It is the responsibility of the participants to inquire as to whether any change has been made.

If any information contained in this Handbook is found to conflict with the Life University Student Handbook or Academic Quarterly, information in the Student Handbook and Academic Quarterly will prevail.

Contents

I MISSION STATEMENTS.....	3
II PRIMARY CARE CLINICIAN DEFINITION	4
III CLINIC INFORMATION.....	5
1. Executive Director of Clinical Operations Address to Interns.....	5
2. Competency in the Practice of Chiropractic	5
3. Program Administration.....	6
4. Level III PEAK Courses	6
5. Entrance Requirements and Policies	8
6. Level III PEAK INFORMATION	10
7. PEAK Forms Schedule.....	18
8. Miscellaneous Information	18

I MISSION STATEMENTS

The Mission of Life University

The mission of Life University is to empower each student with the education, skills, and values to maximize the perfection within, based upon a vitalistic philosophy. Life University is committed to a global vision and excellence in teaching, learning, and research, providing an exceptional student experience leading to a life of Integrity and Lasting Purpose.

The Mission of the College of Chiropractic

The Mission of the Life University College of Chiropractic, centered on the Vertebral Subluxation Complex, is to educate, mentor, and graduate skilled and compassionate Doctors of Chiropractic to be primary care clinicians, physicians, teachers, and professionals, using the University's Core Values as their foundation.

The Mission of the Life Clinics

The mission of the Life University Clinic System is to improve the health and well-being of people in the communities we serve by providing chiropractic care and other health services, centered on the Vertebral Subluxation Complex. We will maintain excellence in the educational standards of our teaching clinics and encourage all constituents of our clinics to actively participate in their own health and wellness care, and to actively participate in health and wellness programs that reach out to others in our communities.

The Mission of Level III Clinics

The mission of the Life University Level III Clinic Program is to serve the qualified senior-level student interns with a clinical education experience that allows them to apply the complete set of skills and knowledge obtained through the DC program with access to a varied patient population, under the supervision of a personal mentor, and prepare them for practice. The Level III experience provides the interns with an increased professional socialization and a variety of cultural and social experiences that help prepare them for their professional life after graduation.

II PRIMARY CARE CLINICIAN DEFINITION

A Primary Care Clinician is an individual who serves as a point for direct access to health care delivery. The doctor of chiropractic responsibilities include: (1) patient's history, (2) completion and/or interpretation of physical examination and specialized diagnostic procedures, (3) assessment of the patient's general health status and resulting diagnosis, (4) provision of chiropractic care and/or consultation with continuity in the management, or referral to other health care providers, and (5) development of sustained health care partnership with patients.

At Life University, the Doctor of Chiropractic Program prepares students to be Primary Care Clinicians who possess the knowledge, attitude and skills required to provide a portal of entry into the health care system. The clinician's focus is the body's innate adaptive and homeostatic response to internal and external stimuli. The practice of chiropractic emphasizes the integral role of the nervous system in coordinating/facilitating this innate capacity in the preservation and restoration of health. Clinicians evaluate and facilitate biomechanical and neurobiological function using appropriate diagnostic assessment, chiropractic case management and care procedures. Particular focus is placed on the identification and management of the vertebral subluxation, and the enhancement of health through preventive, corrective, and rehabilitative practices.

Clinicians demonstrate the ability to employ skills and judgment necessary to establish a diagnosis in order to formulate a prognosis, modify and apply the proper corrective techniques, and develop a proper patient care plan. They possess case management skills for a variety of symptomatic (both musculoskeletal and non-musculoskeletal) and non-symptomatic presentations. Clinicians are prepared to integrate chiropractic care into the health care delivery system. They have the responsibility of acknowledging precautions/contraindications to chiropractic care and making appropriate decisions related to continuity in patient co-management or referral to other health care providers. They also educate other health care professionals as to the benefits of chiropractic.

References:

CCE Standards document guidelines February 2001, Foreword, page 36, and page 80.

Defining Primary Care: Molla Donaldson, Karl Yordy and Neal Vanselow, Editors.

Committee on the Future of Primary Care. Division of Health Care Services Institute of Medicine, National Academy Press Washington DC, 1994.

Recommended Clinical Protocols and Guidelines for the Practice of Chiropractic, ICA. The Role of the Doctor of Chiropractic in the Health Care System in Comparison with the Doctors of Allopathic Medicine and Doctors of Osteopathic Medicine, by Gonyea, M.A., The Center for Studies in Health Policy, Inc. FCER

NOTE: The term "Extension Faculty Clinician" (EFC) will be used in this handbook and refers to the licensed and credentialed Doctor of Chiropractic overseeing and developing all aspects of patient care and management as well as mentoring the intern.

