

1 Board of Chiropractic Examiners

2

3 Adopted Permanent Rules Relating to Graduate Preceptorship

4 Program

5

6 Rules as Adopted

7 2500.2500 DEFINITIONS.

8 Subpart 1. Scope. The definitions in this part apply to
9 parts 2500.2500 to 2500.2530.

10 Subp. 2. Board. "Board" means the Minnesota Board of
11 Chiropractic Examiners.

12 Subp. 3. Diagnosis. "Diagnosis" means the physical,
13 clinical, and laboratory examination of the patient, and the use
14 of x-ray for diagnostic purposes within the scope of practice
15 described in Minnesota Statutes, sections 148.01 to 148.10.

16 Subp. 4. Intern. "Intern" means an unlicensed graduate of
17 a board-approved chiropractic college who assists in the care of
18 patients outside the confines of the clinic of a chiropractic
19 college.

20 Subp. 5. License. "License" means a license issued by the
21 board to practice chiropractic including an original license or
22 renewal license.

23 Subp. 6. Practice of chiropractic. "Practice of
24 chiropractic" means the diagnosis, prognosis, and treatment by
25 chiropractic methods that include those procedures preparatory
26 to and complementary to an adjustment and the normal
27 chiropractic regimen and rehabilitation of the patient as taught
28 in accredited chiropractic schools and colleges.

29 Subp. 7. Preceptor. "Preceptor" means a supervising
30 licensed chiropractic physician approved by the board.

31 Subp. 8. Preceptorship training program. "Preceptorship
32 training program" means a board-approved program by which an
33 intern may practice chiropractic under the direct supervision of
34 a licensed chiropractic physician for one nine-month period.

35 Subp. 9. Private practice. "Private practice" means a

1 privately owned chiropractic business held individually or by
2 incorporation operating without the interest of any hospital,
3 teaching facility, or insurance company.

4 2500.2505 PROGRAM ADMINISTRATOR.

5 The preceptorship training program is administered by the
6 Executive Director, Minnesota Board of Chiropractic Examiners,
7 2700 University Avenue West, Suite 20, St. Paul, Minnesota 55114.

8 2500.2510 ROLE OF THE PRECEPTOR.

9 Preceptors shall follow the procedures in items A to C when
10 supervising an intern.

11 A. The preceptor shall meet with the intern on a
12 regular basis, at least one hour per week, to provide valuable
13 feedback and interaction for one another regarding the intern's
14 performance as an associate doctor and the preceptor's
15 performance as an educator. Patient care shall be discussed as
16 outlined in item B.

17 B. The preceptor shall involve the intern in sharing
18 patient care responsibilities, including:

- 19 (1) completing the history and examination;
20 (2) conducting x-ray examinations, preparing
21 reports, and conducting laboratory tests, if applicable;
22 (3) having the intern maintain patient records
23 and convey information to the preceptor's practice; and
24 (4) treatment of patients.

25 C. The preceptor shall approve the intern's treatment
26 plan before implementing the treatment of a patient.

27 2500.2515 ELIGIBILITY AND RESPONSIBILITIES OF PRECEPTOR.

28 Subpart 1. Eligibility. The preceptor must:

- 29 A. be licensed by the board;
30 B. have actively practiced chiropractic continuously
31 for the preceding five years;
32 C. have actively practiced chiropractic in Minnesota
33 for at least the last three years;
34 D. be in good standing with the board; and

1 E. be in private practice only.

2 Subp. 2. Doctor to intern ratio. The doctor to intern
3 ratio shall be one to one unless special authorization is
4 granted by the board's executive director and at least one board
5 member. Special authorization shall not exceed a doctor to
6 intern ratio of one to two in any situation. An authorization
7 for a doctor to intern ratio greater than one to one lasts only
8 for the duration of that specified intern's preceptorship
9 training program. Special authorization shall be given under
10 the following circumstances:

11 A. when a preceptor is removed from the program while
12 an intern is under the preceptor's supervision and the intern
13 needs to be placed with another registered preceptor; or

14 B. when one intern has failed to pass the board
15 licensing examination and that intern's preceptorship training
16 program time overlaps into another intern's expected starting
17 date.

18 Subp. 3. Fees. If preceptor application is approved, a
19 \$100 fee shall be assessed. In addition, the preceptor shall be
20 assessed a \$100 annual fee for participation in the
21 preceptorship training program.

