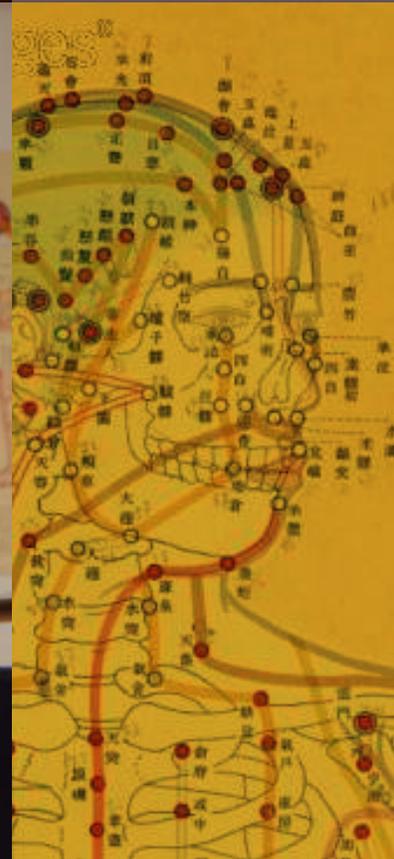


2019-20 Externship Manual



MASTER OF ACUPUNCTURE AND ORIENTAL MEDICINE (MAcOM)
FIRST PROFESSIONAL DOCTORATE OF ACUPUNCTURE AND ORIENTAL
MEDICINE (DAcOM)
CLINICAL SPECIALTY DOCTORATE OF ACUPUNCTURE AND ORIENTAL
MEDICINE (DAOM)

INTRODUCTION	2
GENERAL INFORMATION	3
AOMA’S ACUPUNCTURE AND ORIENTAL MEDICINE PROGRAMS	4
EXTERNSHIP POLICIES	7
INTERNSHIP AND EXTERNSHIP	7
ASSESSMENT OF MACOM, DACOM, AND DAOM EXTERN	7
MACOM AND DACOM EXTERNSHIP POLICY	8
DAOM EXTERNSHIP POLICY	10
EXTERNSHIP FORMS	14
DAOM EXTERNSHIP APPROVAL AND COMPLETION CHECKLIST	14
AOMA EXTERNSHIP PRECEPTOR APPLICATION	15
EXTERNSHIP PRECEPTOR AFFILIATION AGREEMENT	17
AOMA EXTERNSHIP LEARNING CONTRACT	24
AOMA CLINICAL EXTERNSHIP PERFORMANCE EVALUATION	25
STUDENT EVALUATION OF EXTERNSHIP PRECEPTOR	28
MACOM CLINIC TALLY SHEET: EXTERNSHIP	30
DOCTORAL CLINIC TALLY SHEET: EXTERNSHIP	31

Introduction

Thank you for agreeing to be a preceptor for a student from AOMA Graduate School of Integrative Medicine (AOMA). This manual should provide information and answer most questions you may have regarding your role as a preceptor. It also gives an overview of the purpose, goals, and learning objectives of the programs, including the institution's mission, vision, and core values. The objectives and learning outcomes of the program provide context for the curriculum and practicum courses. This manual also includes information regarding the role and responsibilities of the preceptor and what you can expect from the students and faculty.

The program director or the director of clinical education associated with the practicum experience for which you are preceptor will contact you for an appointment at a mutually convenient time to address any questions or concerns you may have about your role as a preceptor. If you have questions prior to this initial contact or at any other time during the term, do not hesitate to call or email the director of clinical education or the appropriate program director.

Sincerely,
Robyn

Robyn Soddors, DAOM
Director of Doctoral Programs
robyn.soddors@aoma.edu
(512) 492-3057

Lesley H. Hamilton, DAOM, MACM (MEd), LAc
Program Director, Master of Acupuncture and Oriental Medicine (MAcOM)
lharrison@aoma.edu
(512) 492-3040

Jing Fan, PhD, LAc
Director of Clinical Education
jfan@aoma.edu
(512) 492-3051

AOMA Graduate School of Integrative Medicine
4701 Westgate Blvd.
Austin, TX 78745
www.aoma.edu

General information

Vision

AOMA's vision is to be a leader in Chinese medicine education by engaging our communities and by preparing compassionate and skilled practitioners who embody the art and spirit of healing.

Mission

The mission of AOMA is to transform lives and communities through education, patient care, leadership, and research in Chinese and other integrative medicines.

Core values

We recognize that the outcomes we produce result from the collective activities of the AOMA community and we are committed to activities that are consistent with the following core values:

- *Sustainability*: Our programs and community engagements are sustainable and effective.
- *Integrity*: We do what we say we will do. In our communication, we are honest and complete.
- *Inspiration*: We are called into action by a spirit of purposeful aliveness.
- *Flexibility and openness*: We conscientiously choose our actions in consideration of all the parties involved.
- *Professionalism*: In all that we do we are impeccable, clear, and complete.
- *Compassion and service*: In word and action, we look for opportunities to benefit others.

Accreditation and affiliations

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredit AOMA to award the Master of Acupuncture and Oriental Medicine (MAcOM) degree. AOMA is accredited by SACS as a Level V institution to offer doctoral-level degrees. The (clinical specialty) Doctorate in Acupuncture and Oriental Medicine (DAOM) program of AOMA has been admitted to candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine ("ACAOM") and is in the process of seeking full accreditation.

ACAOM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone (952) 212-2434; fax (952) 657-7068.

AOMA is approved by the Texas and California Acupuncture Boards and is authorized to offer the Master and Doctor of Acupuncture and Oriental Medicine degrees by the Texas Higher Education Coordinating Board.

