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| **INTERNSHIP PROGRAM EVALUATION** | | | | |
| **Name:** |  | | | |
| **Date of Birth:** |  | | | |
| **Address:** |  | | | |
| **Telephone:** |  | | | |
| **Cell No. & email address:** |  | | | |
| **Section A: Academic component (75 hours)** | | | | |
| **\*All courses done face to face /online /webinars, provided the online courses provide certificates to show participation has been completed to the relevant levels.** | | | | |
| **Internship Components** | **Examples of requirements per category**  **(refer to the handbook for more detail)** | **DESCRIPTION OF WORK COMPLETED + HOURS** | **DATE** | **CONFIRMATION SIGNATURE + APPENDIX** |
| **1. Fundamental** | | | | |
| **a. Literacy**  *Minimum 6 hours* | Examples:   * *Case summaries over and above institutional requirements* * *Referral letters over and above institutional requirements* * *Each count ½ hour* | *Outline type and number of referrals/case summaries* |  | *Clinic manager* |
| **b. Numeracy**  *Minimum of 3 hours* | *Examples:*   * *Practice management: examples include:*   *Lecture / course on practice management/practice marketing/billing/ICD-10 coding*  *Discussion with chiropractic practice manager(s) / chiropractic practice receptionist(s)*  *Practice management software training (e.g. Pastel)*  *Taxation/Workman’s Compensation / IOD*  *Financial seminars (e.g. those run by the banking houses)*  *Interaction with a financial advisor or broker*   * *Accounting: examples include:*   *Discussion with an accountant (specific to running a business /practice)*  *Lecture/course on accountancy (specific to running a business /practice)*  *Computer Course / Pastel / Excel*  *Financial seminars (those run by the banking houses)*  *Interaction with a financial advisor or broker* | *Course / lecture title, date, time and duration.*  *Employer - dates, time, duration and type of work.* |  | *Practitioner / Employer*  *with qualifications or course co-ordinator details* |
| **c. Life skills**  *Minimum of 3 hours* | *Examples:*   * *Personal Growth and Development*   *Executive Member of an organisation (e.g. WCCS, Sports Council, Grad Committee)*  *Student representative (e.g. Class Rep, PBCO Sub-Committee; Faculty Board; Student Services Board)*  *Co-ordinating a meeting/event/talk/seminar*  *Attending professional AGMs*  *Learning a language/Life or business coaching*  *Participation in mentorship programmes (as the mentee or mentor*  *General Community Service* i.e. *helping out at a charity organization, for example: SPCA/Kitty and Puppy Haven./Soup Kitchens/Charity for the underprivileged/Blood bank/Member of NGO committee* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |

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| **2. Core** (excludes all lectures attended as part of the Chiropractic Programme (for purposes of qualification) do not count for this section) | | | | |
| a. **Basic Sciences**  *Minimum of 3 hours + at least 2 different topics* | *Examples:*   * *Health Sciences Lectures/Seminars/Online Courses e.g.* *anatomy, physiology, pathology, epidemiology etc. for example* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| b. **Chiropractic Specific Techniques**  *Minimum of 10 hours* | *Examples:*   * *Any courses/seminars over and above your university requirements that focus on adjustment techniques or different adjustment procedures: For example: Diversified/ Gonstead/Activator/Thompsons/ABC* * *Association meetings:* *For example: CASA/WCCS/SASCA/Chirosport/SA Pain Society/Life Hospital `Seminars* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| **3. Special or electives**  **\*\*These are for information purposes only and do not add to the legal scope of practice for chiropractic. As a result you may not - for example attend a cupping course as part of the internship or for that matter as a practitioner and then practice this under your chiropractic qualification.** | | | | |
| **a. Patient care**  *Minimum of 1 hours* | *Examples:*   * *Lectures/Seminars on various topics related to patient case such as:*   *Holism/Health models/Patient Centred Approach/Pain/Geriatrics/ Pediatrics/Chronic Disease* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| **b. Chiropractic specialties**  *Minimum of 5 hours* | *Examples:*   * *Lectures/Seminars on various topics related to patient case such as:*   *Taping (e.g. Rigid taping, Kinesiotaping, Spider taping, Rock taping, Dynamic taping)*  *Diagnostic Ultrasound*  *Acupuncture/Electro-modalities/Myofascial techniques (dry needling; grip and rip; AR, PR...)*  *Muscle energy technique/Rehabilitation techniques (e.g. Theraband, Gyro ball, Bosu-ball)*  *ICSSD / ICSSP*  *Nutrition, health promotion and disease prevention*  *Ergonomics and work place assessment* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| **c. Care for a group of disadvantaged**  *Minimum of 3 hours* | *Examples:*   * *Attending lectures/seminars directed at caring for the disadvantage: For example:*   *Disability awareness (congenital & acquired)*  *Immunocompromised patient care (HIV, Cancer etc.)*  *Stroke/Paediatric/Geriatric care*  *Attending: WADA, SA Pain Society / PainSA, South African Spine Society Conference, Life Hospital Seminar* | *Course / lecture title/Organisation, date, time and duration.* |  | *Letter from the head of the relevant institution/lecture*, *with qualifications or course co-ordinator* |
