

*A Student Manual is a necessary document to ensure that students are aware of both their rights and their responsibilities while attending JTS. Therefore it is most important that you read the manual at the beginning of each year and ask questions to ensure you have a full understanding. Students will sign documentation each year that they understand the information in the Student Manual and agree to abide by the guidelines.*

#### **PREFACE**

*The policies and procedures presented in the Student Manual represent a contractual agreement between Jung Tao School of Classical Chinese Medicine and the Acupuncture Student for the period covered by the manual. The manual may be edited or updated yearly so students should review the manual each year. Upon acceptance as a student to Jung Tao School, each individual must sign an enrollment agreement confirming that the manual has been read and understood, and that each policy and procedure will be followed during the course of training. If it becomes necessary to alter a policy or procedure during an academic year, the updated manual will be available online, as well as a hard copy that is kept in the Registrar's office. You are encouraged and invited to make comments and suggestions for future editions.*

Academic Year 2019-2020  
REVISED March 22, 2019

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## **PART ONE** **GENERAL POLICIES**

### **SECTION I: GENERAL ACADEMIC POLICIES AND PROCEDURES**

#### **NON DISCRIMINATION/HARASSMENT POLICIES**

Jung Tao School of Classical Chinese Medicine is committed to providing the students, staff, faculty, patients, and visitors with a comfortable, safe and inviting environment. In such, there is no tolerance for discrimination, harassment, or berating of any individual by another in written or verbal form. Students are expected to deal with each other, the faculty and staff, and all visitors with respect even when the student is in a disagreement or stressed because of unfortunate events. In return the faculty and staff will also maintain a respectful environment.

**For a full disclosure of the non-discrimination/harassment policies, and the process for reporting suspected incidents, please refer to Appendix 1.**

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Jung Tao School recognizes that its students have rights, privileges, and responsibilities. It seeks to declare the extent of its services and facilities throughout the publication of information catalogs, manuals, and any policy statements. Jung Tao School pursues policies that encourage and enable its students to foster associations with personnel from the traditional acupuncture establishment, both within and outside the college environment, and to enhance opportunities for the development of individual potential. It further seeks to improve and update its activities through the provision of gathering and receiving student opinions and feedback on the performance of the school. With response to student responsibilities, Jung Tao School empowers itself to invoke a disciplinary procedure in response to behavior which is in breach of school regulations.

**For a more complete statement of student rights and responsibilities please refer to Appendix 2.**

#### **ACADEMIC SCHEDULE**

Jung Tao School's academic year runs from August through July. Both the didactic course years and the fourth year intern clinic experience is open year round, and takes place all twelve months. The regular schedule for each student is to attend 12 assigned five day class segments during the first three years of study. In the fourth (clinical) year, each student will attend 12 four day clinic segments and 3 five day clinic segments. Although each course is completed over the entire year, it is also broken into two semesters. Students will receive semester evaluations to ensure that they are successfully progressing. Students receive a final grade at the end of each academic year for each course. The three two day weekend segments are scheduled for students

at times other than the regularly scheduled class times. They are used to provide students with clinical observations, referred to as Grand Rounds, for the first three years.

## **CLOCK TO CREDIT HOUR CONVERSION**

JTS is based on semester hour credits and adheres to clock to credit hour accreditation standards.

### *Clock to Credit Hour Conversion*

One credit hour is equal to:

- 15 clock hours of classroom instruction, or
- 30 clock hours of supervised laboratory or clinical instruction, or
- 45 clock hours of independent study.

## **PROGRAM COMPLETION TIME FRAME**

The program at JTS is designed so that a student may complete all required didactic and observation training in three academic years, and all internship training in one academic year. All students are mandated to complete the four academic year program within a six year time frame, from date of enrollment to completion, to be eligible for graduation from Jung Tao School. In special circumstances, JTS may grant an enrollment extension for internship and allow a student to take longer than four academic years to complete the program. Students requesting an enrollment extension must do so, in writing to the Clinic Director, as soon as feasible and no later than March of his/her fourth year. The request will be reviewed by the Vice President and Clinic Director, and a response issued within 30 days of receipt of the request. Students must pay for another year of malpractice insurance if the completion extends into the next academic year.

The program charges yearly tuition for all courses, and all courses each year are co-requisites. If a student does not progress to the succeeding year due to the receipt of a grade of "F", "W" or "AW" in one or more courses, he/she will not receive credit for that year.

**More information on the process and consequences of receiving a grade of "I", "F", "D" "W", or "AW" are described in more detail in Appendix 3.**

## **ENROLLMENT IN COURSES**

Enrollment in courses for the upcoming academic year takes place on August 1. Enrolled students will be responsible for all academic and financial requirements as stated in this manual. The Registrar will automatically enroll students in courses, by completing a Course Enrollment Form, according to the following guidelines:

### *Incoming Freshmen*

Approved applicants who have submitted the \$300 tuition deposit, and have not submitted an enrollment withdrawal by August 1, will automatically be enrolled in year 1

for the upcoming year.

### *Continuing Students*

Continuing students who have been issued a passing grade in all courses in the previous academic year, and who are not granted a status of “Leave”, “Withdrawal”, “Suspension” or “Dismissal” by August 1, will automatically be enrolled in the succeeding academic year.

**Guidelines for receiving a status of Leave, Withdrawal, Suspension or Dismissal, or receiving a grade of “D” or “F” in a course and the consequences are described in Appendix 3.**

### **LATE ENROLLMENT**

There are some provisions for potential late enrollment in certain circumstances.

**Refer to Appendix 3 for more information**

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Jung Tao School requires high standards of academic achievement from all enrolled students. Student progress and proficiency is evaluated by way of written and practical exams, as well as attendance, class participation, professionalism, and clinical performance. Since all courses are co-requisites for other courses taught in the same academic year, and are prerequisites for the courses taught in the following academic year, students who receive a failing grade in a course will not be allowed to progress to the following year. Students must maintain the standards of progress which mandate that **all students are required to pass all courses with a 2.0 GPA in order to progress through the program.** According to government regulations, students eligible for financial aid under Title IV must maintain these standards in order to receive financial aid.

### **GRADING POLICY**

Jung Tao School uses a GPA system of grading where percentages and A-F index grades are converted to GPA scores as follows:

A	(96 - 100)	=	4.0
A-	(93 - 95)	=	3.7
B+	(91 - 92)	=	3.3
B	(88 - 90)	=	3.0
B-	(85 - 87)	=	2.7
C+	(80 - 84)	=	2.3
C	(75 - 79)	=	2.0
D	(70 - 74)	=	1.0
F	(69 & lower)	=	0.0

W	Withdrawal	=	0.0
AW	Administrative Withdrawal	=	0.0
A	Audit	=	0.0
I	Incomplete	=	0.0
CBE	Credit by Examination	=	P

Details regarding the calculation of specific grades may be found in each course syllabus. Personal Cultivation is a pass / fail course, which must be passed each year to progress. It is not included in the GPA.

Receipt of Withdrawal, Incomplete, Credit by Examination or Audit instead of a letter grade is possible in certain circumstances.

**Refer to Appendix 3 for more information.**

### **GRADE CHALLENGE PROCEDURE**

Any student wishing to challenge a grade received in any course may do so within 7 days following the issuance of grades for the academic year.

**For specifics on how to challenge a course grade refer to Appendix 3.**

### **ACADEMIC ADVISING**

The Registrar is responsible for academic advising of all students enrolled in the program. While one of the Registrar's role is to monitor the academic progress of students, he/she may also act as a guide during the course of the student's enrollment in Jung Tao School. Counseling sessions may be initiated at any time by the student or the Registrar. Students seeking advice from the Registrar are encouraged to make an appointment as soon as they need believe they need assistance.

### **COURSE DIRECTOR COMPLAINTS**

Students who have difficulty with a class, how it is presented, the procedures used by the instructor, etc. must always seek a resolution with the instructor first. Students are encouraged to request a meeting with the instructor outside of the classroom to discuss his/her issues with the class. Students should provide the instructor with specific examples of instances that were difficult for them. Only after this approach has not resulted in improvement should the student seek the help and advice of the Registrar.

### **ACADEMIC TUTORING**

Students may voluntarily choose to receive academic tutorial sessions, act upon the advice of a faculty member to obtain tutoring, or be required to complete tutoring in order to continue in the program.

**For more information on Academic Tutoring refer to Appendix 3.**



## **GRADUATION**

Jung Tao School holds a graduation ceremony in August of each year for pending graduates with all academic requirements and financial obligations satisfied. Students with outstanding academic or financial obligations to the school will not be eligible for graduation until those obligations are fulfilled. In some instances, a student may be allowed to walk in the graduation ceremony prior to completing all academic requirements. In these instances, the student will receive a blank diploma during the graduation ceremony, and will receive the actual diploma after all requirements have been satisfied.

**For more information on graduation requirements and processes refer to Appendix 4.**

## **SECTION II: STUDENT SERVICES**

### **HEALTH CARE**

Currently enrolled students of Jung Tao School may receive unlimited intern performed treatments in the school's intern clinic for a discounted rate of \$10 per treatment (1/3 the public rate). Student treatments must be scheduled with the Clinic Office Manager no more than 30 days in advance, and may only be scheduled during lunch breaks or on days that do not conflict with class times. Since treatment slots during class times are limited, students are asked to be considerate of their classmates by not scheduling multiple treatments during the same class session so that all students can have access to treatments.

Students may also volunteer to be evaluated in diagnosis or treatment course in year two or three of the program, or for any Grand Rounds. Any treatment received as a result of volunteering in one of these situations will be performed free of charge, under the direct supervision of the didactic instructor who is also a NC licensed acupuncturist.

**No treatments may be done except in class or in the student intern clinic under direct supervision. Students who participate in receiving or providing treatment outside of this guideline are in violation of state law and will be DISMISSED from the program.**

### **STUDENT REPRESENTATION**

Jung Tao School recognizes the importance of obtaining student input for the ongoing evaluation and development of its mission, curriculum, policies and procedures. For this reason, students have formally scheduled class meetings with specific topics to address. Classes may also opt to have additional meetings. Each year one representative from each class will be elected to represent the results of the class meeting to administration.

**The specific guidelines and schedule for the formal class meeting can be found in Appendix 5.**

## LISTSERV EMAIL

Jung Tao School of Classical Chinese Medicine makes available to its students, faculty, and staff the use of its proprietary email system. Jung Tao School employs a Listserv system that allows for the mass emailing of students based upon their enrollment in a particular class, the mass emailing of faculty, and staff respectively. Individual use of this system by students is not mandatory, but if you choose to use it you should know the messages are not monitored by the administration.

The following rules apply to the Jung Tao School Listserv lists:

- Only the subscribed email address given to the school's Registrar is entered into a student's respective class group email.
- If another email address is used, other than the one subscribed to the listserv list, the system administrator will be notified that an "unsubscribed" person/s is attempting to email the list.
- The listserv administrator has the option of "denying, accepting, or deleting," the attempted email. ***Only the subject line as well as the sender of the attempted email is seen by the system administrator.*** This is in place to thwart any attempts of SPAM or unsolicited emails.
- If a student, faculty or staff member wishes to email listserv lists that they are not subscribed to, they must contact the Director of IT & Publishing to have their additional email address added to the requested listserv account.

## JUNG TAO MATERIALS

Jung Tao may present seminars or special classes to the professional community and/or general public, both on and off campus. Jung Tao School students will receive information on all planned seminars and classes and are urged to complete early registration and payment. Students may receive discounted registration. Attendance is often limited and seating is provided on a first come, first served basis. These are not mandatory seminars and do not contribute to the curriculum courses.

Jung Tao also produces educational materials which are generally available to students of Jung Tao School at a discounted retail price, plus sales tax. English editions of texts by Nguyen Van Nghi are the intellectual property of his family, who receive any profit from their sell. These texts will be provided to the students at a 20% discount.

All purchases, including seminars and classes, may be made by check, cash, money order, Visa, MasterCard, Discover, or American Express. Please make checks payable to Jung Tao School. The Finance Director is responsible for handling registrations and purchases.

## **LIBRARY**

Jung Tao School houses a unique library of books, video tapes, audio tapes, and periodicals. The main focus of the library is on Chinese medicine and cultivating a deeper understanding of the classical system of Chinese medicine through martial arts, language, physics, philosophy, and other related subject matter.

The librarian is available Wednesdays, Fridays. and Sundays 9:00 AM — 6:00 PM.

Following is the library check out and return policy:

- Students may check out books or periodicals for up to 30 days.
- Students may renew a checkout for up to 2 additional 30 day periods, provided there is no waiting list for the item.
- A late fee of 25¢ per day will be assessed for late books and periodicals.
- A book or periodical not returned within 30 days of the due date will be considered lost or stolen, and the student will be required to replace the book or periodical.
- Reference materials, out of print items, videos tapes, and computer media are not available for checkout, but may be reviewed on campus.

### Appalachian State University Library

In addition to the in-house library, students of Jung Tao School are permitted to use and check out books from Appalachian State University library at no charge. Presenting their JTS student ID card permits students to borrow books from the ASU library. Students may also access all University databases through the public computer terminals located by the circulation desk on the first floor. Other print and database resources are available through the Watauga Public Library, 140 Queen Street, Boone NC 28607. Any adult who attends school in Watauga County and can show documentation of same along with a photo ID is eligible for a free library card.

Complete ASU library policies and procedures may be obtained from the JTS Librarian.

For a detailed description of the library facilities, a list of holdings, and its full policies and procedures, refer to the Library Manual located in the library.

## **STUDENT RECREATION AREAS**

The student lounge is located in the break room and includes a television with VHS and DVD players and surround sound system. Students are asked to first receive instruction from a staff member in use of the A/V equipment before attempting to use it. A small kitchen area is also located off of the break room and students have full access to it to prepare meals. Please be considerate of others and keep the area clean and all food items should be properly enclosed to discourage pests. Students are responsible for washing and putting up their dishes and utensils. Classes are asked to monitor each other to ensure that the kitchen is left clean and ready for the next class. Leaving dirty dishes and exposed food may lead to loss of kitchen privileges.

Students may use the picnic tables outside the front entrance of the school, or the sheltered picnic tables across the parking lot when they are not scheduled by members of the community. Students are also welcome to use the basketball court, tennis court, walking trail, ball field, or playground across the parking lot, unless they have been scheduled by members of the community.

## **STUDENT IDENTIFICATION CARDS**

Jung Tao School supplies all students with an official Jung Tao student ID. Students may use their ID to receive vendor discounts and admission to school functions. All JTS issued student ID cards are property of Jung Tao School and will be rendered invalid and surrendered to the School upon graduation, withdrawal, suspension, or dismissal from the school. Lost identification cards may be replaced for a \$25.00 fee.

## **JOB PLACEMENT**

Jung Tao School does not provide job placement nor guarantee employment. However, career opportunities are posted on the announcement bulletin board in order to keep students informed of available job openings in the surrounding area and nationally.

## **SECTION III: FINANCIAL POLICIES**

### **TUITION AMOUNTS**

Tuition rates for the 2019-2020 academic year is as follows:

- \$12,360 for all classes.
- \$ 200 malpractice insurance premium for years 2 and 3.
- \$ 1200 clinic fee for year 4 (\$200 malpractice + \$500 / semester clinic fee X 2 semesters).

**Additional fees may apply to each year of study. Please note that malpractice insurance premiums and clinic fees are paid by the school in advance and are not refundable.**

### **TUITION INCREASES**

Tuition and fees are **re-evaluated on a yearly basis, and may increase generally in the range of 3 - 8%** depending on inflation and increased costs to the school. All currently enrolled students are subject to future tuition and fee increases. Students will be notified of an increase in tuition 90 days before the beginning of the next academic year.

Tuition for audited courses is set at \$75 per credit hour. This fee must be paid in full at prior to the beginning of the course. Students auditing a course are also responsible for any related laboratory or material fees.

Students returning to class from leave, withdrawal, or suspension, or repeating a year due to one or more failed courses, will be subject to the financial policies of the class in which they are placed.

## **PAYMENT PLANS, AND DUE DATES**

Students may select one of the payment plan options stated in **Appendix 6** for each year of training, and must maintain the payment plan for the entire academic year. Students choosing to switch to a different payment plan in an upcoming academic year must notify the Financial Director no later than August 1, otherwise he/she will be automatically assigned to the same payment plan as stated in the previous academic year.

Payments for tuition or fees must be paid by check or money order and will not be accepted more than 30 days in advance. Tuition may not be paid for amounts greater than the biannual payment amount.

## **TUITION REFUNDS**

Tuition may be refunded to a student who is no longer enrolled in courses due to leave, withdrawal, suspension or dismissal. Tuition refunds will be determined on a pro-rata basis until 60% of the semester calendar enrollment days have been completed. No refunds will be allowed after 60% of the semester has elapsed. A student is considered “enrolled” until the date the Registrar grants the student a "non-enrolled" status. A list of the specific non-enrolled status classifications can be found in Appendix 3. All tuition refund checks will be issued to the student via US mail within 30 days of the granting of “Leave”, “Withdrawal”, “Suspension”, or “Dismissal” status

## **TUITION FOR REPEAT YEARS**

Any student repeating year 1, 2, and/or 3 for any reason will be required to pay full tuition and the stated level for the repeated year. This includes repeated years that are voluntarily taken by the student, or due to the receipt of a grade or “F”, “W”, or “AW” in one or more courses. Please note that **repeating a year will impact receipt of financial aid.**

**Any student repeating one or both 300 hour internship** rotation, which requires them to be completed in the next academic year, will be **charged at the monthly tuition fee for each month or partial month** required to complete the rotation. **Malpractice and supplies fees for that year will also have to be paid.**

## **BOOKS AND EDUCATIONAL MATERIALS**

The approximate cost of required books and educational materials for the entire program is \$1200.00. The Registrar will provide a list of all required and recommended books and materials for the upcoming year no later than July 1. Students are responsible for obtaining the required books and materials prior to the first day of class.

## **CLINIC FEES**

All students are required to pay a clinic fee during their clinical internship to cover the costs of clinic supplies. The clinic fee for the 2019-2020 academic year is the same as in past years, \$1000. Students failing to pay this fee by the stated deadlines will not be able to progress in their internship rotation until the fee is paid.

Students who do not complete their internship hours within the course of their fourth academic year, will be responsible for continuing to pay the clinic fees into the fifth year.

## **MISCELLANEOUS FEES**

There are a variety of miscellaneous fees that may apply to a student, such as sending out official transcripts, late payments, etc.

**More specific information on fees/tuition, miscellaneous fees, and payment plans can be found in Appendix 6.**

## **PAYMENT METHOD**

All payments must be made by **check or money order**. No cash or credit/debit cards are accepted for any tuition payments or fees. All payments must be mailed to the school or given directly to the Financial Director or placed in the payment box outside of the Financial Director's office. All payments must be in the hands of the Financial Director before the stated deadline to avoid late fees.

## **OUTSTANDING FINANCIAL OBLIGATIONS**

Students are expected to pay all tuition, book and educational material payments, and other school fees by the required due date. Currently enrolled students who repeatedly do not meet all financial obligations in a timely manner will be subject to academic watch or suspension as detailed in the disciplinary policy in this manual. **Students with an outstanding financial balance will not be allowed to progress if the balance is not paid within 30 days.** Students are not allowed to attend classes until the balance owed is "0" and absences due to non-payment will count against the student's allowed absenteeism of no more than 25% of a class.

Students must meet all financial obligations by July 31 at the end of their final year of training, including any graduation fees, in order to receive a Diploma of Acupuncture from Jung Tao School.

**More information on payments and consequences of late payments can be accessed in Appendix 6.**

## **FINANCIAL AID**

Jung Tao School of Classical Chinese Medicine has been approved to participate in the U.S. Department of Education Title IV financial aid program. Students admitted to Jung Tao School are eligible to apply for federal student aid to assist in financing their educational costs. Students should contact the Financial Aid Director for information on the process to obtain Title IV loans.

### **Other Policies Mandated of All Schools Approved for Title IV Financial Aid Programs Include:**

Family Educational Rights and Privacy Act (FERPA)  
Student Rights Code of Conduct - Title IV  
Educational Records  
Directory Information  
Record Confidentiality

**The JTS Title IV Financial Aid Policy, related financial policies, and additional information can be found in Appendix 7.**

## **SECTION IV: DIDACTIC POLICIES AND PROCEDURES**

### **DIDACTIC ATTENDANCE POLICY**

The didactic course schedule of Jung Tao School is based on the attendance of an intensive five-day course session, each month, and three weekend sessions for twelve months per year. This schedule requires students to attend all scheduled classes, to arrive on time, and to stay until the end of class. Even partial absences from a five-day course session can result in the student missing valuable information and not attaining the material and experiences necessary to complete the course with at least a 75% proficiency. To reinforce the seriousness of this issue, Jung Tao School has adopted a rigorous attendance policy which mandates **receipt of an “F” in a course if 25% of the class is missed.** Failure to comply with this policy and exceeding the allowable absences for each course in an academic year will result in Academic Watch or a grade of “F” in the course.

**Please refer to Appendix 8 for more information and guidelines.**

### **ACADEMIC PROGRESS REPORTS**

Each student enrolled in the first three years of the program will receive an Academic Progress Report (APR) at midterm or the end of the first semester. The midterm report indicates the student’s progress in each course as “satisfactory” or “needs improvement”, and may contain instructor comments, suggestions for improvement, indications of missed coursework with deadlines for completion, and/or remedial assignments.

A year-end report is completed if a student receives an “Incomplete” as the final grade in a course, and will contain instructor comments on the overall progress of the student for the year, as well as coursework assignments and deadlines if a grade of “Incomplete” has been awarded.

A periodic progress report may be issued if there is an indication of an academic deficiency, poor attendance or participation, or if missed coursework due to absence has not been completed by the deadline stated on the course syllabus.

### **Completion Process for End of First Semester Progress Reports**

Instructors in each course maintain a record of exam, quiz and assignment grades, class participation, and comments and recommendations for each student in his/her course. The instructor reports are turned in to the Registrar in the last week of January, prior to the end of the first semester, January 31. The Registrar completes the Academic Progress Report for each student, based on instructor reports and comments. He/she will meet with each student to review the midterm report. During the meeting, the student may make comments on the report, sign, and return the report to the Registrar for placement in the student's permanent file. Copies of all academic reports will be given to the student to keep.

### **PERIODIC PROGRESS REPORTS**

A periodic Academic Progress Report may also be completed at any time during the academic year when a student is displaying an academic deficiency. This deficiency may be due to lack of comprehension, excessive absenteeism, or failure to complete assignments or exams by the deadline specified on the course syllabus. The periodic progress report may be initiated by an instructor, if the deficiency is in a specific course, or by the Registrar, if the deficiency is general. Any time an instructor or advisor meets with a student regarding a deficiency, a periodic report should be completed.

### **COMPLETION OF MISSED WORK OR REMEDIAL ASSIGNMENTS**

If an Academic Progress Report indicates that the student must complete missed coursework or remedial assignments, the work must be completed within the time frame indicated on the report and turned into the issuing instructor. If the coursework is not completed within the designated time frame, the instructor may place the student on academic watch until the work is completed, or issue a grade of “F” if the student has not complied with remediation guidelines.

### **FAILURE OF A COURSE**

Instructors and the Registrar are very conscientious of the progress of each student throughout the year, and attempt to take all necessary steps to remedy academic deficiencies prior to the end of the academic year. However, in the event a student fails a course, he/she will be notified by the Registrar no later than August 5. **Students who receive a failing grade in a course will not be allowed to progress to the following year, and will be required to repeat the failed academic**



**year in its entirety.** The Registrar will supply the student with course schedules for the upcoming academic year, so he/she can arrange to retake the courses. The student will be held to the financial and academic requirements for the class in which he/she is placed.

