



Cleveland University

KANSAS CITY

College of Chiropractic

College of Chiropractic

Handbook



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# Program Leadership

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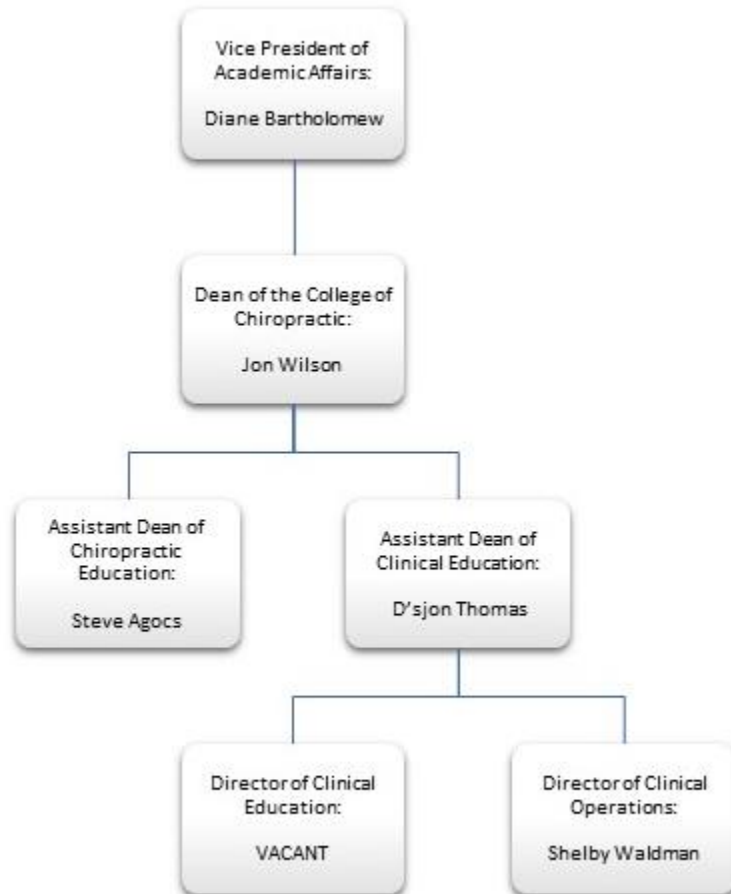
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# ORGANIZATIONAL CHART

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# Mission of the College of Chiropractic

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The Doctor of Chiropractic program 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.

## Accreditation

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The Doctor of Chiropractic degree program at Cleveland University – Kansas City is awarded programmatic accreditation by The Council on Chiropractic Education, 10105 E. Via Linda, Suite 103 - 3642, Scottsdale, AZ, 85258-4321, Phone: (480) 443-8877, Website: [www.cce-usa.org](http://www.cce-usa.org).

# Program Learning Outcomes

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## 1. Assessment & Diagnosis

- 1.1. Develop a list of differential diagnosis/es and corresponding exams from a case-appropriate health history and review of external health records.
- 1.2. Identify significant findings that may indicate the need for follow-up through additional examination, application of diagnostic and/or confirmatory tests and tools, and any consultations.
- 1.3. Generate a problem list with diagnosis/es.

## 2. Management Plan

- 2.1. Develop an evidence-informed management plan appropriate to the diagnosis, including obstacles to improvement, measureable healthcare goals, prognoses and target endpoint of care in consideration of bio-psychosocial factors, natural history and alternatives to care.
- 2.2. Refer for emergency care and/or collaborative care as appropriate.
- 2.3. Present a management plan that includes obtaining informed consent.
- 2.4. Deliver appropriate chiropractic adjustments/manipulations, and/or other forms of passive care as identified in the management plan.
- 2.5. Implement appropriate active care as identified in the management plan.
- 2.6. Make recommendations for changes in lifestyle behaviors, activities of daily living and/or dietary and nutritional habits as appropriate.
- 2.7. Implement changes to the management plan as new clinical information becomes available.
- 2.8. Identify maximum improvement and document the endpoint of care or determine rationales for continuing care.

## 3. Health Promotion & Disease Prevention

- 3.1. Manage health risks and public health issues, including reporting, as required.
- 3.2. Recommend or provide resources (educational, community-based, etc.) and instruction regarding public health issues.
- 3.3. Address appropriate hygiene practices in the clinical environment.
- 3.4. Communicate health improvement strategies with other health professionals.

## 4. Communication & Record Keeping

- 4.1. Document health risks and management options considering the patient's health care needs and goals.
- 4.2. Consider the patient's ethnicity, cultural beliefs, and socio-economic status when communicating.
- 4.3. Generate accurate, concise, appropriate and legible patient records, narrative reports and correspondence.
- 4.4. Safeguard and keep confidential the patient's protected health and financial information.

4.5. Generate patient records that are in compliance with state and federal laws and regulations and applicable/accepted industry standards.

## **5. Professional Ethics & Jurisprudence**

5.1. Maintain appropriate physical, communication (verbal and non-verbal) and emotional boundaries with patients.

5.2. Maintain professional conduct with patients, peers, staff, and faculty.

5.3. Comply with the ethical and legal dimensions of clinical practice.

## **6. Information & Technology Literacy**

6.1. Use relevant scientific literature and other evidence to inform patient care.

## **7. Chiropractic Adjustment**

7.1. Identify subluxations/segmental dysfunction of the spine and/or other articulations.

7.2. Analyze and interpret findings indicating the need for chiropractic adjustment/manipulation.

7.3. Identify indications, contraindications, and risk factors for the chiropractic adjustment/manipulation; and, explain the anticipated benefits, potential complications and effects to patients.

