

I. COURSE DESCRIPTION:

This course introduces examination procedures and techniques used by the Chiropractor to assess a client's condition. The student will learn the purpose and method for each type of examination, and how to prepare and assist patients for these examinations. Students will become familiar with the purpose and importance of client case history forms, consent and authorization forms including the accurate completion of these forms. Students will learn the implication of prescribed and over-the-counter medications clients may be taking in order to identify these on client history.

Students will become familiar with various types of rehabilitation exercises that are often prescribed by Chiropractors. Students will learn the basic principles and techniques to competently assess a patient's vital signs. This course includes an independent study hour for a Programmed Study Module on Medical Terminology that will be tested and applied in lab practice. This course will include written lab quizzes on the theory and techniques of asepsis, rehabilitation exercises, physical exams, common client medications and vital signs. Practical lab tests will be on instructing and demonstrating rehabilitation exercises, initial client visit and history taking, assisting with an examination and vital signs.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will be able to:

1. Appropriately and accurately use medical and chiropractic terminology.

Potential Elements of the Performance:

- a. Demonstrate use of correct terms and spelling when assisting with recording client information, during chiropractic assessments, documenting results of diagnostic tests and treatment.
 - b. Collect and document accurate and complete information on a client's health history using a prepared history form.
 - c. Accurately use accepted abbreviations.
2. Discuss the implications of consent/authorization forms.

Potential Elements of the Performance:

- a. Identify five components of valid consent
- b. Complete consent form accurately and appropriately in lab practice situations.
- c. Explain what situations/circumstances invalidates a consent.

3. Demonstrate appropriate aseptic technique.

Potential Elements of the Performance:

- a. Explain the concept of asepsis and its importance.
 - b. Describe the concept of universal precautions.
 - c. Demonstrate effective hand washing technique.
 - d. Apply these concepts when setting up examination room; handling equipment used for treatments etc.
4. Demonstrate skill, ability and appropriate behaviours in the Chiropractic Health Assistant's role during initial visit, examination and subsequent treatments.

Potential Elements of the Performance:

- a. Accurately take client vital signs; assess numerical results and report findings.
 - b. demonstrate proper technique involved in performing rehabilitation exercises commonly used in Chiropractic treatment.
 - c. Provide client with effective health teaching/instructions for rehabilitative exercises used in Chiropractic treatment.
 - d. Identify and demonstrate the preparation and positioning of clients for examination. (emphasis on landmarks)
 - e. Demonstrate effective telephone etiquette when receiving client calls for a variety of situations.
 - f. Identify when to report significant change in a client's condition.
5. Demonstrate effective communication techniques required of Chiropractic Health Assistance in all office environments.

Potential Elements of the Performance:

- a. Employ a positive tone of voice and appropriate language and be sincere, helpful and courteous.
 - b. Demonstrate effective communication techniques with clients, Chiropractor and other health care professionals.
 - c. Begin to handle problem situations with increasing ease and skill when dealing with aggressive/loud client, complaints and anger.
 - d. Demonstrate ability to recognize personal strengths and weaknesses in communication.
 - e. Seek feedback from peers and instructor to improve communication style.
 - f. Consistently show improvement in communication.
6. Identify implications of commonly prescribed and over the counter drugs affecting the nervous and musculoskeletal systems.

Potential Elements of the Performance:

- a. Define OTC drugs.
- b. Compile a list of common drugs prescribed for pain, muscle tension and injury.
- c. Examine how these drugs affect systems of the body.
- d. Relate the use of drugs to the practice of Chiropractic.

7. Identify types of examinations /techniques commonly used in Chiropractic practice and examine the Chiropractic Health Assistant's role (if any) for each exam.

Potential Elements of the Performance:

- a. Define and explain the nature of each of the following examinations:
- | | |
|--------------|--------------|
| postural | kinesiologic |
| spinal | medical |
| neurological | nutritional |
| orthopedic | x-ray |
- b. Explain the following techniques used on examination:
- palpation
 - visual inspection
 - range of motion
- c. Demonstrate how the Chiropractic Health Assistant may assist with some types of examinations.
- preparation of room/equipment
 - preparation and readiness of client
 - assistance to the Chiropractor
8. Identify and explain the concepts of initial visit protocols and subsequent visit protocols.

Potential Elements of the Performance:

- a. Discuss the purpose and importance of initial visit protocols.
- b. Complete sections of history form with the client.
- c. Discuss the concept of daily progress notes and S.O.A.P. charting.
- d. Identify sequence of initial visit protocols and subsequent visit.
9. Demonstrate appropriate attributes and acceptable behaviours of the Chiropractic Health Assistant within the lab practice setting and Chiropractic office placement.