III CLINIC INFORMATION

1. EXECUTIVE DIRECTOR OF CLINICAL OPERATIONS ADDRESS TO INTERNS

A message from Dr. Stockwell:

Congratulations on reaching an important milestone in your education. As Dr. Fred Barge wrote, “The field of practice graduates the real doctor.” That statement clearly describes the purpose of your clinical internship. It is the point where your academic instruction meets the reality of practice.

You chose to join the chiropractic profession to live a life of service and significance. Your clinical internship represents your first opportunity to serve others with the skills and knowledge you have learned, and to make a significant contribution to the health of others. This is not a role to take lightly.

The real doctor is the servant of all and the master of none. The people that you care for during your internship are expecting and deserve the best you can offer to them. They are not simply a means to attain your clinical requirements; they are the first in a long line of people who will place their trust, health, and lives in your hands. Commit yourself to giving them your best service.

Teri Stockwell DC
Executive Director of Clinical Operations

2. COMPETENCY IN THE PRACTICE OF CHIROPRACTIC

The tasks necessary to be competent in the practice of chiropractic at the levels expected during the pursuit of the degree “Doctor of Chiropractic,” include requirements in the knowledge and understanding, attitudes and habits, and/or skills domains. During the course of study, every Intern will learn and demonstrate the following competencies, consistent with the mission and goals of Life University:

1. Develop a patient’s comprehensive case history to include all elements appropriate to the patient’s initial complaint and health status, and to the chiropractic analysis.
2. Develop objective data through performance of physical and neuromusculoskeletal examinations appropriate to the health status and chiropractic care of the patient.
3. Perform, order, and interpret appropriate imaging examinations.
4. Perform and/or order and interpret appropriate clinical laboratory examinations.
5. Perform and/or order and interpret other relevant procedures indicated by the clinical status of the patient.
6. Integrate data in a manner that facilitates the formulation of a diagnostic or clinical impression.

7. Refer the patient when clinically indicated for consultation, continued study or other care.
8. Identify and initiate the appropriate drug-free health care regimen.
9. Provide patient education on health care needs.
10. Demonstrate an ability to deliver the correct adjustive procedures, which utilize appropriate positioning, alignment, contact, and execution.
11. Monitor a patient's clinical status during and after completion of the health care regimen through follow-up and review appropriate for the patient's health status.
12. Maintain and accurately report proper documentation of the patient's evaluation, chiropractic diagnosis, and clinical care.

3. PROGRAM ADMINISTRATION

Executive Director of Clinical Operations	Teri Stockwell DC
Director of PEAK	John F. Markham DC
Administrative Assistant	Monico Sullivan

Address	1415 Barclay Circle, Marietta, GA 30064
Phone (Director)	770-426-2980
Phone (Admin Asst.)	770-426-2977
Email	john.markham@life.edu Monico.sullivan@life.edu or PeakAdmin@life.edu

4. LEVEL III PEAK COURSES

The pre-registration process begins during Week 1 of the 12th or 13th quarter to declare your preferences for your 13th or 14th quarters. Level III Pre-Registration forms are available on Blackboard and in the PEAK Office and are due by week 2 of the 12th or 13th quarter. Failure to submit the PEAK registration form will prohibit participation in the PEAK program the following quarter.

You will discuss the transition of your C-HOP practice and complete advisement with your Faculty Clinician. During the 12th quarter, your Level III placement will be determined. 13th quarter students need to submit a Registration Form by week 2 for their 14th quarter course.

All interns preparing to enter PEAK must complete a Records review with the Registrar's office during 12th quarter in order to be registered for any 13th quarter clinic course.

Course Information

Basic Level III courses (CLIN 4813 or 4814) require 154 contact hours, 60 adjustments, and 10 Learning Objective Worksheets. In addition, the student must make progress on graduation requirements of X-ray and physical exams.

CLIN 4813 13thQ 7 credits

CLIN 4814 14thQ 7 credits
CLIN 5823 0 credits (elective)

Level III Clinic Elective

With permission, and upon successful completion of 12th quarter clinic (CLIN4712) and passing OSCE CLIN 4801, you may register for PEAK elective CLIN 5823. If OSCE Remediation is needed, you will be allowed to “late-start” PEAK, until the final grade is determined. If OSCE Remediation is not successful, at that point you will be removed from the Level III program processing and advised by the OSCE Administrator of your options.

When registering for the Level III Clinic Elective (CLIN 5823) be aware that there is a course fee which is equal to one credit tuition (although the course is a 0-credit course). To be considered Passing the elective you must complete 10 spinal adjustments, 1 physical, and 1 x-ray.

PEAK Immersion courses (CLIN 5833 or 4834) means the student will be more fully immersed in the practice by spending 264 hours in the office (instead of the 154 hours required in the basic PEAK course), plus 60 adjustments and 10 Learning Objective Worksheets. In addition, the student must make progress on graduation requirements of X-ray and physical exams.

