

Preceptorship Program



Purpose of the Program	The following are the objectives of the Preceptorship Program: • To ensure public protection when chiropractic students are participating in preceptor-supervised, community-based clinical care. • To support chiropractic students: ○ In a supervised community-based clinical care patient experience; ○ Foundational experience in a regulated profession; and ○ Introduce the College of Chiropractors of Alberta (CCOA)'s regulatory requirements. • To enable the supervisor (CCOA regulated chiropractors) to: ○ Maintain patient safety; ○ Supervise experiential knowledge transfer to chiropractic students, in areas of personal competence; ○ Support learning of entry to practice competencies; ○ Understand current chiropractic program curriculum; and ○ Establish collegial connections with chiropractic students.
Conflict of Interest	Preceptors who have a pre-existing personal relationship with the student may have a conflict of interest. CCOA strongly recommends the regulated chiropractor find another qualified CCOA registrant to serve as the preceptor for the student.
Scope of the Preceptorship Program and its authorized participants	• The public must be informed and consent to receive professional services provided by a supervised student. • Students must adhere to the supervision plan provided by the preceptor. • Preceptors assess and reassess the competencies of the student. • Preceptors develop, amend and communicate the supervision plan for the student based on the preceptors' assessment of the students' competencies. • Preceptors must directly supervise students performing the following activities: ○ Restricted activities ▪ Spinal manipulation/adjustment. ▪ Reduction of a joint dislocation. ▪ Selection of appropriate ionizing radiation. ▪ Applying ionizing radiation. ▪ Selection of appropriate non-ionizing radiation. ▪ Any other restricted activity as outlined in Standard of Practice 4.9 section 6. ○ Formulation of a diagnosis ▪ The diagnosis must be confirmed by the preceptor before communication to the patient. ○ Development of a treatment plan.

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- The treatment plan must be confirmed by the preceptor before communication to the patient.
 - Changes to the treatment plan.
 - Changes to the treatment plan must be confirmed by the preceptor before communication to the patient.
 - Obtaining informed consent to treatment
 - Includes notice to the patient when the student is providing treatment.
- Preceptors may supervise the following activities with oversight ranging from direct to indirect, based on the preceptor's risk assessment of the activity, the student's assessed competency, and the specific task:
 - Obtain information for patient entry.
 - Administer and interpret outcome measure assessments.
 - Elicit specific case history.
 - Perform an examination.
 - Communicate a diagnosis and treatment plan (confirmed by the preceptor).
 - Communicate and provide health education to the patient.
 - Perform unrestricted activities, such as:
 - Ultrasound therapy.
 - Laser therapy.
 - Electrotherapy.
 - Soft tissue therapy.
 - Prescriptive exercise.
 - Lifestyle education.
- Preceptors have the ultimate responsibility for the patient health record.
 - Preceptors may supervise the student in contribution to the patient health record with oversight ranging from direct to indirect.
 - Information created by the student must be signed off by the student
 - The preceptor must sign off on the patient health record.
- Preceptors have ultimate responsibility for communication and reporting.
 - Preceptors may supervise communication and reporting with oversight ranging from direct to indirect, for communications such as;
 - Written communications to other regulated health professionals, that will be provided under the preceptor's signature, such as
 - Case summaries.
 - Referrals.
 - Requisitions.

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	▪ Required reporting, that will be provided under the preceptor's signature for: • Worker's Compensation. • Minor Motor Vehicle Injuries.
Preceptor Roles and Responsibilities	• Ensure that all activity is in the public interest, and that the public is receiving safe, competent and ethical chiropractic care. • Abide by all legislation, including applicable enactments and regulations, bylaws, standards of practice, codes of ethics, directives, college guidelines, and administrative policies. • Provide initial and ongoing assessment of the student's competency. • Develop, amend and communicate the student's supervision plan. • Provide direct and indirect supervision to the student as established in the supervision plan. • Must inform the patient of the student's status and obtain informed consent prior to student provided services. • Fulfil all contractual obligations to the student's chiropractic program
Preceptor Eligibility to participate in the program	• To be eligible to participate in the Preceptorship Program, the Preceptor must: ○ be a regulated member on the general register; ○ have been engaged for a minimum of five years in the active practice of chiropractic in a regulated jurisdiction and three years active practice in Alberta; ○ be in good standing with the CCOA and any other colleges of regulated health professions that he/she is a member of; ○ not have criminal charges; ○ not be currently involved in a professional negligence claim; ○ not party to a complaint under Part IV of the <i>Health Professions Act</i>; ○ not have any discipline findings or admissions with the CCOA or any other regulatory body for the last five years; ○ practice in full compliance with all legislation, including applicable enactments and regulations, bylaws, standards of practice, codes of ethics, directives, college guidelines and administrative policies. ○ receive confirmation from the competence committee of ▪ a satisfactory report for the most recent practice visit, or ▪ confirmation of resolution for issues identified by the Competence Committee during the preceptor's most recent practice visit. ○ Complete the CCOA preceptor program assessment administered by CCOA.