## **DIDACTIC COURSE APPEARANCE POLICY**

A student's classroom attire and personal hygiene should reflect a respect for the faculty, fellow students, and patients, and should not distract from the learning process. Classroom attire should be neat and conservative and strong body odors or fragrances of any form should be avoided. Shoes must be worn at all times and no halters, cropped shirts, short shorts or skirts, or profane messages on clothes will be allowed. Students who violate this policy will be removed from the classroom. Frequent or abusive violations of this policy are grounds for disciplinary action. Individual instructors may place additional dress code requirements on students in attendance at his/her class to reflect activities in the class.

**Students who interact with patients in diagnostic or treatment classes in years 2 and 3 of the program, or any Grand Rounds, are required to follow the “Clinical Appearance Policy” stated in the Appendix 12.**

## **TEACHING ASSISTANTS**

On occasion, Course Directors may utilize teaching assistant to aid with a didactic course. Teaching assistants are selected from other faculty, alumni, or upperclassmen with an exceptional understanding of the material. Being asked to be a teaching assistant is a great honor for a student, and contains valuable experience for possible future teaching positions. Students may only participate as a TA in one course each academic year.

TA's may be asked to assist in the performance of the following duties:

- Assistance in grading of exams, quizzes and assignments.
- Copying and distributing course materials.
- Assistance in classroom attendant duties.
- Answering student questions regarding course materials and information.
- Evaluating and assisting students during practical exercises or tests
- Instruction in basic concepts under the direct supervision of the Course Director.

## **CLASSROOM DISCUSSION**

Due to the nature of the curriculum at Jung Tao School, the student body consists of a diverse group of individuals. Many students in the school are licensed practitioners in various forms of health care, including Western medical doctors, massage therapists, nurses, chiropractors, martial arts instructors, and acupuncturists. It is requested that any student knowledgeable in the subject

material in any course not disrupt the learning process of students less knowledgeable in that subject area. Digressions into lengthy discussions about advanced ideas or individual cases are asked to be kept at a minimum, while questions pertinent to the subject material and level of understanding of the class are encouraged.

It is up to the discretion of the instructor of the course to intervene at any time if he/she feels students are being adversely affected by the discussion or questions of a student more advanced in the subject material.

Students must not attempt to answer questions directed to the faculty by other students unless requested by the instructor.

### **REQUIRED AND RECOMMENDED BOOKS AND MATERIALS**

The Registrar will supply each approved applicant, currently enrolled student, and student on leave with a complete list of required and recommended books and materials no later than July 1, prior to the academic year for which the materials are required. This list will include estimated costs and suggestions for purchase locations. Each student is expected to purchase each required item on the list, and bring all items to the first class in the new academic year. Failure to come prepared with mandatory books and materials may result in dismissal from the program.

### **DELAYED QUIZ AND EXAM POLICY**

It is the goal of Jung Tao School to provide any assistance possible to students for their success. Exams and quizzes are used to assess each student's progress in the program and are scheduled on the course syllabus. Students must make every attempt not to miss a test or exam. In the event that serious situations prevent a student from attending when the quiz or exam is given he/she must contact the Registrar to arrange for a time to take the missed test. The student will be given a few day and time options and they may select the best option provided to them. Students must complete all the missed quiz or exam prior to the next regularly scheduled class. Students may not take tests during scheduled class or Grand Round sessions. Students who show a pattern of missing quizzes and exams will be placed on academic watch as a first response. In accordance with JTS expected code of conduct any student who attempts to solicit information about the test from a fellow classmate who took the test as scheduled will be found in violation of the code of conduct and will be reprimanded or released from the program.

### **REQUEST FOR EDUCATIONAL ACCOMMODATIONS**

A student with a documented learning disability may request appropriate accommodations. Upon acceptance into the program, the student should provide the Registrar with written verification of the disability and suggested accommodations from a licensed practitioner who has evaluated the student.

### **SECTION V: STUDENT STATUS**

## **CURRENT STATUS**

Each potential, current, and former student or applicant involved with Jung Tao School is assigned a current status. This status is often tied to various policies and procedures stated in this manual and in other school documents and manuals. At the end of each academic year, the Student Director publishes data as to the status of each currently active student.

**Refer to Appendix 9 for a description of each student status.**

## **LEAVE AND WITHDRAWAL**

Students attend Jung Tao School on a voluntary basis and are eligible to discontinue their studies at any time, for any reason. Any currently enrolled student may request a temporary leave, or may withdraw from the program.

**Refer to Appendix 10 for a description of leave and withdrawal.**

## **ACADEMIC WATCH**

Academic Watch implies a minor infringement of conduct, academic, or financial policy or procedure. Students placed on academic watch will be allowed to continue in their current course of study, provided they meet the requirements as detailed in the Disciplinary Action Report for the removal of the academic watch.

## **SUSPENSION**

Suspension will occur when a student has a more serious infringement of conduct, academic, or financial policy or procedure. Students placed on suspension will not be allowed to continue in their current course of study but are eligible to return the next year to repeat the year they were suspended from

## **DISMISSAL**

Dismissal implies a serious infringement of conduct, academic or financial policy or procedure. Students who are dismissed are not eligible to return to Jung Tao School.

## **DISCIPLINARY POLICY/STUDENT CODE OF CONDUCT**

It is the responsibility of the faculty and staff of Jung Tao School to ensure that proper integrity is demonstrated by each student enrolled in the program, and that a satisfactory academic progress is maintained. Standards for conduct, appearance and behavior are specified in Appendix 12. To this end, guidelines for granting a student a status of “academic watch”, “suspension”, or “dismissal” for academic, conduct, or financial reasons have been created. The Registrar will issue all instances of academic watch, suspension, and dismissal, based on the criteria detailed in

this manual. For each instance a Disciplinary Action Report will be completed, signed by the Registrar and the student, and placed in the student's permanent file.

**For more information on academic watch, suspension and dismissal please refer to Appendix 11.**

**For information of Code of Conduct and Expectations please refer to Appendix 12**

## **SECTION VI: GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES**

### **STUDENT RECORDS**

Student records are housed in the Administrative Office, maintained by the Registrar, and kept secure at all times. Details regarding the security of student records are detailed in the Records Manual, located in Handbook of Policies and Procedures in the school library.

Each student has the right to inspect the contents of his/her own educational records. Transcripts on file from other institutions are the property of Jung Tao School and will not be returned to the student or forwarded to other parties. All requests for copies of transcripts from other schools should be directed to the granting institution.

**Refer to Appendix 13 for more information about requesting transcripts and security of personal information.**

### **CONFIDENTIALITY POLICY**

Confidentiality is a serious issue that can cross many boundaries and a student may find him/herself in situations that could be considered violations. Please review this information carefully and ensure that you understand the many scenarios where confidentiality is required.

As a user of information at Jung Tao School of Classical Chinese Medicine, you may develop, use, or maintain (1) patient information (for health care, quality improvement, peer review, education, billing, reimbursement, administration, research, or for other purposes), (2) personnel information (for employment, payroll, or other business purposes), or (3) confidential business information of Jung Tao School of Classical Chinese Medicine Intern Health Clinic Health Care and/or third parties, including third-party software and other licensed products or processes. This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

**It is imperative that you familiarize yourself with actions that may be construed as violations of confidentiality found in Appendix 14.**

## **COPYRIGHT INFRINGEMENT/PLAGIARISM**

Jung Tao School has developed information about copyright laws and the illegal use of file sharing programs. This, along with plagiarism, have become serious issues in schools of higher education. JTS takes both issues seriously and will take action against any student, faculty, or staff that has committed acts of plagiarism or copyright infringement. Plagiarism can be avoided by simply giving credit to the originator when you use another's thoughts or ideas in your work. This holds true if you use information from a published book, or from a fellow student or graduate. If you have any questions about how to give credit to the originator, talk to your instructor. Copyright Law is complicated but you can find more information in Appendix \_\_\_.

**To ensure you understand copyright law and the penalties for violation please refer to Appendix 15.**

## **SOLICITATION POLICY**

Jung Tao School of Classical Chinese Medicine is a non-profit organization and as such is careful about for profit solicitations on school property, or utilizing school facilities. The solicitation policy is patterned after those provided by other larger non-profit organizations and is therefore detailed. Students who wish to participate in solicitation at the school, or using school processes, such as access to emails, should always be sure to clear such activity through the President before beginning such activity.

**To ensure you understand the solicitation policy and the penalties for violation please refer to Appendix 16.**

## **GRIEVANCE POLICY**

Any student considering filing a formal grievance should note that it is a serious matter, equivalent to a legal proceeding. This process is set aside for grave matters where the student does not feel that he/she has received fair and just treatment. **Any student disputing an assigned grade for a course should refer to the Grade Challenge Procedure stated in the academics section of this manual.**

**Refer to Appendix 18 for a full description of the grievance policy and appeal process.**

## **MAINTENANCE OF THE SCHOOL AND GROUNDS**

Students are expected to maintain a clean and orderly appearance of the school and grounds at all times. Use of the break room is a privilege, and it should be left clean at the end of all class days and student functions. Each student is asked to be considerate of fellow students and staff and clean his/her dishes and utensils after each use. Students are requested to remove any food or

containers from the school premises at the end of each session. Any food or containers remaining in the building after all students have left will be discarded.

Eating in the classroom can be disruptive and provide an unwanted distraction to the learning process. Therefore, no food is allowed in the classroom. Drinks are permitted, but students are reminded to keep the classroom clean and dispose of all drink containers.

## **RESTRICTED AREAS**

For purposes of confidentiality, the following areas of the school premises are off limits to students at all times:

- Behind the desk of any staff member, including use of staff computers
- The Records Room

The intern clinic (including clinic office, clinic meeting space, treatment area, and clinic hallway) is restricted to any student who is not:

- A scheduled intern
- A scheduled observer
- A patient
- Attending to clinic administrative matters, such as scheduling of observation or internship rotation, scheduling of treatment, or payment for services
- Otherwise authorized by a staff or faculty member to be in the clinic area.

Unauthorized students found in the clinic will be asked to leave by the Office Manager, Clinical Director, Assistant Clinical Director or Clinical Supervisor, and may be subject to disciplinary action if requests to leave are not respected.

## **TELEPHONE USAGE**

Use of the school business lines for outgoing calls by students will be permitted only for emergencies. **Except in the case of an emergency, students may not leave class to accept an incoming phone call.** If a student receives a call during class hours, a message will be taken and placed in the student's mailbox. The use of cell phones during didactic or clinical class to accept or place calls or to check email or access information online is prohibited. Calls may only be placed or taken during scheduled breaks.

## **PART II**

### **CLINICAL TRAINING**

#### **PREFACE**

**The clinical component of the curriculum, and meeting total required clinical contact hours, begins in the first three years with observation in the form of Grand Rounds. In addition to Grand Rounds, the third year students will also complete an individual observation component in the student intern clinic. The culmination of the clinical training occurs in the fourth year with Internship in the student clinic.** Under the guidance of experienced, licensed practitioners, he/she begins by observing acupuncture procedures, and later caring for patients in the school's intern clinic, taking full responsibility for all aspects of patient care and case management.

The goal is to assist the student in becoming a competent practitioner of the art and science of Chinese medicine, and synthesize and apply the subtler aspects of patient interaction. Clinical training is designed to affect a transfer of knowledge from theory learned in the classroom to the actual acquisition of skills in clinical acupuncture, with the ultimate goal being the attainment of professional competency by each student graduating from Jung Tao School.

This transfer is accomplished by ensuring that each student receives a continuum of clinical experiences that correlate closely to the classroom and clinical experiences previously obtained. Students are exposed to a wide variety of patients and experiences to give them a solid foundation in the application of the principles and doctrines of Classical Chinese Medicine.

In compliance with national standards, and to ensure that graduates of Jung Tao School are sufficiently prepared to practice as acupuncturists, this program has generally adopted the professional competencies used by the accrediting agency, ACAOM, and has created the specific intern objectives and evaluations to measure these areas. The student is encouraged to familiarize him/herself with these competencies and use them to interpret and fulfill the evaluation portions of the clinical experience.

**A list of all required professional competencies can be accessed in Appendix 17.**

#### **GRAND ROUNDS / OBSERVATION/ INTERNSHIP DOCUMENTATION**

In order to measure the student's ability to perform at satisfactory levels of competency, a method of evaluation has been established to meet the particular needs of this program while maintaining an educationally sound process. At the beginning of each clinical experience, grand rounds, clinical observation and internship, students are presented with the documents that will be used to evaluate them, and given the opportunity to become familiar with their requirements. Students are judged on course documents that may include clinical attendance documentation, clinical and competency evaluations, SOAP notes, clinical record keeping, and professional

development evaluations. These documents are designed to ensure that the student's didactic, psychomotor, and affective skills are evaluated and their progress tracked throughout the clinical experience.

**A description of required forms used for Grand Rounds can be found in Appendix 19.**

**A description of required forms used for Clinical Observation can be found in Appendix 20.**

**A description of required forms used for Internship can be found in Appendix 23.**

Each student is provided all of the required forms and is responsible for submitting this documentation in a timely fashion in order to receive credit for the course. Instructions and deadlines for proper submission of the paperwork is found in each clinical course syllabi.

## **SECTION I: GENERAL CLINICAL POLICIES**

### **INTRODUCTION**

These policies and guidelines are **applicable to all students** who are in contact with patients in a variety of settings, including:

1. The classroom during class sessions for E-200 Energetic Diagnosis, E-302 Treatment Techniques and E-300 Energetic Treatment
2. C-100 and C-200 Clinical Observation, in the form of Grand Rounds on the JTS campus with licensed practitioners.
3. C-300 both the Grand Rounds component and the clinical observation in the Jung Tao Clinic, during regular clinic operating hours.
4. C-401 and C-402 Internship in the Jung Tao Clinic during regular clinic operating hours.

The care of patients is a large responsibility, and failure of any student to observe these basic rules of confidentiality and etiquette will result in disciplinary action.

### **CONFIDENTIALITY**

The importance of confidentiality of patient information cannot be stressed enough. All portions of a patient's record must always be considered confidential in nature, irrespective of some of the mundane facts they include. Discussion of any aspect of a patient's record, except for strict educational purposes with the program instructor(s), is considered a violation of the Student Standard of Conduct. All students enrolled in Jung Tao School will be required to undergo a **HIPAA** training session, which will cover the legal requirements regarding patient confidentiality, and will be required to sign a confidentiality agreement upon completion of this training. Students are required to **use patient first and last initials only** on all required clinical logs, intake journals, notes or case studies which may be generated from patient information.



## **CLINICAL CONDUCT/APPEARANCE POLICY**

The classroom clinical environment and the Jung Tao Clinic are dedicated to the care of patients. It is important to ensure that patients in these settings are treated with the utmost respect and receive exemplary care. The Clinic Director, clinic supervisors, and didactic instructors have the right to refuse admission to the classroom or clinical environment any student who is involved in an activity not considered professional or conducive to proper patient care. Any student refused admission to the clinical site may be subject to the disciplinary procedures as serious as dismissal from the program.

**To ensure a complete understanding of the expected demeanor, dress, and presentation when dealing with patients the guidelines found in Appendix 12 should be carefully studied. Students will be held accountable to follow these guidelines.**

## **REQUIRED CLINICAL SUPPLIES**

Students involved in any form of clinical training, including Grand Rounds, Observation, and Internship, are required to have the following items, purchased at his/her own expense. The Registrar will inform students where to purchase these items, or may order them in bulk for students:

- Name tag
- Wrist watch or other timepiece
- Black pen for marking points on the skin -specific information for the best type of pen to use will be provided

## **SECTION II: OBSERVATION / GRAND ROUNDS POLICIES/ OBSERVATION REQUIREMENTS**

Students are required to complete three observation rotations during the first three academic years of the program, according to the following guidelines:

- **C-100: GRAND ROUNDS** - One 45 hour rotation on the JTS campus with licensed practitioners. This rotation must be completed during the first year of training during scheduled sessions.
- **C-200: GRAND ROUNDS** - One 45 hour rotation on the JTS campus with licensed practitioners. This rotation must be completed during second year of training during scheduled sessions.
- **C-300: CLINIC OBSERVATION** - One 90 hour rotation completed by attending three scheduled grand rounds with practitioners, for 45 hours, and the remaining 45 hours by scheduling individual observation time in the JTS Intern Clinic with student interns. This rotation must be completed by the end of year three to progress into student internship.

Participation in clinical observation requires that the student be successfully completing all of the coursework in the current academic year. Students on leave, or who have been suspended from the program, may not be involved in clinical observation.

## **REQUIRED DOCUMENTATION**

Prior to beginning clinical observation, the student must have on file the following signed statements/verifications:

- Evidence of HIPAA training
- Statement of confidentiality of patient records

## **SCHEDULING OF OBSERVATION HOURS**

**C-100 and C-200**, both of these courses involve the observation of patient diagnosis and potential treatment in a grand rounds setting. Students are required to complete 45 contact hours over six academic weeks which are satisfied by completing three two day sessions scheduled on a Saturday and Sunday in weeks not contiguous with regularly scheduled attendance weeks. This is done to meet requirements of the Department of Education. **The students will be given the three Saturday-Sunday weekends that they must attend. Saturday and Sunday sessions begin at 9:00 am and dismiss at 5:00 pm.** The students will also be provided with related assignments that must be completed and submitted to attain credit.

**C-300**, students will be **scheduled three specific weekends in which they must complete a full Saturday and Sunday shift to receive the appropriate credit for completing six academic weeks** that are not contiguous with weeks they are receiving credit for other didactic courses. This will provide the students with fifteen contact hours for each completed weekend rotation for a total of 45 hours.

The **additional required 45 hours** can be completed on days adjoining the scheduled Thursday-Sunday rotations, or random days, **as the clinic schedule allows**. These days should be scheduled by the student with the Clinic Manager, using these guidelines:

- A maximum of 3-4 observers may be scheduled per clinical day in the intern clinic., depending upon the number of treatment rooms being used a particular day, the patient caseload. Whether you can be scheduled for a particular day or days in the clinic is subject to Clinic Manager and Clinic Director approval.
- These days should be scheduled with the clinic manager , who maintains the observation schedule, to ensure available observer slots. Observers must attend the hours provided to them.
- In order to ensure that students are able to complete their required observation hours by the stated deadlines, all students are required to scheduled their shifts with the Clinic Manager.
- Students are encouraged to schedule the majority of their hours earlier during the allotted observation period of the C402 rotation, in order to allow ample time to make up for unforeseen absences.

The students will also be provided additional paperwork to complete and be submitted by provided deadlines to receive credit for their rotations. Students may mail the observation

paperwork to the school so long as it has reached the Clinic Director by July 1 of each year, no exceptions. Students mailing the paperwork are advised to make copies of all documents prior to mailing.

## **OBSERVATION ATTENDANCE POLICY**

Observation is part of the clinical experience and as such the actual contact hours are part of the total mandated for students to complete in order to graduate from an accredited program.

**Therefore all missed clinical time, whether grand rounds, observation in the intern clinic, or internship must be made up if missed for any reason.**

Attendance is mandatory at all scheduled observation shifts. Failure to show up for a scheduled shift may interfere with patient care and the ability of other students to utilize the time. **Credit for observation courses will be awarded only for actual clock hours spent in the room for grand rounds, or at the clinical site when doing observation in the intern clinic.** If a student is scheduled for an observation shift, whether grand rounds or observing in the clinic, and is tardy or absent, he or she will not receive credit for the missed time, and will be required to reschedule the hours at a later date. Excessive tardiness or absence will be reflected in the final grade for the observation rotation.

Due to the limited number of observation slots available for the independent observation in the intern clinic, students who cannot attend one or more scheduled observation days are asked to reschedule the day(s) at least 30 days in advance, or to switch days with a fellow student. **The Clinic Manager must be aware of any changes.**

## **DETERMINATION OF GRADE**

### **Grand Rounds Sessions C 100 and C 200**

The Clinic Director will review the relevant documents and issue a grade for that observation rotation, according to the following percentages:

- Accurate and Complete Attendance Records 50% of grade
- Complete SOAP notes for each Observed Patient 50% of grade

C 100 and C200 are pass/fail courses. SOAP notes must be completely filled out to receive a passing score. SOAP notes must be completed and turned in to the instructor at the end of each day of Grand Rounds. The student is responsible for signing in and out each day of Grand Rounds using an attendance form maintained by the instructor. The student is also encouraged to keep track of their Grand Rounds attendance using forms which are available from the Jung Tao staff.

## Grand Rounds/ Clinical Observation C300

**C 300 is not a pass/fail course.** The grade calculation for C 300 is based upon:

- Accurate and Complete Attendance Records for Grand Rounds 10% of grade
- Complete SOAP notes for Observed Patients in Grand Rounds 10% of grade
- Completed Record of Hours Sheet for Clinical Observation 15% of grade
- Completed Record of Observed Patients Sheet for Clinical Observation 15% of grade
- Case Study as per Case Study Rubric 50% of grade

SOAP notes must be completely filled out to receive a passing score. SOAP notes must be completed and turned in to the instructor at the end of each day of Grand Rounds. The student is responsible for signing in and out each day of Grand Rounds using an attendance form maintained by the instructor. The student is also encouraged to keep track of their Grand Rounds attendance using forms which are available from the Jung Tao staff.

Students are required to submit the paperwork for the additional documentation for the clinical observation portion of their course by **July 1** at the latest. Any student receiving a grade of “F” in an observation course will be required to repeat the course like every other course in the curriculum. Students are reminded that all observation requirements must be fulfilled prior to beginning internship.

### NON-ELECTIVE OBSERVATION EXPERIENCES

Students are not encouraged but are welcome to observe with one or more licensed practitioners for purposes of additional study and practical experience only. These observation experiences may be conducted with a practitioner of the student’s choosing, and the clinical site does not need to be approved by the school. The arrangement for non-credit observation hours are the sole responsibility of the student, the experience is not under the jurisprudence of the school, and the student will not be covered by the school’s malpractice insurance while observing in a non-approved clinic. No credit hours will be given for these experiences, and no paperwork will need to be completed for school purposes.

## SECTION III: INTERNSHIP POLICIES

### WHAT TO EXPECT

All clinical internships are performed in the JTS Intern Clinic on the school campus. The clinical internship is designed to allow the student to develop his/her personal skills of diagnosis and treatment under the supervision of a qualified clinic supervisor. The student will develop independence in greeting patients and performing routine office duties, participating in marketing opportunities, ensuring appropriate stocking of supplies, obtaining histories and clinically evaluating patients, designing and implementing clinical treatments, and evaluating the results of the treatments. Discussions of each case will occur with the clinical supervisor, and may be done in the presence of a student observer, outside of the treatment room with the same constraints on confidentiality discussed previously. The Clinic Manager will retain the responsibility of coordinating room assignments, and the Clinic Manager and clinical supervisor will share responsibility for ensuring adequate patient flow. The clinical supervisor will be responsible for ensuring competent patient care during all hours of clinical operation.

### PREREQUISITES

Prior to beginning clinical internship, each student must have **successfully completed** the following:

- **The preclinical entrance examination.** At the end of the third year of training, students are required to take a preclinical examination to test their preparedness for entering internship. This exam is administered in two portions: a comprehensive written examination and a practical examination in which the student performs a full intake, diagnosis, point selection and point location on one or more patients. **The practical portion of the preclinical entrance exam requires a passing grade of 80% to enter internship.**
- **All didactic courses.**
- **C 100, C 200, and C 300**
- **Proof of Current CPR and First Aid certification.** Training may be offered on the JTS campus. Cost of certification is the sole responsibility of the student. Students must maintain current certification during the duration of their internship.
- **Verification of negative tuberculosis test, or negative results of chest x-rays for positive tests without active TB.** This test must be updated yearly during the duration

of clinical training. All students are usually given the opportunity to receive a TB test on campus prior to the beginning of each year of internship, but this is not guaranteed.

