



NCU CLINIC

Clinic Handbook 2021-22

It is your duty as an intern at Atlanta University of Health Sciences School of Acupuncture & Oriental Medicine to read and adhere to all rules and regulations in this handbook, and to keep abreast of any changes that may transpire during your time here. Please keep in mind that there is a reason for every step, a reason for every rule and policy. The result of your diligent attention to each of these procedures will enable you to graduate in a timely fashion as a skilled Licensed Acupuncturist ready to serve mankind as a healthcare provider.

This handbook provides a ready reference covering routine clinic operating procedures, policies, rules, and regulation for clinic practice and intern requirements. Each student will need to reference this handbook throughout his/her entire experience at Atlanta University of Health Sciences. This handbook will help to insure an educationally effective clinical experience and enhance proper functioning of the clinics.

The clinic handbook does not constitute a contract in any form. It is a dynamic document, subject to amendment as new and better procedures are adopted. Memos to students and staff doctors may be used to update or change policies as needed. Recommendations for change should be submitted, in writing, to the School Director.

Introduction

This handbook contains all the pertinent information for a successful clinic experience at AUHS. This handbook and the clinical experience are designed to help students develop professional practitioner-patient relationships and hone the practical skills of students allowing them real world application of their didactic studies here at the school. Clinic is a place to refine skills, and to learn from the experiences of other acupuncturists in treating diseases.

Clinical Education Mission

AUHS's mission is to provide a professional environment where students can develop the knowledge, skill, and professionalism necessary to become a practitioner of Traditional Asian Medicine over a minimum of 350 acupuncture and/or herbal visits. It is the student's responsibility to learn; make every effort to

develop and refine those knowledges; skills, professionalism, and compassion; and follow all the clinic procedures in order to facilitate this goal.

Acupuncture Licensing and Employment in Georgia

The National Commission for the Certification of Acupuncturists and Oriental Medicine (NCCAOM).

NCCAOM is a non-profit organization in the United States that aims to promote nationally recognized standards of competency and safety in acupuncture, Chinese herbology and Oriental bodywork therapy for the protection of the public.

Licensing Requirements

Georgia, just like most states in the US, requires the NCCAOM examination or certification to become a licensed acupuncturist and practice acupuncture in the state. In order to be eligible to sit for the NCCAOM exams, an applicant must have graduated from an institution or program that holds a candidate status or an accredited status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

AUHS Status

Atlanta University of Health Sciences does not currently hold a candidate status or an accredited status with ACAOM. This means that even though the Master of Acupuncture & Oriental Medicine program offered by AUHS is designed to prepare students to sit for the NCCAOM exams, AUHS graduates will not be eligible to take NCCAOM exams at this time until the University is able to obtain a candidate status with ACAOM.

CLIN501: Clinical Observation I: 3 Credits / 90 Hours

Students will start to familiarize themselves with real-life patient cases and follow interns through their treatments. Students will also learn the clinic OSHA procedures and start the process of charting. Students must chart every patient they observe, and these SOAP notes must be signed by the end of the clinic shift that day by a Clinic

Supervisor. During the semester, each student in Observation 1 will be required to complete the multiple technique and professionalism chartings – and must make at least a “1” on each applicable section where a score of “1” is available as a score in order to pass Clinic Observation 1. Students must also have their Clinic Observation Time Log signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts, and copies of all signed SOAP notes must be presented at the end of the semester for a passing grade in the course.

CLIN502: Clinical Observation II: 2 Credit / 60 Hours

Students will aid interns in the diagnosis of the patient and will focus on point location and uses picked by the treating interns and Clinic Supervisor, as well as aiding in assisting advanced interns in creating formulas. A continuation of charting skills will be a focus. Students must chart every patient they observe, and these SOAP notes must be signed by the end of the clinic shift that day by a Clinic Supervisor. Students must also have their Clinic Observation Hours Log signed by a Clinic Supervisor by the end of the clinic shift that day. During the semester, each student in Observation 2 will be required to complete the multiple technique and professionalism chartings – and must make at least a “1” on each applicable section where a score of “1” is available as a score in order to pass Clinic Observation 2. Students must also have their Clinic Observation Time Log signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts, and copies of all signed SOAP notes must be presented at the end of the semester for a passing grade in the course.