CLIN 5833 13thQ 12 credits (6 clinic, 6 electives*)
CLIN 4834 14thQ 12 credits (6 clinic, 6 electives*)

*(no more than 6 elective credits may accrue towards the 18 required elective credits for graduation)

Immersion does not increase the number of x-rays, adjustments, or physical examinations to reach your clinic practicum milestones. These extra hours you will spend in the PEAK office will allow for a richer and more diverse experience. The Syllabus for each course is located on Blackboard.

NOTE: It is expected that the 14th quarter Level III Course will be taken during the student’s final quarter at Life. If there is an unusual situation that causes the student to want to return to take additional coursework following the 14th quarter Level III course, an appeal must be submitted for permission prior to the beginning of 14th quarter.

Double PEAK Both Basic PEAK courses are taken simultaneously (CLIN4813 and 4814). All requirements for each course must be met, as well as cumulative clinic requirements. i.e., 308 contact hours, 100 adjustments and 20 Learning Objective Worksheets. In addition, the student must complete graduation requirements for adjustments, X-rays, and Physical exams.

Double PEAK Immersion. Basic PEAK and PEAK Immersion are taken simultaneously (CLIN4813 and 4834). All requirements for each course must be met as well as cumulative clinic requirements. i.e., 418 contact hours, 120 adjustments and 20 Learning Objective Worksheets. In addition, the student must complete graduation requirements for adjustments, X-rays, and Physical exams.

In addition, students doing “late start Level III Clinic” due to OSCE remediation, may NOT do double Level III Clinic. Any exception to this must be approved by the PEAK Director and the Associate/Assistant Dean of Clinic.

Students may qualify for Double PEAK if they have 6 credits or less of coursework remaining. Students may qualify for Double PEAK with Immersion if they have 4 credits or less of coursework remaining.

5. ENTRANCE REQUIREMENTS AND POLICIES

In order to qualify for this program, the intern must have completed the cumulative clinic requirements, have passed 12th quarter clinic, and passed the 12th quarter OSCE exam. Some of the PEAK options have higher entrance requirements and are described below.

A PEAK Learning Agreement is the document that signifies an Extension Faculty Clinician (EFC) and an Intern have agreed to work together. The EFC and student may agree to work together, and each is free to say no to working together. The agreement is subject to approval by the PEAK Director.

Late Start PEAK may apply if a PEAK student passes the overall OSCE exam with a score of 70 or greater, but is retaking one section during the following quarter. A late start in PEAK is allowed upon successfully passing that section. You will be required to complete all of the PEAK requirements in the remaining weeks of the quarter. Late start is not allowed in Double Clinic or International programs. All students should submit a Registration Petition form to the PEAK office by the end of week 2 of 12th quarter to begin the process of preparing for PEAK. They will need to prepare for a smooth transition of their patients at the end of the quarter and complete their clinic clearance (red line) process with their Faculty Clinician by the end of the quarter.

Requirements for Enrolling in Level III Clinic Practicums

1. Pass CLIN 4801 OSCE II
2. Combined cumulative clinic graduation totals of: 140 adjustments, 15 Exams and 20 X-rays.
3. Pass CLIN 4812 - Level III Clinic Orientation and CLIN 4712 – 12th quarter clinic

State Authorization for out-of-state Preceptorships

Federal and state regulations require that all institutions of higher education comply with existing state laws regarding operational presence and distance learning. These regulations are continuously evolving, and Life University makes every effort to maintain compliance. As a condition of authorization in specific states, Life University is required to post consumer contact information for respective state authorizing agencies. This information can be accessed via the link provided: State Disclosure Document or at the following web address: www.FCLB.org

The preceptorship program is an educational program, not an employment program. Neither the preceptor nor the intern should view involvement in the program as an employment arrangement, and the preceptor should not be dependent upon the intern for office coverage. Both the

preceptor and the intern understand the intern has no entitlement to a job at the conclusion of the preceptorship. Interns participate without compensation.

International Students

International students attending Life University on an F-1 Visa may participate in a preceptorship in the United States or internationally. And must have a Curricular Practical Training (CPT) form submitted to the Life University Department of International Programs.

Disability Accommodations

Any student who plans to request disability accommodations for any part of their PEAK experience must submit a request form to the Student Success Center no later than week 1 of their 12th quarter clinic class. If services are not requested during this time frame, accommodation implementation may be delayed or may not be able to be implemented due to lack of time available to implement.

Students seeking Academic Accommodations for specific disabilities are required to submit appropriate documentation from a qualified licensed professional, prior to applying for a Level III Clinic. Accommodations must be pre-approved in the SSC and Level III Office and should be scheduled before the quarter begins. Please contact the Student Success Center located in the CCE building at 770-426-2725 or SSC@life.edu for any further questions.

Statement regarding fraternization/sexual misconduct for PEAK interns

In accordance with the Life University Code of Conduct and Policy on Fraternization, PEAK interns shall not **fraternize** (have sexual and/or romantic contact) with patients, staff, or their PEAK doctors, while in the PEAK program.