22 Subp. 4. Application. An applicant for preceptorship must
23 complete and file with the board a preceptor application, a
24 sworn affidavit, and a preceptor/intern agreement on forms
25 prescribed by the board. The affidavit must:

26 A. state that the applicant has been practicing
27 continuously for the immediately preceding five years and in
28 Minnesota for the immediately preceding three years;

29 B. state that the applicant has never been
30 disciplined by the board or any state board and is not currently
31 the subject of any professional disciplinary action in any
32 state;

33 C. include the applicant's Minnesota license number
34 and year of issuance; and

35 E. include the name, current mailing address, birth
36 date, and physical description of the intern.

1 Subp. 5. Continuing requirements. A preceptor whose
2 application has been approved must follow the requirements of
3 items A to E.

4 A. The preceptor shall notify the board of any
5 malpractice or disciplinary action that occurs subsequent to
6 board approval of participation in the preceptorship training
7 program.

8 B. The preceptor shall act as a teacher to the
9 graduate within the practice environment.

10 C. The preceptor must be within the environment in
11 which an intern is working at all times. Failure to maintain
12 this requirement shall result in immediate dissolution of the
13 preceptorship agreement. In the event of a vacation or illness
14 of the preceptor, the intern may only continue with the intern's
15 duties under the guidance of a licensed doctor of chiropractic
16 who has been approved to serve as a preceptor.

17 D. The preceptor must direct the intern only in
18 treatment care that is within the educational background and
19 experience of the preceptor.

20 E. The preceptor must provide all patients with the
21 following standard policy statement that informs them of the
22 possibility of an intern performing various services:

23 Patient care, examinations, and treatment are
24 administered by Dr. (preceptor's name or the name of
25 the board-approved chiropractic intern).

26
27 Please notify office staff if you have any questions
28 or concerns regarding this Office Policy Statement.

29 If you are in agreement with this statement, please
30 sign your name and date on the space provide below.

31 Patient Name: _____

32 Date: _____

33 2500.2520 ELIGIBILITY AND RESPONSIBILITIES OF INTERN.

34 Subpart 1. Eligibility and limitations. An intern must be
35 a graduate of an accredited chiropractic college.

1 Subp. 2. **Malpractice insurance.** An intern must submit to
2 the board proof of application and acceptance to an authorized
3 malpractice insurance carrier for coverage during the term of
4 the preceptorship training program.

5 The intern must contact the insurance carrier of the
6 preceptor doctor and fulfill the carrier's requirements to
7 obtain malpractice insurance coverage during the entirety of the
8 intern's preceptorship program.

9 The intern should be aware that documents required may take
10 some time to obtain. Therefore, it is suggested that the intern
11 initiate this procedure within an appropriate amount of time
12 before application for inclusion in the preceptorship training
13 program.

14 All documents verifying malpractice coverage must be
15 received by the board before approval of participation in the
16 preceptorship training program will be given.

17 Subp. 3. **Application.** An applicant for internship must:

18 A. complete and file with the board an application in
19 a form prescribed by the board; and

20 B. submit a certified copy of the applicant's final
21 chiropractic college transcript showing a date of graduation
22 within six months immediately preceding the next scheduled
23 license examination.

24 Subp. 4. **Continuing requirements.** An intern whose
25 application has been approved may only participate in treatment
26 care that is within the educational background and experience of
27 the preceptor.

28 2500.2525 MINIMUM REQUIREMENTS OF A PRECEPTORSHIP TRAINING
29 PROGRAM.

30 The following requirements must be met for board approval
31 of a preceptorship training program:

32 A. An intern shall not function in the program
33 without written approval of the board; and

34 B. A licensed doctor shall not function in the
35 program without written approval of the board.

1 2500.2530 TERMINATION OF THE PRECEPTORSHIP PROGRAM.

2 A preceptorship training program must terminate no later
3 than nine months after the intern's graduation from a
4 board-approved chiropractic college. It must be terminated
5 before that time if:

6 A. the board finds that either the intern or the
7 preceptor failed to comply with Minnesota Statutes, chapter 148,
8 or part 2500.2100;

9 B. a letter of termination is received by the board
10 with either the signature of the preceptor or the intern;

11 C. upon completion of the nine-month preceptorship
12 program if the intern fails to pass the board licensure
13 examination for a second time; or

14 D. the preceptor is removed from the preceptorship
15 training program because of activities that result in
16 disciplinary action by the board that did not involve the
17 intern. Board staff shall make every effort to place the intern
18 with another preceptor in order for the intern to complete the
19 preceptorship training program with little or no interruption.