

ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Professional Board for Chiropractic and Osteopathy

2019 Guidelines for Chiropractic Internship Programme

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1. DEFINITIONS AND ABBREVIATIONS

1.1 Definitions

Student

Any person registered either at the Durban University of Technology or the University of Johannesburg for the purpose of completing the Magister Technologiae (Chiropractic) qualification at one of these institutions.

Student intern

An individual who has completed all academic requirements (viz. 5th year or masters level examinations), excluding the dissertation in partial fulfilment of the qualification and who has yet to be awarded the M Tech (Chiropractic) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

Intern

An individual who has completed ALL requirements (viz. 5th year or masters level examinations), including the dissertation in partial fulfilment of the qualification and who has been awarded the M Tech (Chiropractic) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

Student-intern and intern: Supervision

A student-intern and intern require direct supervision at all times during studentpatient interaction, such direct supervision to be carried out by a qualified and registered Chiropractic practitioner, who is present at all times during any studentintern or intern and patient interaction.

Interns: Malpractice Insurance

An Intern is required to carry own malpractice insurance, such as that which is available through the Chiropractic Association of South Africa (CASA), or any other malpractice insurance provider.

1.2 Abbreviations

CASA – Chiropractic Association of South Africa AHPCSA – Allied Health Professions Council of South Africa DUT – Durban University of Technology UJ – University of Johannesburg

2. INTERNSHIP COMMITTEE AND FACILITATION OF INTERNSHIP PROGRAMME

2.1 Internship Committee

The control of the internship programme resorts under the Allied Health Professions Council of South Africa (AHPCSA) Professional Board for Chiropractic and Osteopathy (PBCO) by way of an Internship committee, which consists of at least eight members, who hold the following positions:

- The PBCO Chairperson
- One member from the PBCO who is a Chiropractor, who will act as the National Internship Co-ordinator
- One registered Chiropractor from both the KwaZulu-Natal and Gauteng regions, who act as regional Co-ordinators, appointed by the PBCO to serve on the internship committee annually.
- Additional regional committee members as appointed by the PBCO
- The AHPCSA Registrar
- A senior student representative from DUT and UJ, elected by the student body of DUT and UJ, and their details forwarded to the PBCO by February of each year by the respective Head of Department.

2.2 Facilitation of Internship Programme

2.2.1 AHPCSA

The AHPCSA monitors the internship programme via the National internship coordinator who liaises with the regional co-ordinators.

2.2.2 DUT, UJ and CASA

The programme itself is facilitated by the DUT and UJ. The PBCO recognises the significant involvement of these institutions and the persons involved with establishing the current programme.

3. INTERNSHIP PROGRAMME

3.1 Aim of the Internship Programme

To expose the Chiropractic intern to the understanding of Chiropractic as a profession that functions not only as a primary health care entity, but also within a greater health care paradigm to ensure that the best interests of the patient are met and maintained and that the health of the public enjoys due and proper protection as mandated by the legal requirements of the Allied Health Professions Act, Act 63 of 1982.

The Outcomes of the Internship Programme are to transition the student through an

internship phase to becoming a competent practitioner with the aim of refining the

skills of the student-intern / intern in terms of the following outcomes:

*

*

Practice direct contact (primary) health care as an entry portal provider for all patients (of all ages and gender).

Promote the concept of wellness (in congruence with the primary health care principles) by assessing health risks in the community and attempting to reduce such by providing appropriate general and public health information and lifestyle counselling (as appropriate to the patient and the community).

*

Refine the assessment of a patient's general health status, complaints and problems, by means of a detailed and pertinent case history, physical examination, regional examination and special test (diagnostic imaging, laboratory procedures, or further specialized testing) culminating in a diagnosis with treatment and / or referral as the case warrants.

*

Further develop a goal-orientated patient management plan that addresses the treatment, rehabilitation and education of the patient.

*

Continue to develop and maintain the appropriate health practitioner-patient relationship in terms of the code of conduct and ethical constraints as imposed by legislation governing the profession in South Africa.