Notice of Non-discrimination

Life University is committed to establishing and maintaining a work and education environment free of any form of discrimination or harassment and does not tolerate discrimination or harassment in employment, admissions, educational practices, programs, services, or activities by its employees, students, patients, or anyone associated with or conducting business with Life University.

For more information or to report discrimination or harassment refer to the Life University Non-discrimination Policy UL.004 which may be accessed at:

<https://catalog.life.edu/content.php?catoid=18&navoid=1915>

The University's nondiscrimination practices in employment, admissions or in educational practices, programs, services, or activities include conduct prohibited by Title IX of the Education Amendments of 1972. For more information or to file a complaint contact the Life University Title IX Coordinator. Life University Sexual Misconduct and Gender-Based Harassment Policy UL.005 located at:

<https://catalog.life.edu/content.php?catoid=18&navoid=2013#Life%20University%20Sexual%20Misconduct%20and%20Gender-Based%20Harassment%20Policy%20UL.005>

PEAK at a Distant Location

A distant location is one that is more than two hours away from Life University Main Campus, as reported on Google Maps directions application. No student will be permitted to fulfill their PEAK course requirements at a Distant Location if they have any on-campus course requirements to complete during the PEAK quarter.

6. LEVEL III PEAK INFORMATION

International PEAK

This **clinical** and cultural experience affiliated with the international destination will provide a learning experience, with both patients and citizens of that area. Interns will have the unique opportunity to work under the direct supervision of credentialed extension faculty members providing chiropractic care in a private office.

International sites include China, Sweden, Ghana, Netherlands, Spain, and Singapore. These locations provide an excellent clinical training experience as well as a cultural experience.

PEAK Options

This clinical experience focuses on the opportunity to work under the direct supervision of Life University Extension Faculty Clinician, providing chiropractic care in the EFC's private office. The office may be located in GA, or in an approved state, or in one of the international offices. The normal PEAK adjustment minimums of 50 adjustments per quarter will apply. Each intern will also complete 12 Learning Objective worksheets per quarter. The total hours required for the quarter will be 154 hours (264 for immersion).

Some of the optional PEAK programs may be highly competitive and final placements will be made at the discretion of the Director of PEAK.

PEAK C-HOP-RA: This clinical experience allows interns to work under the direct supervision of a Faculty Clinician, providing chiropractic care in one of the specialty units in C-HOP. To qualify as a Resident Assistant, you must be recommended by your sponsoring Faculty Clinician. In addition, these positions will be limited in number and final approval will be made by the Clinic Director and the PEAK Director. Instead of the normal PEAK adjustment minimums of 60 adjustments per quarter the C-HOP standard of 20 adjustment minimums will apply. In order to compensate for the reduced adjustment requirement, the student will have an increased hour's requirement to 18 hours per week (30 for immersion). The total hours required for the quarter will be 177 hours, 303 for immersion. In order to qualify for this program, the intern must have completed no less than: 200 adjustments, 11 x-rays(1PB), 10 exams.

PEAK RESEARCH: This clinical experience allows students with interest and experience in research and who have a research project that has been approved by the Dean of Clinics and the Director of the Office of Sponsored Research and Scholarly Activity to combine their clinical learning with their research project. The intern will meet clinical goals in C-HOP while being allowed to work on their

research project during the additional required time in the course. Instead of the normal PEAK adjustment minimums of 60 adjustments per quarter the C-HOP standard of 20 adjustment minimums will apply. In order to compensate for the reduced adjustment requirement, the student will have an increased hour's requirement of 18 hours per week (30 for immersion). The total hours required for the quarter will be 177 hours (303 for immersion). In order to qualify for this program, the intern must have completed all graduation clinic requirements: 200 adjustments, 11 x-rays(1PB), 10 exams.

Financial

Budgetary consideration will need to be addressed and all necessary funding must be paid and/or accounted for in advance of any initiating any Level III program that requires travel outside of the local area. International travel can be expensive and advance planning will help you minimize the travel expenses.

You will be responsible for any personal expenses, such as food, etc., while in a Level III clinic course regardless of location. If you are dismissed or withdraw from your program you will, at the discretion of the Dean, forfeit any monies paid.

Learning Agreement

The Extension Faculty member and Intern will interview each other until both agree to work together. At this point both review and sign the Learning Agreement. The Learning Agreement is the formalization of the agreement to work together for one quarter in this learning process. When this document is submitted to the PEAK office and approved by the PEAK Director, the assignment is considered binding. A new Learning Agreement is required for each quarter even if you are continuing in the same office.

Assessment

Interns must complete 154 hours of work, 60 adjustments (20 adjustments for Research and C-HOP PEAK options) and assigned Learning Objective Worksheets to meet standard course requirements. The IQA is the EFC's grade of your performance in their office.

Immersion course requirements require 264 hours of service in addition to the other requirements which are the same as standard PEAK course.

