



Daoist Traditions
College of Chinese Medical Arts

Clinic Manual 2025-2026

Dear Daoist Traditions Students,

We welcome you on your journey through the Daoist Traditions clinical program. The faculty and staff of Daoist Traditions are committed to providing you with a high-quality clinical experience that will prepare you to become a qualified professional practitioner of Chinese medicine.

Your journey in patient interaction begins here. The beauty and mysteries of Chinese medicine are explored at the college clinic as students apply ideas to action. You will have many roles in the college clinic, both in learning and guiding others. Each role will require reflection and cultivation. Each phase of learning will provide you with opportunities and challenges as you develop the necessary skills, as well as the gifts that will be uniquely yours as a practitioner.

Our clinic is a community for learning and healing. As such, the members of the community must interact with respect and a spirit of cooperation. You must embrace North Carolina statutes and the Daoist Traditions policies and procedures that ensure the safety, respect, and dignity of our community members. Please use this Clinic Manual as a tool in your education, for both logistical information and for the wisdom it contains, to support your growth as a health care practitioner.

We honor your journey and we commit to you that we will share our knowledge and insights. We will stand in awe with you as you discover the power of Chinese medicine. We will challenge you to excel as a practitioner. And, we will learn from you. While you are beginning this journey of discovery, you are joining us in our journeys.

With great anticipation of our joint endeavors, on behalf of myself and the clinic supervisors and staff, welcome.

Dr. [Lissa Juedemann](#)

Clinical Internship Director

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Note: Although every effort has been made to ensure accuracy and completeness, students are advised that changes may be made at any time without prior notice. Students must meet the requirements in this handbook along with any revisions to the Clinic Manual made by the college.

Section 1: Introduction

Institutional Vision

Daoist Traditions College of Chinese Medical Arts is a center of educational excellence, cultivating the next generation of teachers and leaders within the field of Chinese medicine. The college is known for its academically rigorous and transformative curriculum, its service to the community, and its exemplary leadership in Chinese medicine education.

Institutional Mission

Daoist Traditions College of Chinese Medical Arts provides quality education in the classical art and science of Chinese medicine, graduating professionals who provide independent and collaborative care in diverse settings, enriching their communities with Daoist-based medicine.

Program Learning Outcomes

Master of Acupuncture and Herbal Medicine (MAHM)

Daoist Traditions will graduate practitioners who are able to:

1. Apply the fundamental theories of Chinese medicine, including Daoist principles and classical channel theories.
2. Formulate skilled diagnoses using diagnostic findings and the theories of Chinese medicine.
3. Create treatment plans that include appropriate acupuncture, adjunctive therapies, and lifestyle recommendations.
4. Apply foundational knowledge of Chinese herbs to formulate effective herbal treatment plans.
5. Integrate relevant biomedical information into the practice of Chinese medicine.
6. Deliver patient care through safe and effective clinical case management.
7. Demonstrate professionalism and practice building skills.

Dual Enrollment Master of Acupuncture and Herbal Medicine/Doctor of Acupuncture and Herbal Medicine (MAHM/DAHM) Daoist Traditions will graduate practitioners who are able to:

1. Apply the fundamental theories of Chinese medicine, including Daoist principles and classical channel theories.
2. Formulate skilled diagnoses using diagnostic findings and the theories of Chinese medicine.
3. Create treatment plans that include appropriate acupuncture, adjunctive therapies, and lifestyle recommendations.
4. Apply foundational knowledge of Chinese herbs to formulate effective herbal treatment plans.
5. Integrate relevant biomedical information into the practice of Chinese medicine.
6. Deliver patient care through safe and effective clinical case management.
7. Demonstrate professionalism and practice building skills.
8. Integrate advanced Chinese medicine skills, biomedical diagnostics, and research into evidence-informed patient care.
9. Collaborate with a variety of professional colleagues to manage patient-centered care.
10. Demonstrate the skills necessary to contribute to and advocate for the Chinese Medicine profession.

Doctor of Acupuncture and Herbal Medicine (DAHM) Degree Professional Track

Graduates of the DAHM professional track will be able to:

1. Integrate advanced Chinese medicine skills, biomedical diagnostics, and research into evidence-informed patient care.
2. Collaborate with a variety of professional colleagues to manage patient-centered care.
3. Demonstrate the skills necessary to contribute to and advocate for the Chinese Medicine profession.

Certificate in Chinese Herbal Medicine (CCHM)

Based on previous Chinese medicine theory and acupuncture training, graduates of the CCHM will be able to:

1. Articulate the basic theories of Chinese herbal medicine and the foundational knowledge of Chinese herbs, herbal formulations, and associated natural products.
2. Formulate effective treatment plans with appropriate herbal medicine treatment and dietary recommendations.
3. Integrate relevant biomedical information into the practice of Chinese herbal medicine.
4. Demonstrate professionalism and effective clinical case management.

Guiding Principles

The staff and faculty of Daoist Traditions support a set of principles which guide how we do our work, how we interact with each other, and how we fulfill our mission as a college. We value:

Integrity. We are committed to demonstrating integrity through honest and ethical conduct.

Excellence. We are dedicated to the pursuit of academic excellence through continual program review.

Diversity. We welcome individual perspectives and listen and respond with compassion and respect.

Transformation. We facilitate personal cultivation and growth by imparting the wisdom of Chinese medicine.

Core Values

Study at Daoist Traditions requires respecting differing points of view and different heritages of Chinese medicine. We are committed to an academically rigorous program which challenges students to transform emotionally, spiritually, and intellectually. Because of this, we seek students who are committed to personal cultivation and growth as well as to their learning. It is essential that all members of the Daoist Traditions community share a commitment to:

- ground all actions in honesty, integrity, and compassion;
- embrace the philosophy and spirit of Chinese medicine;
- respect the wisdom of teachers and embrace the spirit of cooperation;
- listen receptively and effectively respond to feedback;
- respect each member of our community and hold one another in the highest regard;
- honor freedom of inquiry by fellow students;
- cultivate the ability to observe oneself and take responsibility for one's learning, actions, and well-being;
- express oneself respectfully, using appropriate words and actions;
- exhibit professionalism in all actions;
- cultivate the ability to observe oneself and develop the ability to recover the observant self;
- engage in self-reflection and cultivation practices as keys to healing and healing presence; and
- allow healing presence to be the guiding principle for all actions.

Cultivating a Healing Presence

Healing is often a gradual awakening of a deeper sense of self (and of self in relation to others) which can encourage profound personal change. We believe that healing can only come from within, in the present moment. We recognize that all of life's journeys and experiences provide opportunity for growth and change. Healing presence is being mindful and compassionate in the present moment. We can cultivate a healing presence through our daily activities and interactions with others.

Student Pledge

The following pledge provides guidance for study and practice in the profession of Chinese medicine:

I solemnly promise, as a student, to practice my profession to the best of my ability. I will use my knowledge and skills to aid in the prevention, diagnosis, and treatment of disease. I will try to help my patients understand the Chinese medicine principles of promoting and maintaining health, the pattern of disease, treatment, and prognosis relevant to their condition. I will encourage my patients to participate in decisions relating to their health care and their lives.

I will endeavor to alleviate my patients' fears. Through helping the patient understand the nature of his/her condition, I offer hope and a new path by providing Chinese medicine treatments and recommendations for change. I recognize that the most meaningful treatment may be to be fully present and listen with compassion.

I will treat my patients with dignity. I understand that a patient's sense of self-esteem is essential to good health. I will respect the patient and his/her privacy. I will be trustworthy and preserve confidentiality.

I will respect the wisdom of my teachers. I acknowledge and value the lineage through which the information of Chinese Medicine has come. I will share my knowledge with others. I will strive to further my education and develop habits that promote further growth and awareness.

I will embrace the Core Values of Daoist Traditions in order to develop my healing presence.

Section 2: Clinic Expectations and Policies

Daoist Traditions is committed to offering patients safe, effective, ethical, and heart-centered care. It is the deepest belief at Daoist Traditions that development of a healing presence is an essential component to your evolution as a practitioner. Qualities corresponding to the Chinese character for *de* (*te*), or virtue: the blending of the will and the heart, are the qualities we are all striving to cultivate.

Respecting the wisdom of their supervisors and embracing the spirit of cooperation is key for student learning. Honoring the diversity of backgrounds and experiences allows us to build upon the common foundation that joins us. Listen receptively and respond gracefully to feedback. Remember, this is supervised clinical practice, and you are working under the license of the clinical supervisors.

As a clinic observer and intern you represent not only yourself, but also Daoist Traditions and the acupuncture profession. For some patients, this may be their first experience with this form of health care. Patients may be fearful, shy, withdrawn, skeptical, or hopeful. The impression you make will have a lasting effect. Your level of professionalism may influence a patient's entire view of acupuncture and their receptivity to further treatments.

When involved in patient treatment, there are additional responsibilities to ensure that patients are treated with the utmost respect and receive exemplary care. Students must always adhere to the clinic expectations and policies and present a professional attitude. Any student not following these guidelines is subject to disciplinary action. The clinic supervisor may dismiss a student from the clinic for unprofessional conduct or for failure to follow the clinic policies. While working in the clinical setting, students must:

- Arrive at the required time prepared to begin all clinic shifts, off-sites, open houses, and clinic meetings.
- Address all patients by their preferred name, pronouns, and/or title as indicated on the Health History Questionnaire.
- Adhere to professional attire guidelines detailed in this manual.
- Handle confidential information in a professional manner.
- Give herbs, treatments, health care products and lifestyle suggestions to patients only after they have been approved by the clinic supervisor.
- Discuss with your supervisor any concerns that arise that might necessitate a referral to another licensed health care provider. All referrals must be initiated by your clinic supervisor.
- Notify the clinic supervisor immediately of any difficult situations involving students or patients.
- Use honesty and integrity in conducting all activities.
- Approach each patient free from bias and with social and cultural sensitivity.
- Maintain a quiet clinical atmosphere. Hold conversations in areas designated for supervisor and intern conversation.
- Refuse any gifts or benefits.
- Refrain from conducting personal business while on shift.