- **Statement of confidentiality of patient records.**
- **Verification of receipt of Hepatitis B vaccination or signed declination form.**
- **HIPAA training completion form.**
- **Successful completion of the Clean Needle Technique course offered by CCAOM.**

## **INTERNSHIP OBJECTIVES**

The student is expected to reach a different level of competence during both 300 hour clinical rotations, C-401 and C-402, and the Competency Evaluation Forms (described below in “Internship Documentation”) are designed to reflect that level of competence.

**Specific Internship Objectives should be reviewed carefully and are found in Appendix 21.**

## **COMPLETION OF ADDITIONAL CLINICAL INTERNSHIP HOURS**

### **Elective credit course (C-500 & C-600)**

Students may elect to complete additional clinical internship hours above and beyond those required for graduation, in order to meet certain state licensure requirements. Students may receive course credit for an additional 210, or 420 clinical internship hours at the Jung Tao School Intern Clinic, upon approval from the Clinic Director. There are limited slots available each year for these elective course, so students must apply to the Clinic Director to be accepted into one of the slots. Students selected will have to pay for malpractice insurance, fees, and tuition for the additional time spent in the clinic

### **C - 500 Clinical Apprenticeship I**

Under the direct supervision of a licensed acupuncturist, the student will serve as a team leader for entering interns, demonstrating proficient techniques of interviewing, diagnosing, and treating patients. When teamed with an entering intern, the student will work with the new intern and share responsibilities of patient care and assist them in adapting to the clinical process. The apprentice will share with the supervising acupuncturist observations and areas in which interns may need additional assistance. This is an elective course and requires successful completion of C-400. Students interested in completing this course must make application to the Clinical Director and undergo an evaluation by clinical faculty to determine suitability for the role. Students must be recommended by the Clinical Director to be considered for this course. 210 Clock Hours, 7 Credit Hours.

### **C- 600 Clinical Apprenticeship II**

Under the indirect supervision of a licensed acupuncturist, the student will serve as a team leader for entering interns, demonstrating proficient techniques of interviewing, diagnosing, and treating patients. When teamed with an entering intern, the student will work with the new intern and share responsibilities of patient care and assist them in adapting to the clinical process. The apprentice will share with the supervising acupuncturist observations and areas in which interns may need additional assistance. This is an elective course and requires successful completion of C-400 and C-500. Students interested in completing this course must make application to the Clinical Director and undergo an evaluation by clinical faculty to determine suitability for the role. Students must be recommended by the Clinical Director to be considered for this course. 210 Clock Hours, 7 Credit Hours.

## **INTERNSHIP SUPPLIES/EQUIPMENT**

Jung Tao School provides all treatment room supplies, including acupuncture needles and moxa, to all interns during the course of their internship training. Additionally, each room is supplied with all the necessary linens and accessory equipment. No treatment supplies shall leave the clinic premises at any time.

## **Student Declarations**

Prior to beginning clinical internship, the student must have on file the following signed statements/verifications:

- Statement of confidentiality of patient records.
- Verification of negative Tuberculosis test, or negative results of chest x-rays for positive tests without active TB. This test must be updated yearly during the duration of clinical training.
- Verification of receipt of Hepatitis B vaccination or signed declination form.
- Proof of CPR and First Aid certification, kept current during the duration of internship training.
- Verification of successful completion of the Clean Needle Technique course offered by CCAOM.
- HIPAA training completion form.

## **Treatment Requirements**

All students must complete at least **250 independent treatments on at least 25 different patients** during the course of their internship. Two interns working together may both count a treatment as an independent treatment. In order to receive treatment credit, the interns must alternately split responsibilities in regard to patient care. This means that one intern will be responsible for primarily conducting the interview and the other intern will be primarily responsible for treating the patient. These roles should then be reversed with the next patient. This is the only way that two interns can claim independent treatments on the same patient. **No more than two interns may receive credit for the same patient treatment.**

## Hour and Scheduling Requirements

All students are required to **complete 630 hours of clinical internship training, in addition to the 180 hours of observation**, in order to graduate from Jung Tao School. The clinical internship begins in the fourth academic year in two 300 hour courses after and prerequisite didactic courses have been successfully completed. To ensure consistency of patient care, the duration of the internship takes place for all twelve months of the fourth year. Midway through the third year of training, students will receive internship schedule assignments from the Clinic Office Manager for the following year. If a scheduling conflict occurs, students are responsible for switching dates with a fellow classmate so that all intern slots are covered each month. Any changes must be approved by the Clinic Manager and Clinical Director.

Students are expected to complete the entirety of their internship requirements during their fourth academic year. Interns will experience more than one clinical instructor during their internship training and may therefore be scheduled in revolving monthly sessions.

In order to complete all internship hours within the fourth academic year, the intern must meet the following schedule:

C-401	Internship Rotation 1	Completed by January 31
C-402	Internship Rotation 2	Completed by July 31

An intern who falls behind the schedule stated above due to extenuating circumstances or the failing will need to repeat the intern year; C-401 and C-401 must be completed in this order.

## Cancellation of an Intern Shift

Student interns are in training to become health care practitioners, and consistent and regular care of patients is an important aspect of this training. Patients are expecting to receive dependable care from a regular caregiver in the intern clinic, just as they would from a practicing professional. The cancellation of a scheduled shift will affect patients and other interns, and is a serious matter. The number of interns allowed per shift and supervisor are limited by accreditation standards and may not allow for interns who need to make up time to be added.

**Interns who miss their assigned shift must make up all hours missed** and may require completion at the beginning of the next academic year. Interns must be aware that if this situation occurs, they will have to pay for another year of malpractice insurance and at least a quarter of clinic fees. Therefore JTS has adopted a strict policy regarding the cancellation of a scheduled shift. The intern must contact the Clinic Office Manager for the cancellation and rescheduling of all intern shifts.

**Interns must be familiar with guidelines and penalties associated with missed clinical time and any exceptions due to extenuating circumstances. These are described in Appendix 22.**

All interns must arrive at the clinic site at least 15 minutes prior to the scheduled time or he/she will be considered tardy.



If an intern arrives at the clinic and the clinic supervisor determines that the intern is unfit to work with patients due to illness, the instructor will make a decision to treat the intern or send him/her home. An intern who has shown up for a clinical assignment and is sent home due to illness will be required to reschedule the shift.

The Clinic Office Manager will record all instances of rescheduled shifts, absences, tardies and other violations of this attendance policy on the Clinical Internship Record of Absences form, and will alert the student and Clinic Director when five absences have been accrued.

### **Internship Documentation**

Each student is provided all of the required forms and documentation for completion of each internship rotation, and is **responsible for submitting this documentation at the end of each 300 hour period** in order to receive credit for the course. All internship forms must be turned in to the Clinic Director at the end of each rotation for evaluation and grading. The Clinic Director will review this documentation with each student to determine their level of progress and areas of strength and weakness. It is imperative that each student accept the constructive criticism provided by the Clinic Supervisor and/or Clinic Director and follow the suggestions provided for improvement. Evidence of implementing the suggestions will be expected by the next review period.

**Descriptions of the mandatory forms, sequence of when they are due, and examples can be found in Appendix 23.**

## **Determination of Grade**

### **Grade Determination**

Interns must turn in all required documentation after completing each 300 hour requirement. Grades are based on the following:

Record of Hours, Record of Treatments, Record of Patients, Student Self Evaluation and Student Evaluation of Clinical Internship, Patient Documentation	10% of grade
Professional Development Evaluation	30% of grade
Case Study Assignments	10% of grade
Competency Evaluations	40% of grade
Progress or completion of Marketing Project	10% of grade
Taiji (Participation)	grade of “pass” required
NCCAOM Test preparation with Dr. Li, Dongcheng, MD	grade of “pass” required”

Interns must submit all the required documentation, complete the required number of clinical hours, and obtain at least an overall 75% to pass C401 and C402. Interns must also obtain at least a 70% passing grade on all weighted evaluation areas. If these criteria are not met, the intern must repeat the rotation. If an intern meets the grading criteria, but does not complete all of the required independent treatments and they have completed both rotations, they must schedule additional time in the clinic and continue until they reach their total number of independent treatments and individual patients. Again, they must realize that all 250 independent treatments and 25 different patients must be completed in order to be eligible for graduation.

If a student fails C401 the first time for any reason, he/she will be required to repeat the course prior to progressing to the next 300 hour course, C402. If a student fails two intern rotations, he/she must repeat the entire year and begin their internship over again. If a student fails C402 for any reason he/she must repeat the entire internship year.

### **Criteria for Evaluation**

A student’s clinical intern progress is evaluated according to the standards set above. The following guidelines should be used by the intern to ensure that they are obtaining skills in all of the necessary areas to receive satisfactory evaluations of their clinical performance.

Interns must demonstrate an understanding of and a competence in the following areas:

- Intake and history taking.
- Examination and diagnostic procedures.
- Assessment and case management.
- Therapeutic application.
- Professional issues.
- Clean Needle Technique

Clinic supervisors are also aware of these areas and will work to assist interns in identifying areas of deficiency and designing remediation to ensure that they are able to achieve acceptable levels of competence.

### **Consultation with the Clinic Supervisor**

Many times the clinic supervisor will be in the treatment room when an intern is performing a patient intake, particularly when the intern or patient is new. However, irrespective of the supervisor's presence, the intern is required to utilize the room tag system to notify the supervisor when they are ready for him/her to enter the room and perform a pulse and tongue diagnosis. The student will then consult with him/her prior to commencement of treatment. The student should be prepared to summarize, clearly and concisely, the patient's presenting signs and symptoms, the diagnosis, and the treatment plan.

The intern should be prepared for a thorough discussion and **must not expect the clinic supervisor to provide a treatment plan.** It is the intern's role to decide on a treatment plan and have that plan approved by the supervisor. The intern should openly ask for clarification on any aspects of the case not understood, and be open to constructive criticism and any modifications made by the clinical supervisor.

This discussion/consultation **MUST** take place outside of the treatment room and away from the patient, even if the patient is a student. This is so that the intern and/or supervisor will feel free to say whatever is necessary in order to completely discuss the case, which may not be possible in the presence of the patient. If the intern wishes, or if the patient asks, the intern can then briefly explain the treatment rationale to the patient when he/she returns to perform the treatment, or following the patient treatment.

## **SECTION IV: INTERN CLINIC OFFICE PROCEDURES**

### **Recruitment of Patients/Marketing of the Intern Clinic**

It is not ethical or permitted to actively recruit patients who are under the care of another acupuncturist, and doing so constitutes grounds for disciplinary action. You may be asked to distribute JTS flyers, postcards, etc., to local businesses for posting. Also, refer to page 62 for deadlines regarding your individual **MARKETING PROJECT**. The schedule does not permit interns to see the same patients weekly, though patients will be scheduled with the intern they request if the schedule permits.

### **Scheduling of Patients**

Patient appointments must be made through the Clinic Office Manager during regular clinic hours, or when the Clinic Office Manager retrieves voice messages and returns calls. When patients call for an appointment without requesting a specific intern, the patient will be assigned to the first available intern according to a regular rotation. If an intern discusses the scheduling of an appointment with an individual outside of the clinic, that intern must telephone the clinic as soon as possible to record the potential patient contact, in order to guarantee that the patient is scheduled with him or her. The patient must still telephone the clinic to make their own appointment.

### **Length of Patient Appointments**

Interns are expected to set as their goal the ability of mastering the skill of ascertaining the progress of a follow-up patient and provide them with a full treatment within a one hour time span. New patients will always require a more extensive history record and interview and a good goal is to be able to perform their analysis and treatment within 1.5 hours. Practically, interns will need more time, especially early in their clinical internship, so **new patients will be scheduled in two hour time slots for C-401**. The goal of each intern should be to be able to complete a new patient in 1.5 hours by the end of the C-401 rotation. During **C-402 new patients are scheduled in 1 1/2 hour time slots** and interns should be able to accomplish that goal. New patients will be asked to arrive ten to fifteen minutes early to fill out the intake form. Interns should be able to complete their entire interview, analysis, treatment and associated paperwork within the 1 1/2 hour time period. Interns should wear a watch or be within eyesight of a clock so that they can pace themselves, rather than rush the patient at the end of the interview or exceed the allotted time for the treatment. The intern should be able to complete a new patient in 1.25 hours and a follow-up patient in 1.0 hours by the end of C-402. Patient interview management is an important skill to observe in practicing acupuncturists and clinical instructors, and to utilize so that every patient is given the appropriate time they need. Patients will occasionally arrive a few minutes late, but that can be managed if the practitioner has learned to manage time. The important point is to strive to never make patients wait for their appointments.

### **Between Patients**

Interns who have open hours during their scheduled rotations must remain in the clinic and report to the clinic supervisor for related assignments or approval of tasks to be undertaken. Interns may use this time to assist in treatments, or may complete other clinic tasks such as scheduling, stocking and ordering supplies, etc., Times when patients are not scheduled are perfect times to work on attaining these skills. The time may also be used for study, case discussion, or making marketing contacts.

### **Clinic Flow**

Patients entering the building will be directed to check into the clinic office, located at the end of the hall across from the clinical area. The patient will be asked to complete any necessary paperwork in the patient waiting area. When the patient has finished all paperwork, the intern will greet the patient in the waiting area and take the patient to the treatment room through the door located in the middle of the clinic area. When treatments are complete, the intern will escort the patient back to the clinic office to check out and schedule any follow-up appointments.

**Interns and observers should never stand in the clinic hallway or patient waiting area discussing cases or strategies, but must go to the clinic workroom or an open clinic room to talk.** They are also reminded to keep their voices at reasonable levels and respect the privacy and calm atmosphere required by patients receiving treatments.

Students are provided a scheduled lunch break that should be strictly followed. The only exception will be if patient flow has backed up and the student must work through the scheduled lunch break. The clinic supervisor will dictate any alternations to the schedule and will attempt to provide the intern with a comparable break.

### **Supervised Practice**

Acupuncture treatments may only be administered by student interns in the school's intern clinic during regularly scheduled clinic hours, under the supervision of a licensed clinic instructor. It violates State law for any student to treat a patient on campus without scheduled supervision by a licensed practitioner, or off campus at any time. Any student found violating this policy will be subject to strict disciplinary action, up to and including dismissal from the program.

### **Patient Charges**

Clinic charges are set by the administration, and no representation of discounts, special fees or financial arrangements shall be discussed with patients or prospective patients by interns. The current standard charge for treatment at the JTS Intern clinic is \$35 for the general public, \$20 for non-JTS college students with a current college ID, and \$10 for JTS students. A sliding scale fee structure is available for individuals in financial need. They should be directed to speak to the Office Manager and be prepared to provide documentation of their situation. The Office Manager will discuss any questionable arrangements with the Clinic Director for final approval

## **Patient Files**

The Office Manager is responsible for pulling all patient files for each clinical day. If an additional file is needed by an intern, he/she must request it from the Office Manager.

- All completed files must be returned to the in-basket to be filed by the Office Manager. Interns can only pull patient files for necessary academic reasons.
- A file is not complete until all documentation of an evaluation and treatment is completed and signed by the clinic instructor and properly attached in the file.
- All files must be complete and returned to the Office Manager before the end of the intern's shift.
- All files are the property of Jung Tao School, and **no files may be removed from the clinic except for use in a didactic class**. Interns may request a patient file for a class from the clinic supervisor, who will sign out and return the file.

## **Supplies and Housekeeping**

Interns are responsible for the daily maintenance of the clinic area. This responsibility insures that all graduates of JTS are not only experienced in providing excellent healthcare to their patients, but are also capable of maintaining a sanitary and presentable clinic setting. It is the duty of the observers and interns to ensure that all daily housekeeping duties are complete and approved by the Office Manager and/or Supervisor prior to leaving at the end of each rotation.

**A description of housekeeping duties that must be performed by interns are described in Appendix 25.**

## **\*APPENDIX**

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REVISED March 22, 2019

## Appendix 1

### Harassment Policies

**It is Jung Tao School of Classical Chinese Medicine's policy to provide equal opportunity for all applicants, employees, and students. Jung Tao School does not discriminate on the basis of race, color, ethnicity, religion, creed, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender, gender identity, national origin, ancestry, age, physical disability, medical condition, family care status, veteran status, marital status or sexual orientation. Jung Tao School makes reasonable accommodations for disabled employees and students.**

#### **HARASSMENT POLICY**

**Jung Tao School of Classical Chinese Medicine prohibits harassment based on race, color, national origin, religion, creed, sex, age, disability, or sexual orientation.**

**Consistent with state and federal law and Jung Tao School policy, harassment is defined as unwelcome or unsolicited speech or conduct based upon race, sex, sexual orientation, gender identity, creed, religion, ethnicity, national origin, age, or handicapping condition, that creates a hostile learning environment.**

#### **SEXUAL HARASSMENT POLICY**

##### *Introduction*

**Sexual harassment constitutes a violation of federal civil rights laws. Jung Tao School (JTS) has a no tolerance policy with regard to sexual harassment. The School is committed to providing an environment that is free from sexual harassment or the threat of sexual harassment. Should an allegation of sexual harassment come to the attention of the JTS administration, prompt and appropriate corrective action will be taken.**

JTS staff, faculty members, clinic supervisors and students are required to comply with this policy. JTS staff, faculty, and clinic supervisors are expected to behave professionally and exercise good judgment in their relationships with colleagues and students. Furthermore, JTS staff, faculty, and clinic supervisors are required to take appropriate measures to prevent sexual harassment. Any unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive, compromising the integrity of JTS's academic and work environments.

##### *Definition of Sexual Harassment*

Sexual harassment includes any unwelcome conduct of a sexual nature, sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical behavior of a sexual nature (see the list of unwelcome behaviors below), whether this unwelcome behavior occurs between students, between staff and students, between faculty members and students, between clinic supervisors and students, or between faculty and staff members.

Such unwelcome sexual conduct:

1. unreasonably interferes with a student's academic performance or an employee's



work performance

2. unreasonably creates an intimidating, hostile, offensive or abusive academic/educational environment

Examples of unwelcome sexually-related behaviors include:

- Sexual pranks or repeated sexual teasing, jokes, offensive epithet, or innuendo, in person, via email, via other forms of written communications, or on the phone.
- Verbal abuse of a sexual nature.
- Touching or grabbing of a sexual nature.
- Repeatedly standing too close to or brushing up against a person.
- Repeatedly asking a person to socialize during non-school hours when the person has said no or has indicated that he or she is not interested. Teachers, staff, and clinic supervisors should be particularly careful not to pressure students to socialize.
- Giving gifts or leaving objects that are sexually suggestive.
- Repeatedly making sexually suggestive gestures.
- Making or posting sexually demeaning or offensive pictures, cartoons, or other materials in classrooms, treatment rooms, or any other places on the JTS campus.
- Any unwelcome conduct of a sexual nature that occurs during non-school hours that affects the student's educational environment.

### ***Guidelines for appropriate boundaries in an academic setting***

The person being sexually harassed can be any gender or gender identity. The harasser can be of the same gender as the person being harassed and can be a fellow student, a JTS faculty member, clinic supervisor or staff member, or a non-employee who has a business relationship with JTS. It is essential that JTS faculty members, clinic supervisors and staff have appropriate boundaries and relationships with all students and treat all students equally. Intimate or sexual relationships between faculty and students, clinic supervisors and students, or staff and students are not appropriate and the faculty member, clinic supervisor or staff member may be dismissed from JTS if such a relationship comes to light without having been divulged and appropriate changes made.

### ***JTS's Responsibilities in Regards to Alleged Harassment***

If JTS receives an allegation of harassment or sexual harassment, or has reason to believe that such harassment is occurring, it will promptly investigate and address the matter. If the allegation is determined to be credible, JTS will take immediate and effective measures to end the unwelcome behavior, even if the individual being harassed does not wish to file a formal complaint. **Reference the Institutional Disciplinary Board Policy Appendix 25.**

JTS faculty, staff members, and clinic supervisors who observe, are informed of, or reasonably suspect incidents of possible harassment must immediately report these to the Title IX Coordinator. If the incident involves the Title IX Coordinator, or the person is not comfortable reporting to the Title IX Coordinator, he/she may report the incident directly to the Clinic Director or the President of JTS. Failure to report such incidents is a violation of JTS's harassment policy and may result in disciplinary action. Faculty, staff members, and clinic supervisors should take effective measures to ensure no further apparent or alleged harassment occurs, pending completion of an investigation.

### ***Confidentiality and Assurance against Retaliation***

JTS will seek to protect the identities of **both** the complainant and the respondent, except when doing so reasonably interferes with completion of the investigation. JTS will also take the necessary steps to protect from retaliation any student, faculty member, clinic supervisor, or staff member who has reported possible harassment.

### ***Retaliation Policy***

Jung Tao School will not tolerate retaliation in any form against any student, staff, faculty or clinic supervisor, who files an allegation, serves as a witness, assists a complainant or respondent, or participates in an investigation of discrimination or harassment.

Jung Tao School's policy as well as state and federal law prohibit retaliation against complainants for reporting harassment, discrimination or sexual violence or for participating in an investigation.

Retaliation is a violation that can subject the malfeasant to sanctions apart from the merits of the allegation.

**Allegations about retaliation should be directed to the Title IX Coordinator.**

### ***Individual Rights and Responsibilities***

Any individual who believes she or he has been the target of any form of harassment is encouraged—but is not required—to inform the offending person verbally or in writing that such conduct is unwelcome and offensive and must stop.

If the individual does not wish to communicate directly with the offending person or if such communication has not successfully put an end to the harassment, the individual is encouraged to report the unwelcome conduct as soon as possible to the Title IX Coordinator, or if necessary the Clinic Director or President. The individual should also provide the Title IX Coordinator, or other party, with a written statement including details of the alleged harassment. The individual may request an informal mediation or a file a formal complaint.

**Reference Reporting Procedures Policy Appendix 25**

### ***Record of Complaint***

***Informal Complaints:*** An informal complaint will involve talking to the respondent with or without the presence of the complainant. If a complaint of harassment is resolved informally, by a mutually agreed upon resolution between the respondent and the complainant, no record of the complaint will be entered into the respondent's personnel file or student records. However, a record stating the fact of the complaint and the resolution achieved will be held in a confidential database file maintained by the JTS Title IX Coordinator.

***Formal Complaints:*** A formal complaint is resolved by the ID Board. **See Reporting Procedures Policy and Disciplinary Proceeding Appendix 25.**

### ***Disciplinary Sanctions***

A conclusion by the ID Board that there has been a violation of Jung Tao School policy in Title IX, The Clery Act or the law has occurred, shall subject the offender to appropriate disciplinary action and may result in permanent discharge, dismissal or suspension.

Sanctions imposed will be determined on the basis of facts of each case.

- a) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Sexual Assault, Dating, Domestic and Intimate Partner Violence by a student will result in a permanent dismissal from the acupuncture program.
- b) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Stalking and Hate Crimes by a student can result in a permanent dismissal or suspension from the acupuncture program.
- c) If a majority vote of the Interdisciplinary Board on any violation of JTS policy by staff or faculty in Sexual Assault, Dating, Domestic and Intimate Partner Violence, will result in a permanent dismissal from employment at JTS.
- d) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Stalking and Hate Crimes by staff and faculty can result in a permanent dismissal or suspension for the acupuncture program.