The American Organization for Bodywork Therapies of Asia (AOBTA) approves AOMA's Asian bodywork therapy courses. AOMA is certified by the U.S. Department of

Education to participate in the Title IV Federal Student Aid (FSA) program. AOMA’s FSA funds are provided by the William D. Ford Federal Direct Loan Program (also known as the Stafford/Ford Loan). AOMA’s graduate program is approved by the Veteran’s Administration for education benefits under the Post 9/11 and Montgomery G.I. Bill programs. AOMA is also an approved vendor by the Texas Department of Assistive and Rehabilitative Services (DARS).

AOMA maintains a number of institutional memberships including the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), the Texas Association of Acupuncture and Oriental Medicine (TAAOM), the American Association of Acupuncture and Oriental Medicine (AAAOM), the Society for Acupuncture Research (SAR), and the American Botanical Council (ABC).

National certification

AOMA MAcOM graduates are qualified to sit for the national board examinations administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). Most states require the NCCAOM certification for licensure.

AOMA’s acupuncture and Oriental medicine programs

AOMA has three degree programs in acupuncture and Oriental Medicine (AOM). The table below highlights the differences between these three degree programs.

THE DEGREES AT A GLANCE

MACOM	Master of Acupuncture & Oriental Medicine – general practice, required for licensure (currently the professional degree required for licensure)
DACOM	Doctor of Acupuncture & Oriental Medicine – general practice, expected to become the required degree for licensure (professional doctorate)
DAOM	Doctor of Acupuncture & Oriental Medicine – clinical specialty degree, post-master’s degree

The MAcOM program

The MAcOM degree is the required end-degree for licensure in all states and the District of Columbia.

MAcOM purpose

The purpose of the Master of Acupuncture and Oriental Medicine program at AOMA is to educate and graduate competent Oriental medical practitioners who are eligible to practice in any state with an acupuncture scope of practice.

MAcOM educational goals

The goals of the MAcOM program are to ensure graduates:

- Have the knowledge base necessary to enter the profession.
- Practice professional behaviors and values.
- Provide patient-centered care.

- Incorporate evidence- and experience-based practices.
- Participate in collaborative patient care.

MAcOM program learning outcomes

MAcOM graduates will demonstrate the ability to:

- Collect and analyze diagnostic data, determine disease diagnoses, and distinguish syndrome pattern differentiations.
- Construct acupuncture and Chinese herbal treatment plans according to the principles of Chinese medicine, safely and effectively perform Chinese medical treatments, prescribe herbal and dietary remedies, and provide patient instruction.
- Perform biomedical assessments, analyze laboratory reports, explain reports to patients, identify pathologies and red flags, and utilize biomedical knowledge in the context of Chinese medical practice.
- Communicate professionally, chart accurately and completely, seek guidance and evaluation, perform self-evaluation, and practice legally and ethically.
- Collaborate with patients on healthcare design, consider patients' unique circumstances, provide lifestyle recommendations, and demonstrate motivating patients for treatment compliance through shared decision-making.
- Perform literature reviews, record and compare initial assessments and outcome measures, and utilize evidence and experience to inform clinical decision-making.
- Collaborate with colleagues for best possible patient care, communicate with other healthcare practitioners, and demonstrate commitment to the team and to the patient.

The DAcOM program

The DAcOM is a professional doctorate that has expanded competencies over the MAcOM degree with advanced assessments, treatment techniques, collaborative and integrative care, systems-based practice, and practice-based learning and improvement.

DAcOM purpose

The purpose of AOMA's Professional Doctor of Acupuncture and Oriental Medicine program is to graduate doctoral-prepared practitioners to serve society in the field of acupuncture and Oriental medicine.

DAcOM educational goals

The DAcOM program will prepare students to:

- Have the knowledge base necessary to enter the profession.
- Practice professional behaviors and values.
- Provide patient-centered care.
- Incorporate evidence- and experience-based practices.
- Participate in collaborative patient care.
- Demonstrate skills of practice-based learning and improvement.
- Demonstrate skills of systems-based practice.

DAcOM program learning outcomes

Graduates of the DAcOM program will:

- Demonstrate all the competencies of the MAcOM.
- Be qualified to become a licensed practitioner of acupuncture and Oriental medicine.
- Create, implement, and assess outcomes of a problem-based learning and quality improvement plan.
- Participate in integrative models of healthcare.

The DAOM program

The DAOM is a clinical specialty doctorate in acupuncture and Oriental medicine, focused on care and management of pain and associated psychosocial phenomena, with additional competencies in research, leadership, and teaching and learning.

DAOM purpose

The purpose of the doctoral program in acupuncture and Oriental medicine at AOMA is to prepare qualified practitioners, leaders, educators and researchers in integrative patient care focused on pain and its associated psychosocial phenomena.

DAOM educational goals

The goals of the DAOM program are to:

- Produce advanced clinic practitioners in a clinical specialty of care and management of pain and associated psychosocial phenomena.
- Develop Oriental medical scholarship in the U.S. by creating advanced clinical specialists who are also researchers, educators, collaborators, and leaders.
- Advance the profession in the wider healthcare community by creating collaborative relationships.
- Add to the evidence base of the medicine through scholarly work.

DAOM program learning outcomes

Upon completion of the DAOM program, graduates will be prepared to:

- Integrate Chinese and biomedical concepts in the provision evidence-based care.
- Employ systems-based practice.
- Conduct research that contributes to the evidence base of the discipline.
- Demonstrate behaviors to fulfill professional, leadership, and teaching roles.
- Demonstrate a commitment to lifelong learning.

Externship Policies

Internship and externship

Internship is defined as the earning of clinical credits through observation and practice under the direct supervision of AOMA clinical faculty-supervisors at AOMA-specified sites. Although the MAcOM, DAcOM, and DAOM students may earn clinical credits through externship, the majority of credits must be from internship. Only the DAOM requires externship hours.

Externship is the observation and practice under the supervision of faculty not practicing on campus, non-clinical faculty or non-faculty of AOMA, who are called preceptors. Externship preceptor qualifications are specified on the externship policies for each degree (please refer to that section of this document).

