

Preceptorship Program



Purpose of the Program	<p>The following are the objectives of the Preceptorship Program:</p> <ul style="list-style-type: none"> • To ensure public protection when chiropractic students are participating in preceptor-supervised, community-based clinical care. • To support chiropractic students: <ul style="list-style-type: none"> ○ In a supervised community-based clinical care patient experience; ○ Foundational experience in a regulated profession; and ○ Introduce the College of Chiropractors of Alberta (CCOA)'s regulatory requirements. • To enable the supervisor (CCOA regulated chiropractors) to: <ul style="list-style-type: none"> ○ Maintain patient safety; ○ Supervise experiential knowledge transfer to chiropractic students, in areas of personal competence; ○ Support learning of entry to practice competencies; ○ Understand current chiropractic program curriculum; and ○ Establish collegial connections with chiropractic students.
Conflict of Interest	<p>Preceptors who have a pre-existing personal relationship with the student may have a conflict of interest. CCOA strongly recommends the regulated chiropractor find another qualified CCOA registrant to serve as the preceptor for the student.</p>
Scope of the Preceptorship Program and its authorized participants	<ul style="list-style-type: none"> • The public must be informed and consent to receive professional services provided by a supervised student. • Students must adhere to the supervision plan provided by the preceptor. • Preceptors assess and reassess the competencies of the student. • Preceptors develop, amend and communicate the supervision plan for the student based on the preceptors' assessment of the students' competencies. • Preceptors must directly supervise students performing the following activities: <ul style="list-style-type: none"> ○ Restricted activities <ul style="list-style-type: none"> ▪ Spinal manipulation/adjustment. ▪ Reduction of a joint dislocation. ▪ Selection of appropriate ionizing radiation. ▪ Applying ionizing radiation. ▪ Selection of appropriate non-ionizing radiation. ▪ Any other restricted activity as outlined in Standard of Practice 4.9 section 6. ○ Formulation of a diagnosis <ul style="list-style-type: none"> ▪ The diagnosis must be confirmed by the preceptor before communication to the patient. ○ Development of a treatment plan.

Preceptorship Program



- The treatment plan must be confirmed by the preceptor before communication to the patient.
 - Changes to the treatment plan.
 - Changes to the treatment plan must be confirmed by the preceptor before communication to the patient.
 - Obtaining informed consent to treatment
 - Includes notice to the patient when the student is providing treatment.
- Preceptors may supervise the following activities with oversight ranging from direct to indirect, based on the preceptor's risk assessment of the activity, the student's assessed competency, and the specific task:
 - Obtain information for patient entry.
 - Administer and interpret outcome measure assessments.
 - Elicit specific case history.
 - Perform an examination.
 - Communicate a diagnosis and treatment plan (confirmed by the preceptor).
 - Communicate and provide health education to the patient.
 - Perform unrestricted activities, such as:
 - Ultrasound therapy.
 - Laser therapy.
 - Electrotherapy.
 - Soft tissue therapy.
 - Prescriptive exercise.
 - Lifestyle education.
- Preceptors have the ultimate responsibility for the patient health record.
 - Preceptors may supervise the student in contribution to the patient health record with oversight ranging from direct to indirect.
 - Information created by the student must be signed off by the student
 - The preceptor must sign off on the patient health record.
- Preceptors have ultimate responsibility for communication and reporting.
 - Preceptors may supervise communication and reporting with oversight ranging from direct to indirect, for communications such as;
 - Written communications to other regulated health professionals, that will be provided under the preceptor's signature, such as
 - Case summaries.
 - Referrals.
 - Requisitions.

Preceptorship Program



	<ul style="list-style-type: none"> ▪ Required reporting, that will be provided under the preceptor's signature for: <ul style="list-style-type: none"> • Worker's Compensation. • Minor Motor Vehicle Injuries.
Preceptor Roles and Responsibilities	<ul style="list-style-type: none"> • Ensure that all activity is in the public interest, and that the public is receiving safe, competent and ethical chiropractic care. • Abide by all legislation, including applicable enactments and regulations, bylaws, standards of practice, codes of ethics, directives, college guidelines, and administrative policies. • Provide initial and ongoing assessment of the student's competency. • Develop, amend and communicate the student's supervision plan. • Provide direct and indirect supervision to the student as established in the supervision plan. • Must inform the patient of the student's status and obtain informed consent prior to student provided services. • Fulfil all contractual obligations to the student's chiropractic program
Preceptor Eligibility to participate in the program	<ul style="list-style-type: none"> • To be eligible to participate in the Preceptorship Program, the Preceptor must: <ul style="list-style-type: none"> ○ be a regulated member on the general register; ○ have been engaged for a minimum of five years in the active practice of chiropractic in a regulated jurisdiction and three years active practice in Alberta; ○ be in good standing with the CCOA and any other colleges of regulated health professions that he/she is a member of; ○ not have criminal charges; ○ not be currently involved in a professional negligence claim; ○ not party to a complaint under Part IV of the <i>Health Professions Act</i>; ○ not have any discipline findings or admissions with the CCOA or any other regulatory body for the last five years; ○ practice in full compliance with all legislation, including applicable enactments and regulations, bylaws, standards of practice, codes of ethics, directives, college guidelines and administrative policies. ○ receive confirmation from the competence committee of <ul style="list-style-type: none"> ▪ a satisfactory report for the most recent practice visit, or ▪ confirmation of resolution for issues identified by the Competence Committee during the preceptor's most recent practice visit. ○ Complete the CCOA preceptor program assessment administered by CCOA.