CLIN601: Clinic Internship I: 6 Credits / 180 Hours

Students will start to hone their diagnostic and needling skills by working on their friends, family members, and classmates. The focus is on proper documentation skills, CNT, and diagnosis. If students wish, they will have the opportunity to assist more senior interns in their rounds. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day. During the semester, each student in Internship 1 will be required to complete the multiple technique and professionalism chartings – and must make at least a “2” on each applicable section where “2” is available as a score in order to pass Clinic Internship 1. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts must be presented at the end of the semester for a passing grade in the course.

CLIN602: Clinic Internship II: 6 Credits / 180 Hours

Students will start to see patients from the general public. The focus will be on expanding point familiarity and usage, and the use of herbal formulas without modification. Continuing documentation skills, and quicker diagnosis skills are reinforced. These interns will mainly assist more senior interns, but may treat patients if

the Clinic Supervisor deems it appropriate. Students will also take a diagnosing and treatment plan assessment in order to move from a one-hour schedule per patient to an every- 30-minute treatment time if they wish. Without a passing grade on this timed test, then interns may not take the lead on treatment times below 1 hour in duration. During the semester, each student in Internship 2 will be required to complete the multiple technique and professionalism chartings – and must make at least a “3” on each applicable section where “3” is available as a score in order to pass Clinic Internship 1. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts must be presented at the end of the semester for a passing grade in the course. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day.

CLIN603: Clinic Internship III: 6 hours / 180 Hours

Students will start to take a more independent role in the clinic operation. The focus will now be prescribing and modifying herbal formulas with proper diagnosis. During the semester, each student in Internship 3 will be required to complete the multiple technique and professionalism chartings – and must make at least a “4” on each applicable section where “4” is available as a score in order to pass Clinic Internship 3. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts must be presented at the end of the semester for a passing grade in the course. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day.

CLIN604: Clinic Internship IV: 6 hours / 180 Hours

Students will simultaneously treat patients with needles as well as adjunct therapies and create, or modify existing formulas to best treat their patients. During the semester, each student in Internship 4 will be required to complete the multiple technique and professionalism chartings – and must make at least a “5” on each applicable section where “5” is available as a score in order to pass Clinic Internship 4. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day. These signed logs, the Adjunct Skills, Professionalism, and Needling Technique charts must be presented at the end of the semester for a passing grade in the course. Students must also have their Clinic Internship Treatment Chart signed by a Clinic Supervisor by the end of the clinic shift that day.

Clinic Orientation

All students enrolled in Clinic Observation or Clinic Internship MUST attend a clinic orientation session at the beginning of each semester enrolled in the clinic program. These orientations will cover proper use of the facility and any new procedures put in

place for that semester. CNT and OSHA guidelines will also be reinforced. Attendance is mandatory before being allowed to see patients and spend charting time in the clinic.

Skill Assessment Sheets

Skill assessments can be signed off by the Clinic Supervisor any time during the semester; and the completed form must be turned in by the end of the semester along with your hours sheet to pass clinic that semester. You can retake the skill set as many times as you wish each semester in order to get the skill level required. The skills do not have to be demonstrated during the same day or treatment. To give you the least stressful situation it is recommended that the Needling Technique and Adjunct Skill sheets be demonstrated on fellow students rather than patients.

Hours and Attendance:

The Clinic operates from 10-6 Monday, Tuesday, and Thursday for acupuncture students. Extending those hours on these days is possible with prior approval from the Clinic Supervisor. A licensed acupuncturist faculty member **MUST** be present during your sessions.

Wednesday is currently a floating day for acupuncture students to see patients if needs be. An appropriately licensed supervisor **MUST** be present for students to see patients.

Note: Certain school holidays and special events may result in the clinic being closed.

Clinic attendance

Arrive no later than 30 minutes early to set up your rooms, pull up your patients' files for review, and get organized. You never know when a patient will arrive early. If you are going to be absent or late it is your responsibility to notify your clinic supervisor. Patients will be treated at their appointment time – if you are not there then that patient's care will be given to another intern for the day. You must make sure you've had the Clinic Supervisor sign all your medical files AND clinic attendance sheets each day.