For the MAcOM and DAcOM, 1 hour of internship equals 1 hour of externship (per ACAOM changes in 2018). However, for the DAOM, three hours of externship must be completed to equate with two hours of internship. One credit of internship equals 24 treatment or observation hours. One credit earned via MAcOM or DAcOM externship equals 24 hours. One credit earned via DAOM externship equals 36 hours.

In the MAcOM and the DAcOM, externship hours are optional. MAcOM students are limited to 1.5 credits of externship of the 42 total clinic credits. DAcOM students must have a minimum of 1.5 credits internship clinical credits in the doctoral portion of the overall program.

In the DAOM, 7 credits of externship are required (252 clock hours).

Revised: August 2018

Assessment of MAcOM, DAcOM, and DAOM Extern

For each site/preceptor, students should have a minimum of three learning goals that have been articulated via the Externship Learning Contract. Assessments of the externship include evaluations by preceptors at end of each externship experience; reflection on the site/preceptor experience and the achievement of the learning goals; and self-assessments for each externship period.

MAcOM and DAcOM externship policy

Purpose

Externship provides opportunities for students interested in gaining clinical experience in settings not available through the AOMA internships. An externship focus may be on any of the following areas:

- A particular patient population (e.g. pediatrics, geriatrics, veterans, etc.);
- An area of clinical specialty (e.g. cancer, sports medicine, infertility, etc.);
- A form of AOM treatment (e.g. Toyohari, motor point therapy, etc.);
- Developing a collaborative or integrative practice.

Externship preceptor qualifications

MAcOM externship must be in the Austin area. DAcOM externship may occur outside of Austin, or even outside of Texas, provided the student has completed all requirements of the MAcOM program. The preceptor for any externship must meet most of the same requirements as AOMA clinical faculty. Some of these requirements include the list below. Any additional requirements are on the most-current extern preceptor application form.

- A current medical license for profession;
- Current liability insurance;
- A current, complete CV (curricula vitae) on file at AOMA;
- Minimum of five years in professional practice;
- Adequate number of weekly patient visits to accommodate the externship.

In addition to the requirements above, DAcOM preceptors must also have a doctoral-level education in a medical profession (DAOM, MD/DO, PhD, DC, ND, DPT, DNP, etc.). If the preceptor was educated outside of the U.S., doctoral-level educational qualifications must be U.S. equivalent.

Externship preceptor and site vetting

Any additional requirements for extern preceptors are on the most current extern preceptor application form. The extern preceptor candidate must submit the application and all required documentation. If the requirements are met, the director of clinical education will perform a site visit for final determination for MAcOM externships, and may do periodic site visits as well. The preceptor and director of clinical education must sign the Extern Preceptor Affiliation Agreement prior to the start of the student's externship experience.

Externship site standards should be equivalent to AOMA's internship standards. Preceptors should provide an orientation for each extern. AOMA will provide the preceptor with AOMA's Externship Manual.

There is no compensation from AOMA for externship supervision.

Responsibilities of preceptors and externs

After qualifications are verified, the externship preceptor is responsible for the student's education in the same manner as internship supervisors.

- MAcOM students are qualified for externship opportunities after reaching level 3 internship status.
- Observing externs are to be in the treatment room with the preceptor during the interview, assessment, and treatment. The preceptor should explain the findings, diagnosis, differentiation, and treatment strategy to observers.
- Treating externs are to be observed in interviewing, assessing, and treating patients. Prior to treating any patient, externs are to have a consultation with the preceptors to clarify diagnosis, differentiation, and treatment strategy. If the preceptor is not a licensed acupuncturist, then the extern must have a valid acupuncture license in the state of the externship to provide patient treatment.
- Both observing and treating externs must maintain detailed SOAP notes for each patient encounter, complying with HIPAA requirements.
- Preceptors are to provide feedback on externs' activities and behaviors, and should hold a debrief session after each daily externship encounter.
- Preceptors may sign off on the extern's Clinical Procedure and Skills Checklist for competently performed skills.
- Externs must log their externship hours in the same manner as internship hours on tally sheets.
- Externship preceptors are to confirm each day's completed hours and initial the extern's tally sheet.
- Preceptors are to complete an evaluation of the extern at the end of the externship period using AOMA's standard form and evaluation conference process.
- Externs are to complete AOMA's externship evaluation form.
- Tally sheets and evaluations must be submitted to the registrar before the student will receive academic credit for the externship.

Externs are not to work on non-treatment activities such as front desk duties, laundry, and so forth.

Externship hours

MAcOM externship hours are limited to 1.5 credits. Externship hours, whether observing or treating, will count towards the "Focus Choice" clinical hours. The tuition fee is based on credits earned, not actual hours completed. DAcOM externship hours are limited to 16.75 credits and must be completed after all MAcOM requirements are completed.

In the MAcOM and DAcOM, each hour of externship equates each of internship. One credit of internship or externship equals 24 treatment or observation hours.

DAOM externship policy

Purpose

The DAOM program requires 650 clinics hours (24 credits), which are divided between internship (408 hours/17 credits) and externship (252 hours/7 credits). The purpose of the externship is multi-dimensional and includes, but is certainly not limited to:

- Provide advanced clinical experiences within the DAOM's clinical focus in collaboration with other healthcare professionals.
- Develop collaborative professional relationships within the community of the DAOM learner's professional practice that will extend beyond the DAOM program.
- Develop the DAOM learner's leadership within the healthcare community.
- Advance the medicine within the global medical community.

DAOM externship goals

The goals of the externship are:

- To provide advanced clinical experiences in the care and management of pain and associated psychosocial phenomena.
- To practice in a variety of clinical experiences in collaborative settings for both pain and psychosocial care.
- To develop collaborative relationships with a variety of healthcare professionals within the learner's community of practice for the care of pain and associated psychosocial phenomena.
- To integrate traditional Chinese medicine (TCM) principles and practices with other medical modalities.