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	○ Complete reporting to CCOA as required or requested.
Preceptor Restrictions	• Fees for services provided by the supervised student must be billed under the preceptor's name and registration. • Preceptors may only supervise as many students as they have the capacity to provide direct supervision and ensure safe, competent and ethical chiropractic care.
Preceptor Performance Expectations	• Preceptors will always act in the interest of patient safety. • Preceptors will be expected to abide by all CCOA rules, including the Enactments, Regulations, Bylaws, Standards of Practice, Code of Ethics, Directives, Guidelines and Administrative Policies. • Preceptors are expected review and abide by the Preceptor Program Supervision Guide. • Preceptors will develop, amend, and communicate a supervision plan for their student. ○ Preceptors may be required to submit supervision plans and reporting to the Registrar upon request. • Preceptors will ensure all patient health records with student contributions meet all CCOA Record Keeping Requirements. • All patient health records, including those with student contributions, may be subject to review during a practice visit.
Preceptor Disqualification	• A CCOA member automatically ceases to be a Preceptor if the member: ○ is suspended or ceases to be a regulated member; or ○ fails to uphold the preceptor eligibility requirements; or ○ becomes subject to certain undertakings, conditions imposed under section 55 or 65, or directions under section 118 of the Act; or ○ has been formally charged with unprofessional conduct that has not yet been determined by a Hearing Tribunal; or ○ has been charged with criminal offences under the Criminal Code of Canada that have not yet been determined by legal proceedings; or ○ has been found to be guilty of unprofessional conduct by CCOA or any other regulator; or ○ is disciplined for failure to comply with the requirements for confidentiality required by the enactments or regulations
Student Roles and Responsibilities	• Student must engage in reflective practice. • Student discusses the preceptor's assessment and supervision plan. • Student ensures that they raise issues, if any regarding the assessment and supervision plan.

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	• Student is aware of their own competencies and identifies if there are gaps in the assessment and supervision plan and their ability to complete an assignment. • Fulfill all obligations to their chiropractic program.
Student Eligibility to participate in the program	To participate in the preceptorship program, students: • Must be within two academic terms of graduation. • Must complete all application requirements, including the CCOA preceptorship jurisprudence exam. • Must consent to the preceptor program assessment. • Must demonstrate the required Professional Liability Insurance/Protection. ○ The chiropractic education program provides the evidence at the time of application.
Student Performance Expectations	• Students will familiarize themselves and demonstrate compliance with all CCOA rules as published in Enactments, Regulations, Bylaws, Standards of Practice, Code of Ethics, Directives, Guidelines and Administrative Policies. • Successfully complete the preceptor program jurisprudence exam prior to receiving authorization to participate in the preceptorship program. • Students are expected to adhere to the supervision plan established by their preceptor.
Application Requirements	To apply to be a preceptor, the regulated chiropractor must: • Meet the preceptor eligibility requirements. • Complete the preceptor application. • Complete the CCOA preceptorship jurisprudence exam. • Demonstrate the appropriate professional liability protection/insurance to supervise a student. To apply to participate in the preceptorship program, the student must: • Meet the student eligibility requirements. • Complete the student application. • Complete the CCOA preceptorship jurisprudence exam. • Submit the preceptorship program application fee in the CCOA fee schedule. To support the application of a student to participate in the preceptorship program, the student's Doctor of Chiropractic Program must: • Complete the chiropractic education program application. • Provide a liability protection policy between the student and their college that demonstrates the minimum requirement for

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	Professional Liability Protection in Alberta of at least \$5 million per incident and \$5 million cumulative.
Preceptor, Student and Chiropractic Education Program Reporting Responsibilities	• Report to CCOA: ○ As required in the professions' duty to report, or ○ As requested by CCOA. • Preceptors submit a performance survey to CCOA at the end of preceptor-student contract regarding the: ○ The preceptor program, ○ the program resources, and ○ the student. • Students submit a performance survey to CCOA at the end of the preceptor-student contract regarding the ○ The preceptor program, ○ the supporting documents for the program, and ○ the preceptor. ○ A copy of the preceptor assessments and supervision plans endorsed by the preceptor and student are provided to CCOA at the end of the preceptorship program contract. • At the end of the supervision contract, the preceptor must provide the assessments, and supervision plans that were provided, discussed and endorsed by the preceptor and student. • At anytime, the preceptor, student or Doctor of Chiropractic Program must report conduct or ethic concerns to the Registrar.