

## SYLLABUS

<b>Name of Course:</b>	Student Clinic 1 - Health Center Policies and Procedures HC-310
<b>Length of Course:</b>	22 hours 1.5 units
<b>Course Description:</b>	An orientation to the Health Center: the facilities, policies and procedures, and proper patient protocol. The student is provide the Health Center manual and is instructed in the application of policy and procedure in regard to the laws of the state of California, the CCE and LCCW standards, and proper patient protocol.
<b>Prerequisites:</b>	DIAG-226 (Exam: Eyes, Ears, Nose, and Throat, DIAG-317 (Correlative Diagnostic Exam Procedures) (concurrent)
<b>Course Offered by:</b>	Health Center Faculty Advising Program
<b>Required Text:</b>	Current Health Center Manual available on Canvas
<b>Recommended Text:</b>	None
<b>Reference Texts:</b>	Clinical Entrance Exam review videos, available in the library
<b>Materials:</b>	None
<b>Method of Instruction:</b>	Class presentation, discussion and demonstration, quizzes, final written exam

### Evaluation/Grading Criteria:

1. You must participate as a mock patient for both the Entrance practical and the Entrance practical remake exam. Failure to participate will result in an automatic FAIL for this course.
2. The only exception is if you are registered to take that exam.
3. It is mandatory that each student complete all Health Center observation requirements in order to pass Student Clinic 1. The completed observation form is due by Friday of the 6th week of the quarter.
4. The Written portion of the Health Center Entrance Exam must be passed with a 75% or higher. The final will be the Health Center Entrance Written Examination. It will be given during week 10 during class. Passing the written portion of the entrance exam is a prerequisite for taking the practical and x-ray portion of the exam. The remake will be given during finals week.
5. Attendance requirement must be satisfied.

Grades and the Grading System Final Grades are available online through the CAMS student portal. If there are any questions on grading procedures, computation of grade point average, or the accuracy of the grade report, please contact the Registrar's Office or the Office of Academic Affairs. Grades will be reported and evaluation will be based on the Academic Policies, Procedures, & Services. Please refer to Evaluation Policy (**Policy ID: OAA.0007**)

In order to maintain **Satisfactory Academic Progress**, a student must maintain a 2.0 or better in each and every course. **Any grade less than a C must be remedied by repeating the class.** Please refer to Satisfactory Academic Progress (**Policy ID: OAA.0006**)

**Attendance:** Please refer to Attendance Policy (**Policy ID: OAA.0002**)

**Conduct and Responsibilities:** Please refer to the Personal Conduct, Responsibility and Academic Responsibility Policy (**Policy ID: OAA.0003**)

**Make-up Exams:** Please refer to Make-up Assessment Policy (**Policy ID: OAA.0001**)

**Request for Special Testing:** Please refer to Request for Special Testing (**Policy ID: OAA.0004**)

**Accommodation for Students with Disabilities:**

If you have approved accommodations, please make an appointment to meet with your instructor as soon as possible. If you believe you require an accommodation, but do not have an approved accommodation letter, please see the Academic Counselor Lori Pino in the Office of Academic Affairs. Contact info: [Lpino@lifewest.edu](mailto:Lpino@lifewest.edu) or 510-780-4500 ext. 2061. Please refer to Service for Students with Disabilities Policy (**Policy ID: OAA.0005**)

**Electronic Course Management:**

**Canvas** is LCCW's Learning Management System (LMS). Canvas will be used throughout the quarter during this course. Lectures, reminders, and messages will be posted. In addition, documents such as the course syllabus and helpful information about the class project will be posted. Students are expected to check Canvas at least once a week in order to keep updated. The website address for Canvas is <https://lifewest.instructure.com/login/canvas> Please refer to the Educational Technologies Policy (**Policy ID: OAA.0009**)

**Overlaps:**

Please refer to Academic Policies, Procedures, & Services. Please refer to Evaluation Policy (**Policy ID: OAA.0007**)

**Course Goals:**

The purpose of this course is to orient the student to the policies, procedures, physical facilities, and forms of the Health Center. Also covered will be the Health Center requirements and the progression of classes and examinations necessary to complete the chiropractic internship at LCCW. The student is responsible for **all** information in the Health Center manual.