DAOM externship learning objectives

Upon completion of the externship, the student will be able to:

- Create collaborative relationships with a variety of healthcare professionals.
- Discuss and describe the various techniques of assessment and treatment used by other healthcare modalities.
- Compare and contrast TCM plans of care and outcomes with those of other healthcare modalities.
- Integrate TCM plans of care with those of the collaborative practices.
- Demonstrate advanced depth and breadth in knowledge and skills of assessment, diagnosis, and treatment in the area of specialty.
- Compare initial assessments with progressive outcomes to evaluate the efficacy of treatments.
- Identify existing and emergent conditions that require referral to other appropriate healthcare practitioners and facilities.
- Engage in scholarly inquiry to critically examine and creatively address clinical issues in advanced specialty practice.
- Synthesize knowledge from multiple sources to address issues in advanced specialty practice.

- Demonstrate professionalism and emotional intelligence in all encounters with patients, peers and near-peers, staff, colleagues, collaborators, and faculty.
- Demonstrate patient-centered, culturally-sensitive behaviors and attitudes in the care of patients.
- Routinely evaluate own skills, knowledge, and attitudes and identify learning needs.
- Create own learning plans and commitments to act.
- Present detailed cases from externship sessions to peers, faculty, and preceptors.

Externship preceptor qualifications

DAOM externships are to be in the same region as the DAOM learner's professional practice. The preceptor for any externship must meet the same requirements as AOMA DAOM faculty and must have a professional license to practice. Some of these requirements include the following list. Any additional requirements are on the most-current extern preceptor application form.

- Doctoral-level education in a medical profession (DAOM, MD/DO, PhD, DC, ND, DPT, DNP, etc.). If the preceptor was educated outside of the U.S., doctoral-level educational qualifications must be U.S. equivalent.
- A current medical license for profession.
- Current liability insurance.
- A current, complete CV (curricula vitae) on file at AOMA.
- Minimum of five years in professional practice.
- Adequate number of weekly patient visits to accommodate the externship.

Externship plan

The DAOM learner must create his/her own externship plan and gain faculty approval before commencing with the externship. During the SP6031 Case Management and SP6035 Integrative Practice Management courses, DAOM students will learn why and how to create appropriate externship opportunities. Students will create an externship plan in SP6035, and gain faculty approval of the final plan in order to complete the course and begin externship.

As part of the plan, the student must collect all required details (i.e., CV with licensure numbers, length of practice, etc.). If the qualifications are met, the DAOM director of clinical education, faculty advisor, and other faculty assigned by the DAOM program director will review the externship plan, make recommendations for changes, and either accept or reject the plan. Once a plan has been accepted, the preceptors and director of clinical education must sign the Extern Preceptor Affiliation Agreement prior to the start of the student's externship experience.

Externship site standards must be equivalent to AOMA's internship standards. Preceptors should provide an orientation for each extern. AOMA will provide the preceptor with AOMA's Externship Manual.

There is no compensation to preceptors from AOMA for externship supervision.

Responsibilities of preceptors and externs

After qualifications are verified, the externship preceptor is responsible for the student's education in the same manner as internship supervisors.

- Students are qualified for externship opportunities after completion of the SP6035 Integrative Practice Management course, and after gaining approval for the externship plan.
- When the extern is observing the preceptor during the interview, assessment, and treatment phases of patient visits, the preceptor should explain the findings, diagnosis, differentiation, and treatment strategy to the extern.
- When the extern is treating a patient in the preceptor's facility, the preceptor should observe the extern as the extern interviews, assesses, and treats the patients. Prior to treating any patients, externs are to have a consultation with the preceptors to clarify diagnosis, differentiation, and treatment strategy. If the extern is treating patients, the extern must have a license to practice in the state in which the externship is conducted, unless the preceptor is a licensed acupuncturist.
- Externs must maintain detailed SOAP notes for each patient encounter (as observer or as treating practitioner), complying with HIPAA requirements.
- For each credit of externship (seven credits in total), externs are required to complete one case report of an externship patient encounter, for a total of seven case reports.
- Preceptors are to provide feedback on externs' activities and behaviors, and should hold a debrief session after each daily externship encounter.

Externs must log their externship hours in the same manner as internship hours on tally sheets. Externship preceptors are to confirm each day's completed hours and initial the extern's tally sheet.

Preceptors are to complete an evaluation of the extern at the end of the externship period using AOMA's AOMA clinical externship performance evaluation form.

Externs are to complete AOMA's Student evaluation of externship preceptor form. Tally sheets and both evaluations must be submitted to the registrar before the student will receive academic credit for the externship.

Externs are not to work on non-treatment activities, such as front desk duties, laundry, and so forth.

Externship hours

DAOM externship hours are required for completion of the program, and are limited to seven credits (252 hours). Externship hours must be completed at a minimum of three different externship sites, with a minimum of one credit (36 hours) completed at each of the three externship sites. The tuition fee is based on credits earned, not actual hours completed.

Three hours of externship must be completed to equate with two hours of internship. One credit of internship equals 24 treatment or observation hours. One credit earned via externship equals 36 hours.