*

Deepen the ability to become self-directed learners so as to maintain an up-todate working knowledge in terms of current findings in the field of Chiropractic and utilising the available continuing education opportunities as they present.

3.2 Registration for Internship Programme

Any chiropractic student may enter the Internship Programme, firstly as:

<u>a student-intern</u> when he or she has completed all academic requirements for the M Tech (Chiropractic) qualification, but has yet to complete the research dissertation; and subsequently

<u>as an intern</u> when he or she has met all academic requirements, including the research dissertation and qualifies for graduation, and is no longer a registered university student.

<u>Transition from student-intern to intern status</u> is required by way of application to the AHPCSA for the registration status in the student-internship register to be changed to that of registration in the internship register. The necessary form is available on the AHPCSA website – <u>www.ahpcsa.co.za</u> for either category of registration. The fully completed form needs to be returned to the AHPCSA, along with proof of payment, to allow for registration. Student-intern registration numbers, or intern registration numbers, together with the relevant certificates, as the case may be, will be issued by AHPCSA.

When the student intern graduates from his or her respective institution he or she is required to obtain malpractice insurance, such as is available through the CASA or any other malpractice insurance provider.

3.3 Code of Conduct

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Student-interns and Interns will at all times be adherent to the following:

The Rules of the Durban University of Technology / University of Johannesburg – General Handbook (as applicable).

- The Rules of the Durban University of Technology / University of Johannesburg Chiropractic Department Handbook (as applicable).
- The Rules of the Durban University of Technology / University of Johannesburg Clinic Manual Handbook (as applicable).
- Applicable provisions of the Allied Health Professions Act ("the Act"), Act 63 of 1982, and Regulations thereto, including, but not limited to, Chapters 3 and 4 of the Act, and Chapter 8 of Regulations No R 2610 of 3 December 1982 available for viewing at www.ahpcsa.co.za Legislation.
- The CODE OF ETHICS IN TERMS OF SECTION 54(9) OF REGULATIONS NO R 127 OF 12 FEBRUARY 2001 TO THE ALLIED HEALTH PROFESSIONS ACT, ACT 63 OF 1982, AS AMENDED, INCLUDING GUIDELINES FOR GOOD PRACTICE AND GUIDELINES FOR MAKING PROFESSIONAL SERVICES KNOWN, available for viewing at www.ahpcsa.co.za > Legislation.
- Board Notice 168 of 2018, promulgated in the Government Gazette 42010 on 2 November 2018: STUDENTS, INTERNS OR STUDENT-INTERNS PRACTISING IN THE REPUBLIC OF SOUTH AFRICA OR ELSEWHERE: CHIROPRACTIC AND OSTEOPATHY, available for viewing at www.ahpcsa.co.za_> Legislation.

Any student-intern or intern in breach of any of these legislative precepts may result in disciplinary action by either the Durban University of Technology/University of Johannesburg or the AHPCSA, or both.

3.4 Examination / Assessment of Internship Portfolio

The final assessment will be by means of the submission of a portfolio in hard copy and email copy to the Regional Internship Committee. <u>The category of AHPCSA</u> registration at this stage will be that of intern.

This portfolio shall be based on involvement of the student-intern or intern in the Internship Programme throughout the period of internship, as set out below.

<u>The assessment of the portfolio will be carried out by the relevant Internship</u> <u>Committee and will take a maximum of 2 weeks from date of submission</u>.

The assessment criteria:

*

The work experience hours accepted need to be within two (2) years preceding portfolio submission.

All portfolios must break down attendance into HOURS.

*

*

Conferences and lectures attended: state subjects covered, contact details of organizers, lectures.

*

Numbers of patients seen must be broken down into separate categories: M.

Tech: Chiropractic research patient requirements met (if applicable) and internship programme numbers.

*

The balance of the various aspects of the portfolio – there needs to be an entry in <u>each</u> block of the evaluation format.

