

**Midwest College of Acupuncture and  
Herbal Medicine (MCAHM)  
Internship Manual  
2024-25**



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## **Introduction to Internship**

This manual provides interns with the policies and procedures of MCAHM's clinical programs in Racine and Skokie. Every student is responsible for reading this manual before beginning the internship. You must consult and adhere to these policies while working in the clinic. This manual is updated annually.

Clinical faculty members supervise MCAHM's on-campus student clinics in the Racine and Skokie campuses. Maintaining a good relationship with your supervisor is essential.

There is a maximum enrollment at each internship site; register early to ensure your first choice.

Remember, your registration is not complete until you pay your tuition unless you have submitted a current financial aid application covering the registration term.

The internship supervisor has the right to refuse any particular intern into his/her clinic.

This manual sets forth the objectives and policies of the internship so that interns, teachers, supervisors, and administrators have a clear understanding of the rules and goals during the clinical phase of education. New interns begin to learn how the theory of TCM treatment strategy is applied in practice. The interns enrolled for each clinic session are a team. They work together to provide patient care. Learning to work together as an efficient clinical group is an important part of the learning experience.

## **Basic Objectives of the Clinical Program**

- Learn the ethical and professional responsibilities involved in patient care
- Learn clinical management practices and business protocol
- Prepare for a smooth transition into practice by receiving an opportunity to observe patient/practitioner relationships
- Increase self-confidence and poise working with patients
- Gain experience in patient charting and record-keeping
- Demonstrate practical application of knowledge
- Develop ability in TCM evaluation and diagnosis
- Develop superior clinical skills
- Develop skills in communicating and counseling patients
- Learn the professional relationships necessary in a healthcare setting
- Learn patient intake and the referral process, including the necessary documentation
- Progress from close supervision to independent decision-making

## **Clinic Training Requirement**

- Bloodborne Pathogen (BBP) Training
- Sexual Harassment, Threats, and Boundaries Training
- Health Insurance Portability and Accountability Act

All new students beginning internship are required to complete the above training during Clinical Foundations and Philosophy class or as part of the first quarter of internship. If you are starting clinic out of sequence, your supervisor will provide this training.

## **Public Relations / Clinic Referrals**

Interns in Phase 2 – 3 of the Acupuncture program or Phase 2 – 5 in the Acupuncture and Herbal Medicine program are encouraged to bring in referrals. This is part of practice building.

## **Internship Hour Requirements**

MCAHM uses three core methods of tracking clinic attendance. Attendance is tracked through OnTheClock.com to ensure that interns have the required hours of attendance at a particular location. Online Phase books are used to ensure interns are learning to understand the diagnostic logic associated with the clinical encounter. The Formsite.com internet Platform (Intrack) is used to record the ICD-10 code and provide analysis of the diverse conditions interns participate in treatment for. There is no phase one book; all observations are recorded online. Intern course credit for Phases 2-5 will be awarded to students who have completed the quarterly required hours, online Phase book submission, and Intrak submission during the quarter of enrollment. Failing to submit all three requirements will result in no credit for that quarter.

A minimum of 660 hours is required to complete graduation requirements for the Acupuncture program and 918 hours for the Acupuncture and Herbal Medicine program. All students need a minimum of 150 hours of observation-based internship. Acupuncture students complete 510 hours of participation-based internship using Acupuncture/moxibustion therapy and accessory modalities. Acupuncture and Herbal Medicine program students complete 768 hours using all modalities of TCM, including nutrition.

The internship hour minimums are an accreditation requirement and meet both Wisconsin and Illinois licensing requirements. However, they may not meet the minimum required for a license in some states. Students should check the requirements for states in which they wish to become licensed. Students may continue their internship after completing the program's academic portion if additional hours are needed to meet other state requirements (tuition charges apply). These hours are eligible for financial aid only if completed prior to graduation.

The Acupuncture internship is nine quarters long and consists of twelve clinic registrations. The Acupuncture and Herbal Medicine Internship is twelve quarters long and consists of seventeen separate registrations. In some quarters, a student will register for two internship sessions.

To complete hours beyond the graduation requirements, students can enroll in additional internships during a quarter, beginning in Phase 2, or after the didactic portion of their education is completed. Students must register and pay tuition for any internship beyond the required sessions.

If you need hours or credit for more patient treatments because of missed attendance, you may have makeup sessions within two weeks of the end of the quarter. Makeup hours for prior clinics can only be completed during first two weeks of the next quarter. No more than 60 hours (other than makeup work) may be accepted for credit in any internship registration. All interns in observation must document 60 patient treatments performed by a supervisor.

## **Malpractice Insurance**

MCAHM purchases institutional malpractice insurance on behalf of enrolled students. Returning students or graduates who have their own malpractice insurance can add MCAHM as an additional insured entity on their malpractice policy to avoid the \$75 quarterly fee.

## **New Intern Orientation**

New intern orientation introduces interns to the objectives of the program's internship component. A thorough and complete orientation is fundamental in setting the tone for success.

Orientation to the student clinic occurs during the first week of Philosophy class. This will give interns the skills necessary for a smooth transition into the clinical experience. This orientation includes:

- Clinic protocol and procedures
- Patient practitioner relations and communication
- Behavior in the Student Clinic
- Safety
- Harassment / sexual violence
- Boundary issues
- Specific objectives for the observation phase
- Objectives of the future phases of clinical experience
- The purpose of the medical record
- The legal implications of documentation
- The components of patient files
- Review of the forms used in student clinic
- Where supplies and forms are stored
- How to fill out and arrange documents in the patient file
- Protocol for setup, cleanup, and close of clinic

## **Phase 1: Observation**

Students learn about clinic operations and clinical standards. The experience includes observation of TCM intake and treatments, and participation in physical examination.

Interns are required to attend patient interviews, observe procedures, and learn about TCM and biomedical diagnostic examinations. They should take every opportunity to take pulses, observe tongues, and engage in palpatory examination; however, interns are not required to interpret these examinations accurately. All interns in observation must observe 60 hours of a practitioner/supervisor and, to demonstrate compliance, shall document 60 patient treatments a supervisor performs on Padlet forms. This may be done in a private clinic or at the College with a supervisor providing patient care.

The intern does not work with needles or participate in invasive procedures but may administer non-invasive techniques for which they have completed classes (massage, moxibustion, cupping, or guasha). However, treatment credit cannot be awarded until 150 hours of observation are completed and the intern has progressed to Phase 2.

Interns begin to learn charting by documenting the Western diagnostic examinations and non-invasive procedures they will perform and by checking over intake and consent forms to make sure that they have been properly filled out. They must also learn to comply with the standards of sanitation, dress code, and personal hygiene set by the clinic.