Externship Forms

DAOM externship approval and completion checklist

<i>Externship approval process</i>	
In order to obtain approval for the externship, the following components must be completed and submitted prior to beginning externship:	
Externship Preceptor Application (to be completed by preceptor)	<input type="checkbox"/>
Extern Preceptor Affiliation Agreement (to be completed by a representative of hosting facility and/or preceptor)	<input type="checkbox"/>
Externship Learning Contract (to be completed by student and preceptor)	<input type="checkbox"/>
<i>Externship completion process</i>	
In order for the extern to receive credit, the following components must be completed and submitted upon completion of each of the externships:	
Clinical Externship Performance Evaluation (to be completed cooperatively by student and preceptor at the end of the externship)	<input type="checkbox"/>
Student Evaluation of Externship Preceptor (to be completed by student at the end of the externship)	<input type="checkbox"/>
Externship Tally Sheet (to be completed by student during the externship and submitted at the end of the externship)	<input type="checkbox"/>

AOMA externship preceptor application

Student: _____ (select one) MAcOM DAcOM DAOM

Licensed professional

Name: _____

Healthcare license information

State: _____ Type: _____ Number: _____

Specialty(s): _____

Date first licensed: _____ How long in continuous practice? _____

Education

Degrees: _____ School: _____

Degrees: _____ School: _____

Degrees: _____ School: _____

Additional training/certificates: _____

Qualifications must include:

- Doctoral education in medical/clinical profession (DAOM, MD/DO, PhD, DC, ND, DPT, DNP, etc.) – if foreign must be US-equivalent (DAcOM/DAOM only). Minimally, LAc for MAcOM.
- A current medical/clinical license for profession
- Current liability insurance
- A current complete CV (curricula vitae) on file at AOMA
- Minimum of five years in professional practice
- Adequate number of weekly patient visits to accommodate the externship.

Patient care

Type of practice: _____

Location name: _____

Address: _____

Phone number: _____ email: _____

Website: _____

Average number of hours/week: _____ days/week: _____

Average number of patients: _____ per day: _____ per week: _____

Please submit the following:

- This application for approval of externship
- Current CV or resume
- Copy of current, valid state license to practice medicine
- Copy professional malpractice liability insurance

Externship preceptor affiliation agreement

This agreement is between AOMA Graduate School of Integrative Medicine (AOMA), 4701 West Gate Blvd., Austin, Texas, 78745 (“AOMA”) and

_____, _____, _____ (“Facility”)

(each individually a “Party” and collectively the “Parties”), takes effect on the last date signed below (“Effective Date”).

Background

- AOMA has three acupuncture and Chinese I medical programs; one at the master’s level (MAcOM) and two at the doctoral level (DAcOM and DAOM).
- AOMA’s acupuncture programs have students wanting and/or needing non-AOMA clinical acupuncture and Chinese medicine and/or other integrative medicine experiences (“MAcOM Students”).
- AOMA offers students an educational program to gain acupuncture and Chinese medicine internship experience (“Program”).
- FACILITY operates an institution that provides externship experiences for students enrolled in healthcare programs.
- The Parties desire to establish and implement a means to coordinate program activities at FACILITY’s facilities between FACILITY’s personnel, students, and applicable AOMA personnel (faculty and/or staff).

Agreement

The Parties agree as follows:

Article I: Scope

FACILITY authorizes AOMA to select students for assignments at FACILITY’s facility to obtain learning experiences in acupuncture and Chinese medicine under the program. FACILITY has discretion to assign students to qualified professional staff practicing at FACILITY to obtain learning experiences. Both parties will agree on each student prior to any student beginning an educational experience at the FACILITY. Both parties will agree as to who of the FACILITY’s professional staff qualifies as extern preceptor for the MAcOM, DAcOM, and DAOM students.

Article II: Payment

- *Only as specified.* Under this agreement, neither Party is obligated to make any payment of any kind to the other Party.
- *No duty to compensate students.* The Parties consider any service that any student renders applicable to this agreement to be educational in nature. Neither FACILITY nor any patient has a duty to pay any monetary compensation to any student. Nothing in this agreement’s signing or performance establishes an employer–employee, agency, partnership, or joint venture relationship among AOMA, the FACILITY, and the students. A student may receive payment for services provided and receive academic credit. If a student is unlicensed in the

state of Texas and/or state of the facility and receives payment for healthcare services, the student may be practicing medicine unlawfully.

Article III: Term and termination

- *Term.* This agreement has a two-year term, unless terminated under this article.
- *Termination.* Either Party has a right to terminate this agreement for any reason upon sixty days' written notice. If either party provides a termination notice, any student assigned to the FACILITY is allowed to complete any previously scheduled clinical assignment then in progress at FACILITY.
- AOMA must direct any termination notice to the FACILITY at:
 _____ Attn: _____

- FACILITY must direct any termination notice to AOMA at:
 MAcOM, DAcOM, and DAOM Program Directors
 AOMA Graduate School of Integrative Medicine
 4701 West Gate Blvd.
 Austin, TX 78745

Article IV: AOMA responsibilities

- *Instruction.* After consulting with each appropriate FACILITY representative, AOMA must provide FACILITY with goals and objectives for the externship program.
- *Coordination.* AOMA may provide reasonable opportunities for the FACILITY to participate in joint planning and evaluation of student experiences, and developing student schedules.
- *Selection.* AOMA must select each student for the program, assigning only Students who satisfactorily have completed any AOMA prerequisites for program participation and who have a desire to gain externship experience at the FACILITY.
- *Notice*
 - Required information: AOMA and students must provide FACILITY advance information concerning names of applicable students, dates, and times to allow FACILITY time and opportunity reasonably to accommodate the program.
 - Student privacy: "FERPA" means the Family Educational Rights and Privacy Act. FACILITY acknowledges that because many student educational records are protected by FERPA, AOMA must obtain each student's permission before releasing specific student data to anyone other than AOMA. AOMA must provide guidance to FACILITY with respect to complying with FERPA.
- *FACILITY's authority.* "Faculty" means any AOMA personnel applicable to the program. AOMA must inform and explain to faculty and each student that during the program at FACILITY, the student is:
 - Under the jurisdiction of FACILITY officials for training purposes;