Potential Elements of the Performance:

- a. Wear school uniform during placement. (polo shirt, name tag, school crest, dress pants, clean low heel or _____ type shoe
- b. Maintain consistent attendance and be on time.
- c. Demonstrate appropriate communication techniques.
- d. Accept feedback, guidance and direction from classmates and teachers.
- e. Demonstrate consistent improvement and ability to meet all objectives of the course.
- f. Willingly participate in lab practicum activities and actively learn from each experience.

III TOPICS:

- Medical Terminology/Chiropractic Terminology
- Aseptic Techniques
- Initial Visit Protocols/Subsequent Visit Protocols
- Consent to Treatment/Authorization
- Various History Formats/History Taking
- Client Medications Affecting the Neuromusculoskeletal Systems
- Chiropractic Exams (postural, spinal, neurological, orthopedic, kinesio logic, medical, x-ray, nutritional, visual inspection, palpation, ROM)
- Charting/Documentation, Daily S.O.A.P. Notes, Record Taking, Completion of Forms
- Vital Signs
- Chiropractic Rehabilitation Exercises
- Client Instruction/Teaching/Positioning
- Effective Communication within the Chiropractic Office

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Chabner, Davi-Ellen: (1999) Medical Terminology: A Short Course. (2nd ed.). Toronto: W.B. Saunders.

Schafer, R.C., DC, FICC, (1991) The Chiropractic Assistant. The American Chiropractic Association. Arlington, Virginia.

Sportelli, Louis, D.C. (1988) Introduction to Chiropractic: A Natural Method of Health Care. Palmerton, Pennsylvania: Practice Makers Products, Inc.

Reference Resources/Texts/Materials:

Esteb, William D. (1994). What Every Chiropractic Assistant Should Know. Colorado Springs, Colorado: Back Talk Systems Inc.

Haldeman, Scott. (1992) Principles and Practice of Chiropractic. Norwalk, Connecticut: Appleton and Lange.

Harden, Bonni & Harden, Craig: (1997) Alternative Health Care: the Canadian Directory. Toronto: Noble Ages Publishing Ltd.

Redwood, Daniel, D.C. (1997) Contemporary Chiropractic. NewYork: Churchill Livingston.

Wardwell, W. (1992) Chiropractic: History and Evolution of a New Profession. Toronto: Mosby Year Book.

Pamphlets:

Why Spinal Exercise?, How To Get Along With Your Back , Helpful Words (1999). Parker Professional Products, Fort Worth, Texas

V. EVALUATION PROCESS/GRADING SYSTEM:

5 lab tests worth 10% each 50%

Mid-term practical test 20%

Each student to perform 3 of the following 7 situations:

- Demonstrate proper hand washing protocols
- Interact with a new patient in a role-playing atmosphere
- Outline the 5 consent to treatment steps
- Take a patient's blood pressure
- Take a patient's pulse and respiration rate
- Take a patient's health history
- Answer telephone and answer frequently asked questions

Final Practical Test 30%

Lab Assessment:

CHA101 – Lab Assessment Tool Semester 1		
Skills	Student and Teacher Indicate Level of Achievement with Score and Anecdote	Comments
<p>Asepsis</p> <p>a. Technique – hand washing</p> <p>b. Appropriate to time and place</p>	<p>Low 0-1 2-3 4-5 High</p>	
<p>Assist with Physical Exam</p> <ul style="list-style-type: none"> ▪ Prep of room ▪ Prep of client ▪ Communication with client ▪ Charting ▪ Assisting client ▪ Prep of chart 		
<p>Client Case History Form</p> <ul style="list-style-type: none"> ▪ Completes form ▪ Communicates while obtaining information ▪ Consent form 		

VI. EVALUATION PROCESS/GRADING SYSTEM:

Lab Assessment:

CHA101 – Lab Assessment Tool Semester 1		
Skills	Student and Teacher Indicate Level of Achievement with Score and Anecdote	Comments
Vital Signs <ul style="list-style-type: none"> ▪ T ▪ P ▪ R ▪ BP 		
Rehabilitation Exercises <ul style="list-style-type: none"> ▪ Ability to correctly demonstrate exercises ▪ Verbal ability to instruct client 		
Adaptability <ul style="list-style-type: none"> ▪ Takes direction/guidance ▪ Ability to critique and make improvements 		

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	

VII. EVALUATION PROCESS/GRADING SYSTEM:

X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.