

I. COURSE DESCRIPTION:

In this 5 week course the student will spend a total of 4 weeks in field experience in a Chiropractic Office or Clinic. The student will work under the supervision of the licensed practicing Doctor of Chiropractic in which the student is placed. The main goal of this experience is to develop the skills of support personnel in chiropractic health and to provide the opportunity to gain more independence in the role of a Chiropractic Health Assistant including office management. This course will include a module of Orientation for field work, and a summary module on effective job search, cover letter and resume preparation and job interview techniques.

Placement in Chiropractic Field Work may require travel to diverse areas within Ontario. Students **must** be prepared to make their own travel, and accommodation arrangements, and assume financial responsibility for same.

Students are required to submit weekly logs to the college coordinator/teacher. These logs are written by the student with notations from the supervising Chiropractor. Weekly contact with the co-ordinator/teacher, student and supervising Chiropractor is maintained.

II. LEARNING OUTCOMES:

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

1. describe the scope of practice and the responsibilities inherent in the role of support personnel to Chiropractors to clients and colleagues.
2. apply the principles of chiropractic in the performance of his/her clinical duties.
3. demonstrate professional behaviour in the role of a Chiropractic Health Assistant including respect for human dignity and confidentiality of information obtained in practice settings.
4. manage routine office functions such as reception, telephone and booking appointments with minimal supervision.
5. use a computer for billing, bookkeeping and record keeping with minimal supervision.
6. apply a basic knowledge of anatomy and physiology to his/her chiropractic assisting responsibilities
7. collect accurate, relevant and complete information on a client's health history and file.

II. LEARNING OUTCOMES:

8. implement the components of the treatment plan safely and effectively as directed by the Chiropractor appropriate to the role of a Chiropractic Health Assistant
9. maintain records for X-Ray procedures and results
10. use sound judgments and problem-solving skills in the performance of his/her duties
11. participate as a member of the health care team through the use of effective communication and the development of positive working relationships.

II. TOPICS:

- WEEK 1: Orientation to the field placement experience and evaluation methods. Module on effective job search, cover letter, resume development and job interview techniques. Introductory meeting and shift with Chiropractor in placement setting. (7 hours minimum in actual field placement)
- WEEK 2 - 5: 35 hours/week work in the chiropractic office performing role of office management and in assisting with chiropractic care all under the supervision of a licensed Chiropractor. Weekly logs and contact with college co-ordinator/teacher. Progress interview by end of week 3 with Placement Coordinator with input of Chiropractor and staff. (133 hours minimum in field placement.) (Total time in field placement is 35 hours X 4 = 140 hours)
- WEEK 5: Final evaluation meeting with Placement Coordinator and evaluation of the Chiropractic Health Assistant Program.

IV. REQUIRED RESOURCES/TEXT/MATERIALS:

Redwood, Daniel, D.C. (1997). Contemporary Chiropractic. New York: Churchill Livingstone.

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

V. EVALUATION PROCESS/RATING SYSTEM:

The student must attain a satisfactory grade to be successful in the course.

To obtain this satisfactory grade the student must have successfully completed learning outcomes 1 – 11 inclusive and maintained an 80% attendance in the field placement hours within the chiropractic office/clinic **and** in the overall hours for the course.

Evaluation will be based on input from the Chiropractor, Chiropractic staff, student, and placement coordinator reflecting how the student has accomplished the learning outcomes. A mid-term written summary and final written summary are completed as per Chiropractic Health Assistant Program Policies.

GRADING SCHEME:

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.	
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 been impossible 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, as may be decided by the professor. 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.

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 instructor. **NOTE:** A student who is currently or recently employed in a chiropractic office or clinic as a chiropractic health assistant can receive full or partial credit for this placement by documenting how the course learning outcomes have been met within his/her employment practice. A supporting letter of recommendation from the licensed Chiropractor/employer would be required. A prior learning assessment fee is involved.

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.