## **Appendix 2**

### **Students Rights and Responsibilities**

#### **Student Educational Rights**

Rights include but are not limited to: a formalized syllabus with course objectives, impartial and fair standards of assessment, and a suitably equipped environment for imparting and receiving knowledge, reasonable feedback on academic progress , and counseling to help a student improve his/her performance.

#### **Personal Student Progress**

Jung Tao School, in nurturing the development of each student, places emphasis on both academic learning and on each student's personal growth. The role of a professional acupuncturist requires students to develop skills in observation, communication, and the ability to step outside of oneself when treating patients. Jung Tao School affords each student the opportunity for developing this personal potential by recommending the undertaking of acupuncture treatment from the student intern clinic, encouraging students to act as a resource for each other, and maintaining a graduate level educational experience that depends on self-responsibility.

#### **Student Human Rights**

Rights include provision of space, comfort, and physical needs within the school building, availability of suitable equipment and space for the storage, preparation, and consumption of food and drink, and implementation of health and safety policies and procedures.

#### **Additional Student Rights**

Rights include formal input to the administration through representation by an elected class representative, grievance and appeals procedures, including appeals against disciplinary measure, and a clear administrative infrastructure.

#### ***Student Responsibilities***

Responsibilities include those written in this manual, and include moral and ethical conduct, appropriateness of dress, and behavior fitting of an adult who is representing the acupuncture profession. Students are expected to abide by the rules and regulations as delineated herein. A serious infringement of any of these responsibilities, such that it undermines the institution's objectives, may invoke the institute's disciplinary procedures as stated in this manual.

#### **Student Standard of Conduct**

Students are expected to behave in a professional manner representative of the mission and purpose of the school at all times on the premises of Jung Tao School, during any off campus school sponsored functions, and at any event at which the name of Jung Tao School is used for discounts or other purposes. Each student must be aware of the increased responsibility toward personal and professional conduct mandated by being a member of the health care community.

He/she must uphold the ethical standards of a medical community and the degree of professionalism and integrity associated with the privilege of treating patients. This includes taking personal responsibility for one's actions and behaviors, especially when considering the independent nature of the acupuncture profession.

Participation in any of the following behaviors by students enrolled in Jung Tao School may result in disciplinary action, up to and including dismissal:

- Violation of the Confidentiality Policy as stated in this manual.
- Violation of the Solicitation Policy as stated in this manual
- Violation of the Copyright Policy as stated in this manual.
- Violation of the Harassment Policy as stated in this manual.
- Violation of the Sexual Assault, Domestic and/or Dating Violence and Stalking policy as stated in this manual.
- Unsupervised treatment of patients, on or off school premises.
- Disrespect to a patient, fellow student, instructor, staff member or visitor at the JTS campus, any offsite observation clinic, or any school sponsored event.
- Discrimination against a patient, fellow student, instructor, staff member or visitor. It is Jung Tao School of Classical Chinese Medicine's policy to provide equal opportunity for all applicants, employees, and students. Jung Tao School does not discriminate on the basis of race, color, ethnicity, religion, creed, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender, gender identity, national origin, ancestry, age, physical disability, medical condition, family care status, veteran status, marital status or sexual orientation. Jung Tao School makes reasonable accommodations for disabled employees and students.
- Harassment of any patient, fellow student, faculty, instructor or staff member.
- Lying or cheating in any aspect of the curriculum or interaction with faculty, staff, professional visitors, or patients.
- Malicious destruction of school property.
- Attending class or clinical assignments in violation of the appearance policy stated in this manual.
- Use of alcohol or illegal substances on school premises, or at any school sponsored event taking place off the premises, at any time.
- Plagiarism of any other individual's work without proper credit, or academic cheating in any form.
- Any action that threatens the life or well-being of a patient, faculty, instructor, staff member, fellow student or visitor.
- Misrepresenting the mission and objectives of Jung Tao School at any event in which the name of the school is being represented.
- Violation of the Clinical Conduct Policy, as stated in this manual.
- Theft from the school premises, including theft of library materials, clinic supplies or equipment, office supplies or equipment, furniture, fixtures, or decorations, or items belonging to fellow students.
- Entry into restricted areas as listed in this manual.
- Obtaining assistance or assets under false pretenses.

## Reporting of Violations of Student Standard of Conduct

All violations of the Student Standard of Conduct must be reported immediately to the Registrar or Title IX Coordinator. Staff and faculty members witnessing a violation of the Student Standard of Conduct by any student will be required to complete an Incident Report, detailing the circumstances of the infraction. An Incident Report must be completed by the Clinic or Office Manager when a patient reports a violation of this policy by any student which was not directly observed by school staff or faculty. A student must complete an Incident Report when he/she observes a minor violation of this policy by a fellow student which was not directly observed by school staff or faculty, and which did not directly harm any individual. Students who are personally threatened, harmed, discriminated against, or otherwise disrespected by a fellow student, or who witness these behaviors directed toward other students or patients, are asked to follow the more formal Grievance Procedure detailed in this manual.

## Appendix 3

### Grading Policies

#### **Failure to Receive a Passing Grade in a Class**

The program charges yearly tuition for all courses, and all courses each year are co-requisites as well as pre-requisites for the next year. . If a student does not progress to the succeeding year due to the receipt of a grade of "F", "W" or "AW" in one or more courses, he/she will not receive credit for that year. The student must re-enroll in all of the classes of the year he/she did not successfully complete the following academic year and he/she will automatically take five years to complete the program. A student may take an a year off and return, but they will have to compete for re-entry and it will use up an additional year in the six year allowed time frame to complete all requirements of the program.

Continuing students who have been issued a grade of "D" or "F" in one or more courses in the previous academic year will be contacted by the Student Director the first week of August and the student will be given the choice to re-enroll in the failed year, provided there is an available seat in the class, or to request a status of "Leave with Academic Watch" or "Withdrawal with Academic Watch". If the student is undecided, he/she will be given 25 days to make a decision, and will not be allowed to attend class during that time. If the student does not submit a Request for Leave or Request for Withdrawal form by August 31, he/she will be automatically re-enrolled in courses for the failed year, provided there is an available slot. If the student then does not attend classes, he/she will be subject to the Disciplinary Policy as stated in this manual.

**Students will receive a GPA in each course (except Personal Cultivation, which is "Pass / Fail"), or one of the following: Incomplete, Withdraw, Administrative Withdrawal, Credit by Examination or Audit.**

#### **Credit by Examination**

Students may place out of two courses in the curriculum - B100 and B200 - by sitting for an examination to demonstrate competency. Students who wish to pursue this option may submit a petition before the year begins or within the first 90 days of the start of the academic year; all petitions must be received by the Registrar within 90 days of the beginning of the corresponding academic year. The student's transcripts must demonstrate that equivalent courses have been successfully completed for the petition to be accepted. A grade of 75 or higher on the examination must be achieved for the petition to be considered by the Registrar. The Registrar's decision shall be final.

#### **Incomplete (I)**

A grade of Incomplete may be given to a student who has extenuating circumstances which has prevented him/her from completing all exams, quizzes and assignments by the end of the academic year in which the course is taught. Extenuating circumstances include,

but are not limited to, prolonged documented illness, hospitalization, or death in the family. The student must petition the director of each course prior to the end of the academic year for their consideration in awarding an Incomplete. If an “I” is awarded, the director will provide the student with a schedule of work required to convert the student’s score from an Incomplete to a Pass. All coursework must be completed according to the schedule which will go no later than July 31 in order to receive a grade of Pass. Failure to successfully complete all of the assignments within the allocated time frame will result in the grade being converted from an Incomplete to a Fail, and the student will be required to repeat the failed academic year.

### **Withdraw (W)**

A student granted a status of “Leave” or “Withdrawal”, in accordance with the leave and withdrawal policies set forth in this manual, will receive a grade of “W” in all courses in which he/she is currently enrolled.

### **Administrative Withdrawal (AW)**

A student suspended or dismissed from the program on the initiative of the faculty and/or staff for any appropriate reason will receive a grade of “AW” for all courses in which he/she is currently enrolled and be held to the provisions of a suspension or dismissal.

### **Audit (A)**

A student may audit didactic courses for which he/she has already received credit, given availability of space. Audited courses do not count as credit toward graduation, but may be voluntarily taken by any enrolled student as a refresher, or may be required if a student has taken an extended leave from the program. A student who audits a course, at the discretion of the instructor, may be required to complete some or all of the same coursework as a regularly enrolled student. Audited courses cannot later be altered to courses for credit.

### **Late Enrollment**

In some circumstances, students may be allowed to enroll in courses as late as September 1. This includes students who have not successfully completed the previous academic year, as stated above, or students who are appealing a Disciplinary Action as stated in this manual. Additionally, approved applicants or students returning from “Leave” may be considered for late enrollment if seats are available. In all cases, except in the instance of appeal of a disciplinary action, the missed session(s) will be counted as absences in accordance with the attendance policy in this manual, and late enrollees will be responsible for all coursework they missed and may be assigned additional coursework in order to make up the absences.

### **Student Challenge of a Grade**

If a student receives a grade in a course that he/she believes is inaccurate, he/she should follow this process:



- If the grade is during a class, he/she should first verbally, or via email, bring the grade to the attention of the instructor to ensure the grade is not an error.
- If the grade is what the instructor intended, but the student feels unfairly judged, he /she must submit a challenge, in writing, to the Course Director with copies to the Academic Dean and Registrar, within 7 days of the instructor's response, that must contain a specific explanation of why the grade is being challenged, along with any related documentation.
- The Course Director will review the challenge and issue a decision in the matter within 7 days of receipt of the challenge.
- If the Course Director's decision is to let the grade stand as issued, the student has 7 days to request, in writing, an appeal to the Academic Dean. The Academic Dean will then review the student's grades in the course and the circumstances of the challenge and issue a decision within 7 days of the request for appeal.
- If the Academic Dean upholds the originally issued grade, then the student has 7 days from that decision to request, in writing, a final appeal to the President. The President has 7 days to issue a decision.

**Please note:** If the grade being challenged is the final grade for the class, the student should skip the first step and within 7 days from the issuance of the grade provide the written challenge, with documentation, to the Course Director with copies to the Academic Dean and Registrar. The rest of the challenge process remains the same

### **Academic Tutoring**

Students may voluntarily choose to receive academic tutorial sessions from approved senior students or faculty members to supplement the material covered in class. Tutorial sessions may also be recommended or required by the instructor of any course if the instructor feels the student is doing poorly in the subject area, or is in danger of receiving a grade of "F" in the course. Any student with an excessive number of absences may be required to schedule a tutorial session to cover missed material (see attendance policy).

The Registrar will maintain a list of graduates, senior students, or faculty who are willing to serve as tutors. If an instructor requires a student to obtain tutoring, then the student must submit evidence that these sessions were completed in the assigned time frame to the instructor.

Students are responsible for the fees associated with either voluntary or required tutoring. The hourly charge for tutorial sessions is set by the tutor. The student must submit payment for each tutoring session directly to the tutor.

Students who are interested in becoming a tutor in a specific subject area must contact the Course Director for their recommendation. Only students approved by the Course Director are deemed qualified to participate in the tutoring program.

## **Appendix 4**

### **Graduation**

To be eligible for this arrangement, a student must meet all of the following criteria:

- completion of at least 450 hours of internship
- projected to complete internship no later than December 31 of the graduation year
- fulfillment of all financial obligations

Students who do not meet these criteria will be placed in the subsequent class, and may attend the graduation ceremony the following year with that group of students.

The Registrar is responsible for overseeing all graduation details and ceremonies. He/she will work with the class' graduation committee, who is responsible for planning and making graduation arrangements, will set the graduation date, and will request students to verify their attendance and number of expected guests within the stated time period.

## Appendix 5

### Class Meetings

The purpose of the Class Meeting is to gather input from students on the operations of Jung Tao School and to make recommendations the students would like to see considered. Each class will elect a representative in September of the first and third year of training. Class representatives are responsible for organizing and conducting an annual class meeting in March of each academic year, to obtain input from his/her classmates and ensure the recommendations of the entire class are adequately represented to the Registrar. The class representative should ensure that a vote is taken to ensure that each recommendation is unanimously approved. These recommendations should then be presented in writing to the Registrar. The Class representative may also call additional meetings and may be called to attend special meetings set by administration.

The following is a list of topics that should be discussed at each class meeting, to ensure that all areas of the school are covered. The representative should follow this list for discussion, in addition to any specific topics suggested by students. Topics that should be discussed are as follows:

- Purpose, Mission Statement, and Educational Objectives
- Curriculum development
- Tuition and fees
- Allocation of resources
- Accuracy and clarity of advertising and promotional programs
- Achievement by students and graduates
- School policies and procedures
- Faculty size and qualifications
- Administrative staff size and qualifications
- Student services
- Convenience and adequacy of physical facilities and equipment

## **Appendix 6**

### **Financial Policies**

#### **Payment Plan 1 - Biannually**

Students selecting plan 1 will pay the half of an academic year's tuition amount on or before August 1, and again on or before February 1.

#### **Payment Plan 2 - Monthly**

This payment option is considered only for students in financial need. Students requesting the monthly plan must receive approval from the Student Director before beginning payment. Those approved will pay 1/12 of the yearly tuition amount on or before the first day of each month of the academic year, beginning August 1 and the last payment occurring July 1. Any payment that arrives more than five days after the due date will be subject to a \$25 late fee. The entire payment and late fee must be paid prior to the date of the next payment due. Students who do not comply, and are more than 30 days late on a payment, will be suspended from the program and may not attend classes until payment is made.

#### **Tuition Refunds**

A student is considered "enrolled" until the date the Registrar grants the student a non-enrollment status:

- Leave in Good Standing
- Leave with Academic Watch
- Withdrawal in Good Standing
- Withdrawal with Academic Watch
- Suspension
- Dismissal

Tuition may be refunded to a student who is no longer enrolled in courses due to leave, withdrawal, suspension or dismissal. Tuition refunds will be determined on a pro-rata basis until 60% of the semester calendar enrollment days have been completed. No refunds will be allowed after 60% of the semester has elapsed. A student is considered "enrolled" until the date the Registrar grants the student a "non-enrolled" status. All tuition refund checks will be issued to the student via US mail within 30 days of the granting of "Leave", "Withdrawal", "Suspension", or "Dismissal" status

#### **Tuition for Repeat Training**

Any student repeating year 1, 2, and/or 3 for any reason will be required to pay full tuition and the stated level for the repeated year. This includes repeats that are voluntarily taken by the student, or due to the receipt of a grade or “F”, “W”, or “AW”.

Any student repeating one or both 300 hour internship rotation will be required to submit 1/2 of the tuition for the academic year within which the rotation is repeated.

### Books and Educational Materials

The approximate cost of required books and educational materials for the entire program is \$1200.00. The Student Director will provide a list of all required and recommended books and materials for the upcoming year no later than June 15. Students are responsible for obtaining the required books and materials prior to the first day of class.

### Clinic Fees

All students are required to pay a clinic fee of \$1000 for supplies and \$200 for malpractice insurance. This amount may be paid biannually or monthly, according to the student’s current payment plan. Students failing to pay this fee by the stated deadlines will not be able to progress in their internship rotation until the fee is paid. Since the school must purchase clinic supplies and malpractice insurance in advance, clinic fees are nonrefundable. Clinic fees are subject to change, and the Student Director will notify all students entering their internship training of the exact fee amount no later than June 30 for the upcoming year.

Students who do not complete their internship hours within the course of their fourth academic year, will be responsible for continuing to pay the clinic fees into the fifth year. The cost of the clinic supplies will be assessed on a quarterly basis (1/4 of the yearly rate), until the student has completed all internship hours. The malpractice fee must be paid at the beginning of the fifth year and covers the entire year, so students must pay the yearly amount irrespective of the amount of time they have to complete in the fifth year.

### Miscellaneous Fees

- Returned check: \$25.00
- Late payment: \$25.00 after the fifth of the month, and for each month thereafter that the payment is late.
- Official or unofficial transcript: \$10.00
- Replacement of lost student ID card: \$25.00
- Duplicate diploma: \$25.00
- Use of the student copy machine: 5¢ per page
- Printed copies of school documents: 5¢ per page
- Late library book: 25¢ per day
- Graduation fee: variable, to be determined by the Registrar and graduation committee and provided to each student by June 30.

All fees will be recorded by the Financial Director, and are payable with the next tuition payment. A notice will be sent via email before or during the class session prior to the tuition due date stating the total amount due.

#### Payment Method

All payments must be made by check or money order. No cash or credit/debit cards are accepted for any tuition payments or fees. All payments must be mailed to the school or given directly to the Office Manager or Administrative Director.

#### Outstanding Financial Obligations

Students are expected to pay all tuition, book and educational material payments, and other school fees by the required due date. Currently enrolled students who repeatedly do not meet all financial obligations in a timely manner will be subject to academic watch or suspension as detailed in the disciplinary policy in this manual. **Students with outstanding financial balances will not be allowed to progress if the balance is not paid within 30 days.**

Students requesting a leave or withdrawal must meet all current financial obligations before “Leave” or “Withdrawal” status will be granted. Therefore, as stated in the disciplinary policy, any student who ceases attendance in courses without payment of all outstanding financial obligations will be suspended from the program. Suspended students with an outstanding debt will not be allowed to reenter the program until all financial obligations have been met. Additionally, school transcripts, official or unofficial, will not be issued to any student or graduate who has an outstanding financial obligation. Late fees/Finance charges will continue to be incurred until all debts are paid.

Transcript requests made by students will not be fulfilled until all tuition and fee obligations are paid in full.

Finally, students must meet all financial obligations by July 31 at the end of their final year of training, including any graduation fees, in order to receive a Diploma of Acupuncture from Jung Tao School.

#### Repayment of Tuition Refunds

All tuition refund checks will be issued to the student via US mail within 30 days of the granting of “Leave”, “Withdrawal”, “Suspension”, or “Dismissal” status.

## **Appendix 7**

### **TITLE IV Financial Aid Policies**

Jung Tao School of Classical Chinese Medicine has been approved to participate in the U.S. Department of Education Title IV financial aid program. Students admitted to Jung Tao School are eligible to apply for federal student aid to assist in financing their educational costs. Students should contact the Financial Aid Director for information on the process to obtain Title IV loans.

#### **Title IV Financial Aid Policy**

Students must be enrolled and actively attending classes in order to be eligible to apply for Title IV financial aid.

Additionally, the end of year APR, issued at the end of July must reflect satisfactory academic progress. Students must meet the requirements as stated in the Academic Progress Reports section of this policy (see above). Failure to do so means that the student will be required to repeat the failing academic year. During the repeated academic year the student is considered to be on academic watch and is not eligible for Title IV financial aid.

At the end of the repeated academic year the student must pass all classes with a grade of 75% or better. Only then will the student be removed from academic watch and be permitted to move to the next academic year of the program. At this time the student is eligible to apply for Title IV financial aid for the upcoming academic year.

A student may not apply retroactively for financial aid for the academic watch year.

A student that voluntarily takes a leave of absence or withdraws from the program, or is administratively suspended or dismissed from the program, is not eligible to receive Title IV financial aid. See section Return of Title IV Financial Aid for details.

Title IV financial aid is not available for audited courses.

#### **Return of Title IV Financial Aid**

Jung Tao School students earn their Title IV federal financial aid by being officially enrolled and attending class. If a student take a leave of absence, withdraws, or is suspended or dismissed, and is therefore not enrolled, the 'unearned' portion of financial aid must be returned.

A student is considered enrolled until the date that the Registrar approves a leave of absence or withdrawal, or officially suspends or dismisses the student, and appropriate forms are signed by both the Registrar and the student.

When a student is officially withdrawn (leave of absence, withdrawal, suspension, or dismissal) from the program prior to completing 60 percent of the loan period enrollment, the

student has not "earned" all of their federal financial aid and a Return of Title IV Funds calculation must be performed. The unearned portion (based on the percentage of the term remaining) of the aid is returned to the financial aid program, according to federal regulation guidelines.

If the return of funds creates a balance due on the student account, the student will be responsible for paying the balance on their account.

If 60 percent of the loan period enrollment is completed prior to withdrawal (leave of absence, withdrawal, suspension, or dismissal), then aid for that semester does not need to be returned. Any Tuition refund will be based on the date of non-enrollment status, and will be calculated on a pro-rata basis until 60% of the semester calendar enrollment days have been completed. No refunds will be allowed after 60% of the semester has elapsed.

### **Family Educational Rights and Privacy Act (FERPA)**

Jung Tao School endorses and seeks to comply with all provisions of the “Family Educational Rights and Privacy Act of 1974” (FERPA), as amended, and all pertinent regulations.

Further information about FERPA is available on the U.S. Department of Education FERPA website. This legislation affords students certain rights with regard to their respective education records.

### **Student Rights**

In essence, these rights are: (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records.

FERPA applies to all currently enrolled Jung Tao School students, as well as previously enrolled students.

FERPA does not apply to applicants who have not been admitted to Jung Tao School

### **Code of Conduct - Title IV**

As required by the Higher Education Opportunity Act that conditions the eligibility of educational institutions to participate in Title IV financial aid programs, Jung Tao School of Classical Chinese Medicine established the following Code of Conduct. The Institution and its officers and employees are required to comply with the following Code of Conduct.

Jung Tao School and its officers, or employee(s) of the Financial Aid Office shall neither solicit nor receive gifts from any lender or loan servicer. The term “gift” means any gratuity, favor, discount, entertainment or any other item of significant monetary value.



No officer or employee(s) of Jung Tao's Office of Financial Aid or any employee or agent who has responsibilities with respect to educational loans shall accept any fee, payment, or other financial benefit as compensation from any lender or lender affiliate for any type of consulting arrangement or other contract to provide services to or on behalf of a lender relating to educational loans.

3. No officer or employee(s) of Jung Tao's Office of Financial Aid, or any employee or agent who otherwise has responsibilities with respect to educational loans, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will receive anything of value from the lender or group except for reimbursement of reasonable expenses incurred by serving on the board, commission, or group.

### **Educational Records**

Educational records are any records maintained by Jung Tao School from which a student can be personally identified. All information that Jung Tao School maintains on students is considered part of the educational record, regardless of the format in which the information is kept. This means that educational records include, but are not limited to, grades, transcripts, schedules, contact information, advising information, financial aid information, student information in reports, and student photos.

Jung Tao School is not allowed to share student information without a student's written consent.

### **Directory Information**

Jung Tao School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, students may request that the school not disclose directory information about them.

### **Record Confidentiality**

All Jung Tao School faculty and staff are responsible for maintaining student record confidentiality. Only those Jung Tao School faculty and staff with legitimate educational interest may have access to student records.

Faculty or staff with legitimate educational interest are as follows:

- the Registrar
- the Financial Director
- the Financial Aid Director
- the Clinic Director
- the Didactic Course Directors
- the Dean

- the President

A student has access to his or her educational record only.

Under no circumstances does a student have access to records of other students.

## Student Financial Aid Signature Sheet (example)

Student Name

School Year: 2019-2020

The following statements apply to your application for a Federal Direct Student Loan (FDSL). It is necessary under federal regulatory guidelines for you to state your understanding of the responsibilities you assume when you receive a Federal Direct Student Loan.

Please read the following statements.

I understand that if I withdraw from Jung Tao School, some or all of the money I have borrowed may have to be returned to the federal government.

I understand that I must maintain satisfactory academic progress as outlined in the Jung Tao School Student Handbook in order to receive federally funded financial aid.