- Subject to the responsibility and authority of the FACILITY's acupuncture, medical, and administrative staff over patient care and FACILITY administration;
- Required to follow FACILITY rules and procedures relating to patient care and confidentiality of patients' records; and
- Required to follow each FACILITY rule or procedure to the extent that it relates directly to:
 - Program education and training; and
 - Patient safety.
- *Insurance.* AOMA must add the FACILITY as an additional location addendum to AOMA's liability insurance.
- *Precautionary measures.* If required by FACILITY, student must provide necessary assurance or evidence of acceptable health levels. AOMA is not responsible to guarantee health status of student.
- *Confidentiality.* AOMA must instruct each student and any faculty regarding the confidentiality of patient and FACILITY records.
- *Faculty access.* AOMA must designate in writing to FACILITY a faculty member to coordinate the students' educational experiences, in conjunction with the FACILITY preceptor. Faculty have a right to visit FACILITY prior to during student participation in any clinical experience.
- *Dismissal.*
 - By AOMA: AOMA must determine an appropriate course of action if AOMA or FACILITY determines a student to be unacceptable for the program. AOMA must withdraw a student from the program at the FACILITY if – after consultation with FACILITY – AOMA determines withdrawal to be warranted. AOMA must notify FACILITY in writing of any withdrawal.
 - By FACILITY: FACILITY retains discretion to remove a student from the program at FACILITY if FACILITY determines the removal to be in the best interests of FACILITY or FACILITY patients.
- *Employment or Non-employment.*
 - For the purposes of the practicum only, AOMA affirms that the FACILITY is not required to employ or compensate the student.
 - As in accordance with Article II:
 - A student may receive payment for services provided and receive academic credit.
 - If a student is unlicensed in the state of Texas and/or state of the facility and receives payment for healthcare services, the student may be practicing medicine unlawfully, and AOMA does not condone such activity and is not liable for such.
- *Learning environment.* FACILITY must provide students a suitable environment for learning experiences that are planned, organized, and administered by qualified staff, in conjunction with designated AOMA personnel, in accordance with mutually accepted educational objectives and guidelines.
- *FACILITY location.* MAcOM externship must be in the Austin area. Doctoral externships may be in Austin area or in the vicinity of the doctoral candidate's area of residence and professional practice.

- *Preceptor qualifications.* The preceptor for any externship must meet the same requirements as AOMA clinical faculty. Complete set of qualifications are listed on the externship preceptor application form. Some of these requirements include:
 - MAcOM preceptors:
 - A current Texas LAc license;
 - Current liability insurance;
 - Minimum of five years in professional practice;
 - Adequate number of weekly patient visits to accommodate the externship.
 - DAOM and DAcOM preceptors:
 - Doctoral education in a medical profession (DAOM, MD/DO, PhD, DC, ND, DPT, DNP, etc.). If doctoral education was attained outside the U.S., the qualifications must be U.S. equivalent;
 - A current medical license for profession;
 - Current liability insurance;
 - Minimum of five years in professional practice;
 - Adequate number of weekly patient visits to accommodate the externship.
- Student is responsible to contact a FACILITY preceptor, who is responsible to facilitate the student in meeting practicum objectives. FACILITY is responsible to accommodate the preceptor in meeting the student's approved program objectives.
- *Ancillary access.* FACILITY must provide to students and faculty the use of FACILITY's cafeteria, conference rooms, dressing rooms, and library as available and as required by the program and without charge except for food consumed by the participants.
- *Emergency treatment.* FACILITY must provide or arrange for emergency treatment to the best of its ability – at the student's expense – upon any accident or illness to any student while at the FACILITY for the program.
- *Facilities access.* FACILITY must provide access to any FACILITY facilities, equipment, or supplies that are:
 - Necessary to achieve the program's objectives; and/or
 - Required under applicable law or regulations; and
 - Students will provide their own kits with acupuncture needles and supplies if they will be treating patients with acupuncture and related modalities.
- *Dismissal*
 - Basis: FACILITY has discretion to request AOMA immediately to withdraw from FACILITY any student whose clinical performance, conduct, or health is unsatisfactory, objectionable, or detrimental to FACILITY's patient care or the proper administration:
 - After consultation with AOMA; and
 - Subject to Article VII's non-discrimination provisions.
 - Procedure: To assist AOMA in its due process obligations to any student excluded or withdrawn from the program, FACILITY must provide a written statement of the reason or reasons for the withdrawal or exclusion. AOMA must respond to each request within two business days. FACILITY must direct any withdrawal request to:

MAcOM, DAcOM, or DAOM Program Director
AOMA Graduate School of Integrative Medicine
4701 West Gate Blvd.
Austin, TX 78745

- *Legal compliance.* FACILITY must comply with each applicable federal, state, or municipal law, ordinance, rule, or regulation, and certify that compliance upon AOMA's request.
- *Accreditation.* FACILITY must comply with any applicable accreditation authority's requirements. FACILITY, as needed, must permit any authority responsible for accrediting AOMA's curriculum to inspect FACILITY's facilities, services, or other items.
- *Indemnification.* FACILITY agrees to defend and hold AOMA harmless from legal liability resulting solely from negligent acts on the part of FACILITY.
- *Orientation.* FACILITY agrees to provide the orientation it deems necessary regarding administrative policies and procedures, and other information deemed essential to the conduct of the clinical experience.

Article VI: Liability

To the extent authorized by the Constitution and laws of the State of Texas, each Party accepts responsibility and assumes liability for only any injury to persons or property arising out of or caused by:

- Its own acts, errors, or omissions; and
- Those of its respective employees, agents, officers, directors, and trustees in performing their duties and obligations contemplated in the agreement.

Article VII: Non-discrimination

Each Party is separately responsible to comply with any antidiscrimination law that applies to the Party's activities under this program. Neither Party has a right unlawfully to discriminate against any student in the Program.

Article VIII: Dispute resolution

The parties agree that in the event of any dispute arising under, or relating to, this agreement, parties shall make a good faith attempt to resolve such dispute by mediation, on such terms as the parties find acceptable. The mediation shall take place in Austin, Texas. Each party shall bear the cost of its own legal fees and expenses.

