

## ACTCM at CIIS: Clinic Trainee II

Student Name			
Faculty Name			
Year		Semester (circle one)	Fall   Spring   Summer
Shift (circle one)	ACM6253	ACM6354	

**Attention Student Clinicians: This clinic packet must be turned in to the Assistant Director of Clinical Education by the first week of the following semester.**

**Time Sheet Instructions:** Record in “**Regular Clinic Hours**” the date and time you were on your assigned shift. For weeks that are institute holidays note “holiday” and obtain your faculty signature. If you are absent, note “absent” and obtain your faculty signature. Record makeup hours below under “**Clinic Makeup Hours.**” Obtain the signature of the supervisor that supervised your makeup shift. You may only miss three weeks for any shift you are registered for. See the below for the complete policy.

<b>Regular Clinic Hours</b>				
Record your regular clinic hours below.				
Week	Date	Time	Hours	Faculty Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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<b>Makeup Clinic Hours</b>				
Record your makeup clinic hours here.				
Week	Date	Time	Hours	Faculty Signature

Total Regular Clinic Hours: \_\_\_\_\_

Total Makeup Clinic Hours: \_\_\_\_\_

Total Clinic Hours: \_\_\_\_\_

Number of Patient Contacts: \_\_\_\_\_ (33 minimum required)

Final Grade: (Faculty to check one)

- Competency (Pass)
- Partial competency (Pass)
- Failure due to a lack of competency (No Pass)
- Failure due to missing more than 3 shifts in 15 weeks. (No Pass)

Faculty Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### Attendance on a Clinic Shift Policy

Students are expected to attend all clinic shifts at their assigned day and time, arriving punctually for each shift. Students are assigned an F (Failure) grade if they are absent from more than three shifts from one assigned clinic shift. This maximum includes both excused and unexcused absences. Three instances of tardiness or leaving early are considered equivalent to one absence. Instructors may permit a student to deviate from this rule on the grounds of illness necessitating confinement for 24 hours or more, a death in the family, or other extreme emergencies. The instructor may request verification of these circumstances by a letter from a medical professional, the Dean of Students, or the Provost as appropriate.

Please refer the Class Attendance Policy and Incompletes Policy at the link of <https://www.ciis.edu/academics/policies-and-procedures>

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**Patient Contact Record**

This form must be completed in order to receive clinic credit. Submit this form to your supervisor by the last day of the semester. After obtaining your supervisor's signature, submit this page with the clinic hours form to the Assistant Director of Clinical Education. This form is required by ACAOM and NCCAOM.

<b>Student Name:</b> _____ <b>Clinic Faculty Name:</b> _____ <b>Semester</b> (circle one): Spring Summer Fall <b>Year</b> _____ <b>Clinic Course Code</b> (circle one):  ACM6253 – Trainee II ACM6354 – Trainee II
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	Date	Patient Age	Acu Tx	Other Tx	Fill Rx	ICD-10 Code	Date	Patient Age	Acu Tx	Other Tx	Fill Rx	ICD-10 Code
1							24					
2							25					
3							26					
4							27					
5							28					
6							29					
7							30					
8							31					
9							32					
10							33					
11							34					
12							35					
13							36					
14							37					
15							38					
16							39					
17							40					
18							41					
19							42					
20							43					
21							44					
22							45					
23							46					
<b>Faculty Signature:</b>							<b>Date:</b>					

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**Clinic Trainee II Competencies**

This form must be completed by your clinic faculty supervisor in order to receive clinic credit. After your supervisor completes this form, submit this document to the Assistant Director of Clinical Education.

<p><b>Student Name:</b> _____</p> <p><b>Clinic Faculty Name:</b> _____</p> <p><b>Semester</b> (circle one): Spring Summer Fall <b>Year</b> ____</p> <p><b>Clinic Course Code (circle one):</b>          ACM6253 – Trainee II          ACM6354 – Trainee II</p>
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<b>Learning Outcome</b>	<b>Competence</b>
The student demonstrates the ability to gather subjective findings for a new patient within 20 minutes with the assistance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student demonstrates the ability to gather subjective findings for a returning patient within 15 minutes with the assistance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student demonstrates the ability to evaluate and interpret tongue and pulse data under the guidance of clinic faculty	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to develop a TCM assessment under the guidance of clinical faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to articulate a treatment principle based on the TCM assessment in each case under the guidance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to develop a treatment plan under the guidance of clinic faculty based on the treatment principle in each case.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to accurately locate all acupuncture points indicated in the treatment plan for their patients with the assistance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to use the appropriate needling technique for each case under the guidance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated
The student is able to needle patients without causing the patient undue discomfort with the assistance of clinic faculty.	<input type="checkbox"/> Competence <input type="checkbox"/> Partial competence <input type="checkbox"/> Competence not demonstrated

## Clinic Trainee II Competencies

<p>The student is able to correctly apply the appropriate adjunct technique, such as tuina or shiatsu, moxibustion or electro-stimulation under the guidance of clinic faculty.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is able to complete the treatment under clinic faculty supervision in the allotted time.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is professional in communication with faculty, other students, staff and patients at all times.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is professional with respect to grooming and hygiene at all times.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student demonstrates professionalism regarding punctuality.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student wears a clean lab coat and appropriate ID badge at all times when on duty (unless at a site where a lab coat is not appropriate).</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is able to prepare a treatment room or area, including if needed preparing the treatment table, disinfecting treatment surfaces and checking for needles.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is able to execute an acupuncture treatment according to the standards of clean needle technique as articulated in the 7<sup>th</sup> edition of the <i>Clean Needle Technique Manual, Best Practice for Acupuncture and Needle Safety</i>.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is able to articulate appropriate responses to clinic emergencies such as syncope.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>
<p>The student is able to chart with direct supervision of clinic faculty clearly, succinctly, completely and using black ink.</p>	<p><input type="checkbox"/> Competence  <input type="checkbox"/> Partial competence  <input type="checkbox"/> Competence not demonstrated</p>



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**Case Review Form**

This form must be completed and attached to the front page of your case study/review. Submit your case study/review to your supervisor during the 13<sup>th</sup> week of the semester. After obtaining your supervisor’s signature, submit this document (not including your case study) to the Assistant Director of Clinical Education.

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**Case Number:** \_\_\_\_\_

**Case Review Description**

The case review must be based upon the chart of a patient who has been seen by the student during the current semester and who has visited the ACTCM Clinic or Off-Site Clinic a minimum of two times.

All case studies must contain the following:

1. All cases must be typed and neatly presented.
2. The case study must use this page, completed correctly, as a cover page.
3. The case study must include patient information (i.e. gender, age, health history, and any other pertinent information.)
4. Patient history: What brought the patient to the clinic? Indicate current signs and symptoms, tongue, pulse and observations, any previous treatment received and its results, as well as any other pertinent information.
5. Diagnosis
6. Treatment principles
7. Treatment: acupuncture, herbs, massage, moxa, electro-stim, other modalities, nutritional advice
8. Detailed Analysis: This is a presentation of the rational or the conceptual basis for a chosen diagnosis, suggestions concerning other possible diagnoses, discussion of the acupuncture points selected and other points that might have been appropriate, discussion of the herbs discussed or prescribed and the patient’s response to treatment.
9. Results, recommendations and further treatment.

	<b>Circle Pass or No Pass</b>		<b>Case study is not required for this shift</b>
Case Review or Case Study	Pass	No Pass	N/A
Comments:			
Faculty Signature:	Date:		

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