Finally, interns learn how to conduct themselves in a professional manner when exposed to patients and to respond appropriately to supervision.

Observation interns immediately begin helping with the intake process. They begin to take vital signs and perform massage after completing coursework.

### **Clinic Procedure for All Interns**

Equipment needed for clinic (which may be checked at any time)

- Mosquito hemostat
- Blood pressure cuff
- Stethoscope

An accessory kit and/or needle kit includes an electro-stimulation unit, cups, guasha spoon or scraping tools, ear probe and ear tacks, and magnets.

**If an intern fails to bring the equipment to any internship session, the highest grade possible for the quarter is a C.**



## **Preparation before Coming to the Clinic**

Be sure you are appropriately dressed; long hair tied back, no open-toed shoes or sandals. Your fingernails should be short and clean.

## **Setting up the clinic:**

- Set up treatment areas, disinfect the tables, and empty garbage cans (if necessary)
- Pull charts and put them in order of the time of the appointment
- Set up new patient charts
- Make sure the entire treatment space is tidy
- Do not have any excess materials on the floor or tables
- An intern will be assigned to the front desk to greet and assist patients.

All interns, regardless of phase, are required to help in cleanup activities at the end of shifts. Your grade will be affected if you do not help.

## **YOU MUST RECEIVE APPROVAL FOR YOUR CLINIC AND ONLINE PLATFORM SUBMISSIONS BEFORE CHANGING PHASES**

## **Prerequisites for Phase 1 Internship**

Interns must pass the examinations for Bloodborne Pathogen Training, Sexual Harassment, Threats, Boundaries Training, and HIPAA.

## **Phase 1 Performance Objectives (graded each quarter)**

- Learn pulse, tongue, and palpation examinations
- Demonstrate basic clinical intake and screening skills
- Assist with the clinic's operation: setup, charting, patient flow, etc.
- Comply with Bloodborne pathogen safety
- Take advantage of opportunities to observe patient treatment
- Display skill in non-invasive procedures (massage, cupping, or guasha)
- Demonstrate accurate and thorough record-keeping
- Complete documentation of patient visits on the Intrak computer system
- Display knowledge of point location consulting texts and charts

The intern observer takes a passive role in the diagnostics and procedures of Acupuncture and does not disturb the supervisor or senior interns during the delivery of treatments. The observer is not to render advice, and patients' questions must be referred to the supervisor.

There are no rollovers of hours from Observation to Phase 2 treatments.

### **Requirements for Completing Phase 1 Internship**

1. Passing score turned in each quarter
2. 80% attendance or better
3. Completion of the online Observation Workbook, showing 150 hours and Padlet forms demonstrating observation of supervisor/practitioner treatments
4. All observations are recorded using the Padlet / Formsite platform.

### **Prerequisites for Admission to Phase 2 Internship**

The intern must complete a Request for Promotion to New Phase Level from Gigi Dunbar and Amy Benish, which includes:

1. Verification of 150 internship hours in observation
2. Contact Amy Benish to confirm clinic hours
3. Contact Gigi Dunbar to confirm you have sufficient entries in the online Phase Book

To begin needling in the clinic, you must contact Gigi Dunbar. This may occur just after the midterm of the fourth quarter at the earliest.

## **Phase 2: Participation**

Phase 2 internship helps the intern gradually build skills in needling and diagnosis through the performance of assigned treatments and determination of diagnoses with the help of the supervisor. Treatments will include Acupuncture and accessory techniques.

Phase 2 interns will be issued a treatment badge.

Emphasis is placed on the correct location of points and safe insertion with minimal pain.

Interns conduct patient interviews and ask necessary questions (including the 10 TCM questions).

It is important to gather the correct diagnostic information and accurate pulse, tongue, and palpatory examination reading.

Interns must project a professional manner and appearance and show sensitivity and caution in their interactions with patients.

Interns work more closely with the supervisor, who will approve treatments and supervise the procedures. The supervisor also ensures compliance with clinical safety standards and corrects the application of clinical skills. Besides needle techniques, other Acupuncture and Herbal Medicine procedures may be used to gain treatment hours as long as the therapy is called for by the TCM diagnosis (moxibustion, cupping, guasha, tuina, and auricular therapy).

Many interns will complete observation just as they begin the first weeks of Needle Technique class. The intern must keep track of their progress and the completion of their online workbook, which will likely happen during the fourth quarter.

## **Phase 2 Performance Objectives (graded each quarter)**

- Correctly administer assigned treatments in Acupuncture and accessory techniques, and develop clinical skills
- Demonstrate development of skill and accuracy in interpreting Acupuncture and Herbal medical diagnostic exams, including pulse taking, tongue observation, palpation, etc.
- Routinely insert needles with minimal pain
- Demonstrate ability to conduct interviews with patients and to gather sufficient diagnostic information to form an Acupuncture and Herbal diagnosis
- Demonstrate ability to record a detailed patient history and accurate and thorough SOAP notes
- Demonstrate mastery of standards of clean needle technique
- Demonstrate ability to locate major Acupuncture points without occasional reference to charts or written material
- Maintain a professional manner and appearance, and sensitivity and attention to the patient's needs
- Demonstrate ability to work cooperatively with clinical staff, to accept corrections and respond appropriately to constructive feedback, and to remain within the limits of your acquired skills
- Demonstrate ability to cautiously apply knowledge that has been learned in other areas of the program, including pattern differentiation, symptom analysis, and selection of treatment

When beginning Phase 2, interns are expected to see at least two patients per clinic session. As interns gain experience, the number of patients treated each session will increase to three, four, or more per session.

## **Phase 2 Completion Requirements**

1. Completing the Phase 2 online Phase book shows 260 hours and a minimum of 120 patients on the Intrak platform.
1. Contact Gigi Dunbar for phase change approval.

### **Prerequisites for Admission to Phase 3 Internship**

The intern must complete a Request for Promotion to New Phase Level form, which will include the following:

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the Phase 2 online Phase Book showing 260 hours and a minimum of 120 patients recorded in the Intrak platform
2. Contact Gigi Dunbar for Phase change approval

Phase 2 overage hours will roll over into Phase 3

### **Phase 3: Decision Making**

Interns need to complete Phase 2 requirements in order to enter Phase 3.

Phase 3 allows the intern to progressively master the skills and attain the competence needed to practice Acupuncture and Herbal Medicine independently. During Phase 3, the intern is expected to arrive at the correct diagnosis and construct the appropriate treatment plan with only minimal input from the supervisor.