Interns may need to complete additional requirements to satisfy either 13th quarter cumulative minimums or graduation requirements beyond the course requirements. Submitting this documentation in a timely manner is essential for receiving credit and meeting course requirements.

Grading Policy

13th quarter Final grade of PASS will be based on the following:

1. A minimum of 60 OP spinal adjustments completed in this course, except for PEAK tracks where a minimum of 20 adjustments is required.
2. Completing worksheets and assignments as applicable and on time.
3. NOTE - All documentation for credit is due on the Monday following the week in which the service was performed and will not be accepted if submitted later than Friday afternoon of that same week. Documentation pertaining to credits, hours, etc. earned during week 11 are due by 10 am on Thursday of week 11. Special circumstances may justify a late submission but must be signed by the intern and Extension Faculty and approved by the PEAK Director.
4. Completing 154 clinic work hours or 264 hours for the Immersion course. The PEAK sections that have a reduced adjustment requirement, the hours requirement is increased to 177 hours and for immersion it is increased to 303 hours to compensate for the reduced adjustments.
5. All grading is evaluated within the acceptable range of performance and attendance requirements as published in the academic quarterly.

14th Quarter Final grade of PASS will be based on the following:

1. Meeting the 14th quarter cumulative quantitative requirement of 200 cumulative
2. Adjustments, 11 x-rays, and 10 physicals
3. A minimum of 60 OP spinal adjustments completed in this course, except for PEAK tracks where a minimum of 20 adjustments are required.
4. Completing worksheets and assignments as applicable and on time.
5. NOTE - All documentation for credit is due on the Monday following the week in which the service was performed and will not be accepted if submitted later than Friday afternoon of that same week. Documentation pertaining to credits, hours, etc
6. Earned during week 11 are due by 10 am on Thursday of week 11. Special circumstances may justify a late submission but must be signed by the intern and Extension Faculty and approved by the PEAK Director.
7. Completing 154 clinic work hours or 264 hours for the Immersion course. The PEAK sections that have a reduced adjustment requirement, the hours requirement is increased to 177 hours and for immersion it is increased to 303 hours to compensate for the reduced adjustments.
8. All grading is evaluated within the acceptable range of performance and attendance requirements as published in the academic quarterly.

X-Ray Credits:

Level III clinic interns may earn x-ray credits as long as the studies and reports are in harmony with the Life University Radiology Department guidelines. In brief this means if a study would not receive credit in the Life on campus clinic, then it will not receive credit in a Level III clinic.

Cervical Spine – minimum 3 views (APOM, AP, Lat.) All others – minimum of 2 opposing views (AP, Lat) Exceptions are: PA Chest, AP Hip (Frog Leg) – 1 view, Elbow/Wrist/Hand/Ankle/Foot – minimum 3 views

STUDENT SELECTION OF A PRECEPTOR

Disclaimer: Although most preceptors offering preceptorships to students are reputable and reliable, Life University does not guarantee the reputation and professional standing of preceptors. Students are encouraged and advised to conduct due diligence and research potential preceptors and preceptorship opportunities. Students interested in a preceptorship should begin the process of selecting a preceptor early in their clinical education. Students may access preceptor information by the PEAK program office.

Students who wish to participate in a preceptorship with a field doctor who is not registered in the program may direct the doctor to the PEAK Director for information and an application.

Selection of a preceptor is an important decision. Likewise, preceptors need to give careful consideration to interns who approach them for possible preceptorship. The following is a suggested guideline for establishing a preceptorship:

- Interns should contact potential preceptors.
- After receiving an intern's inquiry, the preceptor should respond to the intern within one week, letting the intern know if a preceptorship is a possibility.
- An initial phone interview is helpful in determining if the preceptorship is a possibility.
- If it appears that a preceptorship may be possible, it is strongly encouraged that the preceptor and the intern meet in person to discuss each other's expectations of the preceptorship. The intern may wish to spend one day, if possible, observing the preceptor in his/her private practice setting. If doing so, please note that the intern may not, under any circumstances, participate in any patient care service.
- Once a preceptor is selected, the intern must inform by submitting a Learning Agreement to the PEAK Administrative Assistant.

Students must have a preceptor selected by the deadline. Students may not change chosen preceptors more than two times during the credentialing process. Exceptions will only be made for certain types of extenuating circumstances such as an unplanned illness, death, violation of preceptorship program policies or other types of emergencies. These situations will be reviewed on a case-by-case basis. Written explanations will be required.

Students who have been in contact with more than one potential preceptor should inform those they did not select that other plans have been made. Likewise, preceptors who need to cancel a

preceptorship prior to its start date, for whatever reason, should contact the student and the PEAK Director as soon as possible so that the student has an opportunity to arrange a new preceptorship.

Approval for a PEAK Preceptorship

When a student selects a preceptor and notifies the PEAK program office, they will submit a Learning Agreement to document the decision to work together.