I understand that defaulting on a FDSL loan will affect the eligibility of Jung Tao School of Classical Chinese Medicine to offer federally funded financial aid in the future.

I understand that if I default on my student loan, the following may result:

- I may lose my professional license.
- My wages may be garnished.
- My federal and state income tax refunds may be withheld.
- Legal action may be taken against me.
- I may lose deferment eligibility.
- Collection charges (including attorney fees) may be assessed against me.
- My loans will be referred to a collection agency.
- A national credit bureau will be notified and it will have a negative effect on my credit rating for at least seven years.
- I may lose eligibility to obtain any additional federal or state financial aid funding.

I understand that I must repay my student loans with all accrued interest and capitalized interest.

I understand that I may repay all or part of my student loans without penalty.

I understand that I must repay my student loans even if I do not complete my education, even if I am not satisfied with my education, or even if I cannot find employment.

I understand that if I have a change of name, address, telephone number, graduation date, withdraw from school, or transfer to another school, I am required to notify my lender.

I understand it is my responsibility to notify the Jung Tao School financial aid office should it become necessary for me to withdraw prior to completing my program of study. I further

understand that I must complete an exit interview which includes information regarding my borrower's repayment options and the use of the loan consolidation process.

I acknowledge my understanding of the above statements, and I acknowledge my financial responsibility for repayment of federally funded financial aid, loaned to me for the 2019-2020 school year.

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(print name)

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(signature)

(date)

## APPENDIX 8

### Didactic Policies and Procedures

#### Allowable Absences in an Academic Year

Students who miss 15% of the required hours of a course will be placed on academic watch for the remainder of the year. Students who miss 25% of the required hours of a course will fail the course. Students are referred to the Academic Watch policy and the grading policy for the implications of receiving an academic watch or failing a course.

**Individual instructors may place additional attendance requirements** on students enrolled in his/her course, but may not implement a more lenient policy than that stated in this manual.

#### Notification of Absence

All absences must be reported to the Registrar prior to the beginning of class. An explanation of the necessity of an absence, such as an illness or emergency, must be provided. This information will be documented on the class attendance record and given to the course instructor. The Registrar can be reached via telephone at 828.297.4181, or via e-mail at the Registrar's school e-mail address.

#### Missed Coursework

Details regarding the make-up of missed assignments or exams due to absence are stated on the syllabus for each course. Instructors may also choose to assign additional coursework to students who have missed class to ensure that the missed material is adequately covered. These assignments may include completing extra assignments, retaking exams or quizzes, taking different tests, or scheduling a tutorial session with a senior student or the instructor. It is the student's responsibility to contact the instructor via email immediately after missing a class to obtain assignments and be prepared to turn them in and/or complete them during the **next class session**.

#### Classroom Expectations

Due to the nature of the curriculum at Jung Tao School, the student body consists of a diverse group of individuals. The School strives to maintain an partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are expectations for classroom behavior, which the School has established to ensure that the learning environment is not compromised.

Absences. Inform the instructor in advance if you know you are going to miss class. Further information is found in each course syllabus.

Cell phones and beepers. You may not receive or send telephone calls, text messages, or pages during class. You are responsible for turning off cell phones, beepers, and other personal communications devices upon entering class.

Conversation. Do not carry on side conversations in class.

Classroom Discussions. You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions by: a) being recognized by the instructor prior to speaking; b) not interrupting other students or instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.

Food, Drink, and Tobacco. Water or other liquids in closed containers are acceptable, but food is not allowed in the classroom or clinic. You are expected to cleanup after yourself. You may not use tobacco of any form on campus.

Guests. You may not bring unregistered friends or children to class.

Internet. You may use the internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the coursework going on at the time of class.

Other Activities. You may not work on other activities while in class. This includes homework for other courses or other personal activities.

Personal Business. You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before instruction begins or after class.

Sleep. Do not sleep in class.

Perfumes. You should avoid wearing strong perfumes of any kind as others may be allergic to them.

Typically, violations of these expectations will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of conduct may lead to removal from the classroom while the matter is resolved with referral to the appropriate individuals for further disciplinary action.

## **Appendix 9**

### **Student Status**

Once an individual applies to JTS until after they graduate they are assigned a student status. This information is tied to many policies. The following is a brief description of each category.

#### **Applicant**

An “applicant” is any individual from whom the Program Application Form and \$50 application fee has been received. All materials need not be received for an individual to be termed an “applicant”.

#### **Approved Applicant**

A seat is held in the upcoming class for all approved applicants. An individual is termed an “approved applicant” between the date his or her admissions materials are approved by the Admissions Committee, and the date he/she enrolls in classes, declines the invitation to join the upcoming class, or fails to return a signed enrollment agreement and deposit by the agreement due date .

#### **Good Standing**

Any student currently enrolled in classes, without unresolved academic, financial, or disciplinary issues or commitments, is termed “good standing”.

#### **Academic Watch**

Any student currently enrolled in classes who has been placed on Academic Watch according to the Disciplinary Policy stated in this manual, is termed “Academic Watch”.

#### **Probation**

Any student currently enrolled in classes who has been placed on Probation according to the Disciplinary Policy stated in this manual, is termed “Probation”.

#### **Suspension**

Any student who has been suspended from the program according to the Disciplinary Policy stated in this manual, and who has not been readmitted to the program, is termed “suspension”.

#### **Dismissal**

Any student who has been dismissed from the program according to the Disciplinary Policy stated in this manual is termed “dismissal”.

### Leave in Good Standing

Any student in good standing currently taking a leave of absence, in accordance with the Leave and Withdrawal Policy stated in this manual, is termed “Leave in Good Standing”.

### Leave with Academic Watch

Any student on academic watch currently taking a leave of absence, in accordance with the Leave and Withdrawal Policy stated in this manual, is termed “Leave with Academic Watch”.

### Withdrawal in Good Standing

Any student in good standing who has withdrawn from the program, in accordance with the Leave and Withdrawal Policy stated in this manual, is termed “Withdrawal in Good Standing”.

### Withdrawal with Academic Watch

Any student on academic watch who has withdrawn from the program, in accordance with the Leave and Withdrawal Policy stated in this manual, is termed “Withdrawal with Academic Watch”.

### Graduate

Any student who receives a Diploma of Acupuncture from Jung Tao School will be termed a “graduate”.



## Appendix 10

### Leave or Withdrawal

Any student in good standing who is granted a status of “Leave” or “Withdrawal” will be issued a “Leave in Good Standing” or a “Withdrawal in Good Standing”. Any student on academic watch who is granted a status of “Leave” or “Withdrawal” will be issued a “Leave with Academic Watch” or a “Withdrawal with Academic Watch”.

#### Leave:

Leave assumes that a student cannot complete the current academic year but **intends to return and take the year over again the following academic year.**

Any currently enrolled student is eligible to request a leave of absence for the remainder of the current academic year.

All students requesting a leave should be aware that **re-entry into the program is not guaranteed.** Sophomores, juniors and seniors will be readmitted only if seats are available in the following academic year. If a seat is available, the student will be allowed to return to the program in August of the following year without formal reapplication, and will be placed in the courses in which he/she was enrolled upon leave. Any student who returns to the program must complete the curriculum requirements and adhere to the financial terms associated with the class that they are entering. Freshmen will be subject to the same evaluation procedures as new applicants and will compete with new applicants for an available spot.

Any student requesting a leave or withdrawal is required to submit a formal request to the Registrar by completing a Request for Leave form or a Request for Withdrawal form. Verbal, **email, or other written requests for leave or withdrawal are not sufficient to fulfill this requirement.** This form may be delivered to the Registrar in person, via fax, or via US mail.

Students requesting a leave or withdrawal will be obligated to pay tuition through the date that the completed Request for Leave form or a Request for Withdrawal form has been received by the Registrar. Students not meeting all financial obligations will not be granted a status of “Leave” or “Withdrawal”, but will be subject to suspension or dismissal.

If the student owes any money for tuition and/or fees, the Registrar will inform the student of the amount due and the payment in full must be included with the request form. Transcript requests made by withdrawn students will not be fulfilled until all tuition and fee obligations are paid in full.

If tuition has been prepaid, the student will be eligible for a refund according to the tuition refund schedule stated in this manual.

Students granted a status of “Leave” or “Withdrawal” will receive a grade of “W” in all classes in which he/she is currently enrolled.

### **Policy for Withdrawal from the Program**

Withdrawal indicates a student desires to leave the program and does not intend to return the following academic year. **Any student on leave not enrolling in the subsequent academic year due to lack of available seats or for personal reasons will be automatically issued a status of “withdrawal”, and subject to the conditions of that policy.**

Should an individual with any Withdrawal status decide to return to Jung Tao School at any time in the future, he/she will be required to reapply to the program under the admissions policies then in effect, and compete with other applicants for a seat. If the student is readmitted, the amount of time that has passed since he/she last attended JTS and his/her previous academic record will be evaluated. It is possible that he/she may be required to take placement exams, asked to audit or re-enroll in courses already completed, or start the program at the very beginning.

### **Discontinuance of Attendance without Being Granted Leave or Withdrawal Status**

Any student discontinuing attendance to class or internship without submitting a Request for Leave or Request for Withdrawal form to the Student Director will be counted absent and will be obligated to pay tuition until a formal request has been received. If a student surpasses the allowable absences for the course, without submitting a formal request for leave or withdrawal, and without contacting the Student Director to arrange for make-up of the absences, the student will be suspended from the program and will be obligated to pay tuition through the date of suspension.

## Appendix 11

### Academic Watch, Suspension, or Dismissal

#### Academic Watch

The following are examples of criteria for the issuance of academic watch:

- During a didactic academic year, any student who is absent 15% of the class time in an Energetic or Biomedical course, or a taijiquan course, will be placed on academic watch for the remainder of that year.
- During clinical observation or internship, any student required to repeat a clinical evaluation period due to violation of the “Observation Attendance Policy” or the “Internship Attendance Policy” as stated in Part II of this manual, will be placed on academic watch until the repeated rotation is complete.
- Any student who does not complete missed coursework by the deadline specified on the course syllabus may be placed on academic watch until the coursework has been completed.
- Any student who receives a grade of “Incomplete” in a course will be placed on academic watch until that Incomplete is changed to a passing grade.
- Any student who receives a grade of “Incomplete” in one or more courses for two consecutive academic years will be placed on academic watch for the following year.
- Any student who does not progress to the following academic year due to one or more failed courses will be placed on academic watch for the duration of the repeated year.
- Any student who performs a minor infringement of the “Student Standard of Conduct” may be placed on academic watch for a specified period of time.
- Any student who repeatedly has an outstanding balance on a tuition or fee payment will be placed on academic watch.

#### Suspension

Suspension implies a **moderate or repeated infringement** of conduct, academic, or financial policy or procedure. A suspended student is no longer eligible to matriculate in his/her current course of study, and will receive a grade of “AW” (Administrative Withdrawal) in all classes in which he/she is currently enrolled. A suspended student will be obligated to pay tuition through the date the suspension is issued, and will not be considered for readmission until all financial obligations have been satisfied.

Should the student desire to return to Jung Tao School, he/she must formally reapply to the program, if they left in the first year they must compete for a seat with other applicants. Along with reapplication, the student must provide documentation and/or evidence of steps taken to allow him/her to successfully complete the program and avoid the situation(s) that led to the previous suspension. The student will be required to retake all courses in which he/she was

enrolled at the time of suspension, and may be required to audit or retake previous courses successfully completed.

Following examples of criteria for the issuance of a suspension:

- Any student on academic watch who fails to fulfill the requirements for removal of academic watch within the allocated time frame will be suspended from the program.
- Any student who fails to progress to the subsequent academic year for two consecutive years will be suspended from the program.
- Any student who violates the “Observation Attendance Policy” or the “Internship Attendance Policy” as stated in this manual for a second time will be suspended from the program.
- Any student who fails to attend class for 25% of a class’s total hours, and fails to submit a Request for Leave or Request for Withdrawal, will be suspended from the program.
- Any student who violates a provision of the “Student Standard of Conduct” may be suspended from the program.
- Any student who is more than 30 days late on tuition or fee payments will be suspended.

## **Dismissal**

Dismissal implies a serious infringement of conduct or academic policy or procedure. A dismissed student is no longer eligible to matriculate in his/her current course of study, will receive a grade of “AW” (Administrative Withdrawal) in all classes in which he/she is currently enrolled, and will not be allowed to reenter the program at any time in the future. A dismissed student will be obligated to pay tuition through the date the dismissal is issued. Any student being granted a status of “dismissal” will receive a letter from the Registrar outlining the basis for the dismissal and providing information on the right of due process. Following are the criteria for the issuance of a dismissal:

- Any student who receives a second suspension will be dismissed from the program.
- Any student who seriously violates a provision in the Student Standard of Conduct, or any of the policies in this manual, such as Confidentiality, Copyright, Plagiarism, Harassment, HIPAA, etc. may be eligible for immediate dismissal from the program.
- Any serious action against staff, faculty, students, patients, or the school community.

## APPENDIX 12

### Appearance/Demeanor/Behavior

#### General Guidelines - Code of Conduct

The following guidelines are published to aid the student in determining proper professional conduct.

All students involved in classroom clinical, observation or internship **must**:

- report to the clinical setting in an alert condition.
- adhere to the Clinical Appearance Policy (see below).
- maintain a quiet clinical atmosphere avoiding loud laughter or speech.
- adhere to the Student Standard of Conduct and present a professional attitude when in the presence of other students, acupuncturists, faculty, or patients.
- ensure that all discussions pertaining to patient information are not able to be overheard by patients or others in the clinical area.

All students involved in classroom clinical, observation or internship **must NOT**:

- be in the possession of drugs or alcohol, nor engage in their use before or during the clinical assignment.
- sleep during the clinical assignment.
- engage in theft of any articles from the clinical setting.
- engage in immoral, illicit, or unethical conduct during the clinical assignment.
- engage in habitual or excessive tardiness and/or absenteeism from the clinical assignment.
- smoke in areas where it is prohibited.
- eat in areas not specifically designated for that purpose.
- use the clinic telephone for personal use, unless an emergency exists.
- leave patients unattended while undergoing treatment. Interns must stay in the surrounding area where they can respond to patient's request for assistance.
- accept any form of gratuity or tip from a patient or a patient's family.
- refuse to accept an assignment made by the Clinic Director, clinical supervisor, didactic instructor, or Clinic Manager that is commensurate with the student's abilities.
- leave the clinical site to take a break, have a meal, or prior to the end of their scheduled hours unless it is approved by the Clinic Director, clinical supervisor, didactic instructor.

Any student guilty of any infraction of these published guidelines will be counseled by the supervising instructor. Each infraction will be handled according to the seriousness of the situation and could result in disciplinary action.

## **Clinical Appearance Policy**

The personal appearance and demeanor of students involved in classroom clinical, observation and internship must be regulated to ensure the confidence and safety of patients and to show the patients the respect they deserve. Students are expected to stay within the published guidelines and may be sent home if they arrive at the class or clinical site in violation of these guidelines. Following is the clinical appearance policy:

- Students must wear clean, closed toe shoes that will enable them to move quickly in the event that a patient needs help. Sneakers may be worn if they are in excellent condition.
- Male students must wear a neat collared shirt tucked in, free of excessive writing, and modest-fitting pants. No shorts, jeans, leggings, hats, sweatpants, or athletic pants, such as yoga, running, or martial arts pants will be permitted. Neat turtlenecks and sweaters are appropriate in cool weather.
- Female students must wear a neat shirt, free of excessive writing, with modest-fitting, professional-looking pants or skirts of at least knee length. No shorts, jeans, leggings, hats, sweatpants or athletic pants such as yoga, running pants, or martial arts pants will be permitted. Students should be aware that they will be bending over patients so shirts should not be cut low in front.
- All garments should have a clean and smooth and professional appearance.
- Hair must be clean, dry and out of the face at all times for safety and hygienic reasons. Long hair must be tied back. Hair ornaments should be small and discreet.
- Fingernails must be kept short and clean, for hygienic and safety reasons.
- No perfume or aftershave should be worn, and cosmetics should be applied conservatively.
- Jewelry must be limited and discrete. Excessive rings or bracelets should not be worn for hygienic and safety reasons.
- An appropriate name tag, identifying the student and the school, must be worn on the upper left chest area during all observation and internship assignments.
- Facial hair, such as beards and mustaches, must be neatly groomed and kept short.

If in doubt concerning the appropriateness of one's appearance, the student should consult with the program faculty to obtain approval prior to the scheduled clinical assignment.

## **APPENDIX 13**

### **Transcripts and Release of Information**

#### **Transcripts**

Students and graduates may obtain unofficial copies of Jung Tao School transcripts for themselves, or request that official copies be sent to other institutions, by completing a Transcript Request Form and submitting the completed form to the Registrar. A fee of \$10.00 is charged for all JTS transcript requests, which will be processed within 14 days of receipt of request and payment. Suspended or Dismissed students with outstanding financial obligations will not be issued an official or unofficial transcript until the debt has been paid in full.

#### **Release of Information**

Jung Tao School, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal or identifiable information about students without the expressed written consent of the student. Exceptions permitted by statute include:

- Transcripts of information from official records, including reports of status, to academic and administrative members of Jung Tao School whose responsibilities require this information.
- Requests for directory type information from student records, such as student name, address, telephone number, date and place of birth, honors and awards, dates of attendance, diplomas received, and the most recent previous educational agency or institution attended. The student may request that any or all directory type information about him/her not be disclosed by completing a Request for Confidentiality of All Student Information form.
- The Registrar may release for publication information pertaining to achievements of honor.
- The Registrar may release student information to appropriate accrediting organizations.

## APPENDIX 14

### Confidentiality

It is the policy of Jung Tao School of Classical Chinese Medicine that users (i.e., employees, medical staff, supervisors, office managers, students, interns, and outside affiliates) shall respect and preserve the privacy, confidentiality and security of confidential information. Violations of this statement **include, but are not limited to:**

- Accessing information that is not within the scope of your duties;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Disclosing to another person your sign-on code and/or password for accessing electronic or confidential information or for physical access to restricted areas.
- Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
- Intentional or negligent mishandling or destruction of confidential information;
- Leaving a secured application unattended while signed on; or
- Attempting to access a secured application or restricted area without proper authorization or for purposes other than official Jung Tao School of Classical Chinese Medicine Education or Health Care business.

Violation of any aspect of confidentiality may constitute grounds for corrective action up to and including termination of employment or student status, loss of Jung Tao School contractual or affiliation rights in accordance with applicable Jung Tao School Educational Policies and Procedures. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.



## APPENDIX 15

### Copyright Infringement

#### Copyright Law, the Illegal Use of File Sharing Programs, School Policies and Procedures for Handling Violations

This document is intended to explain the policies and procedures Jung Tao School of Classical Chinese Medicine follows in responding to notifications of alleged copyright infringements on the school's network.

#### WHAT IS COPYRIGHT?

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

#### WHAT IS THE CURRENT LAW CONCERNING DIGITAL COPYRIGHT?

The Digital Millennium Copyright Act (DMCA), signed into law in 1998, recognizes that digital transmission of works adds complexity to the Copyright Law. The DMCA provides non-profit educational institutions with some protections if individual members of the community violate the law. However, for Jung Tao School to maintain this protection, we must expeditiously take down or otherwise block access to infringing material whenever it is brought to our attention and whether or not the individual who is infringing has received notice.

DMCA infractions can result in serious consequences regarding activities of faculty, graduate students, or staff who are performing teaching or research functions if the university has received more than two notices of infringement against an individual within a three-year period.

Universities and individuals can be subject to the imposition of substantial damages for copyright infringement incidents relating to the use of University network services. In a civil action, the individual infringer may be liable for either actual damages or statutory damages of up to \$30,000 (which may be increased to up to \$150,000 if the court finds the infringement was willful). In addition, individual infringers may be subject to criminal prosecution. Criminal penalties include up to ten years imprisonment depending on the nature of the violation.

In addition, the Higher Education Opportunity Act (HEOA) of 2008 requires all U.S. colleges and universities deal with unauthorized file sharing on campus networks, imposing three general requirements on :

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law;
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents"; and
- A plan to "offer alternatives to illegal downloading".

## WHY IS THIS AN IMPORTANT ISSUE RIGHT NOW?

Copyright is an issue of particular seriousness because technology makes it easy to copy and transmit protected works over our networks. While Jung Tao School encourages the free flow of ideas and provides resources such as the network to support this activity, we do so in a manner consistent with all applicable state and federal laws. Jung Tao School does not condone the illegal or inappropriate use of material that is subject to copyright protection and covered by state and federal laws.

## WHAT KINDS OF ACTIVITIES VIOLATE FEDERAL LAW?

Following are some examples of copyright infringement that may be found in a school setting:

- Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner
- Using corporate logos without permission
- Placing an electronic copy of a standardized test on a department's web site without permission of the copyright owner
- Enhancing a departmental web site with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the copyright owners
- Scanning a photograph that has been published and using it without permission or attribution
- Placing a number of full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder
- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

## IS SHARING AND DOWNLOADING MP3 FILES OR OTHER MUSIC FILES AND VIDEOS ILLEGAL?

It is true that some copyright holders give official permission to download MP3 files and you might be able to find a limited number of videos that are not copyright protected. It is also true that some MP3 files are copyright free and some MP3 files can be legally obtained through subscription services. However, most MP3 and video files that are shared do not fall into any of these categories.

US Copyright Law allows you to create MP3s only for the songs to which you already have rights; that usually means you purchased the CD or downloaded a file via a subscription service. US Copyright Law allows you to make a copy of a purchased file only for your personal use. Personal use does not mean that you can give a copy to other people, or sell a copy of it.

## HOW DO YOU GET CAUGHT VIOLATING COPYRIGHT LAW?

Copyright holders represented by organizations such as the Recording Industry Association of America, the Business Software Association, and the Motion Picture Association of America are applying serious efforts to stop the infringing downloads of copyrighted music, movies, and software. The companies or their agents locate possible copyright infringements by using automated systems.

Jung Tao School's network has a range of IP addresses and all computers connected to the JTS network have an IP address. When we get a violation notice, Jung Tao locates the IP address and

whenever possible, the user of that address. At that point, Jung Tao is required to act on the notification.

#### IF THE IP ADDRESS LEADS TO MY COMPUTER, WHAT HAPPENS NEXT?

These notices would come to the President OF JTS from organizations that represent the artists and copyright holders. If Jung Tao receives such a notice, the President and Staff would look up the network IP address and set filters to restrict access to and from the computer associated with the IP address where the infringing material allegedly resides. At this point, the computer loses access to any Internet resources. Once the identity of the individual is known, that person is notified that they must remove the infringing material from their computer and inform the President of its removal before Internet access will be reinstated.

First-time Notifications: If this is the first notification that the School has received on an individual, the President must be notified that the infringing material has been removed from the computer before Internet access will be reinstated. A report about the violation of copyright will be sent by the President to the Registrar's Office, if you are staff; and to the department chair and the Dean of Faculty, and if you are a faculty member. A warning letter will be generated and the individual will be asked not to repeat the behavior that resulted in the complaint. A copy of that letter will be kept in the individual's file, and a copy will also go to Jung Tao's President.

#### Second Notification Process for Students:

If students are notified of copyright infringement a second time, their privileges to access the Internet from their personal computers, either through a wired port or through wireless, will generally be denied for at least four weeks after a hearing is scheduled with the Registrar to determine what sanctions are appropriate. The Registrar will be notified when second infringements have occurred and may take additional action appropriate to the school's disciplinary process. If the student tries to connect his/her computer to the Internet from the wireless service, further disciplinary action may take place.