### **Phase 3 Performance Objectives (graded each quarter)**

- Demonstrate ability to perform an intake and physical examination, including upper and lower body screening exams
- Demonstrate ability to accurately and independently arrive at a TCM diagnosis, including identification of the root and branch components of a zang-fu diagnosis
- Able to devise and skillfully administer treatment
- Able to independently construct a treatment plan and evaluate its efficacy
- Demonstrate skill in needle insertion and manipulation
- In the AHM program, identify and recommend common herbal formulas
- Demonstrate professionalism, confidence, and sensitivity to the patient's needs
- Complete thorough and accurate documentation of all elements of a patient case record

- Display accuracy in point location without consulting texts and charts
- Cooperate with supervisors; act as a mentor to junior interns
- Complete documentation of patient visits on the Intrak computer system Padlet (<https://padlet.com/MCOMpresident/jzyphmkxtfz7svs1>)
- Demonstrate critical thinking in pattern differentiation, symptom analysis, and treatment selection.

### **Phase 3 Completion Requirements**

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the Phase 3 online Phase Workbook, showing 250 hours and a minimum of 130 patients treated recorded into the Intrak platform

### **Prerequisites for Admission to Phase 4 Internship:**

The intern must complete a Request for Promotion to New Phase Level form, which will include the following:

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the Phase 3 online Phasebook, showing 250 hours and a minimum of 130 patients recorded in the Intrak platform
4. Contact Gigi Dunbar to change phases

### **Phase 4: Determining Choice of Therapy**

Phase 4 internship helps the intern gradually build skills in determining the choice of therapy, including continuing Acupuncture/moxibustion treatments and selecting herbs and formulas with the help of the supervisor.

Phase 4 and 5 interns add herbs and nutrition recommendations to their Acupuncture treatments.

Interns will continue to conduct pulse and tongue examinations and take patient histories, with a new emphasis on identifying conditions where Acupuncture and herbal therapy are most appropriate and developing special refinements in acupuncture and herbal diagnosis specifically designed for herbal administration.

The intern and the supervisor will work out the main formula together, with increasing emphasis on the intern's role as Phase 4 progresses. The supervisor will monitor the intern's work carefully and observe as directly as possible to ensure accuracy in prescription and administration.

#### **Important Rules in Phase 4**

- No credit is awarded for recommending herbs to yourself
- A patient must be present for an intern to receive credit for recommending herbs
- If two Acupuncture interns share treatment and receive credit for Acupuncture, and then herbs are added, a third intern may receive credit with the supervisor's permission
- There are no "herb interns"; Phase 4 and 5 interns must participate in any modality needed by the patient
- There must be a completed patient file for every patient (including students) who receives treatment

The College is not a sales rep for the clinic's herbal and supplement brands. They are chosen for quality and efficacy.

#### **Phase 4 Performance Objectives (graded each quarter)**

- Demonstrate clinical decision-making process in Acupuncture / moxibustion treatments and the selection of appropriate herbal formulas
- Demonstrate development of skill and accuracy in the interpretation of Acupuncture and Herbal diagnostic examinations and gathering of symptoms and signs
- Demonstrate the proper recording of nutraceuticals, formulas, their modifications, and their administration
- Demonstrate ability to use scales and other equipment in herbal pharmacy
- Demonstrate ability to select herbal formulas (patents) based on traditional indications
- Demonstrate ability to recommend nutraceutical products and make healthy eating recommendations based upon TCM diagnosis
- Complete documentation of patient visits on the Intrak computer system
- Demonstrate sensitivity and attentiveness to the patients' needs, including patient education on the preparation and administration of prescribed herbal products
- Demonstrate knowledge of herbal practice management skills, including cleanliness, storage, and organization.

## **Phase 4 Completion requirements**

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the online Phase 4 Workbook, showing 108 hours, 50 treatments recorded in Intrak, and a minimum of 10 nutrition consultations as part of a patient treatment recorded on the herb treatment Padlet
3. Call Gigi Dunbar to receive approval to move to Phase 5

## **Prerequisites for Admission to Phase 5 Internship:**

The intern must complete a Request for Promotion to New Phase Level form, which will include the following:

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the online Phase 4 Workbook, showing 108 hours and a minimum of 50 patients recorded into the Intrak platform
4. Call Gigi Dunbar to receive approval to move to Phase 5

## **Phase 5: Competencies in Practice**

Phase 5 of the internship allows the intern to progressively master the skills and attain the competence needed to practice Acupuncture and Herbal Medicine independently. During Phase 5, interns are expected to have well-developed skills in Acupuncture/moxibustion therapy, to be able to choose an herbal formula, including its modification, with only minimal input from the supervisor, and to make nutritional recommendations that complement the treatment plan. Although the supervisor must still approve prescriptions and treatment plans, the intern is responsible for accurately arriving at correct conclusions and assigning appropriate therapy.

Interns are expected to be able to accurately and professionally write formulas, including dosage, preparation, and parts of individual herbs. Interns must learn to handle adverse reactions that might occur as part of the herbal course of treatment and to minimize these reactions with appropriate modifications in the prescriptions. During Phase 5, interns must integrate TCM nutrition as part of their scope and activity.



## **Phase 5 Treatment Requirements**

Interns are required to make a nutritional evaluation of each patient where food recommendations could enhance the therapeutic outcome. During Phase 5, in addition to food recommendations, interns must modify a minimum of 50 granular herb formulas and dispense prepared herbs to a total of 75 patients.

Interns document 75 treatments using Acupuncture/moxibustion, tuina, herbs, nutrition and supplements in the online Phase book. In this last phase, interns focus on documentation of pre- and post-treatment physical examination and evaluation. This is the time to demonstrate continuity of care and the ability to carry out a treatment regimen to resolve the presenting complaint. Both online Phase books and Intrak entries must be completed.

## **Phase 5 Performance Objectives (graded each quarter)**

- Demonstrate independence in the clinical decision-making process in the selection and modification of Acupuncture/moxibustion therapy, accessory techniques, tui na, herbal formulas, and nutraceutical products
- Demonstrate ability to independently collect information from TCM examinations and arrive at an accurate diagnosis suitable for the prescription of herbs
- Demonstrate ability to accurately and independently identify and select individual herbs in the pharmacy for a standardized formula
- Demonstrate ability to manage adverse reactions, including appropriate modification of the formula if necessary, and to inform patients of potential side effects
- Demonstrate ability to record detailed patient history and record accurate and thorough SOAP notes, including the proper recording of formulas, their modifications, and their administration
- Complete documentation of patient visits on the Intrak computer system
- Demonstrate sensitivity and attentiveness to the patients' needs, including patient education on the preparation and administration of herbal products and adverse combinations with Western medications
- Demonstrate ability to manage the inventory, storage, and legal standards (e.g., endangered species, possibility of contamination with pharmacological products, etc.) needed for an independent herbal pharmacy in private practice
- Demonstrate awareness of the lexicon of nutrition, and ability to communicate with patients about their nutrition