Violations of the above attendance requirements will be addressed by the Clinic Supervisor and/or Clinic Director. Serious or repetitive violations may be submitted to the Academic & Professional Standards Committee. Any incident which occurs will be subject to disciplinary action as outlined in this document but is still subject to direct action as deemed appropriate by the Clinic Director.

350 patients total are needed to graduate, and 100 of those require herbal formula or Dietary prescriptions for the Acupuncture and Oriental Medicine program.

Vacation Policy

The Intern clinic will be open for patient care Monday through Saturday, except for the holidays noted in the University catalog and University function closings as distributed each trimester.

Whenever an absence is anticipated or the intern may need to take several days off, arrangements for days off must be made with the Clinic Supervisor or Clinic Director at least one week in advance. Any intern who must be absent must make arrangements for another intern to his/her patients. The alternative intern must be made known to the Clinic Director. Any intern who fails to provide for his/her patient during an absence may be subject to disciplinary action.

Special exceptions to these vacation and attendance policies may be granted, as in the case of severe illness, emergency, or other unusual circumstances. Requests for special consideration must be approved by the Clinic Director.

Charge per session

Every student session is charged at \$30. This is per session, and generally understood to be a full hour of care. Interns must refrain from making financial arrangements with clients and must not lead clients to believe that payment for services is not expected. Should an intern offer free care to a client, or make financial arrangements, he/she will NOT receive credit for the care he/she administers, and the intern will be responsible for the client's bill. It is considered unethical for an intern to recruit a client on the basis that the intern will pay for the services rendered.

Conduct and Professionalism

- Absolutely no cell phones are allowed in the treatment rooms (the patient's phones notwithstanding).
- Orderly quiet conduct is to be maintained.
- Lab coats, name badges, and professional attire are always to be worn (closed toed shoes, long hair tied back, no jeans or t-shirts) for acupuncturists.
- No food or drink (including gum) in any clinic room (Patient's food and drinks are ok)
- WASH HANDS before entering and after leaving the treatment rooms.

Maintenance of a Professional Environment

Even if a patient is a close friend behavior in the clinic environment must be appropriate to the acupuncturist-client relationship. Interns are absolutely forbidden to perform acupuncture treatment a girlfriend/boyfriend or others with whom they are having a personal relationship. Interns are strongly advised against unnecessarily touching or hugging their patients and support staff. Any sexually suggestive language should be absent from conversation while present at the clinic. Sexually suggestive jokes have no place in the clinic setting. Any incident which occurs will be subject to Disciplinary Action as outlined in this document but is still subject to direct action as deemed appropriate by the Clinic Director. All patients must be properly draped during their sessions. Full 'Conservative' draping is ALWAYS required.

Dress code

- 1) Acupuncture students must wear professional, or business casual attire must be worn. Absolutely no t-shirts, nor denim jeans (of any color).
- 2) Acupuncture students must always wear their lab coat while treating patients.
- 3) Closed toed shoes must be worn. No heels larger than an inch are acceptable.
- 4) No dangling jewelry (earrings included) may be worn to clinic. It is suggested that ALL jewelry be removed for sanitary reasons of hand washing, and not getting caught on the patient during session.
- 5) No tattoos may be visible in clinic.
- 6) No sexually suggestive, tight, low, or otherwise unprofessional or sexually suggestive clothing may be worn.
- 7) Do not wear cologne or perfume.
- 8) Smokers must wash their arms from fingers to shoulder with warm water and soap after each smoke break before they touch a patient. They may also be asked to change clothing if residual smoke can be smelled on them.
- 9) Hair must be tied back, out of the eyes and face.
- 10) Fingernails must be kept short, with the ideal length being no white of the nail showing.
- 11) Any student with offensive body odor, even if recently bathed, will be asked to leave.

The Clinic Supervisor has the authority to enforce the Clinic dress code. On a second offense, the student must meet with the Clinic Director. When a student has received three warnings, he/she will be reported to the Professional Standards Committee for a hearing and appropriate action. Students may be sent home to change during any of these times. They will miss the opportunity to see patients, and the hours must be made up later.

Confidentiality/Patient Privacy

The fact that student interns are doing acupuncture treatments on family, fellow students, friends, or acquaintances, does not exempt them from the obligation of confidentiality regarding all details of the case. To the contrary, in order to have a relationship of trust, respect, and confidence with any client, this obligation must be strictly observed. The only persons who have a right to knowledge of a client's case are the client's therapist; this includes only the clinic faculty and the client's assigned intern. Any other release of information may be made only with the signed authorization of the patient. Therefore, only the assigned intern may request his/her client files from the records.