If the Preceptor's file is not up to date at the time they are chosen by a student, the program director or designee will request specific updates from the Preceptor at that time as part of the PEAK Renewal process.

If the preceptor's State Chiropractic Board requires the preceptor complete specific paperwork to approve the preceptorship, the program director or designee will notify the preceptor

Guidelines for Participation

EFC shall not compensate Interns for their Preceptorship. The Preceptorship is for the educational benefit of the student and takes place in an suitable environment for a specified length of time. EFC shall not displace his/her regular employees with an Intern and will derive no immediate advantage from the activities of the Intern; in fact, on occasion the Preceptorship may impede the Preceptor clinic operations. The Intern is not entitled to a job at the conclusion of the Preceptorship. By accepting participation in this program, both the EFC and the Intern acknowledge their understanding that the Intern is not entitled to wages for the time spent in the Preceptorship nor is the Intern entitled to a job at the conclusion of the Preceptorship.

Students are responsible for providing their complete and true identity information in any identification verification process. Students will use their Life University email address for all communication and document submission. The intern will not be required to pay a fee to the preceptor for his/her participation in the program.

PEAK Rules and Guidelines Intern Responsibilities

1. Submit a pre-registration form early in 12th quarter for your 13th quarter and
2. early in 13th quarter for 14th quarter.
3. Arrive on time, professionally dressed and groomed with Clinic ID.
4. Learn and follow clinic rules.
5. Keep good records in the PEAK office and properly document all credits earned. Obtain Consent from each patient before performing any clinical service as a student intern.
6. Submit all documentation by Monday of the week following the week of service. (Documents may be submitted until Friday of the week due after that they are considered late and will not be accepted for clinic credit or hours.)
7. Meet regularly with your doctor.
8. Complete your Red Line (Clinic Clearance) and patient transfer in preparation for either leaving C-HOP or graduation.

Intern Reminders and Cautions

INTERNS may not:

1. Handle money in a PEAK office.
2. Identify yourself as a doctor in any capacity
3. Perform any clinical service when the Extension Faculty is not in the patient care area.
4. Perform an adjustment in connection with a screening event.
5. Recruit any Life University clinic patients to the PEAK office.
6. Officially diagnose a patient or put a patient on a management plan.
7. Sign insurance forms or other forms that require a licensed DC's signature.
8. Submit any claims for services performed by an intern to Medicare (or any Federally funded plan) for reimbursement, or Managed Care plans which prohibit this option or Personal Injury cases.
9. Accelerate your hours in order to end early. NOTE Special considerations for Boards or significant events need to be cleared in advance with your doctor.
10. DATE patients of the office in which you PEAK.

Process for finding a PEAK Doctor

1. A student may request a specific doctor.
2. Your PEAK doctor may not be immediate family. (spouse, sibling, parents, grandparents)
3. The student may review the list of approved doctors on Blackboard and select office to visit.
4. A doctor may request a specific intern.
5. The Intern may visit several offices and interview until a match is found.
6. Once a doctor and intern agree to work together a Learning Agreement is completed and submitted to the PEAK office.
7. Special Locations for PEAK include:
8. PEAK States other than Georgia are listed on Blackboard. International PEAK offices

Program Dismissal/Withdrawal

If you are dismissed from a Level III program you may, upon review, be required to complete a Clinic remediation (CARP) program and/or an Honor Code assignment. If you wish to withdraw you must seek permission from the PEAK Director. If you are dismissed by your PEAK doctor, we will assist you in finding a new office in which to complete your assignment.

Legal

Some of our programs will place you in a sensitized environment. If you are on a Military Base, or in a Foreign Country you will need to always be aware of your circumstances and surroundings and not

allow yourself to be placed in a compromised position. Make it your personal responsibility to protect against being in possession of any contraband or proscribed item. Be aware that some locations may be within their rights to ask you to submit to a drug test at any time.

Travel and Lodging

Students are responsible for their own transportation and expenses associated with travel to any Level III Clinic location. If your PEAK office requires you to obtain housing, it is your responsibility to arrange and pay for that. In the case of international travel, the University will coordinate and assist with travel arrangements and lodging arrangements and special visas and/or entry permits.

Hours

It is your responsibility to represent yourself and the University well by being punctual for all scheduled hours. Unexcused lateness or absences may result dismissal from the program. The schedule is by agreement and reported on the Learning Agreement. A typical PEAK course requires 154 hours during the quarter. The immersion course requires 264 hours during the quarter.

Emergency Procedures

All Interns who leave the immediate area for a PEAK or International assignment should leave a FERPA Release and an Emergency Contact authorization on file in the Level III Clinic office. All interns and Extension Faculty and Faculty are required to have current training for CPR. On site policies and procedures should be reviewed as part of your orientation to the new facility.

