

College of Chiropractic Handbook

(Revised August 2017)



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Program Leadership

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Mission

The Doctor of Chiropractic Program (DCP) mission lies in the areas of education, scholarship and service and in the advancement of chiropractic.

- The education mission of the institution is to prepare competent, entry-level doctors of chiropractic as primary health care providers and to offer continuing education for doctors of chiropractic.
- The scholarship mission of the institution is to conduct research and scholarly activities in areas related to chiropractic education and health care, and to collaborate with other institutions and health care providers in scholarly activities.
- The service mission of the institution is to provide health care and outreach services to the community, support services to alumni and other health care providers, and volunteer services to civic and professional organizations.

Purpose of Chiropractic Education

The purpose of the DCP is to prepare students as primary health care providers, who emphasize the primacy of structure as related to function in maintenance of optimal health, and recognize that appropriate structural management may influence nonstructural health issues. Doctors of chiropractic also offer education and assistance to patients in the areas of health promotion and disease prevention, and participate when appropriate in activities designed to protect and increase the health of the public. The doctor of chiropractic provides care based on appropriate diagnosis that is consistent with current



evidence, clinical experience and patient preference, consults with other health care providers, and refers or co-manages when in the best interest of the patient.

The College subscribes to the concept of the doctor of chiropractic as stated in the preface of The Council on Chiropractic Education Accreditation Standards, Principles, Processes & Requirements for Accreditation (January 2013 edition).

“An accredited DCP prepares its graduates to practice as primary care chiropractic physicians, and provides curricular and clinical evidence of such through outcome measures. CCE applies the understanding that in order to competently practice as a primary care chiropractic physician, DCP education trains its graduates to:

- *Practice primary health care as a portal-of-entry provider for patients of all ages and genders.*
- *Assess and document a patient's health status, needs, concerns and conditions.*
- *Formulate the clinical diagnosis(es).*
- *Develop a goal-oriented case management plan that includes treatment, prognosis, risk, lifestyle counseling, and any necessary referrals for identified diagnoses and health problems.*
- *Follow best practices in the management of health concerns and coordinate care with other health care providers as necessary.*
- *Promote health, wellness and disease prevention by assessing health indicators and by providing general and public health information directed at improving quality of life.*
- *Serve as competent, caring, patient-centered and ethical health care professionals and maintain appropriate doctor/patient relationships.*
- *Understand and comply with laws and regulations governing the practice of chiropractic in the applicable jurisdiction.”*



Program Goals

Doctor of Chiropractic Program Goals and Objectives

The Doctor of Chiropractic Program at Cleveland University – Kansas City prepares its graduates to participate as integral members of the health care system of the twenty-first century. The college has built its approach to chiropractic around time-tested principles placed in the context of an ever-evolving body of scientific knowledge and health-care practice. Consistent with the Standards of the Council on Chiropractic Education and the expectations of state licensing and other regulatory bodies, the college prepares its graduates as primary care providers. The Cleveland graduate is proficient in health promotion and the prevention, diagnosis and management of disease, without the use of drugs and surgery. Central to its academic program is preparing a doctor of chiropractic focused on the importance of maintaining proper spinal function and its relationship to the nervous system and health.

The Doctor of Chiropractic degree program is achieving its mission when graduates have met expectations in the following areas.