Subsequent Notification Process for Students: If students are notified of copyright infringement a third time, their privileges to access the Internet from their personal computers may be denied for a semester after action is taken by the Registrar to determine the severity of the infringement. Additional sanctions may be applied within the school's disciplinary process. If the student tries to connect to the Internet from the wireless service, further disciplinary action may take place.

#### Second Notification Process for Faculty, Graduate Students and Staff:

Faculty, students, and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The School is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the school if the school receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second notification of an individual's infringing activities, the School's President is also notified of the infringement and a meeting with relevant administrators will be held to determine the action(s) to be taken.

Action Taken in Response to Subpoenas: Upon receipt of a valid subpoena, Jung Tao School is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks.

#### HOW DO YOU REPORT A COPYRIGHT INFRINGEMENT?

You can report alleged copyright infringements on Jung Tao School's systems or direct other copyright questions to [copyright@jungtao.edu](mailto:copyright@jungtao.edu).

## **APPENDIX 16**

### **Solicitation Policy**

**Purpose:** Jung Tao School of Classical Chinese Medicine has the duty and responsibility to maintain a safe and healthy work environment conducive to its principal mission of education while respecting the constitutional protection of free speech as well as the individual's right to privacy. Accordingly, Jung Tao School hereby adopts this solicitation policy for the purposes of: 1) preserving the School's right to permit or prohibit sales and solicitations activities on School property, and 2) to protect the school community from sales and solicitations activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. This policy is not intended to constrain solicitation of the School, which may be directed to appropriate employees solely in the capacities as employees or agents of the School in the normal operation of School purchasing or contracting.

**Scope:** This policy applies to solicitation activities conducted on the grounds or within the building under control of Jung Tao School, including solicitation using Jung Tao School's electronic mail network ("email").

**Policy:** Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements and restrictions of this policy. The School reserves the right to withhold approval for any solicitation activities on property or under its jurisdiction, and to regulate the time, place, manner and duration of approved solicitation. The School makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this Policy.

**Solicitation and distribution activities by non-employees:**

An unaffiliated organization or non-employee intending to solicit or distribute literature to employees or students must, each visit or for any other solicitation activity:

- Give advance notice of seven days of such intention by contacting, in writing, the President.
- At the time the advance notice is given, provide a list of the name/s of the persons or alternates who wish access to the School.
- In the event two or more requests for access to the facility for the same overlapping times have been made, the President should attempt to provide alternate designated areas. In the event that no alternate designated area is available, the President will grant access to the available designated area on a rotating basis with equal time for its use to the extent reasonably possible.
- Unless specifically provided otherwise herein, an unaffiliated organization or non-employee may solicit or distribute literature only in designated non-working areas, provided any employees or students being solicited are on non-school time. Designated areas are to be determined by the President and a list of such areas will be made available upon request.

- An unaffiliated organization or non-employee may not distribute literature nor solicit employees or students in any work area, regardless of the fact that the employees or students may be on non-working, or in the case of students, break time.
- An unaffiliated organization or non-employee may post or distribute only those written materials that are submitted to and approved by the President. Such notices must be a reasonable size so as not to obstruct any other notices and may be posted only in designated locations. All unaffiliated organizations or non-employees will have equal rights to any designated posting area. A list of the designated posting locations will be made available upon request.

Any disagreements regarding these rules should be directed to the President for final resolution.

Solicitation and distribution activities by or of employees:

An employee may solicit or distribute literature to other employees in non-working areas only if:

- All employees involved are on non-working time, or
- The solicitation will benefit a non-profit, community service organization;

In working areas and non-working areas, only if:

- The solicitation or distribution supports a JTS entity such as departments, affiliated organizations, or advancement.
- The solicitation will benefit a non-profit, community service organization and this process does not interfere with job duties.
- The solicitation takes the form of passing literature for orders as long as this does not interfere with job duties. Pay for and delivering of items ordered through this process must be done during non-working hours, or
- The solicitation or distribution is approved by the President as an exception to this Policy as provided herein.

Use of Jung Tao School internal mail, email, or any other School property by employees for solicitation purposes is prohibited, except for solicitations by or on behalf of affiliated organizations that do not interfere with the use of said mail and email systems and property for customary School operations. Employees may not use School facilities to conduct private enterprise.

Only employees of Jung Tao School may distribute or post notices, literature or other appropriate information on employee bulletin boards designated as such by the School and only after receiving prior written approval from the President. If a notice contains information about an on-campus solicitation by an organization it must conform to the permission granted to the organization (in terms of designated area, time and date) for such solicitation. The President, at his/her discretion, may approve an exception to this Policy and set conditions under which School facilities may be used to engage in solicitation and distribution of information on behalf of any Community Service Organization that is sponsored by a School

department, division or other major administrative unit, if she/he determines the exception will further the mission and goals of the School.

Solicitation and distribution activities by students:

Solicitation, sales, and distributions on campus sponsored and conducted by registered student organizations, students, or student groups must be registered in advance with the President and carried out in only the designated areas.

Notwithstanding any other statement in this Policy, students or registered student organizations may not solicit for funds from any on-campus group and/or agency unless granted permission by the President. Students shall not use any School facilities, for the operation of private enterprise.

No student or group/organization shall solicit for funds, goods, or services under the School name off-campus unless the project has been approved in advance by the President.

General provisions:

Any organization or person who posts or distributes any tangible materials as any part of a solicitation activity shall be responsible for removing and properly disposing of all such materials at the conclusion of the solicitation period.

Any individual, organization, or any entity found in violation of this policy will be subject to disciplinary action deemed appropriate by the President.

Definitions:

Designated area - any facility location to be determined by the.

Non-employee - any person not employed at Jung Tao School, or any person not in an active work status.

Non-work area - any area to be determined by the President and generally includes lobbies, break rooms, public areas or designated parking lots.

Non-working time - approved leaves, lunch periods, and before and after scheduled working hours.

Solicitation - any activity conducted for the purpose of advertising, promoting, fund raising, or selling any product or service or encouraging membership or participation in any event, group, association or organization.

Work area - an area to be determined by the President and generally includes offices, work stations, conference rooms, and corridors leading directly thereto which are used as an integral part of performing work and any area where the employee performs his/her official duties.

Working time - that time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time, such as meal periods, vacations, and time before or after a shift.

Student - an individual registered and enrolled at Jung Tao School of Classical Chinese Medicine.

Community Service Organization - a non-profit, non-partisan community organization that is designated as an IRS Code 501 (c) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly.



## APPENDIX 17

### Required Clinical Professional Competencies

At the end of this program of study, each student is expected to be proficient at:

1. Collecting data and using the following examinations of the patient in order to be able to make a diagnosis:

- Observation - noting the spirit, color, body structure, tongue, symptom site and complexion of the patient.
- Olfactory examination - noting the general odor of the patient's body and of the patient's secretions, discharges and breath.
- Audio examination - listening to the sound of the patient's voice, abdominal sounds, sounds of the respiratory and cough quality.
- Palpation - noting the temperature, moisture, texture, sensitivity, tissue structure, rhythms and qualities of the abdomen, the chest, the ear, the channels and points, and the radial and regional pulses.
- Inquiry - asking general questions about the medical history, chief and secondary complaints, sleep patterns, medications, chills and/or fever, perspiration, pain, emotional state, life style, exercise, use of alcohol, tobacco and drugs, reproductive cycles, and menstruation, leukorrhea, sensation of heat, cold, dizziness, tinnitus, palpitations and chest constriction.
- Physical examination adjuncts.

2. Formulating a diagnosis by classifying the data collected and organizing it according to classical Chinese medical theories of physiology and pathology. This skill implies comprehensive understanding of the following fundamental theories and concepts:

- Five phase theory
- Yin-yang theory
- Channel theory
- Zangfu theory
- Sanjiao theory
- Cause of disease, including diseases of internal and external origin and congenital disorders.
- Stages of disease progression, including the liu qi and energetic layer progressions.
- The natural progression of untreated disease.

3. Determining treatment strategy based on the diagnosis formulated:

- The availability of additional appropriate modalities for patient referral.
- The ability to communicate with other health professionals regarding patient care, utilizing commonly understood medical terminology.
- The functions of the acupuncture points.

- Performing treatment by applying appropriate techniques, including needles, moxibustion, manipulation, counseling, and utilization of skills appropriate for preparation of tools and instruments.

#### 4. Proper sterilization and aseptic procedures:

- Preparation of the patient, including proper positioning for application of techniques.
- Effective communication with the patient regarding the nature of the illness and the treatment plan.
- Accurate location of acupuncture points.
- Safe and effective needle insertion techniques based upon the function of the point, the recommended needling depths, the underlying anatomy of the site, the desired effect of needling, and the nature of the illness.
- Accepted clean needle insertion practices, including protocols adequate to allow compliance with CNT guidelines on sanitation, asepsis, and clean needle handling.
- Safe and effective application of adjunctive techniques, including moxibustion, electrical stimulation and physical manipulation.
- Effective control of emergency situations.

#### 5. Assessing the effectiveness of the treatment strategy and its execution:

- By reexamining the patient.
- By comparison with previous conditions and expectations.
- By modification of the treatment plan, if required, based upon that assessment.

#### 6. Complying with practices as established by the profession and society at large:

- Application of a code of ethics.
- Practice of responsible record keeping and patient confidentiality.
- Maintenance of professional development through continuing education.
- Maintenance and marketing of an active acupuncture practice.
- Maintenance of personal development by continued cultivation of compassion.

In order to be able to:

- Recognize situations where the patient requires emergency or additional care or care by practitioners of other health care (or medical) modalities, and to refer such patients to whatever resources are appropriate to their care and well-being.
- Appropriately utilize relevant biomedical clinical science concepts and understandings to enhance the quality of Oriental medical care provided.
- Protect the health and safety of the patient and the health care provider related to infectious diseases, sterilization procedures, needle handling and disposal, and other issues relevant to blood borne and surface pathogens.
- Communicate effectively with the biomedical community.
- Communicate effectively with the general public.
- Communicate effectively with patients providing appropriate patient education.

The student must have an adequate understanding of:

- Relevant biomedical and clinical concepts and terms.
- Relevant human anatomy and physiological processes.
- Relevant concepts related to pathology and the biomedical disease model.
- The nature of the biomedical clinical process including history taking, diagnosis, treatment and follow-up.
- The clinical relevance of laboratory and diagnostic tests and procedures, as well as biomedical physical examination findings.
- Communication skills and relevant practice management concepts.
- Relevant pharmacological concepts and terms including knowledge of relevant potential medication herb and nutritional supplement interactions, contraindications and side effects.

## Appendix 18

### Grievance Policy

#### Grievance Procedure for Students

Any student considering filing a formal grievance should note that it is a serious matter, equivalent to a legal proceeding. This process is set aside for grave matters where the student does not feel that he/she has received fair and just treatment. **Any student disputing an assigned grade for a course should refer to the Grade Challenge Procedure stated in the academics section of this manual. This policy must first be followed. If the results of this process result in the suspension or dismissal of a student then they are eligible for a grievance appeal.**

#### Grievance Appeal of Suspension or Dismissal

A suspended or dismissed student has the right to appeal his or her suspension or dismissal from the program. This written appeal must be received by the President within 7 days of the student learning of his/her suspension or dismissal. The student may not attend classes during the appeal process, but should he/she be allowed to return to classes, the faculty will provide him/her with any work that was missed, and he/she will not be penalized for the absence. The student will be held financially responsible for the yearly tuition and fees.

#### Grievance Appeal Involving an Individual or the Institution

If a student has a serious complaint concerning any fellow student, staff member, or faculty member at Jung Tao School, he/she must:

- First, attempt to resolve the matter with that individual. If the student discusses his/her issue with the individual and the grievous actions continue,
- He/she should then submit a written appeal the Registrar to intervene and mediate the situation.
- After taking these steps, if the student feels the complaint was not resolved satisfactorily, or if the complaint is against the Registrar, or an act of Jung Tao School, he/she may file a formal grievance.

#### Grievance Appeal Process

##### President

**The student should present a written justification of the issue they believe needs to be rectified** along with evidence provided by the student with details of the issue and a compelling case as to why this situation should be rectified in the student's favor. Before a decision is reached, all parties involved may be asked to voice, or provide additional documentation of their

position in the matter before the President and/or a panel of individuals selected by the President. A resolution will be reached by the President within 30 days of receipt of the written complaint.

### **Board of Directors**

If the decision of the President is not favorable to the student, the student has 7 days to make a written petition to the Board of Directors. A special meeting of the Board of Directors will be held in person, over the internet, or by conference call within 14 days of the petition from the student, to consider the attributes of the student's case and render a final decision. A written decision from the Board of Directors will be mailed to the student within 7 days of the special meeting. The Board of Directors will review all actions to ensure that the student was provided due process and all procedures were properly followed. The decision of the Board of Directors will be final.

### **ACAOM**

If the student has reason to believe that the decision of the Board of Directors is in violation of the rules and regulations associated with accreditation of the program, he or she may contact the Accreditation Commission for Acupuncture and Oriental Medicine at the following address: 8941 Aztec Drive, Eden Prairie, Minnesota, 55347, via phone at 301-313-0855, or fax: 301-313-0912.

### **NCALB**

To file a complaint with the NCALB, refer to the NCALB website at [www.ncalb.com/disciplinary-actions.html](http://www.ncalb.com/disciplinary-actions.html).

Please submit the NCALB Complaint Form to the Board office at North Carolina Acupuncture Licensing Board, PO Box 10686, Raleigh, NC 27605.

Questions regarding filing a complaint, disciplinary actions, or the NCALB Ethics Committee can be emailed to [pat@smvtcom](mailto:pat@smvtcom).

[www.ncalb.state.nc.us](http://www.ncalb.state.nc.us)

919-821-3008

## **Appendix 19**

### **Required Documentation for Grand Rounds C-100, C-200, and part of C-300**

#### **1. SOAP Note of Observed Patient**

The student should complete a SOAP note for each Observed Patient during the course of his/her education at Jung Tao School. SOAP notes will be provided upon entrance to the Observation period and completed during the course of the Observation of the given patient. The note should be signed and dated by the student before being given to the Instructor of the Observation class for grading by the Clinic Director. The SOAP notes must be completed and turned in daily before the student leaves campus.

#### **2. Accurate and Complete Attendance Records**

The Instructor for each Grand Rounds session will have a time sheet available for students to accurately record their time of entering and exiting the class. Because these classes contribute to the student's total clinical hours, any student who arrives late, leaves early, or misses a scheduled session must make the time up before advancing. Complete attendance, concentration, and participation are the requirements to successfully complete each of these courses. Students who arrive back late from a scheduled break or lunch period will also lose the appropriate amount of missed time. Any student found falsifying times will be subject to discipline up to dismissal from the program. The student is also encouraged to keep track of their Grand Rounds attendance using forms which are available from the Jung Tao staff.

#### **3. Student Evaluation of Grand Rounds Session**

Students complete this evaluation form at the end of each Grand Rounds session. These forms are reviewed by the Clinic Director and used to determine the need for change or intervention to ensure that students receive the optimum experience. Students should not use the instrument to address issues related to other students or to deal with situations that do not need the immediate attention of the Clinic Director. The faculty and staff of Jung Tao School are dedicated to continual improvement of the educational experience that they offer and welcome the constructive criticism and recognition of strengths provided by this form.

This form will be made available online for the student to complete electronically. The Registrar will send an email asking the students to complete the forms after each Grand Rounds session.

**Jung Tao School of Classical Chinese Medicine**  
**Observation SOAP form - C100, C200, C300**

Grand Rounds/Advanced Grand Rounds Date: \_\_\_\_\_

Patient Initials: \_\_\_\_\_

(S)ubjective - symptoms and complaints with which patient presents:

(O)bjective - findings of practitioner through observation, pulse, and tongue diagnosis:

(A)ssessment - review of subjective and objective findings and diagnosis:

- Diagnosis:

- Treatment Strategy:

(P)lan -

- Treatment Observed/Performed:

- Future Treatment Plans:

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What did you gain educationally from the observation of this patient's treatment?

What would you have done differently, if anything, in the treatment of this patient?

Student/Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Practitioner Observed: \_\_\_\_\_

## **Appendix 20**

### **Required Documentation for Clinical Observation Part of C-300**

#### **Observation Time Sheet**

This form is used to document the hours the student spends observing in the intern clinic in partial fulfillment of C-300. Students must have the Clinical Supervisor initial his/her time sheet at the end of each clinic day and the bottom of the sheet must be signed and dated by the supervisor on duty at the completion of the rotation. Students must accurately document their time and any time missed during the scheduled clinic day due to arriving late, leaving early, or being tardy returning from a break. Students found falsifying time records will be disciplined up to dismissal from the program.

#### **Record of Patients Observed**

This form is used to track each patient, and the variety of pathologies the student observes during their observation in the intern clinic. At the end of each observation day, the Clinical Supervisor must initial that the student observed each listed treatment and the bottom of the sheet must be signed and dated by the supervisor on duty at the completion of the rotation. Students are reminded that only the patient's first and last initials should be noted on this form for confidentiality purposes, and that the Chinese diagnosis should be listed whenever possible.

#### **Student Evaluation of Clinical Observation**

Students complete this evaluation form at the end of C-300. These forms are reviewed by the Clinic Director and used to determine the need for change or intervention to ensure that students receive the optimum observation experience. Students should not use the instrument to address issues related to other students or to deal with situations that need the immediate attention of the Clinic Director. The faculty and staff of Jung Tao School are dedicated to continual improvement of the educational experience that they offer and welcome the constructive criticism and recognition of strengths provided by this form.



## **Case Study**

Students must complete a case study utilizing the Case Study Rubric to ensure all required information is completed. This case study must be turned in as early as possible and no later than July 1 of the third year of study.

## Jung Tao School of Classical Chinese Medicine Case Study Guidelines - C 300

This is the outline to use when you are writing your case study, please make sure that you include all of the areas in your case study if possible. Please use proper medical terms and language in all of your descriptions. Please also remember that HIPAA rules still apply. Use initials only for patient identification.

Title: Case study

Authors: Name, academic degrees and affiliation (Second or third year Acupuncture student)  
Statement that patient consent was obtained

Key words: (limit of five)

Abstract: A very brief summary of the whole case study. (maximum of 150 words)

- Introduction
- Case Presentation
- Management and Outcome
- Discussion

Case Presentation:

**A) Introductory sentence:** e.g. This 25 year old female office worker presented for the treatment of recurrent headaches.

**B) Describe the essential nature of the complaint:** including location, intensity and associated symptoms: e.g. Her headaches are primarily in the sub occipital region, bilaterally but worse on the right. Sometimes there is radiation towards the right temple. She describes the pain as having an intensity of up to 5 out of ten, accompanied by a feeling of tension in the back of the head. When the pain is particularly bad, she feels that her vision is blurred.

**C) Further development of history:** including details of time and circumstances of onset, and the evolution of the complaint: e.g. This problem began to develop three years ago when she commenced work as a data entry clerk. Her headaches have increased in frequency in the past year, now occurring three to four days per week.

**D) Describe relieving and aggravating factors:** including responses to other treatment: e.g. The pain seems to be worse towards the end of the work day and is aggravated by stress. Aspirin provides some relieve. She has not sought any other treatment.

**E) Include other health history:** if relevant: e.g. Otherwise the patient reports that she is in good health.

**F) Include family history:** if relevant: e.g. There is no family history of headaches.

**G) Summarize the results of examination:** which might include general observation and postural analysis, orthopedic exam, and neurological exam. Also include pulses, complexion, tongue, and channel palpation findings. e.g. Examination revealed an otherwise fit-looking young woman with slight anterior carriage of the head. Cervical active ranges of motion were full and painless except for some slight restriction of left lateral bending and rotation of the head to the left. These motions were accompanied by discomfort in the right side of the neck. Cervical compression of the neck in the neutral position did not create discomfort. However, compression of the neck in right rotation and extension produced some right sub-occipital pain. Cranial nerve examination was normal. Upper limb motor, sensory and reflex functions were normal. With the patient in the supine position, static palpation revealed tender trigger (Ashi) points bilaterally in the cervical musculature and right trapezius. Motion palpation revealed restrictions of right and left rotation in the upper cervical spine, and restriction of left lateral bending in the mid to lower cervical spine. Blood pressure was 110/70...

**H) Diagnoses/Chinese Diagnoses:** for example: Ki yang deficient, or headache due to chronic postural strain.

**I) Management and Outcome:**

**1) Describe as specifically as possible the treatment provided:** including the nature of the treatment, and the frequency and duration of care. List the points selected and describe the rationale for using them. Include any adjunct therapies that were used such as moxa, cupping, GuaSha, or Tui na and the rationale for them as well. Include any additional advice that was provided, such as diet, Taiji etc.

**2) If possible, refer to objective measures of the patient's progress:** e.g. The patient maintained a headache diary indicating that she had two headaches during the first week of care, and one headache the following week. Furthermore the intensity of her headaches declined throughout the course of treatment.

**3) If possible describe the resolution of care:** e.g. Based on the patient's reported progress during the first two weeks of care, she received an additional two treatments in each of the subsequent two weeks. During the last week of care she experienced no headaches and reported feeling generally more energetic than before commencing care. Following a total of four weeks of care (10 treatments) she was discharged.

**4) Discussion:**

Synthesize foregoing sections: e.g. The distinction between migraine and cervicogenic headache is not always clear. However, this case demonstrates several features ...

Summarize the case and any lessons learned: e.g. This case demonstrates a classical presentation of cervicogenic headache which resolved quickly with a course of spinal manipulation, supportive soft-tissue therapy and postural advice.

## Case Study Rubric

Case Study/ Observation	Poor 0 pts	Fair 5 pts	Good 7.5 pts	Excellent 10 pts
Grammar, Punctuation & Spelling	Paper contains numerous grammatical, spelling and/or punctuation errors	Paper contains a few grammatical, spelling and/or punctuation errors	Rules of grammar, usage, and punctuation were followed with minor errors	Rules of grammar, usage, and punctuation were followed
Case study followed the outline provided				
<i>A &amp; B of outline</i> Introductory sentence and description of chief complaint	Introductory sentence and description of chief complaint were missing	Introductory sentence and description of chief complaint were incomplete and/or unclear	Introductory sentence and description of chief complaint were mostly complete and clear	Introductory sentence and description of chief complaint were complete and clearly stated
<i>C of outline</i> History of chief complaint	History of chief complaint was missing	History of chief complaint was incomplete and/or unclear	History of chief complaint was mostly complete and clear	History of chief complaint was complete and clearly stated
<i>D of outline</i> Relieving and aggravating factors	Relieving and aggravating factors were missing	Relieving and aggravating factors were incomplete and/or unclear	Relieving and aggravating factors were mostly complete and clear	Relieving and aggravating factors were complete and clearly stated
<i>E &amp; F of outline</i> Other health history/ family history	Other health history/ family history were missing	Other health history/ family history were incomplete and/or unclear	Other health history/ family history were mostly complete and clear	Other health history/ family history were complete and clearly stated
<i>G &amp; H of outline</i> summary of examination results	Summary of examination results were missing	Summary of examination results were incomplete and/or unclear	Summary of examination results were mostly complete and clear	Summary of examination results were complete and clearly stated
<i>I (1-4) of outline</i> Description of treatment provided and discussion	Description of treatment provided and discussion was missing	Description of treatment provided and discussion was incomplete and/or unclear	Description of treatment provided and discussion was mostly complete and clear	Description of treatment provided and discussion was complete and clearly stated

## Appendix 21

### Internship Objectives

Following are the objectives for each 300 hour rotation which the student must complete with at least 75% accuracy:

C-401 Midterm: At midterm of the first clinical rotation (160 hours) and under direct supervisory oversight, the student is expected to be able to:

- collect relevant clinical data from the patient.
- perform basic Eastern and Western diagnostic procedures and observations.
- report a feasible diagnosis.
- create a feasible treatment plan based on the diagnosis.
- use proper asepsis and CNT.
- locate at least half of the acupuncture points and properly insert needles.
- apply moxibustion.
- properly remove needles.
- observe and record responses to treatment.
- participate in a discussion of responses and possible treatment modifications.
- perform an initial evaluation and treatment in two hours and follow-up treatment in two hours.