- Demonstrate awareness of the scope of nutrition in the maintenance of health, enhancement of vitality, resistance to illness, and intervention into disease states
- Demonstrate the ability to confidently design and implement an Interventive Medical™ response for the prevention and/or treatment of illness
- Demonstrate the ability to integrate nutrition and other TCM modalities into a comprehensive treatment plan
- Demonstrate the ability to make appropriate referrals to allied health professionals
- Demonstrate the ability to evaluate claims in scientific and popular literature relating to the eight branches of Traditional Chinese Medicine
- Demonstrate the ability to take responsibility for evaluating their own clinical performance in the intern clinic and their own future practice
- Demonstrate the ability to obtain up-to-date professional information in the field of TCM in order to implement continuing education

### **Phase 5 Completion Requirements**

1. Passing score turned in each quarter
2. Sufficient attendance
3. Completion of the online Phase 5 Workbook, showing 150 hours and 75 herbal/nutrition/Acupuncture treatments of clinic patients recorded in Intrak
4. Call Gigi Dunbar to confirm all internship requirements are complete
5. Your online Phase workbooks must match your Intrak submission to meet the graduation requirements

### **Patient Numbers for Graduation Requirements**

Overall five phases for AHM interns, a minimum of:

1. 918 hours (a maximum of 150 hours from observation)
2. 375 treatments (excluding observation; including at least 125 herbal treatments)
3. 75 different patients treated (recorded on Intrak)
4. 10 Nutritional Consultations recorded on the herbal online Phase workbook with the Padlet as part of a complete patient treatment

## **Scheduling Internship (Amy Benish)**

During registration for classes each quarter, students have the opportunity to request the time and place they wish to intern. Interns who want to ensure a certain shift should register for classes early. When the maximum number of interns for a session is reached, the registration for that day closes. Interns should take the opportunity, during the overall participation in internship, to register for sessions with a number of different supervisors, so they get a variety of personal approaches and clinical techniques.

You must attend the clinic for which you are enrolled. The makeup policy cannot be used to float between clinics or change sessions without permission.

The supervisor on the shift for which you enrolled must complete your evaluation and verify attendance.

## **Rules of Conduct and Protocol**

Please be aware that while all clinics follow the same internship regulations and use the same evaluation forms, the supervisors may have different styles of patient / practitioner interaction. You are making a commitment to spend a sufficient amount of time in the clinic to learn TCM diagnostics and treatment, and patient management skills. This is part of your education in practice building.

In any clinic setting there are clerkship tasks to be done. All of these tasks are routinely carried out by interns and will be expected of you as well. These tasks include setting up supplies, keeping patient charts in order and up to date, monitoring Acupuncture supplies, answering phones, and assisting in the general appearance of the treatment rooms and areas by cleaning between patient visits and at the end of the clinic shift.

## **Rules for MCAHM Student Clinics / Practicum Classes**

The following list of rules was developed by interns to help new students fit smoothly into the student clinic's flow. Failure to abide by these rules can result in a suspension of clinic privileges.

- Observe all clean needle protocols
- You may not use on a patient any modalities or devices that are not taught at MCAHM
- **You may not leave a patient unattended with a heat lamp in use**
- Dress appropriately (see next section)
- No food or beverages are allowed in the clinic
- Proper professional behavior is expected at all times

- Courtesy is expected at all times towards patients and fellow interns
- Work as a team with your fellow interns
- Hand washing is required following CDC guidelines
- Speaking in disparaging terms about other medical traditions is unacceptable
- If you wish to speak with a fellow intern about anything other than patient care, take it outside of the treatment area; do not critique your fellow interns or gossip about personal issues where it can be overheard by a patient
- Interns must arrive promptly at the start of clinic time
- Interns are required to clean stations between patients
- Interns are required to stay until the end of the session
- Everyone is responsible for filing and cleanup at the end of the clinic session
- Curtains must remain open during practicum classes
- All interns participate in charting and other record-keeping
- Only two excused absences per quarter
- Do not be afraid to ask questions
- If you lose your internship records and do not have a copy, you will not receive credit
- No cell phones in the treatment rooms

## **Appearance**

Your professional credibility and the clinic's overall image are affected by your appearance. Simplicity in dress and neat clean, attire will create respect and confidence in yourself and your patients. When in doubt, overdress. Let your supervisor tell you that you are overdressed rather than too casual. Personal hygiene is extremely important in a medical practice. Remember an excellent practitioner is better dressed than their best-dressed patient.

### **Dress Code for Interns**

1. No sandals, gym shoes, winter boots, or shoes with open toes
2. All interns must wear a clean lab coat/jacket with nametag
3. Long hair must be tied back so that it cannot brush across patients or the clean field while working
4. No exposed midriffs, deep V-neck shirts, or t-shirts
5. No scrubs; scrubs are used in surgery and not in outpatient medical offices
6. No jeans

If the intern is dressed inappropriately they will be dismissed for the session.

See addendum Dress Code for more detail.

Inappropriate shoes or dress, no lab jacket, no name tag, no kit, equals no credit for the day. No excuses!

## Attendance and Punctuality

1. Interns may not punch in more than 30 minutes before clinic begins.
2. Interns may not leave early, except for emergencies. Leaving early will count as an absence.
3. If an intern has any absences in a quarter, they must attend a makeup session at another clinic time during the first two weeks of the next quarter. Interns must register and pay for a clinic course if an intern needs to make up more than 54 hours of clinic time
4. In order to receive credit for an internship course, a total of 54 or 60 hours, based on the course number, must be completed. If an intern is short hours due to absence, they must be made up within the first two weeks of the next quarter.
5. Honor seriously the commitment to the schedule you have arranged with your supervisor. Do not come late, leave early, or call at the last minute to cancel.
6. If you need to miss a clinic session, you must call the College and the supervisor.
7. Do not leave the clinic during your working hours without permission from your supervisor. Arrange break times in advance.
8. Interns will punch in and out using the OnTheClock platform with the **GPS location service on**.
9. Grading is based on the clinic grading criteria based on rubrics contained in the Phase books. While course attendance is 80% in the session for which they enrolled, clinic attendance is 100% to gain a 100% for a grade. Interns may not makeup internship hours during the quarter in which they are enrolled.
10. Exams are not a justifiable reason to take a week off from internship.
11. Carefully track your hours during your last few quarters of enrollment. ***All interns are required to attend all 12 weeks of their final quarter of enrollment, regardless of whether they have completed the graduation requirements.***

## **Intern / Supervisor / Patient Interaction**

Each of our clinicians has a slightly different style of interacting with patients. Many clinicians have special talents and capabilities or special interests and experiences that add to their practice. Patients will come to know you, trust you, and depend on you. Don't underestimate your part in the patient's healing process. Avoid any behavior that will upset the patients or interfere with the supervisor and senior interns with whom you are working.

