



# **Clinic Orientation Packet**



## **New student Orientation Task List**

- Finger print entry into the system for time keeping of clinical hours.
- Sign in to clinic using the clinic sign in form and view the lunch and clinic sign out forms.
- Become oriented to the laundry room and understand where soiled linen and biohazardous waste is disposed of.
- Learn how to clean soiled acupuncture cups and become comfortable with handling, cleaning and returning the cups to the appropriate clinic area.
- Learn the room set up and proper break down for the OM clinic
- Equipment restocking—needles, table paper, cotton balls, alcohol solution, germicidal wipes and face rest covers.
- Make sure to write your name on the white board under your supervisor's name.

## **Dress Code**

Oriental Medicine Student Observers must wear their clean, pressed, teal scrubs with an embroidered AMC logo on the left pocket and their name and title, "Observer" embroidered on the right pocket.

Oriental Medicine Interns must wear clean, pressed, white knee-length lab coats with an embroidered AMC logo on the left pocket and their name and title, "Intern" embroidered on the right pocket. Appropriate clothing must be worn under the lab coats. For men this means collared shirts, polo shirts and slacks. Women may wear skirts or slacks and tailored blouses. For a neat looking appearance, it is preferable that the lab coat remains buttoned.

All clinical students must dress professionally. Long hair should be tied back. Nails must be kept clean and at a reasonable length. State health regulations require that close-toed shoes be worn at all times. Sandals and/or noisy shoes are not acceptable for clinical practice. Clean sneakers are acceptable. No T-shirts, tank tops, shorts, leggings, hoodie sweat shirts, and sweat pants are permitted. Suggestive clothing to include very short skirts or very low cut tops is considered inappropriate in a clinic setting.

Lab coats may not be left at AMC. Student must take their lab coats home at the end of their shift and return with their lab coat for their next clinic shift. Note: Any student not in full uniform will be sent home. NO EXCEPTIONS WILL BE MADE. Students are also expected to keep their uniforms clean and laundered. Scrubs and logos are available at Uniform Advantage, 6210 South Dixie Highway who will do the required embroidering.

## Phase 1 Observer - Student Clinical Record of Patients

**Student :** \_\_\_\_\_ **Clinic Supervisor:** \_\_\_\_\_

Under column called “# Obs. TX” keep a running total of the number of patients you have observed. “Sup. TX” stands for “Supervisor treated” and “Bodywork” when you gave an Asian Bodywork treatment to a patient. Keep a running total in each of these columns. The boxes cannot be left blank or the Supervisor will not initial the line. **NEVER USE PATIENT’S NAME**, only your Patient #101 etc. Remember, it is your job to get your Clinic Supervisor to sign off each day. In order to complete your observation requirements, **students must observe at least 80 Supervisor-performed treatments and give at least 30 Asian Bodywork treatments.** *Bodywork requirements will be temporarily waived for student who have not yet taken the Asian Bodywork class.*

[illegible]

**This is an Example, Copies can be made for \$0.20 each at front desk.**

## Phase 1 Observation

Date: \_\_\_\_\_

File#: \_\_\_\_\_

New Patient: Yes/No	Adult/Child	Sex: Male/Female	Supervised Tx: Yes/No	Treatment#:	Room #:
<b>Chief Complaint:</b> 1. 2. 3.			<b>Previous Treatment Improvement:</b> Yes/No <b>Comments:</b>		
<b>Diagnosis:</b>			<b>Treatment Plan:</b> Acupuncture_ Cupping_ Bleeding_ Heat_  Other: Tui-Na_ Moxa_ Reiki_		
<b>Tongue Color:</b>  Red Dark-Red Pale Pink Purple Blue White Yellow Other:		<b>Tongue Coating/Quality:</b> Thin Thick Dry Moist Wet Sticky Puffy Teeth Marks Other:		<b>Pulse:</b> Left: _____ Right: _____ BP: _____	
<b>Point Indications/Prescriptions:</b>					
<b>Herbs:</b>					