Cultivation of the Practitioner

Skills beyond the mastery of techniques are required to become an adept practitioner of the Chinese medical healing arts. Proficiency in these arts requires that practitioners engage in cultivation techniques to enhance their own personal growth. Your cultivation as a practitioner is a critical component in the Daoist Traditions clinical program. Daoist principles of cultivation such as meditations and reflections should be built into every clinic day. Students are encouraged to record observations in their cultivation journals each week. Observations may revolve around your clinical experiences that feel like successes or difficulties, your developing healing presence, or your emerging professional identity.

Confidentiality

Confidentiality of patient records is a critical responsibility of a healthcare professional. Confidentiality of medical records whether oral, written, or electronic is mandated by law and medical ethics. The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that created an acceptable method of maintaining and protecting personal health data. HIPAA requires that all patients acknowledge receipt of the Notice of Privacy Practices that outlines policy regarding the use of a patient's personal information, and that receipt of this notice is acknowledged by the patient. Consistent with the law, anyone involved in the patient's treatment, payment, or quality monitoring is entitled to use the patient's personal health information as necessary. There are other legal circumstances that require disclosure of patient information, such as matters of public health and legal subpoena. Students should become well-versed in the requirements outlined in the Notice of Privacy Practices. The following procedures ensure that personal health information is protected:

1. Each supervisor and student in the clinical setting has the full responsibility of a physician with respect to HIPAA. Students and clinical staff must control or manage the sharing of patient/client information with utmost care.
2. All clinic observers and clinic interns are responsible for protecting the security of all personal health information (oral or recorded in any form) that is obtained, handled, learned, heard, or viewed in the course of their work or association with Daoist Traditions.
3. Before speaking about a patient, a student should consider whether the communication will be to the benefit of the patient.

Speaking with a treatment partner or clinic supervisor supports the intern in treating the patient and therefore is of benefit to the patient. When speaking with persons not directly responsible for treatment of the patient, the patient's name should not be used. Discussing a patient's case with family or friends is not acceptable and is a violation of confidentiality.

4. Unauthorized use or disclosure of confidential information will result in a disciplinary response up to and including termination of employment, contract, or enrollment. Anyone who witnesses a breach of patient confidentiality must report the incident to the clinic supervisor on shift who will convey the breach to the Clinical Internship Director.
5. All communications with patients regarding healthcare, scheduling or re-scheduling must take place only through the college clinic with a clinic supervisor present. Interns must only use the college clinic's phone when communicating with patients. Any emails to or from patients must go through the clinic email address clinic@daoisttraditions.edu. Do not provide your personal contact information to patients. Texting patients is not allowed. If you know a patient in another role outside of clinic, i.e. friend, co-worker, acquaintance, you may not discuss healthcare or schedule appointments with them. Patients may schedule by calling the clinic or via our online scheduler, Acuity.

Professional Attire

Daoist Traditions interns and observers are required to place a high value on personal appearance, including attire. Patient trust and confidence in their health care provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver's dress and appearance plays a fundamental role in establishing trust and confidence. Students should consider the cultural sensitivities of their most conservative patients and present themselves in a manner that will earn their respect, ensure their trust, and make them feel comfortable. Appearance and attire should not make a statement about the student but should instead convey that the student is there to take care of the patient's health. The following guidelines can help to prepare you for establishing a successful caregiver-patient relationship.

In general, focus on a polished and neat look. Clothing should be clean, pressed, and well-fitted. In the clinic setting, it's best to avoid fabrics that wrinkle easily like linen, hemp, or silk.

Lab Coat and Name Tag

- Students must wear a white lab coat that is clean, neat, well-fitting, and ironed. Lab coats must be buttoned. Lab coats may not have writing on them. Lab coats may not have embroidery or be decorated with pins or buttons on them. Pronoun pins provided by DT Clinic are permitted, for those who choose to wear them.
- Students must have a name tag, purchased through the school, on the lab coat at all times in the clinical setting. Interns are not permitted to wear their doctoral intern nametags during MAHM clinical shifts. Clinic intern name tags must use the intern's legal name or an approved preferred name. For more information on the limits to preferred names, see *Guidelines to Preferred Names and Personal Pronouns* in DT Policies and Publications in Canvas.
- Except in cases of extreme weather, a student should have a lab coat on before stepping into the clinic and should not remove the lab coat until he/she has left. Labcoats and nametags should not be worn outside of supervised clinical activities.

Personal Hygiene

- Students must always have excellent personal hygiene. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. No perfumes, colognes, or scented oils allowed (may precipitate allergies or sensitivities). Body odor, bad breath, or tobacco smells are not acceptable.
- Hair needs to be clean, well groomed, and of a natural human color. Long hair should be tied back. Facial hair, such as mustaches and beards, must be professional and neatly groomed. Facial hair below jawline must be kept clean-shaven.
- Hands must be kept clean. Nails need to be clean and well-manicured.
- All clothing must be neat, pressed, clean, and free of logos. Clothing may not be ripped, faded, or oversized.

Slacks and Pants

- Slacks that are appropriate for a professional medical environment are acceptable. Examples of acceptable pants include dress pants, business-style khakis, pants that match a suit jacket, and pants with a crease. Pants should be ankle-length or cropped no higher than 3 inches above the ankle.
- Inappropriate slacks or pants include any that are informal such as scrubs, jeans (or denim of any color), flannel pants, cargo pants, sweatpants, leggings/exercise/yoga pants, or bib overalls. Shorts of any kind are not appropriate.

Skirts and Dresses

- Dresses and skirts appropriate for a professional medical environment are acceptable. Dresses and skirts may not be shorter than 2 inches above the knee. Dress and skirt slits may not extend more than 4 inches above the knee.
- Inappropriate skirts and dresses include any that are informal due to short length, form-fitting style, jean (or denim of any color), extended slit, or cargo style. Other unacceptable forms of dresses and skirts include mini-skirts, sundresses, beach dresses, and spaghetti-strap dresses.

Shirts, Tops, and Blouses

- Blouses, collared shirts, sweater sets and turtlenecks that are appropriate in a professional medical environment are acceptable. Patterns and colors should be subdued and appropriate. Scarves or ties must be held to shirt with clip or tucked into buttoned lab coat. Shirts, tops, and blouses must conceal cleavage and chest/chest hair.
- Inappropriate shirts, tops, and blouses include tank tops, midriff baring tops, shirts with words or logos, halter tops, tops with bare shoulders, plunging necklines, sweatshirts, T-shirts, or scrubs.

Shoes and Footwear

- Shoes must be closed-toed and have a sole. Footwear appropriate for a professional medical environment includes conservative walking shoes, dress shoes, oxfords, loafers, flats, or dress heels. Boots may be acceptable if they are appropriate in style.
- The following shoes are not permitted for clinic interns: athletic/tennis/skate shoes, flip-flops, rain boots, water shoes, hiking boots/shoes, toe shoes, UGG boots, combat boots, cowboy boots, slippers, cloth shoes like Toms, wool shoes, shoes without a sole like moccasins.

Accessories and Jewelry

- Tasteful, professional ties, scarves, belts, and jewelry are acceptable. Jewelry should be minimal and discreet, not call attention to itself, or be visually distracting.
- Nose piercings are permitted only if they are subtle, flat, and do not extend past the level of the skin. Hoop rings in the nostril or visible septum jewelry are not allowed. No tongue jewelry or other facial jewelry are permitted.

Makeup, Perfume, and Cologne

- Excessive makeup is unprofessional. Remember that some people are allergic to the chemicals in makeup, so use these substances with restraint. No perfume or cologne is allowed.

Hats and Head Covering

- Hats are not appropriate. Head covers that are required for religious purposes are allowed.

Tattoos and other Body Modifications

- Visible tattoos must be covered during all clinical shifts and off-site clinical events. If tattoos cannot be covered by standard clothing, hair, or makeup, students must speak with the Clinical Internship Director to request an exception to this policy. The college reserves the right to judge the appearance of visible tattoos as unacceptable in a clinical setting and require that they be covered, for example covering face tattoos with makeup or neck tattoos with a scarf or turtleneck. *Tattoo images or words that convey violence, discrimination, profanity or sexually explicit content cannot be visible.*

Parking

Chinese Acupuncture Clinic Parking - When observing at the Chinese Acupuncture Clinic, students must park their cars on campus at Daoist Traditions College and walk across the street. The parking lot and the street parking directly in front of the clinic is reserved for patients.

Daoist Traditions College Clinic Parking - Interns and observers must park at the Bethel Seventh Day Adventist Church(see below) Monday through Friday. Parking is allowed in 10 spaces at the Bethel Seventh Day Adventist church located on 238 South French Broad Street. Cars must be facing Phifer Street and Daoist Traditions parking pass must be displayed on dashboard. No church parking allowed on Saturdays. No clinic interns or observers may park in the college clinic parking lot or directly in front of the clinic.

Clinic Off-Shift and After Hours - Students should not be at the clinic when they are off-shift unless they have an appointment or are making copies of patient files for their course work.

Haywood Street Congregation – When attending a shift at Haywood Congregation park in the lot at Friendship Baptist Church at 240 Haywood Street. This is the parking lot of a church down the street from Haywood Congregation. All interns and the supervisor walk to and from Haywood Congregation as a group. Once you arrive and park please wait for all other interns and the supervisor to arrive before proceeding to the church.

Personal Items

Each clinic intern or observer will arrive with their own personal supplies for the day at the clinic. No personal items are permitted at the clinic overnight, other than in the intern's mailbox. Daoist Traditions is not responsible for any items left at the clinic. Nothing is to be left on top of the mailbox area. Personal items cannot be left overnight or stored at the clinic.

Snacks and Beverages

Snacks and beverages are only permitted in the upstairs and downstairs supervisor-intern meeting rooms. In the meeting rooms, beverages must be in a spill-proof container (e.g. a travel mug with a screw-top, closable lid, or a bottle with a screw-top). Simple, small snacks such as

nuts, raisins, or power bars are permitted in the meeting rooms. Meals, sandwiches, burritos, foods that are loud to chew, require utensils, or have strong odors are not permitted in clinic. Interns may not use the refrigerator in the clinic. Filtered drinking water is provided for students at the sink in the downstairs meeting room. The water dispenser in the front desk area is reserved for patients. If necessary, patients may have drinking water in the treatment room. Food *and personal items such as cups, mugs, etc* cannot be left overnight in the clinic.

