



State of Louisiana Board of Chiropractic Examiners

8621 Summa Avenue, Baton Rouge, LA 70809

Phone: 225-765-2322 / Fax: 225-765-2640 / Email: lsbce@eatel.net

LOUISIANA CHIROPRACTIC PRECEPTORSHIP PROGRAM

Board policies and guidelines for the preceptorship program.

100: Purpose:

The purpose of this Chapter is to establish standards, qualifications, and responsibilities for Preceptee's, preceptors, and accredited chiropractic colleges which participate in the Chiropractic Preceptorship Program.

100: Definitions:

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

101.01: Accredited Chiropractic College

means a chiropractic educational institution which is accredited by the Commission on Accreditation of the Council on Chiropractic Education, a national, independent accreditation body recognized and approved by the U.S. Department of Education.

101.02: Declaratory Statement (DS)

means the Louisiana State Board of Chiropractic Examiners (LSBCE) declaratory statement for the Practice of Chiropractic

101.03: "Board"

means the Louisiana State Board of Chiropractic Examiners.

101.04: "Licensee"

means a licensed chiropractor as defined in La. R.S. 37:2801.

"Experience" or "Practicum education experience" means the specific education program developed for a Preceptee Under the on-site supervision of a preceptor.

"Preceptee" means a student at an accredited chiropractic college who participates in the program.

"Preceptor" means a chiropractor who participates in the program and provides on-site supervision and evaluation of a Chiropractic student in a clinical setting for hands-on training.

"Program" means the Chiropractic Undergraduate Preceptorship Program.

102: Preceptor

A license chiropractor who desires to participate in the program as a preceptor shall make an application to the Board, on a form (701) prescribed by the Board for approval as a preceptor. If the Board finds that said chiropractor meets the Standards and qualifications set forth below, the application shall require approval by the board and said chiropractor shall be notified of such approval in writing by the Executive Director of the Board.

If the application is disapproved by the Board, said chiropractor shall be notified by the Executive Director of the Board of Such disapproval together with the reason or reason therefore fully stated in writing.



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103: Preceptee

A student at a CCE-accredited chiropractic college who is in his or her last academic year and who desires to participate in the program as a Preceptee shall make application to the Board, on a form approved by the Board, for approval as a preceptee.

1. The application shall be accompanied by:

- a. *Certificate by an official of the student's college that the student has satisfactorily completed the prerequisite portion, as determined by the college, of the curriculum at the college to qualify said student for participation as a preceptee in the Program; and*
- b. *A money order or cashier's check payable to the Board, in the amount of (\$50.00), as payment of the application fee, which shall not be refundable under any circumstances.*

104: Experience Planning

The organization, content, duration, and weekly schedule of each preceptee's Practicum Education Experience shall be jointly developed by the designated representative of the Preceptee's college and the preceptor prior to the beginning of the experience and be kept on site in preceptee's file for periodic review.

105: Standard and Qualifications for a Preceptor:

A chiropractor who desires to participate in the program as a preceptor shall meet the following standards and qualifications.

1. The licensee has held an active chiropractic license in good standing in Louisiana or another jurisdiction for five years and holds an original license, and or current renewal license and the licensee has been licensed by the Louisiana Board for at least one year, and with no disciplinary action for the preceding three (3) years in any jurisdiction with no pending or open complaints/investigations. If a complaint or investigation occurs, the Preceptor will withdraw from the preceptorship and inform the Board, Preceptee and the Preceptee's college immediately.
2. Have chiropractic practice with a minimum of fifty (50) patient visits per week.
3. Have a physical chiropractic location. The office, clinic, and/or facility must be approved in writing by the preceptee's college and shall be subject if requested to the approval and inspection by the Board.
4. Utilize the following procedures in chiropractic practice:
 - a. *Taking a patient's medical history*
 - b. *Physical examination of a patient.*
 - c. *Diagnostic procedures where indicated, and*
 - d. *Perform treatments and procedures within the scope of chiropractic in the State of Louisiana*
5. Have current, valid malpractice insurance, which shall include the Preceptee under its coverage
6. The ability to supervise no more than one (1) preceptee per semester; and
7. Register with the Board on a Board-approved application form.



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106: Responsibilities of preceptor:

A preceptor. A preceptor shall have the following responsibilities to the preceptee, the preceptee's college, and the Board:

1. To confer with the designated representative of the college prior to the beginning of each experience to develop the organization, content, duration and weekly schedule of the preceptee's experience.
2. To maintain complete records of the preceptee performance and provide an evaluation of the college on a form provided by the college and approved by the Board.
3. To permit, upon reasonable request, and inspection by the college and approved by the Board, or both of:
 - a. *The preceptor's chiropractic office, clinic, or facility.*
 - b. *Services available for the experience.*
 - c. *The preceptee's records; and*
 - d. *And other items related to the experience.*
4. To submit in writing to the college the name and professional credentials of all persons who assist with the experience at the preceptor's office, clinic, or facility.
5. To notify the college and the Board of any change of preceptor.
6. To provide a detailed list of the preceptee's duties in the preceptor's chiropractic office, clinic, or facility to the preceptee, the college, and the Board.
7. To provide the preceptee with a schedule of weekly office hours with a minimum of twenty-five (25) hours per week; and
8. To provide immediate, on-site preceptor supervision of the preceptee if the preceptee is allowed to provide or assist in the provision of any therapeutic services or procedures, including, but not limited to, spinal manipulations and / or extremity adjustments.