*

The reflections of the intern on the work accomplished and how that accomplishment has brought them further in their development as practitioners – letter of the pros and cons of the process.

*

The authenticity of the portfolio, in terms of the work being that of the intern, may be verified by committee members making spot checks by calling any references mentioned in the portfolio.

In addition to the portfolio assessment the intern, will be required to undergo an interview will the Regional Internship Committee member(s) which will be organised by the intern at the availability of the committee member(s).

3.5 Reciprocity

Interns are able to complete the internship in either or both regions; however, they can only apply for the submission of the portfolio in ONE region.

3.6 Work Completed

There may be times when you wish to consider attending and/or completing a particular course, or a post-graduate chiropractic course (International Chiropractic Sports Science Diploma and the Paediatrics Masters Programme or any other programme). If you are unsure as to whether this counts towards the portfolio or not, you will need to submit the relevant details (electronically) to the relevant regional committee in order for them to review your submission and make comment.

3.7 Rules Binding

- 1. The following certified documentation is required to be submitted, after the completion of the internship interviews, to either the KwaZulu-Natal or Gauteng Regional Internship Committee:
 - Portfolio
 - Supporting documents
 - Copy of both student-intern and intern registration certificates

The current Regional Internship Committee representatives are: KwaZulu-Natal: Dr A Pastellides (031 201 1442) Gauteng: Dr M. Busschau (011 918 9057)

- 2. The <u>minimum</u> number of hours required per category is:
 - Academic 75 hours (All courses can be done face to face, or by way of online or webinars, provided the online courses provide certificates to show participation has been completed to the relevant levels).
 - Work experience 600 hours

4. OUTLINE OF THE INTERNSHIP PROGRAMME

The Internship Programme is divided into two main categories:

Component	Outcome
A. Academic	1. Engagement in continuous professional self-development
programme	activities to promote a well-rounded intern fit for professional
	practice.

	 Harness skills of professional interaction and communication, both written and verbal, with professionals from within and external to the Chiropractic profession. Participation in professional meetings, conferences or talks to develop knowledge base and professional character. Enhance skills of practice management, jurisprudence and service to the community.
B. Work experience programme	 Consolidation of clinical acumen through observation and treatment-while under supervision of patients within rural/urban hospitals/clinics, Chiropractic Clinics at DUT and UJ, sporting events and other related activities. Promotion of the Chiropractic profession to the general public and medical community. The observation of orthodox and complementary alternative medical professionals to gain greater exposure to these professions to facilitate inter-professional working relationships and augment undergraduate knowledge.

The mechanisms through which a student intern/intern may meet these outcomes is outlined in the table below. Please follow the template when submitting your portfolio.

A. <u>Academic Component</u> –	75 hours
--------------------------------	----------

Internship	1	Description of work	Signature of
	Examples		-
Components	1. Fundamental	completed	relevant authority
	Purpose: Develop written skills for	Outline type and	Clinic Manager
	professional communication	number of referrals	
a. Literacy	Minimum requirements: <u>6 hours</u> (each case summary or referral letter counts ½ hour)		
	Example of activities relevant to this section: Referral letters, case summaries (above/		
	beyond those required by the institution).		
	Purpose: Develop skills for practice management and accounting	Course / lecture title, date, time and	Practitioner / Employer
	Minimum requirements: <u>3 hours</u>	duration. Employer as well as	Lecturer, with qualifications or
	Example of activities relevant to this section:	dates, time, duration and type of work.	course co- ordinator
	 Lecture / course on practice management or marketing 		
	 Discussion with Chiropractic practice manager(s) and/or receptionist(s) 		
	 Practice management software training (e.g. Pastel) 		
	 Lecture / seminar on practice coding / billing (e.g. ICD-10 coding 		
b. Numeracy	Taxation		
	 Workman's Compensation / IOD Financial seminars (e.g. those run by 		
	the banking houses)Interaction with a financial advisor or		
	broker Discussion with an accountant (specific 		
	to running a business /practice)Lecture/course on accountancy		
	(specific to running a business /practice)		
	Computer Course / Pastel / Excel / Word		
	 Other activities which may include: CASA conference (1 per year) / regional 		