Use of Clinic Space

Interns are not permitted in the front desk area office unless using the copy machine, getting supplies for their rooms, or having their charts checked by the front desk staff. If a student is at the clinic off-shift to make copies, please note that the professional clinic dress code applies. Interns may not interfere with other interns who are working and should leave upon completion of making copies.

Interns must leave the clinic when their shift is over. Any follow-up conversations with patients about their treatment must be completed in the presence of a supervisor. Interns may not use the clinic as a place to socialize. Interns may study patient charts at the clinic during regular open hours providing there is space available in the meeting rooms, as determined by the clinic supervisor. Interns who use the space to review charts must wear a lab coat and follow the clinic dress code.

Section 3: Clinical Observation

The Clinical Observation experience consists of 4 courses, Clinical Observation 1-4. Expectations and specific policies are listed on the course syllabi. For each hour of clinical observation, a minimum of one half-hour of out-of-class student work is expected.

Clinical Observation

Clinical Observation is a four-semester course. Students will observe Student Interns and Licensed Acupuncturists in the treatment and care of patients. This experience will allow students to observe different Chinese medicine practitioners so that they have an understanding of the breadth of this medicine. We recommend that students observe as many different practitioners as possible. You can learn something from everyone!

Students gradually move from being passive observers to more active participants.

- Clinic Observation 1 is structured in theater format with the class observing Licensed Acupuncturists questioning and treating patients.
- Clinic Observation 2, students observe Licensed Acupuncturists at the Chinese Acupuncture Clinic and Interns at the college clinic. Students assist in mixing herbs for the patients whose treatments they are observing.
- In Clinic Observation 3 students observe Licensed Acupuncturists at the Chinese Acupuncture Clinic and Student Interns at the college clinic. Students assist in mixing herbs for the patients whose treatments they are observing.
- Clinic Observation 4 is structured in theater format and combines the observation experience with the opportunity to begin participating in the direct questioning of patients and making a differential diagnosis. Students observe practitioner-patient interactions, how practitioners manage time during patient care, and how they explain Chinese medicine theories, treatment, and findings.

Guidelines for Clinical Observation

- Sign up for your Clinical Observation shifts in advance. Only shifts designated by the Clinical Observation Director are available.
- Arrive 15 minutes prior to the beginning of a shift to allow time for the Supervisor to assign you to an Intern(s) for the shift. Late arrival is not permitted. If you arrive late you will be asked to go home and schedule a new observation shift. Observation shifts are limited, especially at the end of the semester. Arrive on time to assure you are able to complete all required hours for the course.
- Be prepared. Have your clean, ironed lab jacket, name tag, and all required paperwork and forms.
- Dress professionally. You are responsible for adhering to the Professional Attire guidelines in this Clinic Manual. You will be sent home for showing up in violation of the professional attire requirements.
- Do not bring phones, laptops or tablets to observation shifts. Leave your phone in your car. Parents with a sick child may ask to leave their phones with the Clinic Receptionist.
- When observing, remain until treatment of the patient is complete. You may not enter a room after the treatment has started, or leave the treatment room early except under extenuating circumstances. When observing, exit/enter with the Intern as much as possible. At the CAC, enter/exit the room as directed by the Licensed Acupuncturist.
- If you are aware that you will be unable to attend a shift for which you signed up, it is your responsibility to remove yourself from the scheduler in Canvas, inform the Clinical Observation Director *and contact the Clinic Administrator at clinicadministrator@daoisttraditions.edu if observing at DTCC.*
- Remember that this is an observation time and it is not appropriate to ask questions of the intern or practitioner while they are with a patient. If you have questions regarding the treatment process, write them down. When you are out of the treatment room, the practitioner or supervisor may have time to share some of their findings with you. Refrain from asking questions unless invited to do so. You are there to observe.
- Observers should only speak to patients to introduce themselves or if they are asked a direct question by the patient. *Please defer to the Intern/Supervisor/L.Ac. if a patient asks a question about Chinese Medicine.*
- When observing at the DTCC, observers are not permitted to perform adjunct techniques on the patient. Interns are not permitted to ask observers to do tasks that are the Intern's responsibility e.g., asking supervisors about changing the treatment, getting towels or other supplies, cleaning treatment rooms, etc.
- Occasionally observers may need to observe treatments of patients in their own class/cohort. This will be minimized and avoided when possible.
- Remember confidentiality is imperative and patient information must not be divulged outside of the clinical setting. No identifying information (i.e. name of patient, date of birth, social security number, etc.) may be included in any student notes that leave the clinic. Student notes may only include the patient's age, gender, and their chart number for identification during intake.

Section 4: MAHM Clinical Internship

Clinical Internship 1-4 provides students with the opportunity to integrate their theoretical and practical knowledge of Chinese medicine. The clinic is a safe, yet demanding, environment for students to expand, improve, and practice the skills necessary for becoming an independent health care provider.

During the internship experience, you will become proficient in conducting interviews, pulse and tongue diagnosis, formulating a Chinese medicine diagnosis with corresponding treatment principles and strategies, determining a treatment plan and prognosis, and executing all acupuncture, herbal medicine, and adjunct skills. You will develop the skills to formulate treatment plans utilizing the 12 Primary Meridians, Zang Fu Organ systems, the Eight Extraordinary Meridians, Longitudinal Luo Vessels, Sinew Meridians, and Divergent Meridians.

Through carefully graduated levels of independence, you will learn to use the knowledge gained in classes, as well as other resources, to effectively treat a wide variety of health complaints. Interns are expected to do outside research on each patient before their following treatment. While on shift in the clinic, students may use the following resources to develop a treatment plan: conversations with the supervisor; reference textbooks; applications of textbooks and study guides on computers; personal class notes or study guides; and internet resources. For each hour of clinical internship, a minimum of one half-hour of out-of-class student work is expected.

See the syllabi for details on evaluation and grading, including criteria for clinical case history assignments.

MAHM Pre-Clinic Requirements

CPR and First Aid Certification

Interns are required to be certified in CPR (adult, child, and infant) and first aid through the American Red Cross or the American Heart Association before entering Clinical Internship 1. It is the student's responsibility to maintain certification throughout the course of their internship. Certification is incorporated in the CM610 Clinical Preparation course. *Students who are certified as part of current licensure in another healthcare profession (e.g.: massage therapist, nurse, chiropractor, medical doctor) may ask for an exemption to the CPR portion of CM610. Requests for exemptions must be made to the Clinical Internship Director prior to enrollment in CM610.*

Other Required Training

All students must have Good Manufacturing Practices (GMP) and UV Sterilizer training to work in the college clinic. HIPAA and OSHA training are provided in CM610 Clinical Preparation. UV Sterilizer and GMP training are scheduled during orientation and throughout clinical internship.

MAHM Clinic Intern Procedures

In accordance with the legal requirements of the state of North Carolina, and in accordance with Daoist Traditions' rules and regulations, all clinic interns must:

1. Treat patients only under the direct supervision of a Daoist Traditions faculty member during DT classes and clinic. Violation of this policy can result in suspension or dismissal from the program.
2. Uphold the North Carolina laws regarding legal and ethical activities by practitioners. Report any issues to the school administration.
3. Expect, as an intern, to have clinic observers present during treatments and consultations. Interns are not permitted to direct an observer to leave a room.
5. Provide treatment only when fully present to the patient. Interns should leave the treatment room if unable to serve the patient due to illness, emotional upset, or other personal reasons.
6. Follow all policies, regulations, codes, and requirements of HIPAA, OSHA, and Daoist Traditions.
7. Safeguard confidentiality of all patient information, unless disclosure is required by law or court order or the administration determines disclosure is necessary for the protection of the public. Identifying information (i.e., name of patient, date of birth, social security number, etc.) should not be used in clinic notes or case studies. Student notes may only include the patient's chart number, age, and gender for identification during intake. Personally identifiable information must be redacted (blacked out) from any photocopies made for case study purposes.
8. Remember that the patient is legally the clinic supervisor's patient and interns are treating under the supervisor's license. The clinic supervisor must meet the patient, examine the patient's pulse and tongue prior to treatment, approve the treatment plan, check point location (if required for internship section), and inspect the needles before removal.
9. Obtain the signature of the clinic supervisor on the Record of Patients and Hours. Interns should keep a copy of their monthly record of hours and patients.
10. Record the number of needles inserted and the number of needles removed from each patient.
11. Inspect the treatment room or off-site area for needles or other hazards prior to treatment. Let the clinic staff or supervisor know immediately if a room was not in proper condition upon your arrival.

12. Establish a new clean field for every patient.
13. Only use needles provided by the college.
14. Insert needles only once and do not reuse a needle on another point. Needles must be removed one at a time and placed directly into the biohazard container. Needle trays may not be used. Opened packets of unused needles must be discarded after every patient.
15. Lancets may only be used once. Do not reuse lancets on another site.
16. Drape patients appropriately to ensure respect, privacy, and comfort.
17. Make appropriate referrals of patients, collaborating with other community resources and health care professionals.
18. Clean and restock the treatment room after every shift. This includes sweeping the floor and checking for needles. The supervisor must sign off that the room is clean and ready for the next shift.
19. Maintain professional patient boundaries by refraining from treating family members, or significant others. Family members are defined as wife, husband, children, mother, father, sister, or brother. Significant others are considered anyone with whom there is or has been an intimate relationship. Interns and intern pairs should refer family members and significant others to other interns.
20. Interns must arrive prepared with their name tag, blood pressure cuff, stethoscope, otoscope, and electrical stimulation machine.
21. Blood pressure cuff, stethoscope, otoscope and e-stim machine leads that come into contact with the patient's skin must be sanitized after use.
22. Refrain from promoting any personal business.

