

Guidelines for Chiropractic Assistant applicant's INITIAL TRAINING by the Supervising DC (READ these instructions)

A licensed Oregon chiropractic physician may initially train his or her own staff for chiropractic assistant certification in lieu of attendance to an Initial Training Class. This training by the DC is the INITIAL step in the application process. The applicant must still complete the OBCE's application forms and examination. Any training provided which does NOT follow these guidelines will be invalid. OAR 811-010-0110(2)(a) states,

1) The class requirements.

- a) Training must be at least six hours in TOTAL,
- b) **FOUR of the six hours must address physiotherapy, electrotherapy and hydrotherapy**, and the Board recommends the DC address the indications, contraindications and specifics of application per modality. Modalities should be practice specific.
- c) Training must be given within the 12 months preceding the application date.

2) Training delivery.

- a) The chiropractor must carry out the training him or herself (not delegate to other staff)
- b) If training is hands-on, the DC must be in the room with the CA and the patient at all times)
- c) It is *suggested* that the training be hands-on (video in addition to hands-on is ok).

3) Documentation. Create a log of the training for submission with the application to the OBCE.

- a) Document dates
- b) Document the approximate time spent training in each area
- c) Document the type of training

4) Verification. The chiropractic physician and staff must both attest to completion of the training by signing and dating the log of training.

SAMPLE Log of Initial Training

Initial Training for (Name):		
Date	Time Spent	Modality, or other Content, trained
12/12/06	1.5 hours	Ultrasound, TENS, low volt galvanism, diathermy (including indications and contraindications)
12/15/06	.5 hours	Hot and cold packs, infrared heat
12/18/06	2 hours	Soft tissue manipulation
12/19/06	1.5 hours	Patient/healthcare provider boundary issues; and charting requirements
12/20/06	.5 hours	Patient confidentiality, and safety and sanitation in the treatment room
Total Hours: 6		

CA Applicant's Name (please print): Jane Smith	Supervising DC's Name (please print): William Coe, DC
CA Applicant's Signature: <i>Jane Smith</i>	Supervising DC's Signature: <i>William Coe, DC</i>
Date Signed: December 21, 2006	Date Signed: December 21, 2006

The Board offers some suggested topics to complete the two hours above the mandatory four hours of physiotherapy, hydrotherapy and electrotherapy. They are:

Proper set up and draping of patients; Communication skills regarding patient questions about the use of the modality; Patient/healthcare provider boundary issues; Patient confidentiality; OSHA requirements for blood borne pathogen protection/exposure control; Safety and sanitation in the treatment room; Charting requirements; and other topics such as anatomy, terminology, stages of healing, etc.