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107: Responsibilities of preceptee:

A preceptee shall have the following responsibilities to the preceptee's college, the preceptor, and the Board:

1. To provide a current telephone number and address of current residence to the preceptor and the Board within 10 days after beginning preceptorship, and to provide and changes of telephone number or address to the preceptor and the Board within twenty-four (24) business hours after any such change.
2. To complete any appropriate forms requested by the college or the Board.
3. To serve at the approved preceptor site for the specified time agreed upon by the college and the Preceptor, and not to exceed 8 months for purpose of augmenting his competence in all areas of the practice of chiropractic.
4. To follow all policies and procedures of the preceptor's chiropractic office, clinic, or facility.
5. To wear proper attire at the preceptor's chiropractic office, clinic, or facility.
(Name badge must be worn at all times in clinic with full name and "Chiropractic Student")
6. To provide their own transportation and living arrangements.
7. To report to the preceptor on time.
8. To refrain from submitting for publication any material related to the experience without prior written approval of the preceptor and the college.

108: Responsibility of the college:

1. To provide the complete name, biographical data (including work experience) and a report on the health status of the preceptee to the preceptor before the beginning date of the experience.
2. To supply any additional information related to the experience required by the preceptor prior to the arrival of the preceptee.
3. To ensure that the preceptee has satisfactorily completed prerequisite portion, as determined by the college, of the curriculum at the college and disclose to the preceptor the nature and extent of such prerequisite position.
4. To designate a faculty member at the college as the college's designated representative, who shall jointly develop with the preceptor the organization, content, duration, and weekly schedule of the preceptee's experience.



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108: Responsibility of the college: (Cont.)

5. To enforce rules and regulations governing the intern's conduct that are mutually agreed upon by the college and the preceptor, which rules and regulations shall include requirements that the preceptee:
 - a. *Abide by all the policies and procedures of the preceptor's chiropractic office, clinic, or facility;*
 - b. *Always be well-groomed in appearance and courteous in his relations with the preceptor's patients, the preceptor's staff, and the public.*
 - c. *To agree to removal from the program upon request of the preceptor for just cause; and*
 - d. *To maintain and provide the Board, upon request with a copy of all records pertinent to the intern's experience.*

109: Miscellaneous Provisions:

1. A preceptee shall be allowed to perform only those duties which are lawful and ethical in the practice of Chiropractic in Louisiana.

A Preceptor may delegate to a preceptee currently enrolled in an accredited chiropractic college the performance of adjustments or manipulations if the preceptee has qualified for admission to the college's outpatient clinic and meets all other requirements therein.

- a. *A preceptor shall be physically on-site, but need not be present, when a preceptee performs an adjustment or manipulation.*
- b. *A preceptee performing adjustments or manipulations under this section may not represent to the public that the preceptee is a licensed chiropractor.*
- c. *A preceptor who violates this section is subject to disciplinary action.*
- d. *A preceptee who violates any part of this section may be removed from the program.*



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109: Miscellaneous Provisions: (Cont)

2. Any incident reports related to a preceptee's experience shall be maintained by the preceptor and shall be the sole property of the preceptor, except as may be otherwise provided by law; provided, however upon receipt of a written request by the preceptee's college of the Board, the preceptor shall provide to the college or the Board a copy of such report.
3. A preceptor may request a preceptee's college to withdraw from an experience any preceptee:
 - a. *Whose performance, conduct demeanor, or willingness to cooperate with co-workers or to serve patients is unsatisfactory according to the standards for the practice of chiropractic.*
 - b. *Whose personal characteristics prevent desirable relationships with the preceptor's chiropractic office, clinic, or facility; or*
 - c. *Who is unable to complete the program for any reason.*
4. A preceptor shall not be liable for the payment of any wage, salary, or compensation of any kind for services performed by an instructor, supervisor, or other person associated with the preceptee's college, and a preceptor shall not be required to cover any such person in any manner under his Worker's Compensation insurance policy.
5. In an emergency, as determined by a preceptor in his/her sole discretion, said preceptor shall have the right to summarily request a preceptee to leave the preceptor's chiropractic office, clinic, or facility, pending determination of the preceptee's future assignment by the preceptee's college.