Clinic Professional Standards

Professional standards are required to provide quality health care. Compromises to professional standards fall into two categories: Procedural Standard (PS) compromises and Patient Safety and Core Values Standard (PSCVS) compromises. PSCVS compromises represent serious risk to patients and clinic operation, and therefore have serious consequences in the clinic. Clinic supervisors or the clinic staff will address professional standards compromises with interns. Repeated compromises are brought to the attention of the college administration. *Professionalism policies apply in all clinical activities. Refer to the Student Handbook.*

Procedural Standards (PS):

- Tardiness
- Illegible charting, including illegible signature
- Failure to have the clinic supervisor sign all records before the end of the shift
- Failure to complete chart fully and accurately with all forms appropriately signed
- Failure to arrive prepared for clinic, including blood pressure cuff, stethoscope, otoscope, and e-stim machine
- Inappropriate use of internship time (personal calls/conversations, non-clinic related study, Internet use)
- Violation to HIPAA procedures
- Failure to complete all closing duties
- Failure to manage time with patients (i.e. patient is not off the table before the end of the appointment time)
- Failure to follow GMP procedures for stocking and tracking inventory and/or failure to follow or document proper procedures for patient prescription forms
- Failure to correctly note totals, price code, or other administrative information on patient documents
- Each individual absence beyond the allowed amount equals a compromise. Excessive absences may also result in disciplinary action, the need to purchase additional clinic shifts, and delayed graduation.

PS Consequences: PS compromises may require a meeting with the Clinical Internship Director. Interns who receive two PS compromises in a session (fall, spring, or summer) are scheduled for administrative duties to develop practice management skills and reinforce professionalism in a group practice setting. Each additional PS compromise in a session results in an additional administrative/practice management skills work day. Continued Procedural Standard compromises may result in disciplinary action.

Patient Safety and Core Values Standards (PSCVS)

- Failure to properly dispose of needles/CNT violation
- Unprofessional interaction with a patient, supervisor, staff member, or fellow student
- Change to the treatment approved by a supervisor
- Failure to have supervisor visually inspect needle placement while patient is on the table
- Failure to notify the front desk of an absence from clinic, except under extenuating circumstances
- Negligent moxibustion techniques
- Failure to follow needlestick protocol
- Mixing an herbal prescription with incorrect herbs

- Violation to HIPAA patient confidentiality
- Removal of a patient chart from the clinic (may result in further disciplinary action)
- Failure to complete chart fully and accurately in regard to patient treatment
- Failure to attend a scheduled class and/or clinic shift when Jeffrey Yuen is teaching at Daoist Traditions.
- Absences during restricted weeks before and after winter break and doctoral intensive week.
- Failure to meet the acceptable standards of professional dress for a medical health care provider; including, but not limited to, extreme body odor, dirty fingernails, ripped clothing, no name tag, no lab coat, or unironed, stained, or dirty labcoat.

PSCVS Consequences: Patient Safety and Core Value Standard compromises require a meeting with the Clinical Internship Director. Interns who receive one PSCVS compromise in a session (fall, spring, or summer) are scheduled for administrative duties to develop practice management skills and reinforce professionalism in a group practice setting. Two PSCVS compromises within a session (fall, spring, or summer) may result in disciplinary action and/or failure of the Clinical Internship for the semester, thus delaying meeting clinic requirements for graduation.

MAHM Clinical Program Requirements

When an intern does not have a patient on the schedule, they are still required to attend clinic. Clinical Internship completion requires accruing clinical hours, patient treatments (350), and completion of Classical Chinese Medicine treatments. Interns engage the supervisors on shift in discussion of clinical case-related matters such as herbal formulas, point prescriptions, lifestyle suggestions, or cultivation relevant to a patient's condition. The following guidelines pertain to clinical program requirements:

1. When an intern is on-shift but is not treating patients, their first priority is to observe other interns providing patient care. Interns who are not treating patients may also be asked to help in the herbal dispensary as needed. No more than three students may be in a treatment room.
2. Internship 1 interns, working in pairs, are expected to collaborate on all aspects of the interview, diagnosis, treatment plan, adjunct techniques, point marking, and herbal strategy. The collaboration should strengthen the treatment for the patient, and the educational value of the clinical experience for the interns. The only aspect of the treatment that does not require active participation from both interns is the needling; only one intern may needle the patient in any given treatment, though both interns may perform adjunct techniques.
3. Internship 1 interns, working in collaborative pairs, both receive patient credit for a treatment. Only the 1 intern treating may receive patient credit for a treatment in Internships 2, 3 & 4. In Internships, 2,3 & 4, 3rd or 4th- year interns who are observing do not receive patient credit.
4. Interns are not allowed to receive acupuncture treatments while on shift.
5. To receive credit for a patient treatment, interns must (1) complete an intake, (2) formulate a diagnosis and treatment plan, (3) insert at least one needle (except when third years are treating in pairs, only one of the pair must insert a needle), and (4) suggest an herbal formula. On rare occasions, a patient may refuse to get needled. Effort should be made to have a reluctant patient try one needle. If a patient refuses needling, the intern may receive patient credit if they complete an intake, formulate a diagnosis and treatment plan, perform a technique, create an acupuncture treatment plan, and suggest an herbal formula. If the patient returns and again refuses needling, no credit will be given. Herbal consultations cannot be scheduled in MAHM or DAHM clinical internship sessions.
6. Every treatment, without exception, requires a Zang Fu diagnosis.

MAHM Clinical Internship: Third Year Interns

The first year of clinical internship consists of Clinical Internships 1 and 2. During the first year, emphasis is placed on the development of clinical skills including diagnostics, treatment strategies, and the incorporation of Daoist principles into the clinic setting through healing presence and reflection in your cultivation journals. Key components of Clinical Internships 1 and 2 are:

1. Clinical Internship 1 begins after completing second year requirements. Students must pass specific comprehensive exam modules to begin needling patients. Refer to the Student Handbook about comprehensive exams and clinic eligibility.
2. Students work in two-person teams in Clinical Internship 1 and alone under supervision in Internship 2.
3. The clinic supervisor and intern participate together in pulse and tongue diagnosis. The supervisor will describe the pulse during Internship 1. The intern will describe the pulse beginning in Internship 2.
4. Interns take blood pressure reading on every patient on every visit in Clinical Internships 1 and 2.
5. After the intake, the intern pair develops a diagnosis and treatment plan which are then presented to the clinic supervisor. Lead intern presents the patient succinctly in the following manner: chief complaint and Chinese medicine diagnosis. The lead intern must write down the diagnosis and treatment plan on the Patient Intake Form and have it initialed by the supervisor before treating the patient.

6. In Clinical Internship 1, interns diagnose and treat using only Zang Fu diagnosis and Primary Meridians. Internship 1 treatments may not use Sinew Meridians, Eight Extraordinary Vessels, Longitudinal Luo Vessels or Divergent Meridians.
7. In Clinical Internship 2, interns diagnose and treat using the Sinew Meridians, in addition to Zang-Fu diagnosis and Primary Meridians.
8. Interns begin working independently under supervision during Internship 2.
9. Points are still marked by interns in Internship 2 and checked by the clinic supervisor prior to insertion of needles.
10. An herbal formula must be developed for each diagnosis and treatment plan, based on a classical prescription.
11. All point prescriptions, herbal prescriptions, and all patient instructions regarding lifestyle require clinic supervisor approval. Interns may not discuss herbal or lifestyle suggestions with patients until these are approved by their supervisor.
12. 3rd year interns may not treat students within their cohort.

MAHM Clinical Internship: Fourth Year Interns

The second year of clinical internship consists of Clinical Internships 3 and 4. Emphasis is placed on the development of clinical skills, including refined diagnostics and treatment strategies. Key components of Clinical Internships 3 and 4 are:

1. Interns work alone under the supervision of the clinic supervisor. The supervisor will examine the pulse and tongue with the intern. The intern will describe the tongue and pulse and the supervisor will give input.
2. Interns take blood pressure reading on every new patient and on every patient with a blood pressure-related complaint.
3. Interns formulate a diagnosis and treatment plan, continuing to build on theories used in Internship 1 and 2, while adding the systems of the Eight Extraordinary Vessels, the Longitudinal Luo Vessels and Divergent Meridians.
4. The diagnosis and treatment plan are presented to the clinic supervisor for approval or further refinement through discussion.
5. Point location is evaluated by the clinic supervisor during each treatment. Interns do not have to mark points prior to needling in Clinical Internships 3 and 4.
6. An herbal formula must be developed for each diagnosis and treatment plan.
7. In Clinical Internships 3 and 4, all point prescriptions, herbal prescriptions, and all patient instructions regarding lifestyle continue to require clinic supervisor approval. Interns may not discuss herbal or lifestyle suggestions with patients until these are approved by their supervisor.
8. 4th year interns may treat members of their cohort who are not on shift and are scheduled as a patient of DTCC. This is allowed due to scheduling opportunities at the clinic and the opportunity to receive classical channel system treatments at DTCC.

MAHM Clinic Schedule and Attendance

All interns are required to work their assigned clinic shifts throughout the year, from the beginning to the end of a given semester regardless of whether they have completed the required minimum hours for their current section of internship. Shifts are assigned based on the constraints of the didactic class schedule and the needs of our service to patients.

Clinic shifts must be completed from start to finish. Students do not receive credit hours for partial clinic shifts. They do receive patient credit for any patients they saw if they remained until the patient left the building. Students must let their supervisor and the front desk know if they need to leave a shift early, and it will be counted as an absence.

If, for any reason, a student is unable to meet the requirements for completion of Clinical Internships 1–4 (i.e. required clinical hours, required patient treatments, and minimum number of classical channel treatments) the college will schedule additional shifts at the clinic to meet these requirements at additional cost to the student. Please refer to the current tuition/fee schedule for applicable fees.

The clinic is closed for the MAHM internship program four to five weeks each year in accord with the academic calendar. The clinic is closed on Thanksgiving, Christmas, New Year's Day and the Fourth of July. To minimize disruption to patients, intern cohorts will have staggered breaks in December, early summer, and late summer.

Interns may not swap shifts to avoid taking a wellness day. If you cannot work your scheduled shift you are required to take a wellness day.