1. Philosophy of Chiropractic

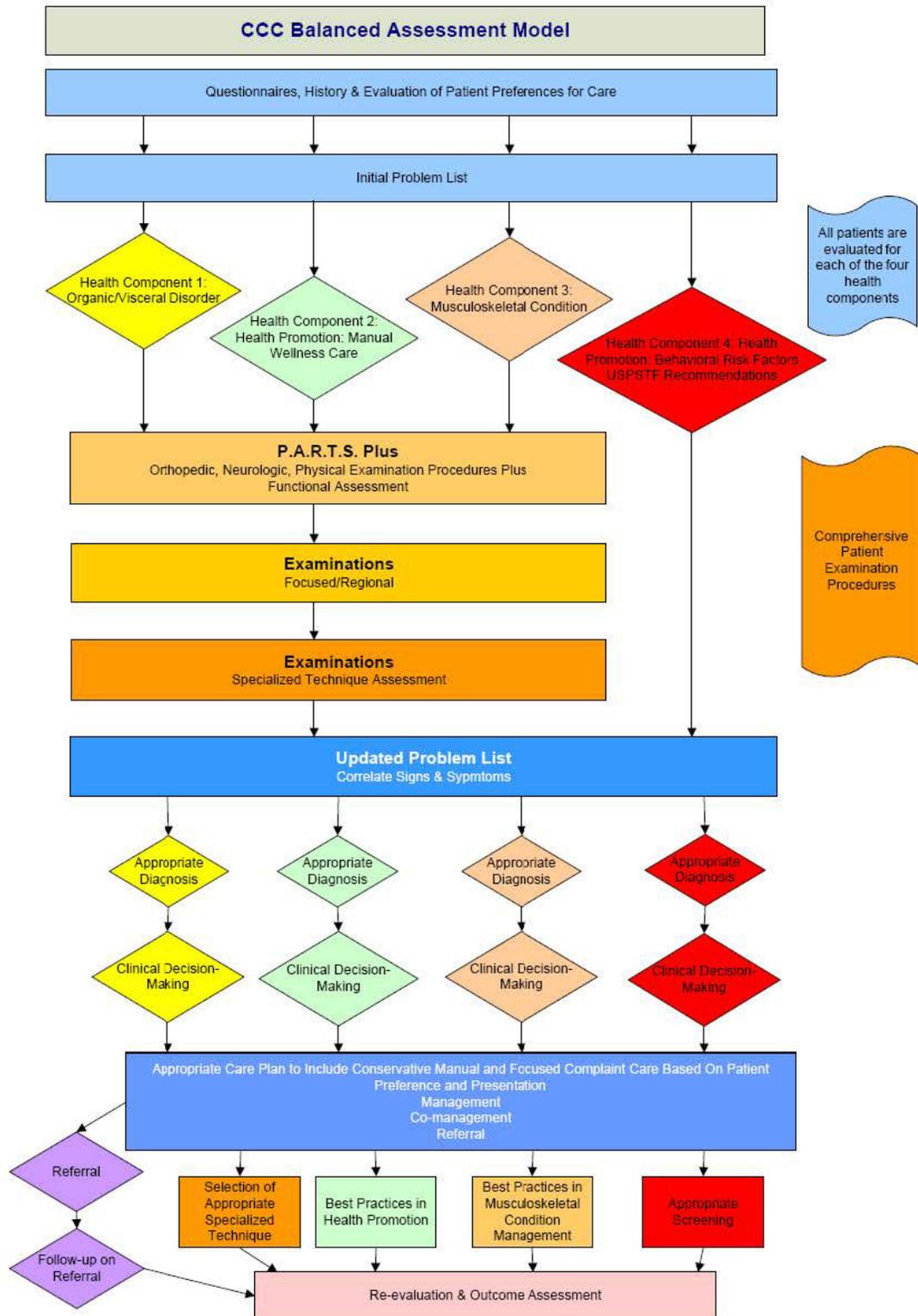
The Cleveland graduate demonstrates an approach to patient care that applies the core philosophy and principles of chiropractic, rooted in the traditions of vitalism, holism, naturalism and therapeutic conservatism. This approach emphasizes the relationship between the spine and the nervous system in maximizing the intrinsic biological ability to adapt to the changing internal and external environment.

Objectives:

1. Whole Person Care
The Cleveland graduate practices whole person care based on the Cleveland Balanced Assessment Model.
2. Self-Regulating System
The Cleveland graduate relates the role of the nervous system to the body's ability to maintain homeostasis.
3. Spinal Biomechanical Dysfunction and Health
The Cleveland graduate relates the impact of spinal biomechanical dysfunction, including the vertebral subluxation complex, to its effect on the nervous system and health.
4. Conservative and Functional Interventions
The Cleveland graduate uses chiropractic spinal and extremity adjustments, and other therapeutically conservative, functional interventions to facilitate homeostasis and optimize health.



CCC Balanced Assessment Model



2. Foundational Sciences

The Cleveland graduate applies knowledge of anatomy, physiology, biochemistry, and pathology as they relate to the diagnosis and care of patients who present to a chiropractic practice.

Objectives

1. Structure
The Cleveland graduate identifies the microscopic and gross structures of the human body.
2. Function
The Cleveland graduate relates the physiological functions of the human body to health.
3. Dysfunction
The Cleveland graduate identifies the etiology and characteristics of pathological conditions.