Never challenge the procedure or decision of the supervisor or senior intern in the presence of a patient. Most supervisors will probably prefer that you do not ask questions in front of the patients, but will address your questions later. Establish with your supervisor, in advance, how much is appropriate in the treatment room.

There is much to be learned in the clinic setting that simply cannot be taught in lectures. Patient and practitioner interaction is one of those things. In addition, there is usually time to assimilate how the practice is run, including office procedures, scheduling, charting and record keeping, etc., which will be of great practical use to you in the future.

## **Rules for Intern / Patient Interaction**

1. Never make suggestions to patients regarding treatment before speaking with your supervisor. Discuss your ideas in private. Never contradict your supervisor or another intern in the presence of a patient. Do not comment on point selection, location or choice of therapeutic techniques.
2. All intern delivered treatments must be approved by the supervisor prior to being administered. Interns must never treat a patient when the supervisor is not present.
3. Interns cannot make referrals to other styles of healthcare service, including their own practice (e.g., massage), or another acupuncturist without first getting the approval of their supervisor.
4. If in doubt, don't do it. Check with your supervisor. This is especially true for needling, and also applies to moxibustion and other techniques. Protect your patient, your supervisor, and yourself.
5. Techniques which are not taught at the College or are outside of the scope of practice for licensed acupuncturists may not be used in clinic under any circumstance, even if the intern is licensed in another profession. Violation of this policy may result in dismissal.

## **Professional Development**

When working in the student clinic, your demeanor and attitude affect patient care. The spirit of the clinic will be positively or negatively affected by subtle behavioral signals. You must be sure that all patients feel they are receiving care in a professional holistic environment. You must never have a patient sense that performing massage or accessory techniques is too much work, or that you consider it beneath you. Remember, tuina, guasha, moxibustion etc. are major modalities of TCM.

## **English Language**

If the patient cannot speak English an intern may converse in another language. English is to be used at all other times.

## **Protect Yourself / Protect Your Future Practice Avoiding any Implication of Sexual Harassment**

When choosing points, tuina techniques or other therapies, it is essential to avoid any action that the patient may interpret as inappropriate touch or attention.

If you think you need a point anywhere near a personal area (i.e. the inguinal groove, etc.), you must get approval from a supervisor, and two interns must be present during treatment, including one of the same sex as the patient. Do not break this rule.

## **Confidential Information**

All patient records are confidential and no cases can be discussed by name with anyone who is not on staff at the clinic. No patient records can leave the clinic, and the patient's case cannot be discussed outside the clinic unless their identity is kept secret. **Google docs may not be used to store any personal identifiable information. All transmission of patient information must be encrypted.**

## **Patient Charting / Case Records / SOAP Notes**

During a patient's first visit, a Phase 1 intern will be responsible for explaining HIPAA regulations and the Consent Form. The intern will have the patient sign, then cosign with his or her own signature. A medical history form and first entry on the problem list are also completed during this initial visit. Additionally, during the first and follow-up visits, interns are responsible for completing the SOAP notes and updating the problem list. This is an important part of both your internship and your future practice. It is not uncommon for acupuncturists to see a patient who has been injured on the job, in an automobile accident, etc. One day, you may receive a letter from an attorney or insurance company requesting your records. The case records had better be complete, readable, and accurate! You will probably not be able to recall information that you neglected to record. If your charting is inaccurate or incomplete, this may put your state license



in jeopardy. Start now, in student clinic, developing the proper attitude and procedures in charting. Then it will be a familiar process when you are in private practice.

The College reviews the case records of patients each quarter. In Phase 2 and 3, additional criteria for determining your internship grade will be completion of your clinic workbook and SOAP note charting.

The supervisor will not sign an incomplete chart. It is your responsibility, not the supervisor's, to thoroughly write the chart.

A complete patient file must contain the following components:

- Informed Consent
- Medical History Form
- Complete SOAP note, either on an MCAHM form or a similar form at an off-campus site
- Signed HIPAA compliance document
- Continuity of Care form
- Referral Screening form
- Pain Coloring form

### **Reviewing Medical History Prior To Treatment**

When a new patient comes to the clinic, their Medical History Form must be thoroughly completed by the patient, and each intern seeing the patient must review it carefully, considering all pharmaceutical medications.

Any pre-existing condition must be evaluated by a supervisor prior treatment. The History is not only for the first visit. Information, including pre-existing conditions and meds, must be reviewed by any intern who is seeing the patient for the first time.

### **Exposure Control / Needle Stick Policy**

The policy and procedures regarding clinic safety issues are covered during new intern orientation and practicum courses. If you have questions about this policy or need to report a needle stick or other safety issues, immediately contact your supervisor. The OSHA Exposure Control Manual is held at each clinic location.

### **Incident Report**

If an occurrence occurs during your internship that involves patient safety or injury, contact your supervisor immediately to have an Incident Report completed.

An example of an incident would be a moxibustion burn, unusual bruising, alcohol irritation to sensitive tissue, any type of confrontational behavior with a patient or other intern, or inappropriate emotional or sexual behavior. Safety first, protect yourself and your future practice; do not hesitate to act ethically by having an incident report filed.

In the event of a moxibustion burn, report to a supervisor immediately, apply Ching Wan Hung burn cream to the affected area, and send some home with the patient to apply every four hours.

In the event of alcohol irritation, clean the area with water. Use the eye wash kit if there is ocular involvement.

### **Disciplinary Procedure**

The ultimate goal of all the student clinics is to provide safe and effective patient care. Your needs as an intern are always secondary to the needs of the patient. Disciplinary policies are constructed around this goal. If the behavior of an intern directly or indirectly jeopardizes this goal, the College must undertake disciplinary action.

A supervisory clinician may take disciplinary action at any time for infractions of the internship rules outlined in this manual. The clinician must give the College administration notification in writing specifying the infraction. The intern is then suspended from internship. A meeting must be held with the Campus Director to discuss the situation before continuing. If the intern is dissatisfied with their meeting with the Campus Director, they may request an additional meeting following the same protocol listed in the College catalog under Student Grievance Policy. Failure to abide by the guidelines presented in this manual may result in suspension or termination from the program. MCAHM reserves the right to take disciplinary action for misconduct not listed in this manual.

MCAHM intends that all students should be treated fairly at all times, but misunderstandings do occur. If you feel you are not being treated fairly or have a problem concerning your internship, you should discuss these concerns privately with the supervisor and never in the presence of a patient or other interns. If the intern still has a problem that cannot be solved with a private meeting, they should schedule a meeting with MCAHM's Campus Director in Racine or Skokie.