There are areas in which patients and visitors are restricted from entering. These include the Receptionist's area and the Administrative Offices. Unauthorized individuals who enter these restricted areas must be courteously, but firmly, asked to wait in the lobby. Clinic Supervisor or Clinic Director must be notified immediately if an unauthorized person refuses to leave a restricted area.

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Patient Files, and the schedule

- a. No intern may leave the clinic until all his/her client records have been properly returned to the client records location and all SOAP notes have been reviewed and signed by the Clinic Supervisor. This includes transferring to the computer system if not initially done.
- b. Files left out will be turned in to the assigned Clinic Supervisor and the intern will have to retrieve them. Repeated dereliction in this area will require appropriate discipline.
- c. A client's records are not to be taken from the clinic premises without written permission from the Clinic Director.
- d. Only the notes for the patient being worked on are allowed in the treatment rooms.
- e. Paper notes are fine during the session, but ALL notes must be input into the computer by the end of the clinic shift, and the paper copy is to be shredded (this statute does not apply to Observation student's notes).

During the session, the files are to be kept current and complete. This includes but is not limited to the history of the complaints (even if stated in previous visit notes), what makes it better/worse, and precise locations.

Regarding Acupuncture interns and their intake: You may request the Clinic Supervisor be present to assist in the intake. Their role is to be a second set of ears. They may ask questions of the patient if they feel the intern has skipped a vital piece of information. The intern may request the discussion about the diagnosis be taken outside the treatment room. Under no circumstances will treatment commence without the prior approval of a proper diagnosis and treatment plan for the case presented from the Clinic Supervisor.

The Clinic Supervisor will enter the room at various times – during the intake and the session to check your competencies and styles. Questions should be raised of the case during the intake. Only if the intern feels it an emergency should the session with their patient be disrupted by the presence of an instructor.

At no time should the master schedule book be on the countertop of the front desk, nor in any other place visible to a member of the public. This is a HIPPA violation, and any intern caught in this practice will be subject to disciplinary action.

Patient's Welfare

It is the obligation of every intern in all phases of patient management to keep in mind the welfare of the patient. All procedures performed on a patient are done for the benefit of the patient. Interns will not perform a procedure only to get credit. Interns must be prepared to

justify every procedure that will be performed on a patient. The intern operates under the license of the assigned Clinic Supervisor. All modalities recommended by the Clinic Supervisor will be provided unless the patient specifically denies the treatment. No acupuncture treatment will commence until explained and passed by the Clinic Supervisor

Proper draping is required on all patients in the clinic. Students should come prepared with a minimum of 3 full sets of twin-sized sheets for each clinic shift. The sheets must be changed completely between patients and washed between clinic shifts. It is the student's responsibility to wash these sheets and store them folded between sessions. Wrinkled sheets at the beginning of a session will be considered dirty, not for patient use, and will not be acceptable in the clinic.

Patient's Rights

It is to be strictly understood that the role of the acupuncturist in the acupuncturist- patient relationship is to recommend and advise, never demand or force any procedure or course of action upon a patient. The patient always has the choice of whether to follow the intern's recommendations, and it is misuse of the status of a therapist to bring to bear any pressure of authority upon a patient. The patient is entitled to know the facts of his or her case and the best course of action to follow. Beyond that, the patient should know that the decisions regarding personal health care are his. The patient has the right to have his/her privacy protected. The patient's case will only be discussed between the patient, the Intern and the clinic staff.

The patient has the right to request copies of his/her files to be sent to another facility (a copy fee will be charged for this service). Legally speaking, the treatment notes ARE THE PROPERTY OF THE PATIENT. As practitioners, we are merely custodians. A 'Record Release' form must be filled out and submitted to the Administrative Assistant of the School.

For any questions or concerns, the patient should contact the Clinic Director.

For grievances/incidents, the patient should request a Patient Grievance Report form and envelope from the Front Desk Representative or her own and mail it to the Clinic Director.