3. Patient Assessment, Diagnosis and Management

The Cleveland graduate functions as a primary health care provider proficient in patient assessment and the use of diagnostic strategies to develop an appropriate conservative, functional management plan for a patient's health needs, concerns and conditions, with a focus on the neuromusculoskeletal system, consistent with the standards of care for the practice of chiropractic.

Objectives:

1. Assessment
 - a. The Cleveland graduate collects the health history necessary to address the patient's presentation.
 - b. The Cleveland graduate performs physical examinations based on the information obtained in the health history.
 - c. The Cleveland graduate selects case appropriate imaging and/or laboratory tests informed by the health history and physical examination.
2. Diagnosis
The Cleveland graduate formulates accurate diagnoses based upon reasoned clinical analysis.
3. Management
The Cleveland graduate provides chiropractic care consistent with the patient's diagnosis, and consults with, co-manages or refers to other providers when in the best interest of the patient.

4. Chiropractic and Ancillary Techniques

The Cleveland graduate skillfully assesses the structure and function of the neuromusculoskeletal system, with an emphasis on functional spinal assessment. The Cleveland graduate proficiently applies manual chiropractic techniques and other supportive ancillary techniques intended to positively influence the structural and functional integrity of the body.



Objectives:

1. Biomechanics
The Cleveland graduate assesses the kinematics and kinetics of the human body.
2. Chiropractic assessment
The Cleveland graduate proficiently uses functional assessment methods, including palpation, postural and gait analysis, and other means of examination, to identify vertebral subluxation complex and appendicular joint dysfunction.
3. Chiropractic Technique
The Cleveland graduate skillfully delivers chiropractic adjustments to the spine and extremities, using a core set of manual high velocity, low amplitude techniques.
4. Ancillary Techniques
The Cleveland graduate skillfully delivers active and passive care that complements the chiropractic adjustment. These techniques include physiotherapy modalities, rehabilitation, soft tissue techniques and other supportive care measures.

5. Health Promotion and Disease Prevention

The Cleveland graduate promotes health, wellness and disease prevention by assessing health indicators and providing general and public health information directed at improving quality of life. The Cleveland graduate relates the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.

Objectives:

1. Health Risks
The Cleveland graduate administers appropriate health risk screenings and counsels patients regarding their behavioral health risk factors.
2. Epidemiological Principles
The Cleveland graduate applies epidemiological principles to health issues in diverse populations.
3. Preventive Care
The Cleveland graduate formulates evidence-based preventive health care recommendations.
4. Role in society
The Cleveland graduate fulfills his/her role and societal obligations to function within an integrated health delivery system.



6. Evidence Based Practice:

The Cleveland graduate demonstrates information and technology literacy. The Cleveland graduate utilizes the best available research, his/her clinical experience, and the patient's values and preferences to provide evidence-informed chiropractic care. The Cleveland graduate is committed to lifelong learning and professional development.

Objectives:

1. Research
The Cleveland graduate accesses, critically appraises and applies current healthcare-related information.
2. Critical Thinking and Decision Making
The Cleveland graduate integrates current evidence and clinical experience to formulate and document evidence-informed patient management plans.
3. Patient-Centered Approach
The Cleveland graduate demonstrates a compassionate, patient-centered approach to caring for individual patient needs that is consistent with the individual patient's health care beliefs and goals.
4. Lifelong Learning
The Cleveland graduate is prepared to connect ongoing professional development to excellence in patient care.

7. Business and Professionalism:

The Cleveland graduate possesses the knowledge, attitudes, skills and behaviors required for the professional practice of chiropractic in a wide range of venues. The Cleveland graduate is prepared to comply with legal and regulatory requirements for the practice of chiropractic, and to conduct him/herself ethically in professional matters.

Objectives:

1. Foundational Business Skills
The Cleveland graduate demonstrates the basic business skills necessary to manage personal and business accounts, credit, budgets, contracts and plans.
2. Privileges and Responsibilities of the Professional
The Cleveland graduate models the knowledge, attitudes and behaviors expected of one holding professional status.
3. Entrepreneurialism and Success
The Cleveland graduate demonstrates knowledge, skills and behaviors characteristic of the successful practice of chiropractic.



4. Compliance

The Cleveland graduate is prepared to comply with legal and regulatory requirements impacting chiropractic practice.