| **d. Diagnostic ambit**  *Minimum of 2 hours* | *Examples:*   * *Blood work:*   *Lectures / discussion of blood work with appropriate medical professional (e.g. nurse, GP, clinician) particularly pertaining to procedure and blood test specific to different disorders or diseases*   * *Imaging studies*   *Lectures / discussion (with appropriate medical professional) of, for example: X-rays, Ultrasounds / sonography, MRI, CT* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| **e. Alternative Health Care / Non- chiropractic health care**  *Minimum of 1 hours* | *Examples:*   * *At least one lecture regarding the following professions*   *Acupuncture/Aromatherapy/Ayurveda/* *Chinese medicine/Homeopathy/Massage Therapy/Naturopathy/ Phytotherapy/Reflexology*/*Traditional (African) Medicinal approaches/Unani Tibb*   * *Biokinetics/Dietetics/Nutrition/Occupational Therapy/Pharmaceuticals/Physiotherapy*/*Podiatry/Radiography/* *Sonography* * *Personal Training/Pilates/Sports Science/ Yoga* | *Course / lecture title, date, time and duration.* |  | *Lecturer, with qualifications or course co-ordinator* |
| **f. Research (excluding Master's)**  *Minimum of 1 hours* | *Examples:*   * *At least one research article to be discussed and presented to clinician*   *Formal presentation of Master’s Dissertation at seminar*  *Assisting a colleague in research (not as a patient)*  *Participating in a focus group for a research study (not your own)*  *Facilitated research clubs/groups where current/topical research is discussed and engaged with*  *Research seminars that discuss the research process or aspects of the research process*  *Attending sessions at the writing centre to develop academic writing techniques. Online courses (e.g. research methods).*  *May also include ethics seminars.* | *Course / lecture / activity, date, time and duration.* |  | *Lecturer/supervisor, with qualifications or course co-ordinator* |
| **g. Involved in education**  *Minimum of 5 hours* | *Examples:*   * *Volunteering as one or more of the following*   *Assistant Clinician*  *Clinic / Chiropractic Receptionist*  *Anatomy Table Assistant*  *Demonstrator (e.g. histology)*  *Tutoring in a formal capacity* | *Subject, course, institution, timetable outline per week* |  | *Lecturer, with qualifications or course co-ordinator* |

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| **Work experience : 600 hours** | | | | |
| **a. Community service**  *Minimum requirement of 25 hours* | *Examples:*   * *Community Service Sites administering chiropractic treatment/Health Screening of underprivileged patients under supervision* * *Clinic open days: Chiropractic treatment/Health screening given to underprivileged patients in the form of clinic open days* * *Community outreach events organised in underprivileged areas where chiropractic treatment/health screening is given under supervision* * *Hospital/Clinic community service in a hospital, helping wherever needed*   *Additionally a* ***maximum of 20 hours*** *can be obtained from one or more of the following community initiatives (again examples and not requirements):*   * *Blood Bank Promotion Day Helper; SPCA / Kitty or Puppy haven; Soup Kitchens; Charity for the under privileged; Charity tours* | *Name of hospital / centre and period of stay* |  | *Confirmation of flight sheets, patient sheets, evaluation sheets, letter from the supervising doctor* |
| **b. Professional interaction**  *Minimum requirement of 50 hours* | *\*\*In this section you will be required to present the AHPCSA certificate of internship registration as well as the letter supplied by the Registrar to the people that you wish to observe.*  *Requirements are that you observation:*   * *At least 5 Chiropractors for at least* ***5 hours each****, 3 of which must be qualified for at least 2 years or more* * *At least 5 medically qualified person preferably from the diagnostic professions for at least* ***5 hours each****.* | *Name of contact person, date and time.*  *\*\*This needs to be on a letterhead or doctors pad indicating duration of visit, date and duly signed by the doctor / chiropractor.* |  | *Copies of the written interaction (this will be in the format for the observations as issued by CASA)* |
| **c. Educational drives / public relations**  *Minimum requirement of 10 hours* | *Examples:*   * *Public relation events where chiropractic is discussed and promoted* * *Attending Career Fairs where chiropractic as a profession or the chiropractic programmes are discussed and promoted* * *Health Drives e.g. Blood pressure/Blood glucose testing* | *Organisation name, date, time and duration of presentation* |  | *Copies of the presentation, letter from the head of the relevant institution* |
| **d. Sports events**  *Minimum hours of 10 hours / 20 sports patients* | *Working and treating at various sports events* | *Event name, date and time period.* |  | *Diary, letter from relevant authority* |
| **e. Chiropractic Clinics**  *Minimum of 17.5 hours* | *Patients seen at each institutional clinic (over and above clinical requirements)*  *1 new patient = 1 hour; 1 follow up = 30 minutes*  *You need to see* ***at least 5 new patients and 25 follow ups******over and above*** *your institutional clinic requirements.* | *Clinic co-coordinator or clinic administrator* |  | *Copy of patient number printout* |
| **f. Remunerated work / paid work**  *A maximum of 100 hours* | *For Example:*   * *Assistant Clinician/Clinic Receptionist/Anatomy Table Assistant*   *Fitness Instructor/First Aid for sports club*  *Work for a wellness company/Reception work at a medical practice, chiropractic practice, pharmacist or health shop*  *Tutoring in an official capacity* | *Work place manager / supervisor / coordinator* |  | *Copy of a letter that is signed by the relevant line manager* |