Time-off Day Procedures

As a teaching clinic, we are not always able to honor patient requests for specific interns. Patients are encouraged to try different interns to find a few they feel comfortable with so they can be consistent with their appointments even when their main intern is unavailable. Sticking with a treatment plan is more important than seeing any specific intern. Seeing multiple interns also gives patients

more perspectives on their health.

If you are unable to attend your shift, your patients will be moved to another available intern. We do not contact patients if their regular intern is absent. Interns are not permitted to notify their patients that they will not be in clinic.

Interns are allowed a set number of time-off days which include sick days and planned vacation/wellness days for each section of internship. The number of time-off days is listed in the internship syllabi. Exceeding the allowable number of time-off days in a section will result in Procedural Standards compromises. An adequate number of interns must be scheduled on each clinic shift for our clinic to provide consistent patient care. There is a limit to the number of interns who can take vacation/wellness days at the same time. Vacation or wellness days must be set up at least 2 weeks in advance using the "Wellness/Vacation Request" Google Doc. The clinic administrator will send you an invitation before your first day of clinic so that you have access to this document throughout your clinical internships. For unplanned absences such as acute illness or other emergencies, you must call the clinic as soon as possible before your shift and send an email to clinic@daoisttraditions.edu.

There are times that time-off days cannot be accommodated. If a student is sick during these time periods and takes these days off, it will require a signed medical excuse from a Licensed Healthcare Provider. Without a doctor's note, absences during these times will result in a compromise to Patient Safety and Core Values Standards. Days that are restricted for time-off days include:

- The week before or after winter break.
- The day before and the day after any extended breaks (Fall Break, Spring Break, Comps Week, Summer Breaks, Thanksgiving Weekend).
- The first week of Internship 1.
- The week of the doctoral intensive classes in the fall and spring. MAHM-only students will have clinical hours every day of the doctoral week of classes other than Sundays.

Tardiness

Interns must arrive at least 15 minutes before the start of their shift, but no more than 30 minutes early. It is important that interns arrive early enough to set up their room and review their patient files for that day. The procedures are as follows:

- Interns sign in when they arrive at the clinic. If an intern has not signed in at least 15 minutes before the start of their shift, they are counted as tardy and receive a compromise to procedural standards. Being prepared for patients is a matter of professionalism. Phone calls announcing that you will be late are a professional courtesy, but you are still late and will receive a Procedural Standards compromise.
- If an intern has not arrived by the beginning of the shift, they are not allowed to treat the patient in the first appointment slot.
- If a third-year intern is late and cannot treat a patient, the other intern in the pair will treat the patient independently. If a fourth-year intern is late and cannot treat a patient, the patient will be reassigned to another intern. If there is no other intern, the patient will receive two gratis treatments and be asked to reschedule.
- Late interns observe another intern's treatment, but not their original patient from the first treatment slot.
- A late intern must immediately check in with the front desk.
- If an intern checks in before 30 minutes, they may work the shift for patient credit but do not receive hour credit.
- If an intern is more than 30 minutes late, or does not check in within 30 minutes, they will not work that shift.

Off-Site Clinical Opportunities

Clinical opportunities outside the college clinic provide diverse patient care experiences for interns and deliver Daoist-based medical care to the community. Working at off-site clinical locations (shelters, hospitals, and non- Daoist Traditions clinics) is a required part of the internship rotation, while some clinical opportunities are optional. Some off-site clinics are only available to a select group of interns depending on the size of the facility and the number of patients to be treated.

Interns receive clinical hours and patient credit for treatments performed at off-site clinic venues. Clinic interns are responsible for obtaining the signature of the clinic supervisor on the Record of Patients and Hours at an off-site event. For off-site clinical events outside of clinic rotation, the Record of Patients and Hours will be submitted to the clinic receptionist at the end of each month.

Policies for Off-Site Clinic Venues

All college and college clinic policies and procedures are applicable to all off-site clinic venues. Students scheduled for attendance at an off-site clinic rotation must arrive 15 minutes before the first patient is scheduled to arrive. As always, clinic interns must wear an ironed lab coat with name tag before stepping into the building, except in cases of extreme weather. The same expectations of professional attire apply to all offsite clinic venues.

Interns must bring their electrical-stimulation machines and blood pressure equipment. All other supplies for performing acupuncture treatment will be provided on-site.

Interns are not allowed to perform classical channel treatments at off-site venues, including Sinew Meridian, Longitudinal Luo Vessel, Divergent Meridian, and Eight Extraordinary Vessel treatments. bleeding, plum blossom, cupping, gua sha, or moxibustion are not performed at off-site venues.

Additional Clinical Shifts at the College Clinic

Clinic interns who want or need additional clinic shifts at the college clinic can complete additional sessions. Fees will apply for additional clinic shifts. Please refer to the current tuition/fee schedule for applicable fees. Interns are invoiced for additional clinic shifts when they meet the program requirements or at the end of the month, whichever comes first. Interns can receive additional shifts in the following ways:

Filling vacation day vacancies - Additional clinic hours to cover vacation gaps will be allowed on a first-come, first-served basis if 1) the vacancy is for an intern in the same cohort, and 2) filling the vacancy does not cause the intern to work a double shift without at least a one-hour break. This policy is to create a professional clinic that provides continuity of service and to offer interns extra shift opportunities. Arrangements for covering vacations are made through the Clinic Administrator.

Extra shifts beyond the cohort internship period - Extra shifts at the end of the normal cohort internship period offer interns the opportunity to meet program (patient/hour/treatment) requirements. Additional supervisors or operating hours may be scheduled for this situation. Arrangements for these extra shifts are made through the Clinic Administrator with coordination with the Clinical Internship Director and/or Academic Dean.

Extended extra shifts within internship period - Additional shifts may be requested for interns who want further clinic opportunities (for program/licensing requirements or for additional training) through the Clinical Internship Director and Clinic Administrator. These additional clinic opportunities will be provided as schedule permits. The extended extra shifts must be for a minimum of one month at a time.

Section 5: Clinic Management and Operation

Daoist Traditions students can help maintain a professional atmosphere at the clinic. Small tasks like replacing the paper towels, picking up trash in the yard or clinic area, or turning in lost items to the front desk are a great help. Students should report any maintenance issues to the front desk.

Clinic Operations for Interns

1. Each intern must be alert for the arrival of patients and assist patients promptly.
2. The reception area, waiting room, hallway, and herb room are the responsibility of everyone to keep clean and neat to present a professional image. Only current magazines and material about programs sponsored by Daoist Traditions may be displayed in the waiting area.
3. Students should be mindful of clinic property, equipment, supplies, and reference materials. After use, items should be returned to their place. Interns are responsible for closing windows, turning off heaters and leaving the treatment room neat, clean and restocked, and for having the supervisor sign off on completion of closing duties.

Clinic Observers

The Daoist Traditions College Clinic is a teaching clinic and there will often be clinic observers in the treatment room during your treatments. Observers will be assigned to you by your supervisor. Neither you nor your patient has the option to refuse having an observer. Patients complete paperwork that informs them we are a teaching clinic and they should expect to have observers.

Observers are there to just do that, to observe. Clinic interns may not direct a clinic observer to leave the room during the process. They are not to run errands or perform tasks for the intern. Under no circumstances are observers to perform adjunct techniques on the patient or be sent to ask supervisors about potential changes to the treatment.

Scheduling Appointments

All appointments are scheduled through the clinic staff. Scheduling may be done by telephone, online or in person. Interns may view the schedule online via the college website to gauge appointment availability but cannot access patient names.

Third year interns will have 1-hour 45-minute appointment times with a 15-minute transition time before the next patient. Fourth year interns will have 1-hour 15-minute appointment times with a 15-minute transition time between appointments.

Interns Stay Until Patient Out the Door

Interns will remain in the clinic until their patient is out the door or the shift is over, whichever is later. Failure to do so is a compromise to procedural standards and will also result in losing patient credit for that patient. Supervisors will remain in the clinic until all their patients are off the table and in the checkout process and treatment rooms have been checked or until the end of the shift, whichever is later.

Reduced Fee for Multiple Treatments for Acute Conditions

When the intern sees a patient who has an acute condition or is in severe distress, it is appropriate to suggest that the patient return that week. The DTCC acute treatment policy is designed to help patients through their first week of healing from an acute injury or illness. *The reduced fee may not be extended beyond the first week.*

Before offering reduced fees, interns must review the need with their supervisor. To offer the acute rate, fill out the form located in each meeting room, submit it to the front desk and document it in the patient's chart. If approved, the first treatment of the week is charged at the regular treatment fee and subsequent treatments (up to two) during the following 7 day period are offered at a reduced rate. These treatments are intended to be follow-up treatments to the acute illness/injury.

Patient Communication Outside the Treatment Room

Interns may not communicate with patients outside of the clinic via email, phone, text, or direct message (DM) on social media. Do not give patients your phone number or email address. This includes patients who are fellow DT students and/or personal friends, you are not to communicate with them about anything pertaining to their treatments outside of the college clinic. This is to protect you from potentially giving medical advice without a license and to protect both you and the college clinic from HIPAA violations. Communicating directly with patients via phone, text or email may result in meeting with a disciplinary committee and potential dismissal from the program.

Interns may use the clinic phone to contact patients during clinical shifts. A supervisor must be present when contacting a patient regarding their healthcare. These phone calls must be summarized on a Patient Phone Call Form (found in the clinic meeting rooms), signed by a supervisor, and included in the patient's chart. Emails to patients must be sent via the clinic email by the front desk staff. If communications are about a patient's healthcare, they must be approved by a clinic supervisor. Communications about clinic appointments, payments, and clinic policies should be made by the clinic desk staff.

While in clinic, you may work with patients who are also friends or acquaintances. These dual roles occur in our profession and require extra awareness to maintain boundaries. Never initiate any conversation about their healthcare, or your interaction in the treatment room while in a social or public setting, such as a party or a grocery store. If they want to discuss their treatment or their condition, politely inform them that you cannot discuss their medical treatment without your clinic supervisor present. *Please see Section 7: Marketing/Advertising for more guidelines on communicating with the public as a DT Intern.*

Protocol for Handling Telephone Calls About Treatment Reactions

Patients occasionally have treatment reactions and may call to express their concerns. The clinic staff will take the information, pull the patient's chart, and present it to the clinic supervisor or treating intern. If the intern is present that day, they will call the patient with the supervisor present. If the intern is not in the clinic that day, a supervisor will contact the patient to discuss their concerns. All treatment reaction phone calls must be noted on the Patient Phone Call Form and placed in the patient's chart.