Acupuncturist's Rights

The acupuncturist has the right to expect patient compliance during the acupuncture treatment session. This includes adherence to home instructions, keeping appointments, and referral advice as appropriate. If a patient refuse to comply with suggested advice it is the interns' responsibility to consult with a Clinic Supervisor to determine a course of action. If discharge is contemplated, the Clinic Director of the respective clinic must be consulted. Should a patient be discharged for non-compliance, or other adverse reasons, the Clinic Supervisor will prepare a letter advising the patient of the facts and circumstances. This certified letter will, where appropriate, include referral options for the patient.

Adverse discharge of a patient requires the signature of the intern.

Any patient discharged under adverse circumstances may be denied further care at any Atlanta University facility. Sexually suggestive or overtly sexual conduct from either the patient or therapist will be grounds for severe disciplinary action and a discharge from the program (if

initiated by a student), or immediate discharge from use of all clinic services from the Atlanta University of Health Sciences.

Misrepresentation

An intern will not misrepresent himself/herself as a Licensed Acupuncturist. This includes the use of unauthorized professional cards, printed checks, letterheads, e-mail and web sites, as well as verbal self-representation. There will be zero tolerance for needle usage outside of the School unless that student is at a School-sponsored function or event. Acupuncture students will at no time take any sort of compensation, financial or otherwise, before they become fully licensed (this includes if they are offered tips). Graduation and state licensure are required to use the title of Licensed Acupuncturist.

Disregard of any of these policies will have you sent home from clinic until the matter(s) are rectified. This may mean missing patients, whom will be given to another Intern for care that day. Continued misrepresentation may lead to harsher Disciplinary Action or expulsion.

Acupuncture Observation hours must be logged and signed on the Clinic Observation Hours form each semester.

Internship hours must be logged on the Student Internship Chart, and the Chief Complaint Form each semester. This is for both the Acupuncture programs.

Observers and Acupuncture Interns must complete the skills checklist each semester.

Patient Confidentiality

Patient Confidentiality is of the highest importance. No full names are to be used in a public setting (waiting room, hallways, break room), and no identifiable aspects of the person or their presentation are to be spoken of in these areas. **DO NOT DISCUSS OR EVEN MENTION OTHER PATIENTS IN THE PRESENCE OF PATIENTS.** When a treatment room is in use, the door must always remain closed – never left ajar.

Even if a patient is a close friend behavior in the clinic environment must be appropriate to the therapist-client relationship. Interns are absolutely forbidden to perform treatments on a girlfriend/boyfriend or others with whom they are having an intimate personal relationship. Interns are strongly advised against unnecessarily touching or hugging their patients and support staff. Any sexually suggestive language should be absent from conversation while present at the clinic. Sexually suggestive jokes have no place in the clinic setting. Any incident which occurs will be subject to “Disciplinary Action” as outlined in this document but is still subject to direct action as deemed appropriate by the Clinic Director.

No charts, nor the schedule is to be left out in any public area. No patient file is to be brought into another patient’s room.

Care of the Facility

Each intern must insure there are no needles or guide tubes on the floor between patients. All treatment rooms must be prepped for the next patient after each use.

The treatment rooms must be cleaned at the end of each clinic shift. Disciplinary Action will result if there are guide tubes, needles, or trash on the floor at any time.

All tables must be wiped down at the end of each shift with disinfectant wipes supplied in the rooms.

If there is a problem with any of the equipment you must bring it to the attention of the Clinic Supervisor immediately. This could be a health hazard, and alternate arrangements will be made for the safety of everyone.

Do not store used linens in the treatment rooms. They must be removed and stored with your personal effects at the end of the day. A small used linen basket is supplied in each room for use while you are in clinic. These linens must be removed and properly washed between shifts.

Each intern, or group, will be assigned a treatment room for the clinic shift. **DO NOT USE OTHER ROOMS, EVEN IF THEY ARE AVAILABLE.** This is to ensure we can track proper maintenance of the facility. All interns must clean and restock the room they are assigned at the end of each shift.

Clinic rooms must be cleaned, restocked, and set at the end of each shift.

Clinic Supplies

Your clinic fees cover the costs of needles, isopropyl, cotton, liniments, moxa, infrared lamps, sphygmomanometers, E-stim, cups, hemostats, and neurological testing tools. Each room has these supplies, and they may not be transferred from one room to another. Linens are provided at the beginning of the semester to each intern, and these sheet sets are their responsibility to properly clean and store for use with their patients each semester. A cost of \$15 per sheet set will be assessed for replacement of sheet sets burned, torn, stained, or missing when returned at the end of the semester.