General Program Policies

Technical Qualifications for Admission to, Continuation in, and Graduation from the Doctor of Chiropractic Program, and Individuals with Disabilities

The educational mission of Cleveland University-Kansas City's College of Chiropractic is, in part, to "prepare competent, entry-level doctors of chiropractic as primary health care providers." In order to achieve this mission and fulfill its responsibility to the public it serves, the faculty and administration of CUKC have adopted the following technical qualifications for admission to, continuation in, and graduation from the Doctor of Chiropractic degree program.

CUKC will consider for admission those applicants who, with or without accommodations, possess both the academic and technical qualifications required for successful completion of the Doctor of Chiropractic degree and for the safe and ethical practice of chiropractic. CUKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), and will assess one's ability to meet the technical qualifications set forth below in light of these laws. CUKC does not discriminate against, and makes accommodations* (see next page) for, individuals with disabilities.

Applicants should realistically consider whether or not they possess the capacity to successfully learn and ultimately perform tasks in the five areas listed below, with or without accommodations. If accommodations are needed in order to meet the College's technical qualifications, the chair of the Admissions Committee will arrange a consultation with the director of academic records and support, as well as the academic leadership of the Doctor of Chiropractic program, to determine whether and how accommodations may be provided without compromising either the student's acquisition and performance of the functions of a doctor of chiropractic or patient care. (See "Alternative Laboratory Experience Protocols," Academic Policies section, and "Policies/Services Provided for Disabled Students," Student Life section in the University catalog) Students with disabilities must complete the same scholastic requirements as all other students, including that all students must complete the entire Doctor of Chiropractic curriculum in order to graduate. The College reserves the right to reject requests for accommodations that would fundamentally alter the nature of the Doctor of Chiropractic program, lower the academic standards, cause an undue burden on the College, or endanger the health or safety of other students, clinic patients, or any other member of the College community.

The final determination of whether or not an individual possesses the technical qualifications will be made by the College.

The safe, effective, and ethical practice of chiropractic requires that students acquire not only knowledge, but also a range of skills and professional behaviors that fall into five technical categories (adapted from the Association of American Medical Colleges' guidelines). Accommodations in order to meet the five required technical categories will be granted in accordance with this policy.

Observation: The candidate must be able to observe demonstrations and experiments in the basic sciences. This requires visual and hearing senses of sufficient acuity to identify the histology, cytology,



microbiology and pathology of structures through the use of a microscope. A candidate must be able to observe a patient accurately at a distance and close at hand, and to read all forms of diagnostic imaging. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

Communication: The candidate should be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor Coordination/Function: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. Additionally, as the practice of chiropractic generally includes the delivery of manual therapies, the candidate must possess the strength, coordination and ability to stand and use the torso and all limbs in the performance of common chiropractic techniques.

Intellectual, Conceptual, Integrative and Quantitative Abilities: A doctor must be capable of critical thinking and problem solving. This requires the candidate be skilled in measurement, calculation, reasoning, analysis and synthesis. In addition, the candidate should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.

Social and Behavioral Attributes: Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admission and educational processes.

* For purposes of this policy, the term “accommodations” includes reasonable modifications to policies, practices and procedures, provision of auxiliary aids and services, and removal of architectural barriers where such removal is readily achievable. All obligations of the College under this policy will be interpreted in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.



ExamSoft and iPad Requirement

Electronic exam administration has been adopted into the College of Chiropractic at Cleveland University-Kansas City. All DCP students will be required to have an Apple iPad® according to the adoption schedule.

iPads will be used throughout the curriculum to support instruction, and examinations will be electronically administered on the iPad using Examsoft Exemplify (a free downloadable app in the Apple iTunes Store®). Electronic testing allows students and faculty to monitor progress toward academic benchmarks at a detailed level. iPad's have been adopted by the DCP as the standard device to insure a common test-taking experience for DCP students.

Each student is responsible for the purchase, upkeep and protection of their iPad. It is important that students bring a fully charged iPad, and a charger to campus each day.

Students may purchase their iPad at the retail outlet of their choice. The Apple Store locator site is <https://www.apple.com/retail/>. For convenience, students can purchase refurbished iPads through the campus' online bookstore, eCampus, at <http://cleveland.ecampus.com/>.