	events (4 times per year), WCCS seminars, BNI network seminars, online courses		
	Purpose: Developing life skills to aid personal and professional growth Minimum requirements: 3 hours	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co- ordinator
c. Life skills	 Example of activities relevant to this section: Life skills: Mentorship programme (CASA/Institutional/other) Counselling courses (either through churches or through Lifeline (as examples)) Relevant committee participation Personal growth: Member of an organisation (e.g. WCCS, Sports Council, Grad Committee) Being a student representative (e.g. Class Rep, PBCO Sub-Committee; Faculty Board; Student Services Board) Member of NGO Co-ordinating a meeting Attending professional AGMs Co-ordinating an event / talk / seminar Learning a language Life coaching Participation in mentorship programmes (as the mentee) Participation in mentorship for junior students (as mentor) Development of interpersonal skills 		

N.B. Lectures the	2. Core t were part of Chiropractic qualificatio	n do not count tow	ards this section)
a. Basic Sciences	 Purpose: To enhance undergraduate training in the basic sciences. Minimum requirements: <u>3 hours -</u> a minimum of 2 different topics must be attended. Example of activities relevant to this section: Lectures on anatomy, 	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co-ordinator
b. Chiropractic Specific	 physiology, pathology, epidemiology etc. Purpose: To facilitate knowledge of Chiropractic techniques Minimum requirements: <u>10 hours</u> Example of activities relevant to this section: CASA conference (1 per year) / regional events (4 times per year): Diversified, Gonstead, Activator, Thompsons, NIP, 	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co-ordinator
	 Technique workshops : Diversified, Gonstead, Activator, Thompsons, NIP, ABC ChiroSport 		

	2. Special or Elective	S	
outside of the <u>legal scope o</u> as part of the Internship wit	the Intern may select an elective that <u>f practice</u> for Chiropractic. For examp h does not, for example, resort under ot practice this technique under you	le if you attend a w r the legal scope of	et or dry cupping cours practice for Chiropractic
	Purpose: Enhanced knowledge and/or skills to manage patients holistically Minimum requirements: <u>1 hour</u>	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co-ordinator
	 Example of activities relevant to this section: Lectures on topics such as (for example) Health models (Biomedical vs Biopsychosocial) Patient centred approach Red flags / yellow flags Pain (psychology of pain, understanding pain etc.) 		
a. Patient care	 Holism These could be through (for example): CASA conference (1 per year) / regional events (4 times per year) WCCS seminars ChiroSport SASCA seminars / conferences WADA SA Pain Society / PainSA South African Spine Society conference Life hospital seminar CASA Webinars 		
b. Chiropractic specialties (other than manual manipulation /	Purpose: Further education in specialities related to Chiropractic Minimum requirements: 5 hours	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co-ordinator

	Example of activities relevant to			1
	this section:			
	 Taping (e.g. Rigid taping, 			
	Kinesiotaping, Spider			
	taping, Rock taping,			
	Dynamic taping)			
	 Acupressure therapy 			
	Electro-modalities			
	Muscle energy technique			
	Rehabilitation techniques			
	(e.g. Theraband, Gyro ball,			
	Bosu-ball)			
	Myofascial techniques (dry			
	needling; grip and rip; AR,			
	PR)			
	ICSSD / ICSSP			1
	Nutrition, health			
	promotion and disease			
	prevention			
	 Ergonomics and work 			
	place assessment			
	Purpose: Professional	Name of hospital	Letter from the head	
	development through community	/ institution,	of the relevant	
	service	date and period	institution	
	Minimum requirements: 3 hours	of stay		
	Minimum requirements. <u>5 nours</u>			
	Example of activities relevant to			
	this section:			
	Disability awareness			
c. Care for disadvantaged	(congenital & acquired)			
persons	Immunocompromised			
	patient care (HIV, Cancer			
	etc.)			
	Stroke patient care			
	Paediatric care			
	Geriatric care			
	 Attending: WADA, SA Pain 			
	Society / PainSA, South			
	African Spine Society			