C-401 Final: At the end of the first clinical rotation (310 hours) and under indirect supervision, the student is expected to be able to:

- question a patient to solicit succinct and pertinent clinical data.
- perform required Eastern and Western diagnostic procedures and observations.
- report a specific diagnosis.
- create a proper treatment plan based on the diagnosis.
- use proper asepsis and CNT.
- locate the acupuncture points and properly insert needles.
- apply moxibustion.
- properly remove needles.
- measure, observe and record relevant responses to treatment.
- provide a discussion of responses and possible treatment modifications.
- perform an initial evaluation and treatment in two hours and a follow-up treatment in one and a half hours.

C-402 Midterm and Final: At midterm of the second clinical rotation (470 hours) and at the end of the rotation (630 hours) , the student is expected to independently be able to:

- specifically question a patient to solicit succinct and pertinent clinical data.
- efficiently perform required Eastern and Western diagnostic procedures and observations.

- report a specific diagnosis and identify the root and branches.
- create an effective treatment plan based on the diagnosis to help the branch symptoms while also attacking the root.
- use proper asepsis and CNT.
- locate the most effective acupuncture points and properly insert needles in an efficient manner
- correctly apply moxibustion.
- properly remove needles.
- measure, observe and record relevant responses to treatment.
- provide a discussion of responses and necessary treatment modifications.
- perform an initial evaluation and treatment in 1.5 hour and a follow-up treatment in 1 hour for the C-402 midterm rotation.
- perform an initial evaluation and treatment in one hour and one half hours, and follow-up treatment in one hour for the C-402 final rotation

## **Appendix 22**

### **Intern Cancellation of Shift Policies**

#### **Cancellation 30 Days or Greater Prior to the Scheduled Shift**

The intern will receive no penalty for cancellation 30 days or greater prior to the scheduled shift. The Manager will make the slot available for another intern, and any patients scheduled for the shift will be rescheduled. At certain times it might be necessary for the intern to arrange a switch in days with another intern.

#### **Cancellation 7-30 Days Prior to the Scheduled Shift**

A cancellation 7-30 days prior to the scheduled shift will constitute a 1/2 absence for the entirety of the shift, and will be added to any or other absences that have accumulated during the 300 hour rotation. Interns canceling within this time period are responsible for finding a replacement intern for all patients scheduled during the shift. The Manager must be notified when a replacement is found. If no replacement is found within 5 days of the shift, the Manager must be notified so he/she can reassign or cancel all scheduled patients.

#### **Cancellation Less than 7 Days Prior to the Scheduled Shift**

A cancellation less than 7 days prior to the shift will result in one absence penalty for the shift. Students canceling within this time period are responsible for finding a replacement intern for all patients scheduled during the shift. If no replacement is found within 5 days of the shift, the Manager must be notified so he/she can reassign or cancel scheduled patients.

#### **Absence Without Notice for a Scheduled Shift**

Any intern not showing up for a scheduled shift, and not calling, will be given 1-1/2 absence for each day he/she is absent. This is a serious offense, and, depending on the total number of absences accrued, could result in a grade of "F" for the rotation, requiring a repeat of the course.

#### **Internship Attendance Policy**

Attendance at all scheduled intern shifts is mandatory. Failure to show up for a scheduled shift may interfere with patient care, the ability of other students to utilize the time, and scheduling of clinic instructors. Because of these consequences, Jung Tao School has adopted a rigorous clinical internship attendance policy.

An internship absence is determined as follows:

- Any intern who cancels a shift within 7 days of the scheduled shift, or does not show up for a shift, will receive 1 absence.

- Any intern who shows up for a scheduled shift but is sent home due to a violation of the appearance or conduct policy will receive 1 absence.
- Any intern who cancels or reschedules a shift within 7-30 days prior to the shift will receive 1/2 absence.
- Any intern who is tardy will receive 1/2 absence.
- Any intern who leaves the premises without the consent of the clinic instructor will receive 1 absence.
- Any intern who shows up for a scheduled shift but is sent home due to illness or other emergency will receive 1/2 absence.
- Any intern who does not show up for, and does not call to cancel, a scheduled shift will receive 1-1/2 absence per day of not calling or showing up. Note that failure to show up or call for a full five day shift will result in a grade of “F” in the course.

**Any intern who accrues 3.5 absences within a 310 or 320 hour rotation period (C-401 or C-402), by one or a combination of the criteria listed above, will not receive a passing grade for that evaluation period, and the he/she will be required to repeat the 310 or 320 hour rotation.** Any intern required to repeat a clinical rotation will be placed on academic watch until the rotation is complete. The student must successfully complete the repeated rotation. Failure of the repeated rotation will result in dismissal from the program. Interns repeating a rotation due to excessive absence will be required to pay additional tuition for the repeated rotation that extends beyond their scheduled academic year of internship. Any intern who violates this attendance policy a second time will be suspended from the program.

Any competency evaluations obtained during the original rotation will be retained, but all other evaluations and paperwork must be repeated.

### **EXTENUATING CIRCUMSTANCES**

The only exception to this attendance policy is excused tardies and / or absences due to rare and serious consequences such as serious illness requiring hospitalization, death in one’s immediate family (spouse, child, father or mother), or other situation deemed by the Clinic Director to be of dire and extraordinary circumstance. In these cases, the intern will be allowed to resume his/her clinical rotation once resolution of the dire situation is obtained. For extended absences lasting longer than 90 days, the intern will be placed on a leave of absence for the remainder of the academic year, and will receive a grade of “W” in the clinical course in which he/she is currently enrolled. The intern may resume internship at the beginning of the next academic year, and will be required to complete the clinical rotation in which he/she was enrolled at the time of withdrawal in its entirety. Students who take a leave of absence during clinical internship and return in the following academic year must realize they will only be able to complete their internship if there is an available slot and will be held to the policies and financial obligations associated with the class they are joining.



## Appendix 23

### Internship Documentation

Specific forms used during internship include:

#### Clinical Time Sheet

This form is used to document the hours the intern spends participating in internship in each of the two rotations. The clinic instructor must initial that the student was on site and participating during each shift. Students must have the clinical supervisor initial his/her time at the end of each day.

#### Record of Patients and Treatments

This form is used to record all patients and treatments which the intern independently completes. Interns must document at least 250 independent treatments and 25 different patients on this form by the end of the clinical internship. Each patient must only be listed once during the course of the internship, the first time they are treated by the intern. The clinic supervisor must initial that the student participated in each treatment.

#### Independent Intake Form

This form is used for the student to record a detailed summary of his/her performance of an independent diagnosis, evaluation, and treatment of a patient. It is used by the clinic supervisor to evaluate a student's proper diagnosis and treatment plan, prior to actually applying the treatment. **Incomplete or inaccurate diagnosis and treatment plans may result in the clinic instructor intervening and assisting the student through the remainder of the procedure. In this case, the patient encounter would be recorded as an assisted treatment rather than independent treatment.** Students are encouraged to begin functioning independently at the appropriate stage of their learning and not to view an unsuccessful attempt at completing an independent treatment form as a failure, but simply as a learning experience to help them assess their areas of weakness.

After a treatment is complete, the intern and clinical supervisor sign the intake form and it is placed in the patient chart. If two interns are working together, one intern should perform the patient interview, and the second intern needle the patient. Throughout the day, the interns should rotate responsibilities so that each one has a chance to perform each role several times. The primary interviewer should conduct the entire interview, only allowing the second intern to ask relevant questions at the end of their questioning.

#### Midterm and Final Competency Evaluations

Each intern rotation has midterm and final versions of the Competency Evaluation designed to evaluate the student according to that rotation's expected level of competence. At each level, this

form will be used to evaluate all aspects of an intern's performance when performing an independent examination, diagnosis and treatment on a patient. The evaluation form is completed **by a Clinical Supervisor, or Clinical Director at mid rotation and again at the end of each rotation**, and requires observation of techniques as well as a discussion of understanding with the student. **It is the student's responsibility to notify the Clinical Supervisor/Director when they are close to mid rotation and completion of each rotation, and to prompt the clinical instructor to complete a competency evaluation.** It is an opportunity at all levels of clinical internship for the clinic supervisor to evaluate the examination and thought process skills of the intern, and to make corrective suggestions. It is useful early in a student's internship to cement his/her thoughts and assist him/her in developing a diagnostic process and treatment pattern, and it is important later in the internship to ensure that he/she maintains proficiency in all areas of diagnosis and treatment. Because the intern is performing independent treatments at this level of clinical experience, he/she should be prepared for the rigors of a competency evaluation. The clinical supervisor will periodically enter the treatment room unannounced to observe the intern in each aspect of the evaluation. These observations will be combined to create a composite evaluation to review with the intern.

Interns may perform more than the required independent treatments. However, the intern should realize that the competency evaluations are phased in difficulty and must be completed according to the appropriate evaluation period. Interns are reminded that by the end of the 4th evaluation period a total of 250 acceptable independent treatments on 25 different patients must be turned in for the intern to successfully complete their clinical internship and be eligible for graduation.

### **Professional Development Evaluation**

This evaluation is completed at the midterm and end of C-401 and C-402 by a lead clinical supervisor with input from the intern's other supervisor(s), to evaluate an intern's progress towards becoming a competent, independent, professional practitioner of classical Chinese medicine. The form is also used to evaluate an intern's practice management skills, marketing skills and participation, and affective development. Interns are encouraged to realize that they may not always initially agree with an evaluation they receive, but they should remain open to these evaluations and their related suggestions for improvement. Interns are required to sign the evaluations. This signature does not necessarily indicate that the intern agrees with the evaluation, but it does document that they received it. The intern is free to write any areas of concern or disagreement under the student comment section on the form. The intern is also free to schedule an appointment with the Clinic Director to further discuss any concerns that they may have with an evaluation. The grade applied to each evaluation will be based on a sliding scale which requires a higher level of performance as a student intern progress through his/her rotations.

## **Midterm & Final Competency for Clean Needle Technique**

Interns will be evaluated on 4 key areas of CNT during each rotation (C-401 & C-402).

Key areas of CNT include the following:

- Proper hand washing before/after needling patients
- Establishing a clean field before treatments
- Immediately disposes of used needles and other sharps in biohazard sharps container.
- Swipes acupuncture points prior to needling with one single motion. Uses new alcohol swabs when needling in different general areas.

CNT competencies are graded on a pass/fail system. Failure to demonstrate any aspect of CNT competency will result in an automatic failure of the CNT competency. **In the event an intern fails the CNT competency expectations in C-401 & C-402, the intern must repeat the rotation in which he/she failed CNT Competency, regardless of the course grade.**

## **Student Self Evaluation of Professional Development**

Interns are required to complete a self-evaluation of their professional development. This evaluation is completed at mid-term for C-401 and C-402 and at the end of C-401 and C-402. The student will utilize the same form that is used by the clinical supervisor. The student is required to sign and date this form and submit it with the other documentation at the end of each rotation.

## **Evaluation of Clinical Internship Rotation**

The interns fill out this evaluation form at the end of each 300 hour internship rotation to provide their thoughts and perceptions of their internship experience. These forms are reviewed by the Clinic Director and used to determine the need for change or intervention to ensure that students receive the optimum internship experience. Interns should not use the instrument to address issues related to other students or to deal with situations that need the immediate attention of the Clinic Director. The entire faculty and staff of Jung Tao School are dedicated to continual improvement of the educational experience that they offer and welcome the constructive criticism and recognition of strengths provided by this form.

## **Monthly Case Discussion**

To enhance understanding and provide continuity between clinical intensives, students will also complete monthly case discussion assignments with out-of-class work.

## **Marketing Project**

During the internship year each student is asked to complete a marketing project. Students can produce a wide variety of projects, just so they are geared towards marketing of the intern clinic. This process allows the students to utilize information gained in their didactic classes and their clinical experiences to develop a project that they may also later use in their own practice.

Previous projects included professional brochures, advertisements, t-shirts, and a wide array of items. Students should discuss their ideas with the Clinical Director to ensure that they are on the right track. They must provide the Clinic Director with an outline of the intended project by the end of the first rotation, and present their final projects to the Clinic Director by the date s/he specifies.

**Jung Tao School of Classical Chinese Medicine**  
**Clinical Internship Record of Hours**

Student Name \_\_\_\_\_

Course Number    \_\_\_ C-401                      \_\_\_ C-402

Dates of Rotation:                      \_\_\_\_\_ to \_\_\_\_\_

	date	time in	time out	hours this shift	instructor initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Total hours this rotation \_\_\_\_\_ Clinic Instructor Signature \_\_\_\_\_

**Jung Tao School of Classical Chinese Medicine  
Clinical Internship Record of Patients**

Student Name \_\_\_\_\_

Course Number    \_\_\_ C-401                    \_\_\_ C-402

Dates of Rotation   \_\_\_\_\_ to \_\_\_\_\_

	date	patient identification*	diagnosis	instructor initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

*\* Use patient number or last name only. only include patients which you have not previously treated.*

Total patients this rotation \_\_\_\_\_      Clinic Instructor Signature \_\_\_\_\_

**Jung Tao School of Classical Chinese Medicine**  
**Clinical Internship Record of Independent Treatments**

Student Name \_\_\_\_\_

Course Number    \_\_\_ C-401                      \_\_\_ C-402

Dates of Rotation    \_\_\_\_\_ to \_\_\_\_\_

	date	patient identification*	condition treated	instructor initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

*\* Use patient number or last name only. record independent treatments only; do not include assisted treatments.*

Total treatments this rotation \_\_\_\_\_      Clinic Instructor Signature \_\_\_\_\_



Patient Name \_\_\_\_\_ Intern/s \_\_\_\_\_

Date \_\_\_\_\_

Subjective \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Objective

Pulses	Rate _____	Tongue _____
SI/He _____	Lu/LI _____	_____
GB/Li _____	Sp/St _____	_____
Bl/Ki _____	XB/SJ _____	_____

Additional Observations (skin, hair, eyes, etc.) \_\_\_\_\_

\_\_\_\_\_

Treatment (Should always include Acupuncture, exceptions must explain):

Needles: \_\_\_\_\_

\_\_\_\_\_

Moxa: \_\_\_\_\_

\_\_\_\_\_

Cupping: \_\_\_\_\_

\_\_\_\_\_

Tuina/Gua sha (Include Ah shi, or relative area of Tx: \_\_\_\_\_

\_\_\_\_\_

Assessment (Diagnosis) \_\_\_\_\_

Plan (Recommended frequency and duration of Tx, follow ups, moxa, exercise, etc):

\_\_\_\_\_

\_\_\_\_\_

Intern Signature/s \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

[ ] Cont.

09/11



**Jung Tao School of Classical Chinese Medicine**  
**Clinical Internship Competency Evaluation Form for C-401**

**Midterm**

Student Name \_\_\_\_\_

Dates of Rotation \_\_\_\_\_ to \_\_\_\_\_

*Evaluator Instructions: Under each category choose the number that best describes characteristics of the student being evaluated.*

*Point Scale:*

- 3 = Acceptable Performance*
- 2 = Acceptable Performance, Minor Deficiencies*
- 1 = Acceptable Performance, Needs Improvements*
- 0 = Unacceptable*

I. Collection of Data

- \_\_\_ The student **documented easily observed** physical diagnostic signs on the Independent Treatment Form, CI/04.
- \_\_\_ The student included a **basic evaluation** of olfactory and/or auditory, visual, and palpatory diagnostic data on CI/04.
- \_\_\_ The student **accurately narrowed down and recorded** the patient's Chief Complaint on CI/04.
- \_\_\_ The student **obtained relevant** patient information through inquiry.
- \_\_\_ The student's **recorded** results of their pulse findings were checked and generally accepted by the clinic supervisor.
- \_\_\_ The student's **recorded** results of their diagnostic tongue inspection were checked and generally accepted by the clinic supervisor.
- \_\_\_ The student **performed** appropriate Western examinations within their scope of practice.

II. Formulation of Diagnosis

- \_\_\_ The student **reported a diagnosis** that could have been inferred from the data collected.
- \_\_\_ The student **created a treatment plan** that would have been appropriate for the diagnosis.
- \_\_\_ The student **understood the diagnosis** provided by the clinical supervisor.
- \_\_\_ With assistance from the clinical supervisor, the student was able to **select at least half of the points** appropriate for the actual diagnosis.

III. Performance of Treatment

Application of appropriate techniques, tools, skills and preparation and handling of tools and instruments.

- \_\_\_ The student **adequately communicated** with the patient.
- \_\_\_ The student, with supervisor oversight, **adequately prepared and positioned** the patient for treatment.
- \_\_\_ The student **used proper aseptic and CNT** during administration of treatment.
- \_\_\_ With supervisor assistance, the student was able to **accurately locate** prescribed acupoints.
- \_\_\_ With supervisor assistance, the student was able to **properly insert** the needle in **at least half** of the assigned acupoints.
- \_\_\_ With supervisor assistance, the student was able to **properly apply moxibustion** according to the treatment plan.
- \_\_\_ With supervisor oversight, the student properly **removed needles** within the appropriate treatment time period.

IV. Assessment of Treatment

Assesses the effectiveness of the treatment, individual performance, and future modifications.

- \_\_\_ The student **documented pulse findings** after treatment.
- \_\_\_ The student **accurately recorded the patient description** of initial responses to treatment.
- \_\_\_ The student **documented any easily detected** clinical changes resulting from treatment.
- \_\_\_ The student **discussed with clinical supervisor** initial responses as compared to expected responses if response was different from expected response.
- \_\_\_ The student **documented possible future modifications** to treatment, based on treatment assessment

Grade: A score of 0 in any category is unacceptable and will necessitate the performance of another competency evaluation. Minimum passing grade = 70%

Total Score: \_\_\_\_\_ pts/ 69 = \_\_\_\_\_ %

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Comments:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Comments:

**Jung Tao School of Classical Chinese Medicine**  
**Clinical Internship Competency Evaluation Form for C-401**  
**Final**

Student Name \_\_\_\_\_

Dates of Rotation: \_\_\_\_\_ to \_\_\_\_\_

*Evaluator Instructions: Under each category choose the number that best describes characteristics of the student being evaluated.*

*Point Scale:*                      3 = Acceptable Performance  
    2 = Acceptable Performance, Minor Deficiencies  
    1 = Acceptable Performance, Needs Improvements  
    0 = Unacceptable

I. Collection of Data

- \_\_\_ The student **documented all available** physical diagnostic signs on the Independent Treatment Form, CI/04.
- \_\_\_ The student included **a thorough evaluation** of olfactory and/or auditory, visual, and palpatory diagnostic data on CI/04.
- \_\_\_ The student **precisely defined** the patient's Chief Complaint on CI/04.
- \_\_\_ The student skillfully questioned the patient to **obtain** additional information **pertinent** to the patient's chief complaint.
- \_\_\_ The student's **recorded** results of their pulse findings were checked and confirmed by the clinic supervisor.
- \_\_\_ The student's **recorded** results of their diagnostic tongue inspection were checked and confirmed by the clinic supervisor.
- \_\_\_ The student **accurately performed** appropriate Western examinations within their scope of practice.

II. Formulation of Diagnosis

- \_\_\_ The student **reported an accurate diagnosis** that was inferred from the data collected, and defined both the root and branches of the diagnosis.
- \_\_\_ The student **created an appropriate treatment plan** to treat the chief complaint and address the root cause.
- \_\_\_ The student **presented additional diagnostic variations** that may have been considered.
- \_\_\_ With clinical supervision oversight, the student was able to **select the appropriate points** for treatment.

7/20/2014

III. Performance of Treatment

Application of appropriate techniques, tools, skills and preparation and handling of tools and instruments.

- \_\_\_ The student demonstrated ease and clarity when **communicating** with the patient.
- \_\_\_ The student independently **prepared and positioned** the patient for treatment.
- \_\_\_ The student **used proper asepsis and CNT** during administration of treatment.
- \_\_\_ With minimal supervisor oversight, the student was able to **accurately locate** prescribed acupoints.
- \_\_\_ With minimal supervisor oversight, the student was able to **properly insert** the needle in the assigned acupoints.
- \_\_\_ With supervisor oversight, the student utilized additional treatment modalities, such as electrostimulation.
- \_\_\_ The student was able to **independently apply moxibustion** according to the treatment plan.
- \_\_\_ The student properly **removed needles** within the appropriate treatment time period.
- \_\_\_ The student was able to complete an **initial assessment and treatment** within:  
1.5 hours = 3 pts    1.75 hours = 2 pts    2.0 hours = 1 pt    More than 2.0 hours = 0 pts  
**OR a follow-up** treatment within:  
1.25 hours = 3 pt    1.5 hours = 2 pts    1.75 hours = 1 pt    More than 1.75 hours = 0 pts

IV. Assessment of Treatment

Assesses the effectiveness of the treatment, individual performance, and future modifications.

- \_\_\_ The student **documented pulse findings** after treatment.
- \_\_\_ The student **accurately recorded the patient description** of initial responses to treatment.
- \_\_\_ The student **documented all observable** clinical changes resulting from treatment.
- \_\_\_ The student's expected responses to treatment were closely aligned with the initial responses documented.
- \_\_\_ The student **documented future modifications** to treatment, based on treatment assessment and a long term treatment plan.

Grade: A score of 0 in any category is unacceptable and will necessitate the performance of another competency evaluation. Minimum passing grade = 75%

Total Score: \_\_\_\_\_ pts/ 75 = \_\_\_\_\_ %

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator Comments:

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Comments:

7/20/2014

**Jung Tao School of Classical Chinese Medicine  
Clinical Internship Competency Evaluation Form for C-402**

Student Name \_\_\_\_\_  
Evaluation \_\_\_\_\_ midterm \_\_\_\_\_ final  
Dates of Rotation \_\_\_\_\_ to \_\_\_\_\_

*Evaluator Instructions: Under each category choose the number that best describes characteristics of the student being evaluated.*

*Point Scale:*

- 3 = Acceptable Performance
- 2 = Acceptable Performance, Minor Deficiencies
- 1 = Acceptable Performance, Needs Improvements
- 0 = Unacceptable

**I. Collection of Data**

- \_\_\_ The student **documented all available** physical diagnostic signs on the Independent Treatment Form, CI/04.
- \_\_\_ The student included **an efficient, thorough evaluation** of olfactory and/or auditory, visual, and palpation diagnostic data on CI/04.
- \_\_\_ The student **precisely defined** the patient's Chief Complaint on CI/04.
- \_\_\_ The student skillfully questioned the patient to **obtain** additional information **pertinent** to the patient's chief complaint.
- \_\_\_ The student's **recorded** results of their pulse findings were accurate.
- \_\_\_ The student's **recorded** results of their diagnostic tongue inspection were accurate.
- \_\_\_ The student **accurately performed** all appropriate Western examinations within their scope of practice.

**II. Formulation of Diagnosis**

- \_\_\_ The student **reported an accurate diagnosis** that was inferred from the data collected, and defined both the root and branches of the diagnosis.
- \_\_\_ The student **created an appropriate treatment plan** to treat the chief complaint and address the root cause.
- \_\_\_ The student **presented additional diagnostic variations** that may have been considered.
- \_\_\_ The student was able to independently **select the most appropriate points** for treatment.