### **Restriction against Practice Prior to Graduation**

Some students want to begin their own practice after beginning their internship. It is very important that all students remember the clause in their enrollment contract and the legal practice requirements that a student may not teach or practice Acupuncture and Herbal Medicine before graduation and licensure. This means you cannot practice techniques without direct supervision, even with a consenting relative. If an intern wants to treat a relative, they should discuss this with their supervisor and schedule an appointment at the clinic.

## **Clinic Tuition**

Interns pay the normal class tuition for each internship session in which they enroll for a maximum of 60 clock hours of recorded internship. If you enroll in additional clinics beyond the seventeen for Acupuncture and Herbal Medicine, you must register at the normal tuition cost. If you attend two clinic sessions during one quarter, you must register and pay tuition for both courses. If you regularly make up missing attendance, there should be no reason to incur any extra tuition cost. However, interns who wish to complete more than the required hours to meet the licensing requirements for other states should be aware of the cost of additional clinic registrations.

## **Attendance / Grading During Internship**

Your internship grade includes both performance criteria and attendance. Since continuity of patient care is so important, do not think missing clinic sessions is acceptable. Make every attempt to attend 100% of clinic sessions or your grade will be affected. Tell your supervisor in advance if you need an excused absence.

Clinical internship is treated as a course for the purpose of attendance. This means you can miss two weeks of internship without penalty. If you miss more than two weeks of unexcused internship sessions, a grade cannot be entered for the quarter without contacting Gigi Dunbar at the Racine campus and providing proof of an excused absence. Calling the clinic or leaving a message that you will be absent is an unexcused absence. Missing more than two internship sessions may result in failing the internship for the quarter and needing to re-register and pay in a later quarter. Third-year students must complete all twelve weeks to be issued a grade, regardless if they have completed all required hours.

Interns are graded by their supervisors using clinical rubrics, which are contained in each Phase book. Each quarter the supervisor fills out the rubric, then turns it in to the registrar with the grade to be recorded. Interns may request to meet with their supervisor to discuss the rubric and the grade they received.

## **Foreign Study / China Internship Program (temporarily suspended)**

An optional adjunct to the clinic requirement is residency at a teaching hospital in China. MCAHM arranges a program where students gain an intensive internship experience treating a large number of patients under the supervision of Chinese doctors. Internship in China exposes students to a different range of conditions and procedures. The maximum internship hours gained is 108 hours. Do not expect to complete an entire phase in China. There is no patient treatment or herb formula credit given. The same policies and procedures required by MCAHM and ACAHM at the College clinics apply to foreign internship. Only MCAHM foreign internship programs are accepted for credit.

## **Performance Evaluation**

Each quarter students will be evaluated by their supervisor on performance criteria and attendance.

Students who do not meet the expectations specific to a clinic level determined by the supervisor's evaluation must meet with that supervisor. A discussion about the intern's weaknesses and strengths will guide the intern in areas that are deficient. If by the end of the next quarter improvement is not noted, the intern must have a meeting with the Campus Director, and the hours gained during that quarter will need to be repeated. The Director will review the student's progress at the end of the following quarter, and if progress has not been made, the student may be dismissed under the same policy as that of academic classes.

If you are enrolled in more than one clinic, the supervisor will complete a separate evaluation for each clinic.

## **Acceptance of Internship Hours (Amy Benish)**

Internship hours are submitted daily with the OnTheClock platform. If you forget to punch in or out, call Amy Benish at the Racine campus. The OnTheClock platform is the only accepted method for recording internship hours.

## **Patient Numbers for Graduation Requirements (Gigi Dunbar)**

To receive credit for a treatment, interns complete the computer form on Intrak that is filled out each session, signed by the supervisor, and submitted through the online Padlet Phase platform. Off-campus sites must complete the same forms used at campus clinics. Only the treatments recorded in the Intrak system are used to determine if an intern has met graduation requirements. The online Padlet Phase platform is used to verify Intrak. If a treatment is recorded in the online Phase platform and not entered into Intrak, it is not counted toward the graduation requirement.

All entries into Intrak must be consistent. The spelling of all names must match previous entries, or credit will not be awarded. No more than two interns can gain credit for one patient. There is no credit for treating yourself. If the same patient's name appears twice during a clinic shift, no credit is awarded.

The office is tracking four statistics: the number of clock hours in the clinic, the observation of supervisors, the number of patients, and the number of different patients you have seen. Remember, the requirements for the Acupuncture Program are 660 hours, 250 treatments, and 50 different patients. In the AHM Program, students need 918 hours, 375 treatments, and 50 different patients. Interns will not receive credit for the internship course unless they enter a sufficient number of patients in their online Phase platform during the registered quarter, regardless of the supervisor's grade. Those who do not meet this requirement must repeat the course and pay additional tuition. Even if two interns have identical clinic attendance, they may have seen a different number of patients, depending on how efficient and energetic they are. Watch all these numbers as you approach graduation.

When you have completed all of the online Phase platforms, you will have met the minimum number of patient treatments required. If you have any questions or concerns, please call Gigi Dunbar at the Racine Campus on Tuesday or Thursday, between 11 a.m. and 5 p.m.

All online Phase platforms are audited prior to graduation. This means the postings in Intrak are matched to the online Phase platforms. The postings in Intrak are considered accurate, and the other sources are secondary. This process can take more than three weeks and depends on how many students are petitioning to graduate. Online Phase platforms are processed after each phase is submitted to the Racine campus to proceed to the next phase. Please keep track of your patients and hours by printing the OnTheClock record at the end of each quarter. **Interns are responsible for tracking their own hours and patients.**

Internship guidelines change periodically, and the College retains the right to redesign certain elements of the internship program. Official notices of policy changes are in effect as of the publication date.