	conference, Life hospital seminar		
	Purpose:	Course / lecture title, date, time	Lecturer, with qualifications or
I. Diagnostic ambit	 Minimum requirements: <u>2 hours</u> Example of activities relevant to this section: <u>Blood work :</u> 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 <u>Imaging Studies :</u> Lectures / discussion (with appropriate medical professional) of, for example: X-rays, Ultrasounds / sonography, 	and duration.	course co-ordinator
	 MRI, CT <u>Diagnostic and</u> <u>Orthopaedic techniques</u>, not confined specifically to chiropractic assessment of patients (e.g. musculoskeletal evaluation of the patient, but also cardio-respiratory assessment). Can be attained through attendance at: CASA conference / regional events, WCCS seminars, ChiroSport, SASCA 		

	seminars / conferences, WADA, SA Pain Society / PainSA, South African Spine Society conference, Life hospital seminars, CASA webinars		
e. Alternative Health Care / Non- chiropractic health care	Purpose: Minimum requirements: <u>1 hour</u> Example of activities relevant to this section: Lectures about the professions of: Aromatherapy Ayurveda Biokinetics Chinese medicine Dietetics Homeopathy Massage Therapy Naturopathy Occupational Therapy Personal Training Physiotherapy Phytotherapy Pilates Podiatry Reflexology Sports Science Traditional (African) Medicinal approaches Unani Tibb Yoga CASA conference HSA conference Profession specific conference	Course / lecture title, date, time and duration.	Lecturer, with qualifications or course co-ordinator
f. Research (excluding	Purpose: Enhancing research skills	Title of research,	Supervisor with
Master's)	to aid evidence based/informed practice	supervisor and	qualifications

	date of
Minimum requirements: <u>1 hour</u>	commencement
Example of activities relevant to this section:	
Postgraduate seminars:	
Research seminars that	
discuss the research	
process or aspects of the	
research process (e.g.	
how to: write a literature	
review; methodology;	
publish an article).	
 Attending sessions at the 	
writing centre to develop	
academic writing	
techniques. Online courses	
(e.g. research methods).	
Ethics seminars	
Research participation in	
one or more of the	
following ways (these	
require a letter from the	
supervisor of the student	
-	
whose research you	
participated in)	
Assistant: Assisting a	
colleague in research (you	
cannot claim for being a	
research patient or your	
own master's research)	
Focus group participant:	
Participating in a focus	
group for a research study	
Research group: Facilitated research clubs / groups	
where current / topical	
research is discussed	

	Formal presentation of Master's Dissertation at seminar		
Involved in education	Purpose: Developing professionalism through engagement with faculty staff and students at DUT/UJ Minimum requirements: <u>5 hours</u> Example of activities relevant to this section: • OSCE participation (as a patient and signed off by the organiser of the OSCE) • Volunteering as one or more of the following Assistant Clinician Clinic / Chiropractic Receptionist Anatomy Table Assistant Demonstrator (e.g. histology) Tutoring (e.g. younger health sciences students, school students)	Subject, course, institution, timetable outline per week	Lecturer, with qualifications or course co-ordinator
	B. Work Experience -	-	
Community service eally the focus of this tion of the portfolio uld relate to the ropractic assessment d treatment of patients)	Purpose: To develop professionalism through community service Minimum requirements: 25 hours Example of activities relevant to this section: • Community Service Sites - Chiropractic treatment / Health Screening (BP / Blood Glucose readings /	Name of hospital / centre, date and period of stay	Confirmation of flight sheets, patient sheets, evaluation sheets, letter from the supervising doctor