Hepatitis Vaccinations

Hepatitis B is a blood-borne contagious disease. It is an occupational hazard when dealing with needles and blood as we do. You are **HIGHLY** encouraged to get vaccinated against Hepatitis B if you possibly can.

Needle Stick Avoidance

- 1) Place all needles into the sharp's container point-down after use. Only needles need to go into the sharps – never guide tubes, cotton balls, or blood-soaked materials.

- 2) Never put a needle into a cotton ball before putting them into the sharp's disposal – this will clog the container and increase risk of sticking yourself as you may not be able to see the needle within the cotton ball.
- 3) Never overfill a sharps container. Once the needle level reaches the external line seal the plastic cap on the container and start using a fresh one.
- 4) Pay careful attention to your movements and who is around. Do not be in a hurry.
- 5) When needling the ear, be aware that the needle can pierce through the back of the cartilage and present a hazard.
- 6) Be alert for needles that may have fallen out of a patient during treatment – they may wind up on the table, in hair, or on the floor.
- 7) Treat every patient as though they had Hepatitis, or HIV.

If you are stuck by a needle

- 1) Wash the area thoroughly with soap and running water.
- 2) Identify the source of the contaminated needle (if possible).
- 3) Fill out an Exposure Incident Report and report it to the clinic Supervisor immediately.

Please be careful! Proper precautions will keep needle sticks to a minimum. Intact skin is your best line of defense – and a needle will insert any pathogen right through that and directly to the blood stream.

Safety is the responsibility of everyone in the clinic.**Evaluations**

Each Acupuncture Internship and Observation must include a Clinic Evaluation of needling, OSHA, adjunct skills, and professionalism. To pass and get credit for the time in the semester each of these skills MUST be signed off by a clinic supervisor. You may repeat any of the skills until you get the grade desired, and they do not all have to be completed in the same day. THESE SKILL CHECKLISTS ARE TO BE COMPLETED ON OTHER STUDENTS ONLY. These forms must be turned into your Clinic Supervisor at the end of the semester.

Hand Washing/OSHA

Students MUST wash hands upon exiting and before entering treatment rooms. Gloves and proper protections MUST be used when handling blood. Blood soaked and biohazard disposal is to be placed in the red disposal bag. All used cups must spend 24 hours in the 10% bleach solution bath before being washed for further use.

Acupuncture Clinic timeline:

- 1) Prepare the treatment room and review the patient case with your team.
- 2) Greet the patient in the waiting room before their appointment time.

- 3) Take them back to the room. DO NOT BEGIN THE INTERVIEW UNTIL THE DOOR IS CLOSED.
- 4) Perform a thorough interview and note chief complaints and their history. If it's a returning patient check in on all the complaints from the previous 2 times and make notes on them until 2 sessions have passed when they've not had the issue. You must notate how long the complaint has been going on, and what makes it better/worse at minimum. Your notes need to be able to be followed and replicated by another intern.
- 5) Wash your hands.
- 6) Discuss the case and diagnosis with the Clinic Supervisor. Only after a proper diagnosis and treatment plan is ok'd can you proceed to treat a patient. You may request the Clinic supervisor accompany you to the treatment room, or you may discuss the case outside the room. ANY STUDENT PROCEEDING TO TREAT WITHOUT SUPERVISOR CONSENT IS SUBJECT TO DISMISSAL FROM CLINIC, OR OTHER ACADEMIC DISCIPLINARY ACTION.
- 7) Wash your hands.
- 8) Treat the patient. Proper draping must be observed.
- 9) Wash your hands.
- 10) Remove all needles to the sharp's container. ALL OPEN NEEDLES MUST BE DISPOSED OF BETWEEN PATIENTS. Cups will need to soak in a 10% bleach bath for 24 hours before cleaning with soap.
- 11) Wash your hands.
- 12) Discharge the patient and clean the room/prep the room for the next patient. Check the floor for loose needles.