Preceptorship Program



	<ul style="list-style-type: none"> ○ Complete reporting to CCOA as required or requested.
Preceptor Restrictions	<ul style="list-style-type: none"> • Fees for services provided by the supervised student must be billed under the preceptor's name and registration. • Preceptors may only supervise as many students as they have the capacity to provide direct supervision and ensure safe, competent and ethical chiropractic care.
Preceptor Performance Expectations	<ul style="list-style-type: none"> • Preceptors will always act in the interest of patient safety. • Preceptors will be expected to abide by all CCOA rules, including the Enactments, Regulations, Bylaws, Standards of Practice, Code of Ethics, Directives, Guidelines and Administrative Policies. • Preceptors are expected review and abide by the Preceptor Program Supervision Guide. • Preceptors will develop, amend, and communicate a supervision plan for their student. <ul style="list-style-type: none"> ○ Preceptors may be required to submit supervision plans and reporting to the Registrar upon request. • Preceptors will ensure all patient health records with student contributions meet all CCOA Record Keeping Requirements. • All patient health records, including those with student contributions, may be subject to a self-submission practice review.
Preceptor Disqualification	<ul style="list-style-type: none"> • A CCOA member automatically ceases to be a Preceptor if the member: <ul style="list-style-type: none"> ○ is suspended or ceases to be a regulated member; or ○ fails to uphold the preceptor eligibility requirements; or ○ becomes subject to certain undertakings, conditions imposed under section 55 or 65, or directions under section 118 of the Act; or ○ has been formally charged with unprofessional conduct that has not yet been determined by a Hearing Tribunal; or ○ has been charged with criminal offences under the Criminal Code of Canada that have not yet been determined by legal proceedings; or ○ has been found to be guilty of unprofessional conduct by CCOA or any other regulator; or ○ is disciplined for failure to comply with the requirements for confidentiality required by the enactments or regulations
Student Roles and Responsibilities	<ul style="list-style-type: none"> • Student must engage in reflective practice. • Student discusses the preceptor's assessment and supervision plan. • Student ensures that they raise issues, if any regarding the assessment and supervision plan.

Preceptorship Program



	<ul style="list-style-type: none"> • Student is aware of their own competencies and identifies if there are gaps in the assessment and supervision plan and their ability to complete an assignment. • Fulfill all obligations to their chiropractic program.
Student Eligibility to participate in the program	<p>To participate in the preceptorship program, students:</p> <ul style="list-style-type: none"> • Must be within two academic terms of graduation. • Must complete all application requirements, including the CCOA preceptorship jurisprudence exam. • Must consent to the preceptor program assessment. • Must demonstrate the required Professional Liability Insurance/Protection. <ul style="list-style-type: none"> ○ The chiropractic education program provides the evidence at the time of application.
Student Performance Expectations	<ul style="list-style-type: none"> • Students will familiarize themselves and demonstrate compliance with all CCOA rules as published in Enactments, Regulations, Bylaws, Standards of Practice, Code of Ethics, Directives, Guidelines and Administrative Policies. • Successfully complete the preceptor program jurisprudence exam prior to receiving authorization to participate in the preceptorship program. • Students are expected to adhere to the supervision plan established by their preceptor.
Application Requirements	<p>To apply to be a preceptor, the regulated chiropractor must:</p> <ul style="list-style-type: none"> • Meet the preceptor eligibility requirements. • Complete the preceptor application. • Complete the CCOA preceptorship jurisprudence exam. • Demonstrate the appropriate professional liability protection/insurance to supervise a student. <p>To apply to participate in the preceptorship program, the student must:</p> <ul style="list-style-type: none"> • Meet the student eligibility requirements. • Complete the student application. • Complete the CCOA preceptorship jurisprudence exam. • Submit the preceptorship program application fee in the CCOA fee schedule. <p>To support the application of a student to participate in the preceptorship program, the student's Doctor of Chiropractic Program must:</p> <ul style="list-style-type: none"> • Complete the chiropractic education program application. • Provide a liability protection policy between the student and their college that demonstrates the minimum requirement for

Preceptorship Program



	Professional Liability Protection in Alberta of at least \$5 million per incident and \$5 million cumulative.
Preceptor, Student and Chiropractic Education Program Reporting Responsibilities	<ul style="list-style-type: none"> • Report to CCOA: <ul style="list-style-type: none"> ○ As required in the professions' duty to report, or ○ As requested by CCOA. • Preceptors submit a performance survey to CCOA at the end of preceptor-student contract regarding the: <ul style="list-style-type: none"> ○ The preceptor program, ○ the program resources, and ○ the student. • Students submit a performance survey to CCOA at the end of the preceptor-student contract regarding the <ul style="list-style-type: none"> ○ The preceptor program, ○ the supporting documents for the program, and ○ the preceptor. ○ A copy of the preceptor assessments and supervision plans endorsed by the preceptor and student are provided to CCOA at the end of the preceptorship program contract. • At the end of the supervision contract, the preceptor must provide the assessments, and supervision plans that were provided, discussed and endorsed by the preceptor and student. • At anytime, the preceptor, student or Doctor of Chiropractic Program must report conduct or ethic concerns to the Registrar.