**Course Outline:**

Week 1      Discuss syllabus and handouts  
                 Review and sign Emergency Contact/Paging/WebExercises and Opal  
  
                 Participate as a mock patient in the HC Entrance Exam 8:00 a.m. – 12:00 noon.  
                 (Complete instructions announced by email)

- Week 2 Quiz on reading assignment (Health Center Manual Section 1 plus the dress code)  
Introduce and discuss Health Center organization, graduation requirements, faculty advising, competency testing, professionalism, the patient file and new patient process, personal appearance and dress code.  
Health Center Operations Manager  
Students will watch the HIPAA training video  
Students will take a quiz based on the HIPAA video – this quiz must be passed in order to get a doc code and participate in patient care in the Health Center.
- Participate as a mock patient in the HC Entrance Remake Exam, exact time to be announced by email.
- Week 3 Quiz will be given on reading assignment (Section 2)  
Introduce the patient file order, informed consent, visit slips, acute care protocol. Define Minor patients. Introduce the CMR process, writing a clinical impression/diagnosis, ROF and ROF Assessment, Lab requests, patient referrals, campus faculty consultations, patient visit assessments.
- Week 3 (Continued) **Health Center Entrance Exam Orientation 1** (Mandatory, do not miss this)
- Week 4 File order exercise  
Quiz will be given on reading assignment (Sections 3 and 4)  
Discuss patient exam forms, narratives, SOAP note format guidelines, physiotherapy, Re-eval procedures, x-ray requests, accepted abbreviations for Health Center files, splitting a patient file, pediatric exams.
- Week 5 Quiz will be given on reading assignment (Section 5)  
Discuss Health Center policy and procedure including advertising, child and elder abuse reporting, emergency procedures, peer review, preceptor program, honors program.
- Week 6 Quiz will be given on reading assignment (Sections 6 & 7)  
Discuss fee schedule, patient categories, release of records protocol.  
Discuss Imaging Department policies and procedures.
- Week 7 Clinical Case Management Review Exercise (This will count as one paper case if class is also passed)
- Week 8 **Health Center Entrance Exam Orientation 2** (Mandatory, do not miss this day)
- Week 9
- Week 10 Entrance Written Exam \*\*\*
- \*\*\*Entrance Written Remake will take place during Finals week. It has frequently happened that it is the last final on Friday, so please don't make travel plans before finding out if you will need to take the remake.

### **Student Learning Outcomes (SLO):**

1. The student will become familiar with the Health Center facilities as well as the operations of the Front Desk, Records Room, Student Health Center and outpatient care areas of the Health Center. [PLO: 4]
2. The student will acquire a foundational understanding of the policies and procedures of the Health Center. [PLO: 4,9]
3. The student will demonstrate knowledge of the clinical subjects required to begin patient care. [PLO: 1,2,3,5,10]
4. The student will demonstrate professional behavior in all interactions in the Health Center. [PLO: 4,5]

**Program Learning Outcomes (PLO):** Students graduating with a Doctor of Chiropractic degree will be proficient in the following:

1. **ASSESSMENT AND DIAGNOSIS:** An assessment and diagnosis requires developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. It is a dynamic process that occurs before, during, and after the collection of data through history, physical examination, imaging, laboratory tests and case-related clinical services.
2. **MANAGEMENT PLAN:** Management involves the development, implementation and documentation of a patient care plan for positively impacting a patient's health and well-being, including specific therapeutic goals and prognoses. It may include case follow-up, referral, and/or collaborative care.
3. **HEALTH PROMOTION AND DISEASE PREVENTION:** Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.
4. **COMMUNICATION AND RECORD KEEPING:** Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, and record keeping and reporting.
5. **PROFESSIONAL ETHICS AND JURISPRUDENCE:** Professionals comply with the law and exhibit ethical behavior.
6. **INFORMATION AND TECHNOLOGY LITERACY:** Information literacy is a set of abilities, including the use of technology, to locate, evaluate and integrate research and other types of evidence to manage patient care.
7. **CHIROPRACTIC ADJUSTMENT/MANIPULATION:** Doctors of chiropractic employ the adjustment/manipulation to address joint and neurophysiologic dysfunction. The adjustment/manipulation is a precise procedure requiring the discrimination and identification of dysfunction, interpretation and application of clinical knowledge; and, the use of cognitive and psychomotor skills.
8. **INTERPROFESSIONAL EDUCATION:** Students have the knowledge, skills and values necessary to function as part of an inter-professional team to provide patient-centered collaborative care. Inter-professional teamwork may be demonstrated in didactic, clinical or simulated learning environments.
9. **BUSINESS:** Assessing personal skills and attributes, developing leadership skills, leveraging talents and strengths that provide an achievable expectation for graduate success. Adopting a systems-based approach to business operations. Networking with practitioners in associated fields with chiropractic, alternative medicine and allopathic medicine. Experiencing and acquiring the hard business skills required to open and operate an on-going business concern. Participating in practical, real time events that promote business building and quantifiable marketing research outcomes
10. **PHILOSOPHY:** Demonstrates an ability to incorporate a philosophically based Chiropractic paradigm in approach to patient care. Demonstrates an understanding of both traditional and contemporary Chiropractic philosophic concepts and principles. Demonstrates an understanding of the concepts of philosophy, science, and art in chiropractic principles and their importance to chiropractic practice.