Students seeing patients while not enrolled in internships:

Students can see patients while not enrolled in Internships. The students must make it known to the Clinic Supervisor, or the Clinic Director well before the date they wish to see a patient. The Clinic Supervisor, or Clinic Director must be on site, and the Student must get their diagnosis and treatment plans approved by the aforesaid licensed acupuncturist. The Student MUST PERFORM PROPER AND FULL CHARTING, and they must have their charts signed by the Clinic Supervisor or Clinic Director at the end of their shift that day. Students may not receive credit for the hours, or the treatments performed towards their graduation requirements – and therefore do not need to keep track of a "Treatment Chart", "Chief Complaint" chart or perform any of the standard Clinic Skill Sets (Professionalism, Adjunct Therapies, and Needle Technique) required by students enrolled as interns. Students may not receive payment for these treatments. The patients must pay the standard clinic fee per treatment. Only students who have passed Internship 3 may access this opportunity.

INADIIQUATE PATIENT CHARTING IS GROUNDS FOR PROBATION AND/OR DISMISSAL FROM THE PROGRAM.

With regards to the computer charting in the acupuncture clinics– it is recommended that the primary treating intern conduct the intake with paper, and the secondary intern log all data into the computer concurrently. All interns may ask clarification questions to ensure proper patient charting. If the computers are down, then everyone must chart manually. All Observers must chart manually for each patient.

Patient Notes:

- Anything logged into a patient’s file is their property. We are custodians. They have the right to access ANY AND ALL information in their file upon request.
- They must make the request, in writing, for direct copies of notes.
- You may, without written request give them a copy of the herbs in a formula given to them. If the request is not in writing, then you simply take a sheet of paper and write down the individual herbs in the formula prescribed. You do not need to give them the dosing if you feel so inclined to withhold that information.

Treatments:

You are encouraged to treat other students in clinic. Your primary task in clinic is to better your notes and needling and diagnostic skills. If you cannot find another student, then spend your time wisely by studying for boards exams or researching future treatments for upcoming patients. Leave notes for the next intern in the file with a post it notes.

Violations of the above attendance requirements will be addressed by the Clinic Supervisor and/or Clinic Director. Serious or repetitive violations may be submitted to the Academic & Professional Standards Committee. Any incident which occurs will be subject to disciplinary action” as outlined in this document but is still subject to direct action as deemed appropriate by the Clinic Director.

Scheduling:

You’re highly encouraged to bring patients into the clinic. Please be aware that to facilitate scheduling and prevent patient backlog you’re to assume that each treatment will take an hour. Each team may only see one patient at a time. Use your schedule accordingly – 15 minutes to perform an intake and discuss the case with the Clinic Supervisor, 30-40 minutes for Acupuncture treatments, and 10-15 minutes to discharge the patient and get the room ready for your next session.

Malpractice Insurance

The University maintains adequate coverage for each intern. Each intern helps defray the expense per trimester. Malpractice insurance coverage is for adjusting on campus in a

controlled, appropriate environment. Students may acquire their own insurance at any time during their education but will still be covered under Atlanta University of Health Sciences malpractice insurance.

Disciplinary Action

Disciplinary Action will occur for any violation of the policies and procedures outlined in this manual, or for violations of the AUHS honor code. If the individual cannot be isolated, for instance in a treatment room not properly cleaned at the end of a shift from use of a group, then all students involved will be written up for the violation. Depending on the severity of the violation, or the repetitive nature of multiple violation, suspension or expulsion from the program may be in order.

General

Any student found with alcohol on his/her breathe or found to be under the influence of drugs while performing duties in the clinic, will be suspended immediately. The matter will be brought before the Academic & Professional Standards Committee.

No student, faculty, or staff will use profanity in the clinic at any time, whether directed to or in communication with clients, staff, or others. At no time will abusive, annoying, or otherwise hostile manners be allowed. This applies to what is written in client files and on forms as well.

Any issue between an intern and a patient may be brought up to the Clinic Supervisor to help resolve.

Any issue between an intern and a Clinic Supervisor may be brought by the student to the Clinic Director. They may ask the intern to file a grievance through proper channels.

An issue between an intern and the Clinic Director may be brought to a Clinic Supervisor or written in the proper grievance channels.

Cooperation is an essential feature in a clinic operation which includes numbers of interns sharing facilities and equipment. A willingness to work together for the benefit of the client and the clinic is required and expected by the AUHS staff and students.

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