## Points of Interest

- The impression that a patient receives when visiting the clinic is often based on the amount of attention and courtesy that they are given. Remember that as a holistic practitioner you are concerned with more than just the presenting symptoms. Especially for new patients, you must be kind, considerate, caring, and attentive. The patient history should include pertinent information on diet and lifestyle. The time spent prior to treatment is where patient / practitioner rapport is created.
- The initial patient treatment plan often calls for repeating the same treatment for several weeks. Consistency of care and allowing time for a course of treatments to be effective is necessary in a patient's care. Changing a treatment before its efficacy can be determined does not follow principles of good medicine. Remember, however, the opposite is also true. If the patient's condition changes, the assessment process may determine a new course of treatment. If you have been seeing a patient for arthritis, they may later have a cold, stomach trouble, etc. You must spend time each visit discussing the patient's major presenting problem, and document this in your notes. The primary ICD-10 code must be recorded until a new Continuity of Care form is completed.
- Changing treatments without noting the reason, or continuing to repeat treatments without re-evaluation, is unacceptable. A well-thought-out treatment plan includes a treatment protocol that would be used consecutively for a number of sessions depending on the condition. This could be up to six weeks. Well-directed questioning is needed to ascertain progress. The notes about your current prognosis and modification of treatment are fundamental to patient charting.
- The College clinic will give many people their first impression of Acupuncture and Herbal medicine. College clinic patients will let others know of their experience. These other people may look for a private practitioner close to their home. Interns, therefore, have a responsibility to the whole profession to keep impressions about Acupuncture and Herbal Medicine on the most positive note. Show a confident, pleasant nature and exhibit compassion to the patient.
- Intake time is valuable. It should last about 15 minutes for repeat patients and up to 30 minutes for new patients. If a patient needs additional counseling time based on issues related to their illness, the intake time should be increased appropriately.
- Any phase intern who has completed the coursework may perform accessory modalities, such as bodywork, moxa, guasha, or cupping. Treatment credit, however, is only counted in Phase 2 to 5. Suppose you have completed your 150 hours of observation and have not yet completed your change of phase form to begin needling. In that case, it will be possible for you to change your status to treatment and gain credit using modalities other than needling as long as they are called for by the treatment plan.

## **Appendix**

### **Midwest College of Acupuncture and Herbal Medicine Statement of Professionalism 2022-25**

Chinese medicine requires not only the mastery of a large body of knowledge and the acquisition of clinical skills but also high standards of behavior and appropriate attitudes. In addition to fulfilling all academic requirements, interns are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. The following personal characteristics are among those observed and evaluated throughout the Chinese medical curriculum. All students and interns are expected to demonstrate these characteristics in their academic and personal pursuits.

#### **Integrity**

Displays uprightness of character and honesty in all situations and interactions; can identify confidential information and maintain confidentiality.

#### **Interpersonal relationships**

Provides support and empathizes with peers, patients, and their families. Interacts effectively with difficult individuals. Demonstrates respect for and complements the roles of other professionals. Is cooperative, easy to work with, and earns respect.

#### **Initiative**

Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently, is willing to spend additional time and to assume new responsibilities. Is able to recognize when help is required, and asks for guidance.

#### **Dependability**

Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

#### **Attitudes**

Is actively concerned about others. Maintains a positive outlook toward others, and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts criticism and uses it to improve performance.

#### **Tolerance**

Demonstrates ability to accept people, and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others, including peers, faculty, staff, and other professionals.

**Function under stress**

Maintains professional composure and exhibits good personal clinical judgment in stressful situations.

**Appearance**

Displays appropriate professional appearance and is appropriately groomed.



Midwest College of Acupuncture and Herbal Medicine				
<b>Disposition Rating Rubric</b>				
Dispositions are goals that describe students' desired behaviors and attitudes as an outcome of their training and education. These goals address student development as a whole and relate to real-world functioning. Typically dispositions are large ideas that encompass many areas and skills. They can serve as a reminder of the long-range goals and behaviors to which students can aspire.				
This rating scale is used throughout a student's time in the program. The ratings can be applied as self-assessments, a part of peer assessments, and by instructors and clinic supervisors. The purpose of the rubric is to promote reflection and discussion of student progress at each stage of the program.				
The scale ranges from one to five				
ONE	TWO	THREE	FOUR	FIVE
Needs work or newly introduced disposition	Improving from the previous rating or demonstrating the attitudes and behavior of a novice student	Showing promise; responding appropriately at least 75% of the time	At the highest level for a time in the program, needs more interaction for the achievement of the next level	Outstanding behaviors and attitudes at all times represent appropriate dispositions of an advanced student or professional entering the field

Disposition of an intern is a measured function of formative clinic evaluation of performance and may be conducted at any time during the quarter on any intern the supervisors selects. Adopted; April 6, 2022.

## **Addendums**

**CLEANLINESS AND GOOD HYGIENE** - Every intern is expected to be neat and clean in appearance and to practice good hygiene.

**HAIR** - Hair must be clean, well-groomed, and neat. Men are to be clean shaven or have groomed and neatly trimmed mustaches and beards.

**NAILS** - Nails must be clean, kept short, and well-manicured. One-eighth of an inch beyond the fingertip is the acceptable length for clinical personnel.

**JEWELRY** - Jewelry should not be of a nature that will hinder infection control or the ability to work safely.

**PERFUME** – Refrain from wearing perfume, cologne, or essential oils during clinic shifts.

**JEANS** – Jeans, including jeans in any color, i.e., traditional blue, black, white, etc., and denim skirts and denim dresses are not considered professional dress and are not permitted. Denim attire of any color is not acceptable.

**SWEATSUITS/SWEATSHIRTS** - Sweatsuits and sweatshirts of any style or material are not considered professional business attire and are not permitted.

**SHORTS** - Shorts of any type are not considered professional business attire and are not permitted.

**SLACKS, DRESSES, SKIRTS AND BLOUSES** - Slacks, dresses, skirts and blouses should be professional. Slacks must be full length but not touching the floor.

The following are not considered professional business attire and are not permitted:

- Tank tops, strapless and backless tops, see-through blouses, off the shoulder blouses, tops with low neck lines, tops shorter than waistline, crop tops, and oversized baggy tops.
- Backless dresses and sun dresses
- Extremely short dresses or skirts which are shorter than the lab jacket

**SOCKS** - socks are required for all interns.

**BUSINESS SHOES** – Sneakers, hiking boots, sandals, and open-toed shoes are prohibited.

## **Off-campus Internship Fee**

When a student registers for an off-site clinic for the first time, a fee of \$150.00 is required. This fee covers the cost of processing the request. This is a one-time fee per location. Off-site clinics are only approved when there is a hardship request. Generally, hardship requests involve ADA accommodation and medical illness of the student or the student's family.

## **Off-campus Phase Changes**

Off-campus interns must confirm phase completion by contacting the Racine campus for approval to move to the next internship phase. This ensures the intern has sufficient patients in both Intrak and the online Phase Book to change phases.

## **Off-campus Patient Records**

All off-campus interns must record their patient visits in the online Phase Book Formsite and on the Intrak platform to receive patient credits for meeting the graduation requirement. Online Phase Books are an educational activity, and the Intrak platform is used to complete graduation requirements. These must be reconciled prior to beginning the petition to graduate.