Making Referrals

In treating patients, an intern may become aware of conditions that require a referral. The intern must discuss the condition with the clinic supervisor to determine the necessity and appropriateness of a referral. The supervisor is responsible for making the referral to a licensed health care provider. Referrals may only be made to licensed health care providers. The following situations may warrant a referral:

- Risk of suicide. Any discussion, implication, or hint that a patient is in danger of committing suicide should be immediately reported to the clinic supervisor. The clinic supervisor will decide if a call to 911, the patient's therapist (if they have one), an emergency "help-line", or a family member is necessary. If the patient is assessed to be at risk of suicide, they may not leave the clinic without having follow-up patient care arrangements for suicide risks.
- Red flags such as extreme pain, profuse bleeding, chest pain indicating cardiac problems, deep vein thrombosis signs, anaphylaxis, or broken bones must be reported immediately to the clinic supervisor. The clinic supervisor will assess the appropriate level of referral.

Communications with Other Health Care Practitioners

Conversations between health care practitioners regarding college clinic patients must take place between the supervisor and the health care practitioner. The procedure to be followed when there is a conversation regarding a patient of the college clinic is:

- The patient must sign a release form giving permission for a supervisor to speak with another health care practitioner concerning the patient's health condition. The patient is told to invite the other health care practitioner to call the college clinic to arrange a time for the phone conference.
- The clinic receptionist schedules the call for the beginning of the clinic shift in which the supervisor and intern work. The receptionist notifies the supervisor and the intern via email.
- The conversation is to take place on speaker phone in the supervisor's office. The supervisor and intern will call the practitioner at the appointed time.
- The conversation is to be between the supervisor and the conferring health care practitioner. The intern treating the patient is to be present during the conversation but is not to speak unless asked by the supervisor to speak. The intern notes the conversation in the patient chart.

Sending and Receiving Medical Records

The Daoist Traditions Clinic does not allow students to use patient medical records from Chinese medicine practitioners outside of the DTCC. As a teaching clinic, interns must make a fresh, new diagnosis for each patient, at each appointment. Each treatment must match the diagnosis for that day and be approved by the clinic supervisor. Interns may not follow a CM diagnosis, treatment principle, treatment plan, point protocol, herbal prescription, etc., from outside practitioners.

Our clinic does not make requests to have previous Chinese Medicine or Western Medicine records sent to our clinic. *Patients are always free to request their own medical records, outside of our clinic.*

If a patient brings in copies of their medical records from another Chinese medicine practitioner, they are given to the clinic supervisor to review and convey any relevant information for the intern(s) to note in the patient chart. For example, negative reactions to certain herbs/treatment techniques or overall progress with a specific type of treatment. The DTCC does not retain copies of these outside records and they are returned to the patient that same day.

If a patient brings in copies of western medical records, i.e. lab results or pathology, imaging or physical exam reports, these are given to the clinic supervisor to review and discuss with intern(s) any lab reports out of normal ranges for intern(s) note in the patient chart. The copies may be returned to the patient or retained in their patient charts on the left hand side underneath the Health History Questionnaire.

Patient Records

A patient's medical record is a legal document. All patient medical records should be an accurate documentation of the patients' health history and treatments. They are not to be removed from the clinic and may not be released except upon request by the

patient. Interns may copy non-identifiable sections of the file to create case histories as required for Daoist Traditions courses. As a legal document, charts must comply with the laws governing the use and confidentiality of patient information.

Charting Regulations

1. The maintenance of the patient's records is the responsibility of the clinic intern and the supervisor. The intern and supervisor should review the notes together for comprehensiveness and clarity. All records require a supervisor signature. 2. The patient's chart must contain the following items signed by the patient prior to treatment: a. Patient Consent for the Purposes of Treatment, Payment and HealthCare
2. Acknowledgement of Privacy Policies and Acknowledgment of Receipt of Clinic Policies form c. Arbitration Agreement form
3. Acupuncture Informed Consent form
All Acupuncture Informed Consent forms and Arbitration Agreement forms are to be witnessed by the front desk staff and must have both signatures to be complete. In addition, for each treatment the patient's chart will contain: 3. Record of effects of previous treatment noted by the patient to the intern
4. Chart notes regarding diagnosis and diagnostic indications
5. Treatment plan using acupuncture and herbs
6. Use of adjunct techniques
7. Lifestyle recommendations made to the patient
8. Notes must be legible, made in black ink and be in SOAP note format.
9. Signatures must be legible.
10. If an error is made, draw a straight line through the error and the intern must initial next to the line. Nothing can be erased or blacked out on any record included in the patient's chart.
11. All charts are kept in a locked file cabinet at the clinic.
12. Patient records and charts cannot, under any circumstances, be removed from clinical facilities. Removal of a patient record from the clinic site is a violation of Patient Safety and Core Values standards.

Order of Patient Files

All forms must be bound and secure in the folder. Patient files must be organized in the following manner:

| Left | Right |
|--|---|
| All documents completed and signed by the patient including disclosures and legal documents | All documents completed by the intern: Intake Notes, Return Treatment Notes and Herbal Prescriptions |
| From Top to Bottom: | From Top to Bottom: |
| <ul style="list-style-type: none"> • Significant Clinic Information (green sheet) • Lab work and other medical records • Acknowledgement of Receipt of Clinic Policies and Receipt of Privacy Policies and Patient Consent • Arbitration Agreement • Acupuncture Informed Consent | <ul style="list-style-type: none"> • Current treatment notes from most recent • Initial intake notes • Prescriptions |

Chart Filing Procedure

Clinic staff members must check each patient file before it is refilled. The staff member will be checking that the signatures/initials and dates are properly recorded. The procedure is as follows:

1. After the treatment is finished and the intern and supervisor have signed the necessary documents, the intern brings the file to the reception desk.
2. The clinic receptionist checks the file for the proper signatures and dates on the treatment form, the herbal prescription form, and the patient's section if this is a new patient.
3. Files lacking required signature/date are handled according to the clinic standards policy.
4. Interns must file their patient charts before leaving the clinic. Failure to refile a patient chart will result in a compromise to procedural standards.

Good Manufacturing Practice (GMP) Guidelines

When working in the college herbal dispensary, you must follow all Good Manufacturing Practice (GMP) guidelines. GMP training is provided in clinic orientation and throughout clinical internship. The basic guidelines are listed below.

- A lab coat must always be worn when handling herbs.
- Gloves must be worn on both hands at all times when touching the herb jars or herbs.
- No food or drinks are permitted in the dispensary.
- Do not place any herbs on the floor. Bins may be placed on the floor and jars may go under the tables.
- When making a formula, place all jars of herbs in the formula on the table. The prescription pad must be stamped and two people need to verify the names of the herbs and initial in the stamped area.
- Once you have finished using an herb, close the jar and put it back on the shelves.
- Label each bag of herbs fully, with the patient first name and last initial, date, and the prescribing intern. Interns must always include directions for the patient.
- For patents, write the lot number that is located on the bottom of the tea pill bottle on the prescription for tracking purposes.
- Do not fill an herb jar until it is completely empty.
- Every time when filling herb jars, open the “Scan to Sheets” app on the phone provided in the herbal dispensary to scan the QR code on the bag and send scanned information to the sheet database. If you cannot get the app to work, you must let someone at the front desk know before refilling the herb jars.
- Use the magnet board system on the backstock bins accordingly.
- When ordering herbs or granules from the CAC, you must fill out the CAC Prescription Form completely and accurately before giving the prescription form to the front desk staff. You must check the CAC Herbal Reference Binders to see if they carry the herb. All herb names must be legible and spelled correctly in Pinyin. The maximum amount of granules that can be ordered is 100g.

Chinese Herbs May Only be Dispensed at the College Clinic

Dispensing Chinese herbs falls under the NC scope of practice for acupuncture. Chinese herbs may only be dispensed to patients of the college clinic while there is a supervisor present. All herbs dispensed must come from the DT College Clinic herb dispensary. Interns may not dispense Chinese herbs outside of the college clinic to patients of the college clinic. If you make or sell Chinese herbal products *outside of school*, you must include a disclaimer stating, “Daoist Traditions has not authorized me to sell Chinese herbs and Daoist Traditions is not liable for any reactions that may be caused by these herbal products.” Failing to comply with these policies is practicing medicine without a license and may result in disciplinary action, including dismissal from the program.

Children and Visitors at the Clinic

Patients may have a caretaker or family member present during their treatments as long as their presence is not disruptive to the healing environment of the clinic. Patients may bring a child to their treatment as long as the child is able to sit quietly and independently during the patient’s treatment. All children under the age of 12 must always be accompanied by an adult, including in the waiting room and during the child’s treatment.

Patients with Service Animals

Patients may bring trained, registered service animals to the clinic. Pets and comfort/emotional support animals are not permitted in our facility. The Clinic Administrator and Clinic Director handle all communications with patients regarding service animals at the clinic and have specific questions that they are legally permitted to ask. Interns do not ask about the service animal, but must make sure that the Clinic Administrator is aware that the patient brought a service animal. Due to the small size of our treatment rooms, we ask for advance notice so we can reserve an appropriate treatment room. Specific guidelines apply to preserve the healing environment of our clinic and ensure the safety of patients, students, and staff. *Service animals for students must be part of approved disability accommodations. Please refer to the Student Handbook or website for the ADA accommodations process for students.*

Masking

Students and supervisors are required to bring masks with them to clinic. Masks are required in the following situations:

- If a patient has respiratory symptoms, the patient must mask AND the supervisor and intern must also mask.
- Supervisor and intern must mask if any patient requests it. We do not need to ask the reason they are requesting us to wear masks.
- If a patient comes in with a mask, the supervisor and intern should ask if the patient would prefer that they wear masks. If the patient says “yes,” the supervisor and intern mask out of respect for the patient.
- All the above situations require observers or anyone accompanying the patient in the treatment room to mask.