Article IX: Assignment

The Parties recognize that this agreement is based upon the skill and expertise of the Parties and therefore agree that the agreement and the obligations thereunder may not be assigned or delegated without the written consent of the other Party, except as expressly allowed by this agreement.

Article X: Authority

The persons signing below on behalf of AOMA and FACILITY warrant that they have the authority to execute this agreement according to its terms on behalf of AOMA and FACILITY.

Article XI: Binding on successors

All of the agreements, obligations, terms, provisions, and conditions herein shall apply to and bind to the benefit of the heirs, administrators, executors, legal representatives, trustees, and successors of the Party hereto.

Article XII: Entire agreement

This agreement constitutes the entire agreement and supersedes all prior or contemporaneous agreements, whether written or oral, between the Parties. Verbal representations not contained herein shall not be binding on the Parties unless acknowledged by them in writing.

Article XIII: Force majeure

In the event the premises are rendered unsuitable for the conduct of activities or events by reason of *force majeure*, AOMA may terminate this agreement by written notice following such casualty and AOMA shall not be responsible for any damages sustained by user but user shall be entitled to a pro rate return of any sum paid or any other acceptable arrangement mutually agreed to by the Parties. *Force majeure* shall mean fire, earthquake, flood, act of God, strikes or other labor disturbances, riots or civil commotion, litigation, terrorism, war or other acts of any foreign nation, power of government or government agency or authority, or any other cause like or unlike any cause above-mentioned which is beyond the control or authority of AOMA.

Article XIV: Legal construction/severability

In the event that any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and this agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained in it. To this end, the provisions of this Extern Preceptor Affiliation Agreement contract are declared to be severable.

Article XV: Non-waiver

No covenant or condition of this agreement may be waived except by written consent of the waiving Party. Forbearance or indulgence by one Party in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by the other Party.

Article XVI: Notices

Any notice given under this agreement by either Party to the other may be effected either by personal delivery in writing or by mail, registered or certified postage prepaid with return receipt requested. Mailed notices shall be addressed to the addresses of the Party as they appear below. Notices delivered personally shall be deemed communicated at the time of actual receipt. Mailed notice shall be deemed communicated three days after mailing.

Signed:

_____ (FACILITY)

_____ (signature)

By: _____

Title: _____

Date: _____

<p><u>AOMA Internal Only Reviewed and Approved:</u></p> <p>_____</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
--

AOMA Graduate School of Integrative Medicine

_____ (signature)

By: John S. Finnell

Title: DAOM Program Director

Date: _____

OR

_____ (signature)

By: Lesley Hamilton

Title: MAcOM/DAcOM Program Director

Date: _____

AOMA externship learning contract

Student name: _____ MAcOM DAcOM DAOM (select one)

Preceptor name: _____ Site: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Each student and preceptor will negotiate a learning contract to meet the objectives of the practicum. This contract outlines expectations for the experience, and will assist the preceptor in evaluating the learner’s progress. The contract is accomplished by determining the student’s learning objectives and interests, in collaboration with the preceptor’s assessment of the student’s skills, potential, and educational priorities. A signed copy of the learning contract is submitted to the preceptor AND supervising faculty for approval prior to the practicum experience. The preceptor’s curriculum vitae (CV) or resume must be attached to this practicum request.

Student goals

List the student’s three most important goals for this clinical experience (to be completed prior to the first day of the practicum experience). Attach additional pages if space provided is inadequate

1. _____
2. _____
3. _____

Recommend specific strategies and dates for accomplishing these goals

Preceptor response (to be completed before starting the practicum)

Student signature: _____ Date: _____

Preceptor signature: _____ Date: _____

Program director signature: _____ Date: _____

AOMA clinical externship performance evaluation

Student: _____ Preceptor: _____

Term & year: _____ Location: _____ Hours: _____

Purpose

To perform a summative evaluation of observing externs regarding their performance of course learning outcomes during their externship.

Instructions

Extern: Use the scale below in your self-evaluation in order to discuss with the preceptor.

Preceptor: Use the scale to evaluate the extern. Use the comments section to provide constructive feedback, and meet with the extern to clarify the evaluation. Mark the summary form, sign, and email the form to ie@aoma.edu and jfinnell@aoma.edu.

<i>LEARNING OUTCOME</i>	<i>NOT OBSERVED 0 POINTS</i>	<i>PRESENT 1–5 POINTS</i>	<i>PROFICIENT 6–10 POINTS</i>	<i>EXEMPLARY 11–15 POINTS</i>
Establish collaborative relationships and referral networks with a variety of healthcare professionals.	Preceptor did not observe extern’s ability to consider or create collaborative relationships and referral networks due to (please circle one): Extern observed but work flow did not permit staffing or case discussions. Community in which care was provided has limited providers. Bias of other providers in the community. No interest from the patient. Other.	Extern does not have deep enough knowledge of community practitioners to be effective in establishing a referral network for patients. Extern does not take initiative to review community resources in order to become competent in creating referral networks. Extern does not consider the opinions and recommendations of other professionals.	Extern demonstrates awareness of healthcare systems, points of access to those systems, and the benefits and costs of utilizing those systems in the provision of patient care. Extern approaches professionals of other disciplines in a manner that supports collaboration. Extern is respectful of ideas and opinions of professionals that differ from his or her own, and considers alternative	Extern utilizes knowledge of the healthcare system and treatment options to create opportunities for integrative care planning that focuses on patient-centered outcomes and treatments. Extern is strategic with referrals and relationships, building on his or her knowledge of the patient’s condition and desires. Extern’s command of his or her own discipline makes him or her a resource for practitioners of other disciplines.