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III. Performance of Treatment

Application of appropriate techniques, tools, skills and preparation and handling of tools and instruments.

- \_\_\_ The student demonstrated ease and clarity when **communicating** with the patient.
- \_\_\_ The student independently **prepared and positioned** the patient for treatment.
- \_\_\_ The student **used proper aseptic and CNT** during administration of treatment.
- \_\_\_ The student was able to efficiently and **accurately locate** prescribed acupoints.
- \_\_\_ The student was able to **properly insert** the needle in the assigned acupoints.
- \_\_\_ The student utilized additional treatment modalities, such as electrostimulation
- \_\_\_ The student was able to independently **apply moxibustion** according to the treatment plan.
- \_\_\_ The student properly **removed needles** within the appropriate treatment time period.
- \_\_\_ The student was able to complete an **initial assessment and treatment** within:  
1.25 hours = 3 pts    1.5 hours = 2 pts    1.75 hours = 1 pt    More than 1.75 hours = 0 pts  
**OR a follow-up** treatment within:  
1 hour = 3 pts    1 hr/15 min = 2 pts    1hr/30 min = 1 pt    More than 1 hr/30 min = 0 pts

IV. Assessment of Treatment

Assesses the effectiveness of the treatment, individual performance, and future modifications.

- \_\_\_ The student accurately **documented pulse findings** after treatment.
- \_\_\_ The student **accurately recorded the patient description** of initial responses to treatment.
- \_\_\_ The student **documented all observable** clinical changes resulting from treatment.
- \_\_\_ The student's expected responses to treatment were closely aligned with the initial responses documented.
- \_\_\_ The student **documented future modifications** to treatment, based on treatment assessment and a long term treatment plan.

Grade: A score of 0 in any category is unacceptable and will necessitate the performance of another competency evaluation. Minimum passing score = 80%

Total Score: \_\_\_\_\_ pts/ 75 pts = \_\_\_\_\_%

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Comments:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Comments:

**Jung Tao School of Classical Chinese Medicine**  
**Clinical Internship Professional Development Evaluation**

Student Name \_\_\_\_\_

Course Number      \_\_\_ C-401                      \_\_\_ C-402

Evaluation                \_\_\_ midterm                      \_\_\_ final

*Evaluator Instructions: Under each category choose the statement that best describes characteristics of the student being evaluated.*

I. Comprehension of Diagnosis Techniques: demonstrates an understanding of the necessity of performing various diagnosis techniques and full data collection in order to assess a patient prior to diagnoses.

- \_\_\_ Student consistently completes a thorough examination and collection of data on each patient
- \_\_\_ Student occasionally misses one or more diagnostic examinations and collection of data on patients
- \_\_\_ Student often leaves out several diagnostic examinations and obtains an incomplete collection of data on patients
- \_\_\_ Student consistently leaves out important diagnostic examinations and does not collect data relevant to the diagnosis of patients

II. Organization of Work: ability to use time constructively and productively to facilitate patient flow and clinic demands

- \_\_\_ Student consistently anticipates clinic demands and plans evaluations and procedures to allow efficient patient flow
- \_\_\_ Student organizes evaluations and procedures but occasionally needs additional reminders and encouragement to proceed
- \_\_\_ Student demonstrates difficulty in planning evaluations and procedures to meet patient and clinic needs
- \_\_\_ Student consistently demonstrates an inability to plan evaluations and procedures to meet patient and clinic needs.

III. Patient Rapport: demonstrated ability to interact appropriately with patients

- \_\_\_ Student instills confidence in patient through communication, demonstrated concern and awareness of patients needs
- \_\_\_ Student is aware of patients needs and maintains good patient communication
- \_\_\_ Student does not anticipate patient needs and is more responsive only in communication with the patient and/or engages in inappropriate or extraneous communication
- \_\_\_ Student avoids active patient contact and has minimal communication with each patient and/or engages in inappropriate communication

IV. Interpersonal Relationships: ability to communicate, interact, respect constructive criticism and deal effectively with supervisors, peers, patients, and employees.

- \_\_\_\_\_ Student is consistently tactful, diplomatic, promotes teamwork, and demonstrates a professional attitude when accepting constructive criticism and dealing with others
- \_\_\_\_\_ Student demonstrates tact and diplomacy and generally gets along with others, even when accepting constructive criticism
- \_\_\_\_\_ Student is sometimes curt with others, resists constructive criticism and demonstrates a general lack of tact
- \_\_\_\_\_ Student maintains a poor relationship with supervisors and peers, resents constructive criticism, and deals poorly with patients

V. Initiative: demonstrates energy and motivation to start and complete assigned tasks

- \_\_\_\_\_ Student is a self-starter who accepts responsibility and seeks out additional work with patients, the office, or general clinical duties
- \_\_\_\_\_ Student is easily motivated and works well when given responsibilities
- \_\_\_\_\_ Student accepts responsibilities but does not pursue or easily accept additional work with patients, the office, or general clinical duties
- \_\_\_\_\_ Student needs frequent encouragement to complete tasks, does only what is required, and resists additional work

VI. Judgment: demonstration of the ability to reason, interpret, discern needs, and uses discretion in clinical situations

- \_\_\_\_\_ Student demonstrates ability to discern patient and clinical needs and uses sound reasoning and discretion in making decisions taking supervisor recommendations into account
- \_\_\_\_\_ Student generally can discern needs, uses sound reasoning and makes appropriate clinical decisions taking supervisor recommendations into account
- \_\_\_\_\_ Student is poor in discerning needs and should strive to think through situations in a more organized, complete fashion and use better judgment in making decisions
- \_\_\_\_\_ Student demonstrates an inability to discern needs, slow or illogical decision making skills and often makes poor decisions and/or disregards supervisor recommendations

VII. Performance Under Pressure: ability to handle pressure and remain calm and react appropriately in busy or crisis situations

- \_\_\_\_\_ Student demonstrates an exceptional ability to work well under pressure and remain calm and respond appropriately and efficiently in crisis situations
- \_\_\_\_\_ Student generally works well under pressure and can remain calm under most crisis situations
- \_\_\_\_\_ Student has a low tolerance for pressure situations and can become ineffective in crisis situations
- \_\_\_\_\_ Student is unable to handle pressure situations and can become agitated and ineffective making a crisis situation more tense



VIII. Attendance/Punctuality: ability to fulfill scheduled clinical assignments

- Student has an excellent attendance record and is always present for clinical assignments
- Student is rarely absent or late for clinical assignments
- Student is generally prompt for clinical assignments, but often leaves assigned areas and must be located
- Student is often absent or late for clinical assignments and is not easily located for clinical observation or performance

IX. Personal Appearance: grooming, cleanliness, and appropriateness of dress

- Student presents a professional appearance and meets clinical dress requirements
- Student is generally well groomed and meets clinical dress requirements
- Student must occasionally be reminded of clinical dress requirements or personal cleanliness and grooming
- Student is often careless about personal appearance and grooming and often does not meet clinical dress requirements

X. Professional Ethics: integrity in relation to patient confidentiality in accordance with HIPAA regulations, record keeping, compassion towards patients, and application of a code of ethics

- Student conforms to a professional standard of conduct, protects patient confidentiality, ensures appropriate record keeping and demonstrates compassion towards all patients
- Student usually conducts self in an appropriate manner, provides appropriate record keeping, and is compassionate to most patients
- Student generally adheres to professional standards of conduct, but could improve in record keeping, patient confidentiality and/or compassion towards all patients
- Student has violated standards of patient confidentiality or record keeping, does not apply a code of ethics, and/or shows poor compassion to patients

XI. Consistent Improvement in Quality/Quantity of Work: ability to increase the quantity of work completed during a clinical assignment while continuing to improve on the overall quality of the work performed including demonstration of appropriate CNT

- Student has consistently demonstrated growing efficiency in performing clinical assignments without sacrificing quality and is generally more effective than others at the same level of training and consistently demonstrates appropriate CNT
- Student has continued to improve efficiency in performing clinical assignments without sacrificing quality and is at the expected level of effectiveness for his/her level of training and consistently demonstrates appropriate CNT
- Student has been slow in improving efficiency, demonstrates a sacrifice of quality when attempting to increase speed in performing clinical assignments, and is somewhat behind the expected level of effectiveness for his/her level of training and/or inconsistently demonstrates appropriate CNT

\_\_\_\_\_ Student has not demonstrated an improvement in efficiency and has lapses in quality when performing clinical assignments, and is behind the level of effectiveness and quality expected for his/her level of training and/or rarely demonstrates appropriate CNT

Grading: This evaluation tool will be completed at the end of each 150 hours of Clinical Internship and will make up 25% of the students clinical grade:

Grade: Total Points \_\_\_\_\_ /44 = \_\_\_\_\_ %

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Comments/Goals for Improvement:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(student signature not required for C-403)*

Student Comments:

7/20/2014

## Appendix 24

### Intern Housekeeping Duties

Specifically, interns and observers shall perform the following duties:

#### Prior to The First Patient's Arrival

- Insure each room is well stocked and tidy.
- Insure that the waiting area is clean and neat.
- Fold and put away clean linen.
- Place clean sheets on the table.
- Obtain needle caddy and ensure it is well stocked.

#### After Each Patient

- Change table linens.
- Wipe any soiled surfaces and used face cradles with disinfectant solution.
- Clean the supply table.
- Insure that the room is tidy and ready for the next patient.

#### At the End of Each Shift

- Sweep all treatment room and clinic hallway floors.
- Empty wastebaskets and place trash in dumpster.
- Clean and restock supply tables.
- Wipe down treatment and supply tables with disinfectant solution.
- Place clean, folded linens on each treatment table.
- Clean and restock sink area.
- Tidy the patient waiting area.
- Tidy the intern break room area.
- Tidy the intern work area.
- Check linen supply and inform the Office Manager if supplies are low.
- Restock assigned needle caddy and return it to the storage closet.
- Clean and restock restrooms.

#### Duties to be Performed As Needed

- All sharps containers must be disposed of in accordance with mandatory biohazard waste disposal regulations.
- All cleaning personnel in the clinic should refer to the Infection Control Program when the cleaning involves contact with any bodily fluid.

In addition to the duties assigned for the end of each shift, the interns and observers must complete the following additional duties at the end of each clinical session:

## End of Session Duties

- Mop all clinic floors with disinfectant solution.
- Clean all windowsills.
- Sweep and clean the intern classroom area.
- Clean the intern break room area.
- Mop and wipe down restrooms.
- Collect and bag all laundry.
- Take recyclable materials to recycling center.

## **Appendix 25**

### **Title IX and the Clery Act Sexual Assault, Domestic and/or Dating Violence and Stalking Policies and Procedures**

#### **Sexual Assault, Domestic and/or Dating Violence and Stalking**

Jung Tao School does not discriminate on the basis of sex in its acupuncture program or in its employment practices. Types of sex discrimination include sexual harassment and sexual violence which can also be forms of sex-based discrimination, which are also prohibited whether sexually based, or not.

Included in this category are:

- sexual assault
- dating violence
- domestic violence
- stalking

Jung Tao School issues this statement of policy in addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to Jung Tao staff. Jung Tao School prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Any student, staff or faculty who is found to have violated any of the prohibitions by a preponderance of evidence, may be permanently dismissed.

Jung Tao School is committed to maintain a safe and non-discriminating environment for all of its students and employees.

**Reference Jung Tao's Harassment and Sexual Harassment Policy for additional details. Appendix 1.**

#### **Reporting Procedures**

Jung Tao School takes allegations of sexual misconduct very seriously and will address all allegations of sexual misconduct with a prompt, thorough, and impartial inquiry to determine what occurred and to take appropriate steps to resolve the situation and determine an equitable resolution. JTS students or employees who believe they are targets of sexual misconduct in their academic or working environments are encouraged, when appropriate, to respond to the offender directly by objecting and by requesting that the unwelcome behavior stop. In more serious instances of sexual misconduct, such as sexual assault, dating or domestic violence, or stalking or when direct objections and requests have no effect, individuals are encouraged to seek immediate assistance from law enforcement or the designated JTS official.

## **Reporting Procedures**

In order to take appropriate action, JTS must have notice of sexual misconduct, stalking, harassment or related retaliation. Any individual who has allegedly experienced or witnessed sexual misconduct, stalking, harassment or retaliation is encouraged to report the behavior to the appropriate Responsible Reporting Official. The JTS Official is the designated Title IX Coordinator or a designated Campus Security Authority (CSA) who will report to the Title IX Coordinator. When the Title IX Coordinator knows of the alleged offense, Jung Tao School is deemed to have notice of the alleged incident and will take appropriate action.

Reports to all other JTS employees are not considered reports to the Responsible Reporting Official and the school is not deemed to have official notice. The same is true with respect to students and visitors, who likewise, are not considered Responsible Reporting Officials.

## **Confidentiality**

Jung Tao Schools Title IX Coordinator will evaluate any request by complainants for confidentiality. If the Title IX Coordinator determines that JTS can comply within school policy and considering the safety of students, staff and faculty, with the complainants request for confidentiality and will take actions that Jung Tao School deems necessary to protect and assist the complainant while keeping their identity confidential.

If Jung Tao Schools Title IX Coordinator determines that JTS cannot maintain the complainant's confidentiality, they will inform the complainant prior to starting the investigation and prior to disclosing the identity of the complainant to the respondent. Retaliation by the respondent will not be tolerated by JTS and can lead to immediate dismissal.

Jung Tao School will report to the appropriate legal entity any law violations as dictated by North Carolina local and state statutes.

## **Retaliation**

Jung Tao School will not tolerate retaliation in any form against any student, staff, faculty or clinic supervisor, who files an allegation, serves as a witness, assists a complainant or respondent, or participates in an investigation of discrimination or harassment.

Jung Tao School's policy as well as state and federal law prohibit retaliation against complainants for reporting harassment, discrimination or sexual violence or for participating in an investigation.

Retaliation is a violation that can subject the malfeasant to sanction apart from the merits of the allegation.

Allegations about retaliation should be directed to the Title IX Coordinator.

## **Preserving Evidence/Prompt Reporting**

In regard to criminal investigations, preservation of the evidence (such as clothing, bodily fluids, and other physical evidence) will strengthen the investigations, which may result in a greater likelihood of holding the accused accountable.

Jung Tao School emphasized the necessity of the prompt reporting of any alleged sexual misconduct. A delay in reporting may limit Jung Tao's ability to address inappropriate behavior.

## **Institutional Disciplinary Policy**

The JTS President will annually select a trained committee to review formal complaints. The committee known as the ID Board will also review allegations of harassment, sexual assault, stalking, dating violence, domestic violence and any other complaints of violation under Title IX and the Clery Act. JTS will provide a prompt, fair and impartial proceeding and will decide upon the appropriate action to take.

When an official complaint is filed, the Title IX Coordinator will conduct a prompt and appropriate investigation, conducting whatever inquiry they deem necessary. They will arrange an IDB Board conference with the complainant, the respondent, advisors and any other appropriate persons. The investigation, subject to the confidentiality provision (FERPA), will afford the respondent an opportunity to respond to the allegations. The complainant and the respondent have the right to have an advisor of their choice present at the ID Board meeting. The advisor cannot speak out for the complainant or the respondent. Violation by the advisor can result in the advisor being dismissed for the remainder of the board meeting.

The Title IX Coordinator directing investigations will make a record of the case, including a record of their decision and any sanctions imposed. Those records are to be retained for at least three years after the individual leaves Jung Tao School. The officials conducting the inquiry shall have documented:

- a copy of the complaint
- copies of all written notices to parties involved
- evidence
- the decision made regarding the complaint
- any resolution achieved and any sanctions imposed, which will be retained in that offices confidential files.

The complainant and the respondent will be notified in writing whether the investigation results in a finding of a policy violation; however, that information should be treated by both parties as confidential and private.

## **Disciplinary Proceedings**

### **1) Describe the steps to each type of Disciplinary Proceedings**

- a) Report of an alleged violation received
  - i) Complaint filed with the Title IX Coordinator
  - ii) The complainant or a third part tells a member of the JTS staff, faculty or a CSA of an alleged crime
    - 1) Reports information to the Title IX Coordinator
  - iii) Email received via [help@jungtao.edu](mailto:help@jungtao.edu) directed to the Title IX Coordinator
- b) Investigation conducted by the Title IX Coordinator
- c) Letters out to the complainant or the respondent
  - i) date, time and location of the respondent
  - ii) rights to be heard during the hearing
  - iii) rights to have an advisor present
- d) Notification to any possible witnesses
- e) Hearing
- f) Deliberation of the Board
  - i) Review of evidence
  - ii) Vote
    - 1) majority vote required for sanctions
- g) Letters out to the complainant or the respondent
  - i) the result of the proceedings
  - ii) and if there is an appeal process available

### **2) Anticipated timelines**

- a) Report of the crime
- b) Signed interview with the complainant
- c) Signed interview with the respondent
- d) Signed statements by any witnesses
- e) Evidence uncovered during the investigation by the Title IX Coordinator
- f) Evidence provided in the hearing by the complainant or the respondent or a witness
  - i) Sexual Assault (includes but is not limited to)
    - 1) Physical Evidence
    - 2) Rape Kit finding
  - ii) Dating Violence (includes but is not limited to)
    - 1) Physical Evidence
  - iii) Domestic Violence (includes but is not limited to)
    - 1) Physical Evidence
  - iv) Stalking (includes but is not limited to)
    - a) Physical Evidence
    - b) Emails
    - c) Gifts
    - d) Pictures
    - e) Electronic messages



#### **4) List ALL possible sanctions that may be imposed following the results of Disciplinary Proceedings.**

- a) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Sexual Assault, Dating, and Domestic and Intimate Partner Violence by a student will result in a permanent dismissal from the acupuncture program.
- b) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Stalking and Hate Crimes by a student can result in a permanent dismissal or suspension from the acupuncture program.
- c) If a majority vote of the Interdisciplinary Board on any violation of JTS policy by staff or faculty in Sexual Assault, Dating, Domestic and Intimate Partner Violence, will result in a permanent dismissal from employment at JTS.
- d) If a majority vote of the Interdisciplinary Board as to the "preponderance of evidence" concerning any violation of JTS policy in Stalking and Hate Crimes by staff or faculty can result in permanent dismissal or suspension for the acupuncture program.

#### **Accommodation Policy**

Jung Tao School will make every effort to provide reasonable accommodations to any student that reports that they are a victim of a crime. Due to the unique program structure at Jung Tao School, educational accommodations will be assessed on a case-by-case basis. Jung Tao School does not provide on or off campus housing and does not provide housing accommodations. Jung Tao School does not provide student transportation and does not provide transportation accommodations. Jung Tao School will provide accommodations in contacting legal authorities and in seeking medical attention.

Contact the Title IX Coordinator to request accommodations.

#### **Timely Warnings**

Jung Tao School will issue **timely warning notices** whenever a Title IX or Clery Act crime is considered to pose a serious or continuing threat to students and employees. Title IX and Clery crime timely warnings may be issued for the following crime classifications when the crime is deemed to pose an ongoing threat:

- aggravated assault
- arson
- burglary
- criminal homicide
- dating violence
- domestic violence
- motor vehicle theft
- robbery
- sex offense
- stalking

These warnings may be made through Populi and/or Moodle as well as by e-mail. If a timely warning is necessary, the alerts are generally written and distributed by the JTS Title IX Coordinator.

### **Registered Sex Offender**

All persons who meet the definition of sexual offender who live, set up a residence, work, or attend school in North Carolina must register with the appropriate registering agencies as defined by law.

Information can be obtained on the North Carolina Department of Justice website at the following address: <http://sexoffender.ncdoj.gov/>

### **Security Awareness Programs**

Jung Tao School engages in intergraded programming and campaigns that consists of primary prevention and awareness programs for all incoming students and new employees. In addition, there are on-going awareness and prevention programming and campaigns for the existing student body and all employees.

Jung Tao School's programming focuses on identifying prohibitive conduct and expounds on the definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking with highlights as to what behavior and actions constitute consent to sexual activity. Bystander Intervention is addressed in definition and real time application to ensure safe and positive options. Also highlighted are Risk Reduction options designed to decrease perpetration and to promote safety.

Jung Tao School's educational campaigns include a seminar during new student and new employee orientation as well as distribution of educational materials.

Jung Tao is proactive in the following campaigns:

- Stalking Awareness Month
- Sexual Assault Awareness Month
- Alcohol Awareness Month
- National Campus Safety Awareness Month
- National Domestic Violence Month
- Crime Prevention Month

### **BYSTANDER INTERVENTION:**

The Bystander Intervention programs goal at Jung Tao School is to reduce the incidence of sexual and relationship violence on its campus. Jung Tao hopes to reach this goal by training students and employees of the school to intervene in safe and creative ways as opposed to standing aside as passive bystanders.

## CLERY ACT DEFINITIONS

### REGISTERED SEXUAL OFFENDER<sup>1</sup>

A sex offender is a person who is convicted of a sexual offense. Sexual offenses includes such crimes as rape, sodomy, and sexual abuse. Most states have laws, which vary by state, on registration of sexual offenders. A registered sex offender is defined as a person who exhibits characteristics showing a tendency to victimize or injure others and has been convicted of a sex crime listed in the relevant state statutes, has been convicted of attempting to commit one of those crimes, or has been found guilty except for insanity of one of those crimes. The registered sex offenders are required to notify the local community authorities of their residence so that the public may have access to information about sexual predators in their neighborhood.

### RELATIONSHIP VIOLENCE<sup>2</sup>

Relationship Violence includes **Domestic Violence and Dating Violence**.

- **Domestic violence** consists of abusive behavior that is used by an intimate partner to gain or maintain power and control over the intimate party and can take the form of assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- **Dating violence** is violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

### SEXUAL ASSAULT<sup>3</sup>

Sexual assault is any type of sexual activity that you do not agree with. It can be physical, verbal, visual or anything that forces an individual to join in unwanted sexual contact or attention which include instances where the victim is incapable of giving consent. Sexual assault is an offense that meets the definition of:

- **RAPE:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **FONDLING:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the

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<sup>1</sup> <http://definitions.uslegal.com/s/sex-offender/>

<sup>2</sup> [ncadv.org](http://ncadv.org)

<sup>3</sup> [fbi.org](http://fbi.org)

victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

- **INCEST:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **STATUTORY RAPE:** Sexual intercourse with a person who is under the statutory age of consent.

## **SEXUAL CONTACT**

The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.

## **CONSENT**

Consent means granting permission for something to happen or agreeing to do something. When sex is consensual, it means everyone involved has agreed to what they are doing and has given their permission. Nonconsensual sex, or sex without someone's agreement or permission, is sexual assault.

## **STALKING<sup>4</sup>**

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others: or
- Suffer substantial emotional stress

## **REASONABLE PERSON<sup>5</sup>**

Reasonable person means a reasonable person under similar circumstances to the victim.

## **COURSE OF CONDUCT**

Two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by an action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

### **Substantial Emotional Stress:**

Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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<sup>4</sup> <http://www.victimsofcrime.org/our-programs/stalking-resource-center/about-us>

<sup>5</sup> [usdoj.org](http://usdoj.org)

## TITLE IX DEFINITIONS

Definitions: [fbi.org](http://fbi.org)

### **Aggravated Assault:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### **Arson:**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Burglary:**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny, or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Criminal Homicide:**

The willful (nonnegligent) killing of one human being by another.

### **Motor Vehicle Theft:**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

### **Robbery:**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.