Inclement Weather and Emergency Closings

Changes to the clinic schedule are announced through the school’s text messaging service. All students and staff are automatically signed up to receive text messages. In case of inclement weather, the decision to close or delay opening the college clinic is made by 6 a.m.

Clinic Housekeeping

All students share the responsibility to keep the clinic neat and clean. Each intern is responsible for cleaning and restocking their own treatment room. The checklists for restocking the carts are posted in the treatment room. The Daily Housekeeping Log with the interns assigned for herb dispensary cleaning, emptying trash/recycling, cleaning/sterilizing cups and spoons, is posted on the filing cabinet in the downstairs meeting room. Interns must initial the housekeeping log at the end of their shift. Each intern is required to deep clean one treatment room cart per month. See the Front Desk Manager for the schedule.

Descriptions of Daily Cleaning Responsibilities

Cleaning and Restocking Treatment Room

Treatment Rooms must be cleaned and restocked after every shift. Floors must be swept and garbage must be taken out. Interns must check for needles on the floor. There is a list of end-of-shift treatment room cleaning and restocking responsibilities in every treatment room.

Herbal Dispensary

Please put everything away, wipe down tables and scales using disinfectant, sweep floor, and wash stainless steel containers and funnel with dish soap and warm water in the downstairs meeting room sink.

Emptying Trash/Recycling

Please take out ALL trash and recycling in office, waiting room, restrooms, dispensary, next to upstairs and downstairs handwashing sinks, downstairs linen closet, and both meeting rooms.

Cups and Spoons

The Sanitation Center and UV Sterilizer for cups and spoons are located in the upstairs bathroom.

- Start of morning shift: Open UV Sterilizer & remove clean cups & spoons. Transfer contents into plastic storage bins in cupboards. Place tray of clean and dried cups and spoons from the drying rack into UV Sterilizer. Run UV Sterilizer for a 5 minute cycle.
- End of morning shift: Open UV Sterilizer & remove clean cups & spoons. Transfer contents into plastic storage bins in cupboards. Run UV Sterilizer for a 5 minute cycle.. Wash the dirty cups and spoons with soap and water and place on drying rack.
- End of afternoon shift: Open UV Sterilizer & remove clean cups & spoons. Transfer contents into plastic storage bins in cupboards. Run UV Sterilizer for a 5 minute cycle.. Wash the dirty cups and spoons with soap and water and place on drying rack.

Section 6: Marketing/Advertising

The clinical internship at Daoist Traditions College Clinic is an introduction to working in a group practice setting. Activities at the college clinic prepare interns for developing a practice after graduation. Interns participate in community events (open houses, health fairs, etc.) each semester as part of Clinical Internship to make connections with the public. Interns are also encouraged to promote the clinic to help create new avenues for referral. Each intern is expected to bring in two new patients to the clinic during each Internship. These referred patients are tracked by the front desk staff.

When promoting the DT Clinic, it is important to understand the nuances of what is acceptable and what is not. These guidelines are designed to set the boundaries so you are following the acupuncture laws of our state and so you can avoid difficult conversations with prospective/current patients.

| How can I promote myself and the DT Clinic? | What should I NOT do? |
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| <p>Do engage in conversations about the DT Clinic, where you are in your training, and the health benefits of Chinese medicine.</p> <p>Do talk about Chinese medicine. A good goal is to talk to at least 2 new people a week. Talking with people about <i>acupuncture in general</i> and how different modalities can help certain conditions is a great way to promote acupuncture and yourself in the clinic.</p> <p>If the conversation turns to how you can help or specifics about diagnosis or treatment say, "I'm sorry. I am an intern and I cannot discuss your healthcare outside of my internship setting with a Licensed Acupuncturist/Clinic Supervisor."</p> | <p>Do not engage in conversations outside of the clinic about the specifics of how you can help them, what herbs they should try, how to do CM modalities at home.</p> <p>Do not provide CM advice to the public in any way as it can be considered practicing without a license - do not recommend herbs, dietary guidelines, therapeutic exercise or other health advice to patients unless they are at the DT Clinic and the supervisor is present. These are included in the definitions of 'acupuncture' and 'practice of acupuncture' in the NC acupuncture statutes.</p> |
| <p>Do tell the public they can contact the DT Clinic for information or to schedule. It's easy to say, "I cannot schedule with you directly. Please call the clinic or go to the college's online scheduler at...."</p> | <p>Do not tell the public to contact you personally via phone, text, email, DM, etc.</p> <p>Do not offer to schedule appointments for people.</p> <p>Do not communicate with patients outside of clinic. All communications must go through the college clinic phone and email and require supervisor approval.</p> |
| <p>Do invite your friends and family to the college clinic.</p> | <p>Do not treat your family and friends. Your family members need to be seen by an intern other than you.</p> |

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| <p>Do promote yourself as a DT intern on social media. <i>You must represent yourself clearly as a student intern at Daoist Traditions.</i> Be aware that Facebook and Instagram are also not HIPAA compliant platforms.</p> | <p>Do not tell people to contact you directly, DM, call, text, etc. Do not give health advice or instructions on how to cook herbs, take herbs, do cupping, etc.</p> <p>Do not promote yourself under a future practice/business name.</p> <p>Do not post video content from the DT clinic or while wearing your DT nametag. This gives the impression that you are providing Chinese medicine information to the public on behalf of our college.</p> |
| <p>Do use the DT Clinic business cards, flyers, and other marketing materials to promote yourself. <i>All flyers and other marketing materials must be provided by the college.</i> Business cards must be the ones provided by the college – either the generic DT cards that you write in your name, or you can order DT cards with your name printed using our template. These can be ordered by creating an account at https://daoisttraditions.printville.net/login.</p> | <p>Do not include your personal contact information on any marketing materials.</p> <p>Do not create business cards or other marketing materials with any other ‘clinic’ or ‘practice’ name.</p> |
| <p>Do invite people to Community Days and Open Houses. Do get their emails and pass along to the clinic desk staff so that they can be added to our mailing list.</p> | <p>Do not email patients directly. Patients may only be emailed through the college clinic’s email account.</p> |
| <p>Do reach out to students, athletes, healthcare professionals, and make connections with venues to promote the DT Clinic.</p> <p>Coordinate with the Clinic Director if you would like to arrange a public speaking engagement to promote the clinic. Submit the following information: name of venue and contact person with phone number and email; date and time proposed; outline of event, specifically content of talk or demonstration; and arrangement with a faculty member if required.</p> <p>Plan your talk to be about acupuncture and herbal medicine. Demonstration content is limited to pulse-taking. If accompanied by a faculty member, demonstrations may include acupuncture or other modalities.</p> <p>Do tell the public that you are a clinical intern.</p> | <p>Do not make commitments for public speaking or demonstrations until they have been approved by the college.</p> <p>At public speaking events, do not discuss alchemy, sexology, astrology. Do not demonstrate acupuncture of any kind, gua sha, cupping, or tui na without a faculty member present.</p> <p>Do not tell the public that you are an acupuncturist.</p> |

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| <p>Do refer to yourself as a Clinical Intern, and if applicable DAHM/Doctoral Student, or DAHM/Doctoral Intern. <i>Doctoral Intern name tags should only be worn during DAHM clinical shifts.</i></p> | <p>Do not refer to yourself as a DAHM/Doctoral Candidate. <i>'Doctoral Candidate' indicates that a student has completed the required coursework for a doctoral program and is working on a thesis/dissertation.</i></p> |
| <p>Do think about your future practice/business name.</p> | <p>Do not use this practice/business name for any promotion of yourself as a DT intern. Using a practice/business name or another name is misleading to the public as you are not licensed to provide acupuncture services in your own clinic and your clinic does not operate inside of DT Clinic.</p> <p>Do not create a website where you advertise yourself under this practice name, <i>even if you are disclosing that you are a DT Intern.</i> (You can secure a domain name without setting up a live website.)</p> |

Section 7: OSHA and Safety

Accident Reporting

If any student, faculty, patient, or visitor is injured while on the Daoist Traditions or college clinic property, an Incident Report Form must be filled before leaving clinic and a supervisor and receptionist must be informed immediately. The Clinical Internship Director should also be notified.

OSHA Guidelines, Clean Needle Technique & Blood Borne Pathogens

- OSHA (Occupational Safety and Health Administration) is a federal agency dedicated to protecting the health and safety of workers through setting and enforcing standards and providing training in all areas of workplace safety and health.
- Universal precautions will be observed in order to prevent exposure to bloodborne pathogens. All blood or OPIM (Other Potentially Infectious Materials) will be considered infectious, regardless of the perceived status of the source individual. Whether PPE is needed, and if so, which type, is determined by the type of clinical interaction with the patient and the degree of blood and body fluid contact that can be reasonably anticipated.
- Engineering and work practice controls will be utilized to eliminate or minimize exposure to students or employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.
- In work areas where there is reasonable likelihood of exposure to blood or OPIM, employees and students are not to eat, drink, apply cosmetics, lip balm, or handle contact lenses.
- Acupuncture needles are disposed of one at a time directly into a Sharps container after use on each patient.
- A new clean field is established for every patient.
- All opened packs of unused needles must be disposed of at the end of each intern's shift. All unused needles from open packs must be disposed of directly into a Sharps container.
- Nothing touches the clean field other than blister packs of needles, clean cotton balls, alcohol wipes, lancets and plum blossoms. A used guide tube may be placed on the clean field between uses on the same patient. Clean cups, spoons, lighters, etc. go onto a separate semi-clean field. Used cups and spoons go immediately into the "dirty cups and spoons" bin. Used cotton balls go directly into the trash.