		Spinal screening) of		
		underprivileged patients		
		(including paediatrics,		
		geriatrics) under		
		supervision		
		Clinic Open Days -		
		Chiropractic treatment /		
		Health Screening given to		
		underprivileged patients in		
		the form of clinic open days		
		Community Outreach Sports		
		Events - Events organised in		
		underprivileged areas where		
		Chiropractic treatment /		
		Health Screening is given		
		under supervision		
		Hospital / Clinic		
		Community service in a		
		hospital, helping where ever		
		is needed		
		Additionally, a maximum of 20		
		hours can be obtained from one		
		or more of the following		
		community initiatives (examples		
		and not requirements):		
		 Blood Bank Promotion Day 		
		Helper; SPCA / Kitty or		
		Puppy haven; Soup		
		Kitchens; Charity for the		
		under privileged; Charity		
		tours		
		Purpose: To facilitate exposure to	Name of contact	Copies of the written
		Chiropractic and medical	person, date and	interaction
		practitioners to enhance the	time.	
п	rofessional interaction	interns professional persona,	This needs to be	
J. P		knowledge and skills.	on a letterhead	
	ase be reminded that	Minimum requirements: 50 hours	or doctors pad	
PIم				
			indicating	
ort	this section you will be uired to present the	Example of activities relevant to	indicating duration of visit,	

internship registration as	Observation of:	Signed by the	
well as the letter supplied	- 5 Chiropractic	Chiropractor/	
by the Registrar to the	Treatments by 5 or more	other registered	
people that you wish to	chiropractors for at least 5	medical	
observe)	hours each , 3 of which	practitioner or	
	must be qualified for at	registered	
	least 2 years	practitioner	
	,		
	- 5 medical treatments by 5 or more other medical		
	professionals (diagnostic		
	professionals (diagnostic professions) for at least 5		
	hours each. For example:		
	 Any practitioner registered 		
	with AHPCSA		
	Any practitioner registered		
	with HPCSA		
	Purpose: Market and promote	Organisation	Copies of the
	chiropractic to the public	name, date, time	presentation, letter
		and duration of	from the head of the
	Minimum requirements: 10 hours	presentation	relevant institution
	Every pla of activities relevant to		
	Example of activities relevant to this section:		
	 Public Talks - Presenting a 		
	public talk (talk available		
c. Educational drives /	from Dr Korporaal), for		
public relations	example 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		
	Purpose:	Event name,	Diary, letter from
		date and time	relevant authority
d Sports avants	Minimum requirements: 10 hours	period.	
d. Sports events	/ a minimum of 20 sports patients		
	seen		
			1

	Example of activities relevant to		
	this section:		
	 As arranged through the 		
	Regional Internship		
	Committee / ChiroSport /		
	institutions etc.		
	N.B. Hours claimed at sports		
	events will be the total duration of		
	the event and not total number of		
	patients seen, time in between		
	patients could be spent doing the		
	following:		
	Case discussions with		
	clinicians; Adjustive		
	technique tutoring;		
	Competencies; PR; Inter-		
	professional education		
	Purpose: Refine clinical skills and	Clinic co-	Copy of patient
	remain clinically competent	coordinator or	number printout
		clinic	
	Minimum requirements: 17.5	administrator	
	hours		
	Example of activities relevant to		
	this section:		
	Patients seen at each		
. Chiropractic Clinics	institutional clinic (over and		
	above programme 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.		
	Purpose: Enhance intern skills for	Work place	Copy of a letter that is
	the work place	manager /	signed by the relevant
Remunerated work /		supervisor /	line manager

Minimum requirements: <u>No</u>	
minimum hours but a maximum	
<u>of 100 hours</u>	
Example of activities relevant to this section: Health and Business related :	
Assistant Clinician	
 Clinic / Chiropractic Receptionist Anatomy Table Assistant 	
 Demonstrator (e.g. histology) 	
 Fitness instructor (e.g. personal trainer, yoga, pilates, spinning) 	
 First aid for sports club Work for a wellness company 	
 Reception work at a medical practice, chiropractic practice, pharmacist or health shop 	
 Tutoring (e.g. younger health sciences students, school students) Financial management 	