Please notify The Level III Offices right away should any emergency situation exist to report your status and any immediate needs. We are concerned for your safety at all times, and should you be in an emergency situation we encourage you to follow the local guidelines. If you are in an International Clinic, you will always want to contact the US Embassy and have your passport with you at all times. In addition, you will need to be in touch with your program contact right away.

Quality Assurance

The Quality Assurance program of the PEAK program involves periodic on-site visits and self-audits. These procedures will allow us to measure and improve the quality of the learning experience for the intern. A special form to report Concerns or Compliments is available. This confidential process allows interns and doctors to express themselves to help resolve any problem that is encountered.

Portfolio

Your PEAK Portfolio is the collection of all of your educational efforts in your PEAK course. The components of this record are the following forms: Learning Agreement, Authorization and Consent, Interns Service Logs, Case Management Records, X-ray Reports, Learning Objective Worksheets, Activity Report, ISA, IQA, Mid-term Meeting, Patient Evaluation and Program Evaluation.

PEAK Intern Disciplinary Process

Conditions leading to disciplinary action

An Intern may lose their status in the PEAK program, and may be dismissed from a PEAK office, for one of the following reasons:

1. Failure to adhere to the Honor Code
2. Failure to follow PEAK program guidelines
3. Failure to follow the office policy or other requirements of the PEAK doctor
4. Failure to follow PEAK guidelines and to submit documentation on time
5. Disrupting the staff or patients or workflow in the PEAK office
6. Unprofessional conduct
7. Student unable to function appropriately in the assigned office
8. Criminal charges filed against the student
9. Any other condition deemed inappropriate by the PEAK doctor or office

The PEAK Extension Faculty Clinician, upon determining that one of these conditions exists, will begin entering relevant dates and notes on the PEAK Intern Disciplinary Report. The stages of the disciplinary process are:

1. Give a verbal warning to notify the intern of the problem and the remediation requirements by when.
2. If the situation remains unresolved will provide a written warning to the intern of the problem and the remediation requirements and by when. The intern will sign the Disciplinary Report and faxed to the PEAK office.
3. If the situation remains unresolved the intern may be dismissed. The intern is notified and signs the Disciplinary Report, and the Report is faxed to the PEAK office.

*NOTE – if the circumstance is of such a nature that **immediate dismissal** is warranted give the intern a written dismissal notice with the cause of dismissal cited and fax that notice to the PEAK office right away.*

7. PEAK FORMS SCHEDULE

Intern Forms	1	2- Mon	3- Mon	4- Mon	5- Mon	6- Mon	7- Mon	8- Mon	9- Mon	10- Mon	11- Mon	11- Wed
Intern Service Log		X	X	X	X	X	X	X	X	X	X	X
CMR		X	X	X	X	X	X	X	X	X	X	X
X-Ray		X	X	X	X	X	X	X	X	X	X	X
Disclosure & Consent		X	X	X	X	X	X	X	X	X	X	X
LOW 13th	1	2	3	4	5	6	7	8	9	10		
LOW – 14th	11	12	13	14	15	16	17	18	19	20		
ISA			X			X					X	
IPPE											X	
Doctor Forms												
IQA			X			X					X	
Mid-Term Meeting						X						
Doctor PEAK Exper.											X	
Patient Satisfaction											X	

8. MISCELLANEOUS INFORMATION

12th Quarter Level II Clearance Process (Red Line)

The faculty advisor will make sure that the Case Management Log Sheets and Patient Log Sheets are filled out, verified and initialed as required and as complete as they can be.

Faculty advisor will make note on Level II clinic exit certification how many more cases are needed. They will make sure all patients have been properly transferred; all clinic records are complete and properly filed. Faculty advisor and intern will sign off on the Level II clinic exit certification.

14th Quarter Level III Clearance Process (Red Line)

Clinic Clearance begins at the end of 12th quarter as you complete your Case Management Log sheet. If you do not have 12 cases completed at that point you may be prepared to complete those 12 required cases at the end of 13th quarter. It is important to work with your Faculty Advisor to get your advisement file ready so that the only thing needed at the end of 14th quarter is your final clinic credit numbers.

During the 11th week of 14th quarter, the intern will report to the Director of Clinic Advisement to ensure all quantitative and qualitative requirements have been completed. The intern must sign the

Clinic Clearance form once all requirements have been completed. Questions regarding Clinic Clearance should be addressed to the Director of Clinic Advisement.

Students who are doing PEAK outside of Georgia must return also so they need to plan their travel to complete this step prior to graduation exercise.