<p>Demonstrate professionalism and emotional intelligence in all encounters with patients, peers and near-peers, staff, colleagues, collaborators, and faculty.</p>	<p>Has poor attendance, consistently tardy, and rarely participates. Is not respectful of others or differences. Appears uninterested and does not demonstrate or share curiosity and passion. Is defensive about feedback and suggestions.</p>	<p>Demonstrates average attendance, occasionally arrives late, and minimally participates. Demonstrates developing understanding of respect in a collaborative environment. Limited demonstration of interest, passion, and curiosity. Is sometimes defensive about feedback and suggestions.</p>	<p>treatments from a patient-centered perspective. Demonstrates adequate attendance, punctuality, and participation. Interacts respectfully in all encounters. Accepts feedback, follows directions, and willingly incorporates suggestions. Demonstrates interest, passion, and curiosity. Asks questions and seeks information related to care planning and practice.</p>	<p>Demonstrates perfect attendance, punctuality, and participation. Demonstrates sensitivity, honesty, ethical consideration, and respect for the culture, language, gender, socio-economic status, and exceptionalities of others. Openly contributes to the practice environment with interest, passion, and curiosity.</p>
<p>Demonstrate patient-centered, culturally-sensitive behaviors and attitudes in the care of patients.</p>	<p>Demonstrates few skills in working with members of one's own and other cultures, and is unable to negotiate a shared understanding. Has difficulty suspending judgment in her/his interactions with culturally different others, but is unaware of own judgment.</p>	<p>Demonstrates skills to work with members of one's own and other cultures intermittently and can sometimes negotiate a shared understanding. Expresses openness to most interactions with culturally different others. Has difficulty suspending judgment in her/his interactions with culturally different others, but is aware of own judgment and expresses a willingness to change.</p>	<p>Mostly incorporates diverse and multiple perspectives when working with members of one's own and other cultures, and is able to negotiate a shared understanding. Begins to initiate and develop interactions with culturally different others. Begins to suspend judgment in her/his valuing interactions with culturally different others.</p>	<p>Initiates and develops interactions with culturally different others. Suspends judgment in valuing his or her interactions with culturally different others. Consistently incorporates diverse and multiple perspectives when working with others, and is able to negotiate and facilitate a shared understanding. Demonstrates ability to assess the impact of incorporating multiple and diverse perspectives when working with one's own and other cultures.</p>

<p><i>CLINICAL EXTERNSHIP PERFORMANCE EVALUATION</i></p>	<p>Total score:</p>
<p>Extern reflection: Discuss your learning goals <i>you met this term</i> during your externship.</p>	

Extern reflection: Discuss your learning goals <i>for next term</i> .
Preceptor comments:

Extern signature: _____

Date: _____

Preceptor signature: _____

Date: _____

Student evaluation of externship preceptor

Preceptor: _____ Facility: _____

1. Student Information

- 1.1 Please indicate your program and level MAcOM DAcOM DAOM
 1.2 Please mark the focus of this externship. Pain PsychoSocial Other _____

2. Overall

		Excellent					Poor	N/A
		Strongly Agree					Strongly Disagree	
2.1	How would rate this supervisor overall?	<input type="checkbox"/>						
2.2	The preceptor encouraged me to think and act confidently.	<input type="checkbox"/>						
2.3	The preceptor maintained a high level of professional conduct.	<input type="checkbox"/>						
2.4	The preceptor answered my questions effectively.	<input type="checkbox"/>						
2.5	The preceptor treated me with respect.	<input type="checkbox"/>						
2.6	The preceptor helped me assimilate information from my academic education and clinical experience.	<input type="checkbox"/>						
2.7	The time spent with this preceptor deepened my specialty of practice.	<input type="checkbox"/>						

3. Clinical Application

		Strongly Agree					Strongly Disagree	
3.1	The preceptor effectively balanced supervising time with clinical practice.	<input type="checkbox"/>						
3.2	The preceptor effectively observed, assessed, and critiqued my clinical techniques.	<input type="checkbox"/>						
3.3	The preceptor gave me useful feedback and suggestions.	<input type="checkbox"/>						
3.4	The preceptor encouraged me to take initial and ongoing assessments to determine patient outcomes.	<input type="checkbox"/>						
3.5	The preceptor encouraged asking questions and took time to answer my questions.	<input type="checkbox"/>						
3.6	The preceptor sought to understand OM perspectives on patient assessment and care.	<input type="checkbox"/>						
3.7	The preceptor allowed me to incorporate OM techniques in the care of patients.	<input type="checkbox"/>						
3.8	The preceptor incorporated my suggestions on patient lifestyle education, nutrition therapies, mind–body exercise, disease prevention, and health and wellness promotion in patient care plans.	<input type="checkbox"/>						
3.9	The preceptor included me in discussions on patient cases.	<input type="checkbox"/>						
3.10	The preceptor encouraged referral to an MD or other healthcare provider as needed, according to patient’s condition.	<input type="checkbox"/>						
3.11	The preceptor encouraged me to research emerging evidence on therapies and conditions.	<input type="checkbox"/>						

4. Free Response – For Interns and Observers

4.1 Please elaborate on any items you rated “disagree” or “strongly disagree.”

4.2 What suggestions would you make to the preceptor to enhance his/her abilities?

MAcOM clinic tally sheet: Externship

Student name: _____ Primary preceptor: _____ Clinic site: _____

Date	Preceptor's Name	Preceptor's Signature	Hours	# of Patients	Patient #1 Initials	New? (1 st time treating)	Patient #2 Initials	New? (1 st time treating)	Patient #3 Initials	New? (1 st time treating)
1						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
2						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
3						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
6						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
7						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
8						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
9						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
10						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
11						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
12						<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<i>Totals</i>										

Doctoral clinic tally sheet: Externship

Student name: _____ Primary preceptor: _____ Clinic site: _____

Residency Week		Supervisor		Hours	Patients	Externship		
						Clinic Model		
Date	Name	Initials	Total # Hours	Total # Patients	Treating	Observing	Other	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Totals								