Students are encouraged to use a recent model iPad. While older model iPads are supported by the testing software, ExamSoft may end support for older devices at any time, leaving these devices unsupported. If purchasing a device, a current model iPad is more likely to retain its usefulness throughout the entire degree program.

iPad Requirements:

Up to date minimum system requirements for compatible iPads can be found at <http://support.examsoft.com/h/i/317651850-what-are-the-minimum-system-requirements-to-use-exemplify-for-ipad/378306>. The following information was current as of 9-2017.

Full details of iPad requirements include:

- Minimum recommended configuration: full size iPad 3, with Wi-Fi, 16GB of storage and a compatible Bluetooth keyboard.
- A later version iPad will better support a variety of applications: iPad 4 [Retina Display], iPad Air, iPad Air 2, iPad [released in 2017], or iPad Pro are acceptable
- If the intent is to store significant non-DCP-related content, choose a device with 32GB or 64GB.
- The iPad mini does not meet DCP requirements, as its screen size may not be adequate for some applications. This could be a disadvantage when viewing or testing with some educational materials.

The SofTest-M app will be used to take exams. The Exemplify app requires the following:

- Operating System: iOS 8 through iOS 10. Only genuine versions of iOS are supported.
- 500 MB of free space required to commence an exam



- iPad must not be Jailbroken or have any alterations made to factory hardware/native operating system software
- Internet connection for Exemplify download, registration, exam download and upload

Financial Aid

The required iPad purchase has been added to the DCP estimated cost of attendance, which is one element used to calculate the amount of Federal Student Financial Aid each individual is eligible to receive.

Implementation Plan

The implementation of electronic assessments is being phased in by term. Based on the trimester a student is enrolled, the following timeline identifies the term students will be required to have an iPad for electronic assessments. Individual schedule differences may apply.

Term	Course Level
Fall 2017	Trimesters 1-8 of 10 courses
	Trimesters 5-10 of 12 courses
Spring 2018	Trimesters 1-9 of 10 courses
	Trimesters 6-11 courses
Summer 2018	All courses

Questions regarding ExamSoft or Exemplify?

For customer support questions, contact ExamSoft directly.

Phone: [866.429.8889](tel:866.429.8889) Email: support@examsoft.com

Available 24 hours a day, 363 days a year. (Closed Thanksgiving and Christmas)

For campus related questions, contact Dr. Jon Wilson.

Email: jon.wilson@cleveland.edu



National Board of Chiropractic Examiners – Part I

A student must successfully pass all parts of the National Board of Chiropractic Examiners (NBCE) Part I Examination to be eligible to enroll in outpatient clinic courses. Progressive remediation measures will be established for successive failures of that examination. If a student has successfully completed CLI 714, and has not passed all of Part I exams, the student may enroll in CLI 715 Clinic Internship I Alternate until NBCE Part I has been successfully completed. In the event of subsequent failures of the examination, a student may be unable to progress in didactic coursework and may be required to audit courses applicable to failed subject areas. Additional remedial activities also may be implemented.

A student who fails the NBCE Part I exam for the fourth time will be advised by written notification that he/she is permanently dismissed from the College.

Dismissal from the College may be appealed to the Scholastic Regulations Committee if the student believes there were extenuating circumstances (not related to academic ability). The written appeal should include appropriate supporting documentation and be submitted to the Scholastic Regulations Committee. Students appealing a dismissal from the College meet with the Scholastic Regulations Committee to present their circumstances and documentation. The Committee hears a student's appeal once, and its decision is final.

Students who are planning to practice in locations that do not require passage of the NBCE exams will still need to successfully complete Part I exams because they are considered to be a clinic entrance requirement.



Chiropractic Procedures and Supervision

Students may not deliver a chiropractic adjustment without the authorization from and under supervision of an authorized licensed doctor of chiropractic faculty.

Patient care is only allowed in the Student and Outpatient Health Centers, community-based health care facilities with established academic affiliation agreements, and in approved off-site preceptorships, when the student is under the direct supervision of authorized licensed chiropractic faculty.

Health Center Academic Policies

In compliance with the policy on clinical supervision of adjusting and treatment, patient care, including examination or treatment, is permitted only within the health centers or technique rooms and approved preceptorship sites under the appropriate supervision of authorized, licensed chiropractors assigned or employed by CUKC. (Terms “Health Center” and “Clinic” are used interchangeably.)