## THE COMPREHENSIVE PRACTICAL FINAL EXAMINATION AS AN OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) RUBRIC

During the College's programs, the teachers and clinical supervisors have evaluated an intern's ability to:

1. Answer written questions on TCM theory and practice
2. Demonstrate and perform skills in practical classes
3. Demonstrate skills and perform techniques in the student clinic
4. Demonstrate confidence and sensitivity when interacting with patients

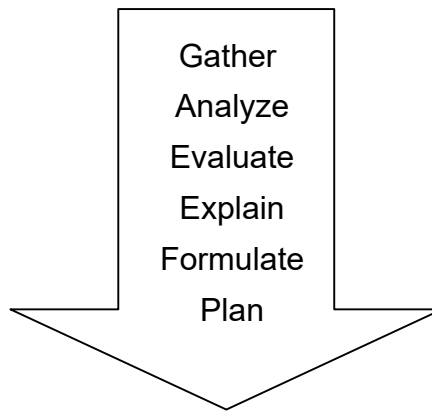
The practical final examination shall be a Capstone evaluation of an intern's competency in the programs' learning objectives. It is a final determination of an intern's clinical preparedness to begin independent practice. This graduation requirement, combined with the Comprehensive Written Final Examination, allows the school to evaluate the intern's performance in the education's academic and clinical components.

### THE PROCESS WILL BE AS FOLLOWS:

1. You will test with the senior supervisors: Daryll Daley in Skokie or Olga Gajdosik in Racine.
2. You are required to bring in a patient to treat.
3. You will perform a physical and orthopedic examination as part of the intake evaluation.
4. You will perform the TCM diagnostic process and be prepared to explain the "how's and whys" of what you are doing. The evaluator will ask you questions during the intake and treatment.
5. You will make a TCM diagnosis, explaining how you arrived at this conclusion.
6. Acupuncture program – You will formulate a treatment plan, which will include the insertion of Acupuncture needles, electro-Acupuncture, and other appropriate accessory techniques. You must explain the therapeutic function of the modality for the condition you are treating and the therapeutic function of the point combination.
7. MSAHM program – You will formulate a treatment plan, which will include the insertion of Acupuncture needles, electro-Acupuncture, and other appropriate accessory techniques. You must explain the therapeutic function of the modality for the condition you are treating and the therapeutic function of the point combination. You will choose the correct herbal formula and be able to explain any modification that may be necessary.
8. After the patient has left, the evaluator may ask you for a further explanation of how you arrived at clinical decisions and created the treatment plan.

The evaluation criteria used for this exam are listed on the evaluation form that follows.

In addition, the evaluator is considering your ability, during a patient visit, to demonstrate the following series of competencies.



Delivery

#### ACTION TO BE TAKEN IF AN INTERN FAILS THE CLINIC PRACTICAL EXAMINATION

Interns must receive a passing score of 70% or higher in all of the evaluation criteria. If you score below 70%, you may request to have the same or different evaluator conduct a second practical evaluation. If you receive a score below 70% in any criteria during the retake, the assessed intern, the evaluator and the internship director will develop a written remediation plan for the intern. This may include tutoring, extra clinic time, attendance in a class or specific sessions of a class, and/or any other actions deemed necessary for the intern to improve their performance in the area of weakness. The intern must then take the required steps and schedule a retake before the end of the next upcoming quarter. Failure after completing the remediation plan may require significant attendance in additional classes and clinic sessions before being allowed a final opportunity to meet the graduation requirements.

## POSITIVE SELF ASSESSMENT OF CLINIC COMPETENCY

Name \_\_\_\_\_ Date \_\_\_\_\_

This form is not used to grade your clinic performance. It provides you an opportunity of self-reflection. At this time, you have just completed the internship portion of the MCAHM's program. Give a score up to 100% on how you rate your preparedness for practice-based upon clinical instruction.

- \_\_\_\_\_ I have developed confidence and sensitivity to patient needs.
- \_\_\_\_\_ I understand the application of TCM theory in a clinical environment.
- \_\_\_\_\_ I am confident in my ability to accurately and independently arrive at a TCM diagnosis
- \_\_\_\_\_ I am confident in my ability to construct and follow a treatment plan independently
- \_\_\_\_\_ I am confident in my ability to adjust a treatment plan according to changes in condition.
- \_\_\_\_\_ I am confident in my ability to change a treatment plan after patient evaluation.
- \_\_\_\_\_ I can accurately use anatomical location and palpation to locate points.
- \_\_\_\_\_ I can determine when to use and how to apply accessory modalities
- \_\_\_\_\_ I am confident in my skill at needle insertion and manipulation techniques.
- \_\_\_\_\_ I am confident in my skill at choosing the correct herbal formula and my ability to modify it.
- \_\_\_\_\_ I understand how to keep case records and other documentation needed in practice

Yes No

- ☐ ☐ I understand the legal requirements in the state(s) in which I wish to practice
- ☐ ☐ I know the equipment and supply requirements needed in a practice
- ☐ ☐ I understand OSHA requirements related to an Acupuncture and Herbal Medicineclinic
- ☐ ☐ I understand ADA (handicapped) requirements related to medical clinics
- ☐ ☐ I am aware of the state and national professional organizations
- ☐ ☐ I can apply the business management skills needed in a professional practice
- ☐ ☐ I am confident and prepared to begin private practice
- ☐ ☐ I understand HIPAA (patient privacy) requirements related to Acupuncture

Clinical Program Comprehensive Practical Examination as an Objective Structured  
Clinical Examination (OSCE) Marked as 0 to 100 on each section.

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ demonstrates professionalism, confidence, and sensitivity to patient needs.

\_\_\_\_\_ demonstrates competency in physical and orthopedic examinations.

\_\_\_\_\_ demonstrates diagnostic skill and thoroughness needed when conducting an interview.

\_\_\_\_\_ demonstrates knowledge of symptom analysis and pattern differentiation.

\_\_\_\_\_ demonstrates ability to accurately and independently arrive at a TCM diagnosis.

\_\_\_\_\_ demonstrates ability to independently construct a treatment plan and evaluate its efficacy.

\_\_\_\_\_ demonstrates sensitivity in palpation and accuracy at point location.

\_\_\_\_\_ demonstrates skill in selecting and applying the appropriate technique(s).

\_\_\_\_\_ demonstrates confidence and skill in needle insertion and manipulation technique.

\_\_\_\_\_ complies with clean needle technique and practice standards.

\_\_\_\_\_ demonstrates skill at choosing the correct herbal formula and is able to modify.

\_\_\_\_\_ demonstrates mastery of the documentation process, including history and SOAP notes.

Final Grade \_\_\_\_\_ Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

THE GRADING SCALE

- |           |                                                                        |
|-----------|------------------------------------------------------------------------|
| 50 to 59  | The intern does not have the capabilities of the objective.            |
| 60 to 69  | The intern is limited in the capabilities of the objective.            |
| 70 to 79  | The intern has acceptable skills in the capabilities of the objective. |
| 80 to 89  | The intern has superior skills in the capabilities of the objective.   |
| 90 to 100 | The intern is outstanding in the capabilities of the objective.        |