7.4. Apply chiropractic adjustment/manipulation to patients while ensuring patient safety.

7.5. Identify the effects following the chiropractic adjustment/manipulation.

## **8. Inter-Professional Education**

8.1. Explain their own roles and responsibilities and those of other care providers and how the team works together to provide care.

8.2. Use appropriate team building and collaborative strategies with other members of the healthcare team to support a team approach to patient centered care.

# National Board of Chiropractic Examiners – Part I Policy

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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 (CLI 750). 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 they are dismissed from the program. Dismissal from the program 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 program will 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 the Part I exam because they are considered to be a clinic entrance requirement in the program

\*CLI 715 is an alternate clinic course for students who have passed CLI 714 but not yet passed all sections of NBCE Part I. If the student has already passed CLI 714 and is taking the Part I exam early enough in the term to receive the scores by the end of the ninth week of the term, the student can enroll in CLI 750. Student must provide evidence of passing all parts of Part I as soon as they are available. If student does not provide evidence of the passing score(s) or provides evidence of failing score(s), the student will be unenrolled in Clinic Internship II (CLI 750) and enrolled in CLI 715 immediately. If enrolled in CLI 715, the student will be required to meet all of the requirements of the course as outlined in the syllabus.



# Criminal Background Checks

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1. Background check results will be considered on a case-by-case basis but in general the following may be considered as disqualifying findings and therefore prevent admission or matriculation. Future licensing requirements can determine admission.
  1. Felony convictions
  2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual assault or abuse)
  3. Misdemeanor convictions related to moral turpitude (e.g., prostitution, public lewdness, etc.)
  4. Felony deferred adjudications for the sale, possession, distribution or transfer of narcotic drugs or other controlled substances.
  5. Registered sex offender status
  6. Medicare, Medicaid or other healthcare fraud or misuse
2. When considering individuals for enrollment, criminal history records are reviewed to determine how they may relate to the content and nature of the education or training provided, as well as the safety and security of University employees, students, patients, the public and University property. This conviction information must be disclosed before an applicant can be considered for admission to educational programs - opportunities that may involve supervised access to children, developmentally disabled persons or vulnerable adults as defined by the law. **A conviction/criminal history record does not automatically disqualify an applicant for admission or appointment.** Criminal history records may be verified through law enforcement-related agencies. Initial and/or continued admission or appointment may be subject to a satisfactory Criminal Conviction Report.
3. It is the responsibility of the student to immediately report any changes to the status of their background history to the Dean of the College of Chiropractic. Convictions or failure to notify CUKC's Dean of the College of Chiropractic of convictions occurring after the admissions background check or during program enrollment may result in dismissal from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.
4. Procedure
  1. The University Catalog and admissions packet describes the process for conducting the Criminal Background check through the identified vendor. Students must complete the process during the first trimester of the program and in the sixth trimester of the program prior to participating in the educational clinic.
  2. The Director of Admissions is responsible for training admissions advisors as to informing applicants prior to enrollment of the stipulation of conducting the criminal background check during the program. Students will be provided with instructions for completing the process for the criminal background check by the Dean of Student Affairs.

3. The Clinical Compliance Coordinator is responsible for the review of the completed criminal background checks for trimester 1 and 6 students.

## iPad Requirement

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Electronic exam administration is used throughout the Doctor of Chiropractic Program (DCP) at Cleveland University-Kansas City. All DCP students will be required to have an Apple iPad®.

iPads will be used throughout the curriculum to support instruction, and examinations will be electronically administered on the iPad using Examplify (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, and because many students already own these devices.

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. Following is the URL for the online Apple Store locator:

<https://www.apple.com/retail/>.

Students are encouraged to use a recent model iPad. While older model iPads may be 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.

## Required Clinic Equipment

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The following is the minimum equipment that the intern is required to own in order to administer a physical examination:

- Otoscope and ophthalmoscope (if the otoscope does not include a short wide speculum, a separate nasal speculum is required)
- Penlight
- Flexible medical tape measure
- Thermometer
- Watch with a second hand or digital watch
- Sphygmomanometer (pediatric, adult and extra-large)
- Stethoscope with bell and diaphragm
- Reflex hammer
- Goniometer
- Tuning forks, one with 128 cps and one with 512 cps
- Disposable pinwheel or toothpicks (optional)

# Chiropractic Procedures and Supervision

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Students may not deliver a chiropractic adjustment or any other therapeutic or diagnostic procedure without authorization from and under supervision of an authorized licensed doctor of chiropractic faculty member of CUKC.

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 member.

## Use of the Title Doctor

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It is illegal and inappropriate for an intern or any unlicensed individual to represent him/herself as a licensed Doctor of Chiropractic (D.C.). State Boards of Chiropractic Examiners in all states have laws that regulate the use of titles including doctor (Dr.) and chiropractor (D.C.).

Bear in mind that this holds true throughout the program and after graduation until the date of licensure by the State Board of Chiropractic Examiners. The illegal use of these terms may lead to suspension or dismissal from the program, a report to the State Board of Chiropractic Examiners (of the state in which the offense occurred) and/or criminal action brought against the student.

## Health Center Academic Policies

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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 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.)

### **Clinic Continuity**

A student who is enrolled in Clinic Internship courses and chooses to withdraw from the University 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 University, 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 University; 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.

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 the Director of Clinical Education 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. The 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 they expect 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 of Chiropractic Examiners examinations. Students also may obtain information about state requirements at [www.fclb.org](http://www.fclb.org).