Level II Clinic Clearance/Redline Checklist

Step	Process	Initials	
		Intern	Advisor
1	Intern: request via e-mail your Patient Service Report from Dr. Schwitz fschwitz@life.edu * <i>Print this report and take to your clinic advisor</i>		
2	Advisor: verify that each CMR has an associated Exam and each Exam has an associated CMR. (All exams must have a completed CMR regardless of any issues.)		
3	Intern: e-mail any discrepancies to Dr. Schwitz.		
4	Advisor: review Intern Case Log online to ensure all cases and physicals have been entered, reviewed, initialed and the Case Box is checked if applicable.		
5	Intern: request via e-mail your Intern Case Log from Dr. Schwitz, fschwitz@life.edu * <i>Print this report and take to your advisor</i>		
6	Advisor: Sign appropriate logs and indicate the patient's status; I=Inactive, RA=Reassigned; direct intern to each Faculty Clinician responsible for the CMR to do the same.		
7	Advisor: complete the 12 th quarter clearance form.		
8	Intern: fill out the Patient Reassignment forms with your advisor (as well as other appropriate Units).		
9	Advisor: enter the appropriate documentation into the Advisement Summary sheet and ensure the information is initialed and dated by the advisor and intern		
10	Advisor: make sure the file is in order and the papers are secured in place.		
11	Intern: enter a Transferred or Released from Care note in each patient's EHR.		

Gas Stipend Clarification

Distant offices that require excessive driving by the intern are allowed to offer a gas stipend to the intern. If an office is within 10 miles of school no stipend should be needed. This is an optional program available at the doctor's discretion. The amount of gas stipend should reflect a reasonable amount to help students offset the expense of additional travel associated with course completion.

Policy on Adjusting Without Proper Supervision

Georgia law provides that all students who perform chiropractic tasks shall be under supervision as follows:

“ . . . Nothing in this Chapter shall be construed to prohibit the performance of any chiropractic task by a student enrolled in an approved chiropractic college when such student has successfully completed at least one academic year of schooling therein and when such task is performed under the supervision and direction of an authorized instructor duly licensed to practice chiropractic in this state.” OFFICIAL CODE OF GEORGIA ANNOTATED Section 43-9-17.

Performance of chiropractic tasks, on-or-off campus, shall be done only under the supervision and with the prior approval of Life University’s licensed clinical faculty, or other licensed Doctors of Chiropractic specifically designated by an appropriate Life University official to supervise student intern care.

From the Honor Code - Adjusting without proper supervision: Any faculty member who observes students performing chiropractic adjustments while not in a scheduled classroom or clinical setting and not under the supervision and direction of a Doctor of Chiropractic, licensed in Georgia and designated by Life University to supervise care, should secure the names of the students involved, reduce all relevant data to writing, and deliver copies of the letter to the Dean of Clinics and the Director of Student Conduct for appropriate action. Such prohibited activity may also lead to prosecution, litigation and or dismissal from school. The casual “observation” by a faculty member of a student engaging in chiropractic tasks when carried out in informal or social settings is not approved supervision or direction. Any faculty member who aids, abets or conducts such informal activity will be subject to disciplinary action, including termination.

PEAK INTERNS may only perform procedures in which they are trained

A student intern in a PEAK office may only perform procedures (adjustments, pt/rehab, etc) for which they have passed Life University courses. These are listed on the Learning Agreement. Failure to properly declare which techniques and pt/rehab courses passed will be construed as an Honor Code Violation.

Student Accident/Injury Procedures

This is a rare circumstance but if a student has an injury connected with a PEAK experience, please follow the procedures listed below.

All accident/injuries should be reported to Campus Safety to complete an Accident/Incident Report within 24 hours of the accident/injury.

Student then comes to HR immediately after completing the incident report, no later than 24 hours after the accident/injury with the Accident/Incident Report from Campus Safety. HR will complete a claim form and submit to the insurance carrier. If student has primary insurance, HR requires a

copy of their insurance card(s) to forward to the insurance carrier. If the student does not have primary insurance, HR will work with the student to cover the deductible.

Student with primary insurance will seek medical care/treatment from their primary care physician or any provider of their choice and will submit bills directly to their insurance carrier. The student will provide HR with a copy of all status reports for filing purposes until discharged. Students without insurance may seek medical care/treatment from their doctor of choice. HR will work with their doctor of choice (i.e. providing FAX number, address, etc.) HR will work with the student ensuring that a copy of all status reports are received for filing purposes until discharged. The Accident/Injury Policy has a \$10,000 limit with a \$250.00 deductible (deductible paid by Life University). Medical Coverage and Payment is NOT guaranteed.

International Preceptorship Requests

Interns requesting a preceptorship outside the United States or Canada must submit an application to the PEAK Director.

Interns who are citizens of the United States approved for an international Preceptorship are responsible for obtaining a passport, visa (if necessary), and to be fully aware of all entry and exit requirements of the country if the University approves the Intern for an International Preceptorship. Failure to gain entry into the country of the Preceptorship will result in termination of the student's Preceptorship plans and the student will be required to return to the University to fulfill the course requirements for their final term.

International Interns attending Life on an F-1 Visa, who elect to participate in a preceptorship in the United States, are required to meet with the International Coordinator prior to leaving campus and may participate in a preceptorship in the United States or internationally.