Protocol for Accidental Needlestick

1. **Immediately clean and disinfect the affected areas:** Squeeze out as much blood as possible and then wash wounds and contaminated skin with soap and water; rinse mouth, nose, and eyes (if exposed) with water or saline. Disinfect the area with Betadine or another brand of 10% povidone-iodine solution.
2. **Immediately inform the clinic supervisor/faculty member.** If a needlestick occurs at the college clinic and the supervisor is not available, the Clinical Internship Director and the Clinic Administrator or receptionist should be notified. If a needlestick occurs at the school and the faculty is not available, the front office should be notified. The "Protocol for Accidental Needlestick" packets are located in each classroom, the supervisor room, the front desk, and both meeting rooms of the college clinic and copies are stored with the other files at all off-site locations or brought to any off-site location where needling will be done. The directions and paperwork in these packets must be followed by the college representative. Clinic staff will immediately notify the Clinical Internship Director.
3. **If the source individual is identified, the source individual must be asked by the supervisor/faculty if they are willing to undergo blood testing to evaluate the potential risk of infection to the exposed individual.** After the source individual signs the Source Patient Consent Form, the college will cover the expense of testing for hepatitis B, hepatitis C, and HIV within 1-3 days at the lab of the school's choosing.
4. **If an intern or employee of Daoist Traditions is the exposed individual in a needlestick,** they are required to have baseline testing for hepatitis B, hepatitis C, and HIV and cannot opt out of baseline testing. This must be done within 1-3 days. The college will pay for testing at the lab of the school's choosing.
5. **If the Source Individual is a) unknown, b) unwilling to undergo testing, or c) tests positive for any of the bloodborne pathogens listed above, Daoist Traditions will coordinate follow-up blood testing for the exposed individual.** The exposed individual must sign the Exposed Individual Consent Form. The college will cover the expense of testing for hepatitis B, hepatitis C, and HIV if the exposed individual consents to blood testing and complies with the testing intervals of 12 weeks after exposure and 6 months after exposure. If the source individual tests positive for any of the bloodborne pathogens, the college will cover the expense of testing the exposed individual for those pathogens at the intervals listed above.
6. **The individual getting blood work must release their lab results to a designated staff member of Daoist Traditions Clinic.** Results will also be released to the tested individual. All results will remain confidential. 7. In the event of an accidental needlestick, the following forms must be completed by the clinic supervisor, Clinic Administrator, or faculty member, before leaving the clinic or class where the needlestick occurred: 1) Source Patient Consent Form; 2) Exposed Individual Consent Form; and 3) Accidental Needlestick Incident Report Form.

Fire/Emergency Drill Directions

Fire drills are conducted at the college clinic several times each year. For a fire/emergency drill or an actual fire/emergency, a fire whistle will be used to alert occupants to evacuate the building. Remain calm so that you can hear any instructions. If patients are

present, quickly remove all acupuncture needles and direct the patients to the nearest exit. Exit the building as quickly as possible in an orderly and safe way(Do not run, push, or bump into others). Gather in the parking lot of the church next door to the clinic. Remain quiet so that your instructor, or clinic staff, can take attendance once safely outside. Any missing students, instructors, supervisors, staff or patients should be reported to an administrator.

In the event of an extreme emergency that warrants a campus evacuation, 3 short blasts of the air horn will be used to notify the campus, along with notification by text message. If we notify you of a full campus evacuation, you should leave the property. Do not gather at the designated meeting area.

Section 8: Doctor of Acupuncture and Herbal Medicine (DAHM) Clinical Experience

The DAHM clinical experiences are designed to provide students with additional clinical and communication skills to provide the best quality care for patients. The advanced competencies in collaborative care offer training in integrative settings where interns apply Chinese medicine and biomedical theory into patient-centered care. For each hour of clinical internship, a minimum of one half-hour of out-of-class student work is expected.

DAHM Pre-Clinic Requirements

Malpractice Insurance Coverage - All DAHM interns must be included in the college's malpractice policy, regardless of personal insurance coverage.

DAHM Clinic Regulations

The DAHM interns must follow the same clinical policies as MAHM clinic interns. Other regulations may be applicable depending on venue and health care collaborators with whom the intern is working.

DAHM Clinic Procedures

In accordance with the legal requirements of the state of North Carolina, and in accordance with Daoist Traditions' rules and regulations, DAHM interns must:

1. Treat patients only under the direct supervision of a Daoist Traditions faculty member during DT classes and clinic. Violation of this policy can result in suspension or dismissal from the program. You may treat patients outside of Daoist Traditions if you have a license to do so.
2. Uphold the North Carolina laws regarding legal and ethical activities by practitioners. Report any issues to the school administration.
3. Provide treatment only when fully present to the patient. Interns should leave the treatment room if unable to serve the patient due to illness, emotional upset, or other personal reasons.
4. Follow all policies, regulations, codes, and requirements of HIPAA, OSHA, and Daoist Traditions.
5. Safeguard confidentiality of all patient information, unless disclosure is required by law or court order or the administration determines disclosure is necessary for the protection of the public. Identifying information (i.e., name of patient, date of birth, social security number, etc.) should not be used in clinic notes or case studies. Student notes may only include the patient's chart number, age, and gender for identification during intake. Personally identifiable information must be redacted (blacked-out) from any photocopies made for case study purposes.
6. Remember that while completing DAHM clinical work, interns are working under DT's malpractice insurance and the patient is legally the clinic supervisor's patient and interns are treating under the supervisor's license.
7. Refuse any gifts or benefits.
8. Refrain from promoting any personal business.

DAHM Clinical Program Requirements

Completion of the DAHM clinical experience requires accruing clinical hours in various settings and discussing patient care from both eastern and western medical perspectives. Interns engage the supervisors on shift in discussion of clinical case-related matters regarding Chinese medicine and biomedical patient care. The following guidelines pertain to clinical program requirements:

1. Clinic shifts must be completed from start to finish. No credit is given for partial clinic shifts.
2. For in-person clinic shifts, interns must arrive 15 minutes before the beginning of the shift.
3. Interns should arrive prepared with their ironed lab coat, name tag and any equipment required for the shift.
4. Each section of DAHM Clinical Internship has assignments that are required for the completion of DAHM internships sections. Requirements for each semester and the format for the assignments can be found in the corresponding syllabus for each semester.
5. To provide optimal patient care, it is important that interns learn how to analyze their own professional strengths and weaknesses.

DAHM Clinic Schedule and Attendance

All clinic interns are required to work their assigned clinic shifts throughout the year, attending shifts from the beginning to the end of a given semester regardless of whether they have completed the required minimum hours for their current clinical section. Shifts are assigned based on the constraints of the didactic class schedule and the needs of our service to patients. DAHM interns must follow the same attendance and tardiness policies as MAHM clinic interns.

If a student is unable to meet the requirements for completion of the clinical experience due to extenuating circumstances, the college may schedule additional shifts at additional cost to the student. Please refer to the current tuition/fee schedule for applicable fees.

Section 9: Certificate in Chinese Herbal Medicine (CCHM) Clinical Internship

Herbal Clinical Internship provides students with the opportunity to integrate their theoretical and practical knowledge of Chinese Herbal Medicine. The clinical internship provides a supportive environment for students to practice and improve clinical skills. Interns build upon their previous training in diagnostics to develop skills in prescribing herbal medicine.

In Clinical Internship, patients are presented, and interns practice clinical diagnostic skills and formulate Chinese herbal treatments in a supervised setting. Interns provide patient care including diagnosis, constructing herbal formulas with proper dosage, prognosis, treatment planning. Interns also gain experience in evaluating herbal formulas to avoid potential side effects and interactions with medications. Clinic supervisors lead detailed class discussions on clinical findings, formula composition, modifications, and substitutions. Preparing herbal formulas in the herbal dispensary reinforces skills in visual herb identification.

While on a clinical shift, students may use the following resources to develop a treatment plan: conversations with the supervisor; reference textbooks; applications of textbooks and study guides on computers; personal class notes or study guides; and Internet resources. For each hour of clinical internship, a minimum of one half-hour of out-of-class student work is expected.

CCHM Pre-Clinic Requirements

All students must have Good Manufacturing Practices (GMP), HIPAA, OSHA training and herbal dispensary orientation to work in the college clinic. Interns must be covered by the college's malpractice insurance, regardless of personal insurance coverage.

CCHM Clinical Program Requirements

When patients are not in the clinic schedule, interns are still required to attend clinic to accrue clinical hours toward the completion of their internship. Interns engage the supervisors on shift in discussion of clinical care-related matters such as Chinese medicine diagnosis, herbal formulas, and lifestyle suggestions relevant to a patient's condition. The following guidelines pertain to clinical program requirements:

1. Clinic shifts must be completed from start to finish. No credit is given for partial clinic shifts.
2. Interns are not allowed to receive acupuncture or herbal medicine treatments while on shift.
3. While completing herbal medicine clinical work, interns are working under the college's malpractice insurance, the patient is legally the clinic supervisor's patient, and interns are treating under the supervisor's license.
4. The clinic supervisor must meet the patient, approve the treatment plan, examine pulse and tongue prior to prescribing herbs.
5. Interns are responsible for obtaining the signature of the clinical supervisor on the Record of Patients and Hours. Always keep a copy of your record of hours and patients for your own records.

CCHM Intern Guidelines

- Arrive on time and prepared.
- Interns should have their lab coats and name tags. Except in cases of extreme weather, interns should have a lab coat on before stepping into the clinic and should not remove the lab coat until they have left.
- Provide quality care to all who seek your service in the DT clinical setting.
- Use honesty and integrity in conducting all activities.
- Maintain professional behavior and dress.
- Make appropriate referrals and collaborate with other community resources and health care professionals.
- Follow all policies, regulations, codes, and requirements of HIPAA, OSHA, and Daoist Traditions.
- Refrain from using identifying information (i.e., name of patient, date of birth, social security number, etc.) in clinic notes or case studies. Intern notes may only include the patient's chart number for identification.
- Uphold the North Carolina laws regarding legal and ethical activities by practitioners. Report any issues to the school administration.
- Refuse any gifts or benefits.
- Refrain from promoting any personal business.

CCHM Clinic Schedule and Attendance

All interns are required to work their assigned clinic shifts throughout the semester, from the beginning to the end of a given semester regardless of whether they have completed the required minimum hours for their internship. If a student is unable to meet the requirements for completion of internship, they must attend the scheduled make-up clinic dates at additional cost. Please refer to the current tuition/fee schedule for applicable fees.