



Chiropractic Board Student Placement (Fieldwork) Policy

Updated June 2017

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1. STUDENT PLACEMENT (FIELDWORK) POLICY

Introduction

From time to time, the Board may receive requests from students or practitioners in relation to student placement. This is not covered by the provisions of the Health Practitioners Competence Assurance Act 2003 and as such the Board has adopted the following Guideline in relation to this issue.

1.1. Board Guideline Statement

Guidelines for Student Placement

The New Zealand Chiropractic Board believes that fieldwork is extremely important in a student's experience and therefore it should be a challenging and stimulating period that introduces the student to clinical practice and refines practical skills.

To ensure that the period of fieldwork is undertaken with clear understanding, the Board believes it is necessary to provide these guidelines to students and supervising practitioners. They are designed to establish the minimum standards expected by the Board. Failure to comply with these guidelines may make the supervising practitioner liable to disciplinary action by the Board.

1.2. Aim of the Fieldwork Program

The Board believes that the aims of the fieldwork programme should be to allow students to:

- provide chiropractic care under supervision;
- develop skills in interpersonal relationships;
- develop skills in record keeping and associated administrative procedures;
- develop commitment to continuing professional education;
- develop patient management and treatment skills; and
- understand and develop professional ethics and responsibility.

1.3. Entrance Requirements

The Board has determined that fieldwork should be made available to students who are in their final year of a CCE accredited chiropractic program and who have successfully completed the Clinical Proficiency Assessment.

1.4. Approval

The Board expects that the institution at which the student is studying ("the institution") requests, in writing, approval from the Board of the clinic and supervising practitioner for the fieldwork placement. This will allow the Board to perform an inspection of the premises on behalf of the institution, if necessary, and thus ensure an appropriate learning environment for the student.

It is expected that the fieldwork placement will be for a finite period, defined in the approval request from the institution. The placement may be extended only with written permission from the Board and the institution.

1.5. Notification

The Board will, on approval of the placement request, provide both student and supervisor with a copy of this Guideline outlining their respective responsibilities in relation to this program. The Board would expect to be notified if a placement is terminated prior to the pre-arranged expiry date, if another practitioner is to become responsible for the student's supervision or if the location of the placement is to be changed.

Supervision

The Board requires that the student be under Level 1 supervision, as set out in Board Policy "Supervised Practice" and that this supervision be carried out by the nominated supervisor or their approved delegate.

1.6. Approved Supervisor

The role of supervisor is extremely important. Approval ensures a professional relationship of accountability for the student's work is established.

It is the supervisor's role to:

- Provide the student with systematic, high level instruction in both the basic sciences and practical service.
- Demonstrate skills in the assessment, treatment and management of patients to the student.
- Reinforce appropriate protocols for record keeping and clinic administration.
- Discuss legal responsibilities and relevant legislation with the student.
- Discuss the ethical issues surrounding the practice of chiropractic with the student.
- Discuss the models of chiropractic care with the student.
- Instruct the student on the etiquette of relationships with patients, other chiropractors and other health professionals.
- Observe the student practising in the clinic setting.
- Provide the student with regular feedback on performance.
- Identify themselves to the patient in the initial consultation.
- Ensure their availability for consultation with student and/or patient if required.

The Board and student's institution should be informed immediately in the following circumstances:

- If the supervisor wishes to terminate the placement or their involvement in the fieldwork program.
- If there is to be a change of supervisor.
- If there is to be a change of location of the placement.
- If the supervisor believes that the student's skill level is inadequate, to the point of jeopardising patient care.

1.7. Informed Consent

Each patient observed and/or treated by a fieldwork student should provide informed consent. For this to be given, patients should be clearly informed of the presence and status of the student. This is particularly important if the student is to adjust the patient. Consent should be recorded in the case notes and preferably signed by the patient.

1.8. Insurance

It is a requirement of the Board that the institution at which the student is studying provides professional indemnity insurance cover for the student, covering anything that arises from the period of the specified approved placement.

The student should keep a record of the names and details of all patients who have been under his/her care during a placement and make that record available to the institution and its insurer to the extent necessary for insurance purposes.

The student is expected to advise the institution immediately if there is any incident involving the care of a patient. It is also advisable that the supervising practitioner notify his/her insurer of the presence of a fieldwork student in the clinic.

1.9. Payment

Payment to the fieldwork student is to be at the discretion of the approved supervisor.

1.10. Titles

A number of restrictions of title apply to the fieldwork student. They are as follows:

- The student or supervisor must not imply in any way that the student is a registered chiropractor or holds a qualification which has not been conferred.
- The student or supervisor must not use the words “chiropractor” or any of their derivatives to describe the student or the services they provide.
- The student must not use the title “Dr”.
- The student may use the title “chiropractic student”.

Date adopted: 7 August 2010

Date for review: August 2012