Prerequisites to Enter Clinic

The guidelines/criteria for entrance into the clinic sequence (either student clinic or outpatient clinic) are as follows:

- Entry into student clinic requires the successful completion of the prerequisites and/or enrollment in the co-requisites as listed in the course description for CLI714.
- Students must pass all sections of the NBCE Part I exam in order to enter the outpatient clinic.
- Entry into the outpatient clinic also requires the successful completion of CLI714 and ACS 694.
- If a student has failed (with a “D”) one course that is a prerequisite to the clinic sequence and is in good academic standing, that student may submit a written appeal requesting permission to enter the clinic and/or remain on the 10-trimester clinic sequence to the Scholastic Regulations Committee no later than the last day to add coursework in the applicable term. The Scholastic Regulations Committee evaluates each request in light of the student’s overall academic record, and other applicable College policies. If allowing the student to enter clinic and/or remain on the 10-trimester clinic sequence requires the violation of other academic policies, the appeal will be denied. Total course load may not exceed 35 hours.
- If a student has failed two or more courses that are prerequisites, that student may not enter the clinic sequence.
- A student who has withdrawn from a clinic sequence prerequisite course or has not taken a clinic sequence prerequisite course may not enter the clinic sequence. This is not subject to appeal.



Clinic Examinations

During the trimester prior to entering the outpatient Health Center, a student must take and pass the clinic entrance examination. Progression throughout the clinic experience is monitored by a clinical competency examination.

A student must demonstrate competency at all clinic levels before progressing to the next level and must pass the clinical competency examination in order to complete all clinic requirements. (See Clinic Manual for remediation of failure of the clinical competency examination.)

Clinic Continuity

A student who is enrolled in Clinic Internship courses and chooses to withdraw from the College must appeal to Scholastic Regulations Committee for approval to return. If approval is granted, the committee will also determine the conditions of re-admission to the program.

When a student withdraws from the College, his/her future financial aid eligibility, anticipated graduation date and/or eligibility to complete the degree program within the maximum time period allowed may be compromised.

Patient Recruitment

Patient recruitment is a shared responsibility between CUKC and the intern. Instruction in effective patient recruitment through sponsored activities is the responsibility of the College; implementation of this knowledge through participation in sponsored activities, individual contacts and recruitment of Health Center patients is the responsibility of the intern, with the guidance and assistance of the supervising clinicians.

Preceptorship Program

The preceptorship program offers participants the opportunity to work off campus in a doctor of chiropractic's private practice. Interns must complete the graduation requirements specified in the Clinic Manual to qualify for preceptorship programs.

The overall objectives of the Preceptorship Program are to:

1. Provide practical experience for the intern in a field office setting.
2. Provide the intern with an avenue that will facilitate the transition from the Health Center to the field practice environment.
3. Enhance the overall clinical experience by providing additional opportunities for learning.
4. Provide the intern with the opportunity to gain experience in a field practitioner's office with the potential for future associateship.
5. Provide the field practitioner with a form of active contribution to the College, community, and profession.



To qualify for participation in the Preceptorship Program, the intern shall have:

1. Completed all clinical requirements with the exception of total clinic hours.
2. Completed all didactic coursework and be in good academic standing.*
3. Received the approval of the College.
4. Completed CLI 770.

* If a student has not completed all didactic course work and wishes to apply for preceptorship, the student may appeal to Scholastic Regulations Committee to request permission.

Extended Preceptorship

After the end of the final trimester and after completing all requirements for graduation, the student may be eligible to participate in the Extended Preceptorship Program, an elective one-trimester extension. A student participating in this program continues to be an enrolled student of College of Chiropractic and must meet all Extended Preceptorship Program and College guidelines. The student will attend commencement exercises upon completion of the D.C. requirements, but will receive a diploma at the end of the Extended Preceptorship Program, which ends the last week of the trimester. Deadline for applying for the Extended Preceptorship is the last day of the registration period for the applicable term.

State Licensing

Enrollment in the Doctor of Chiropractic Program at CUKC does not constitute a guarantee of employment upon graduation.

All states require licensing for the practice of chiropractic. Each state may set its own standards and administer its own examinations before granting a license to practice. It is the student's responsibility to know and meet the requirements of the state(s) in which she/he expects to seek licensure. The University library and the Office of Academic Records and Support maintain address files of the state licensing boards, National Board and other information that may assist the student. A publication by the Federation of Chiropractic Licensing Boards is available in the library for students to consult to obtain information about state regulations. As part of their requirements, most states require passage of National Board examinations. Students also may obtain information about state requirements at www.fclb.org.