## **Phase 1 Clinic Quick Reference Requirements**

1. Brought in 3 referred patient
2. Received 10 Acupuncture treatment at intern clinic
3. Received 3 Raw herbal treatments at intern clinic
4. Completed 30 Asian Bodywork Treatments
5. Observed 80 teacher Supervised Treated Patients
6. Passed first Year Comprehensive Test (That include Chinese theory, Bioscience and Point location Practical)
7. Successfully completed Phase 1 Competency Checklist
8. Complete Reflective paper
9. Keep 90 patient records in observation Clinic Notebook
10. Successfully completed 210 Clinic hours

### **Hour Requirements**

#### **Phase 1**

Fall Semester: 90 Hours

Winter Semester: 60 Hours

Spring Semester: 60 Hours

Total Hours: 210

#### **Phase 2**

Fall Semester: 120 Hours

Winter Semester: 120 Hours

Spring Semester: 120 Hours

Total Hours: 360

#### **Phase 3**

Fall Semester: 120 Hours

Winter Semester: 120Hours

Spring Semester:130 Hours

Total Hours:370

**Total of 940 hours**



## **Dear First Year Students:**

### **Will you be ready to move to phase 2 clinic—(Needler) as scheduled?**

One of the requirements is to successfully pass the first year comprehensive Exam. This exam has 3 Parts: 2 written—Bioscience and Chinese Theory; and 1 is a practical—Point Location.

**Bioscience:** To be eligible to take the first Bioscience Comprehensive Exam students must have taken and passed MUS and ANP.

### **Chinese Theory**

To be eligible to take the first year Chinese Theory Comprehensive Exam, students must have taken and passes PL1, PL2, PTI.INE, DSY, DME and ECM.

### **Point Location**

The Points practical must be taken during clinic with clinical supervisor. Points can be found in the back of phase 1 supervised observation practice competency checklist.



### **Clinic Phase one Reflective Paper**

This paper should be 3-6 typed pages and should be written as follows:

#### **Part I- Your experience as a patient at AMC Intern Clinic:**

- A. Description of your experience.
- B. Appraisal of you experience from the perspective of a patient
  - 1. Strengths of intern clinic you experienced from the perspective of a patient.
  - 2. Weaknesses you experienced from the perspective of a patient.
- C. Recommendations for improvement to AMC or AAC Intern Clinic on the strengths and weaknesses list in Part I B.

#### **Part II- Your experience as an observing student at AMC Intern Clinic:**

- A. Description of your experience.
- B. Appraisal of you experience from the perspective of an observing student.
  - 1. Strengths of intern clinic you experienced from the perspective of an observing student.
  - 2. Weaknesses you experienced from the perspective of an observing student.
- C. Recommendations for improvement to AMC or AAC Intern Clinic on the strengths and weaknesses list in Part II B.



### OM Phase 1 Supervised Observation Practice Competency Checklist

Students must have their "Phase 1 Competency Checklist" completed, before progressing to Phase 2 Supervised Clinic Practice. Total hours of clinical observation for Phase 1 must be 210 hours.

Student Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

#### Section 1: To be Completed and Initialed by Clinic Supervisor

Contents #	Requirements	Initial	Date
1	Passed Interview Techniques		
2	Passed Moxa Technique and Safety		
3	Passed Cupping Technique and Safety		
4	Passed Asian Bodywork Technique		
5	Passed AMC's Clean Needle Technique and Safety Protocol		
6	Passed Phase 1 Clinic Point Location Practical		
7	Demonstrates competency in taking vital signs		

- Upon completion of Asian Body Work course, the student is eligible to receive their Asian Body Work lapel pin.

**Section 2: To be Completed and Initialed by Clinic Director**

Contents #	Requirements	Initial	Date
1	Brought in 3 referred patients		
2	Received 10 Acupuncture Treatments at the Intern Clinic		
3	Received 3 Raw Herbal Treatments at the Intern Clinic		
4	If eligible, waived 30 Asian Bodywork treatments untill _____		
5	Completed 30 Asian Bodywork treatments in Phase 1		
6	Successfully completed a 2-page Reflective Paper		
7	Observed 80 Supervisor treated patients		
8	Passed notebook check (at least 90 patient records)		

Upon completion of section 1 and section 2, the student has now completed Phase 1 Clinic Observation Practice requirements and **is eligible to complete section 3.**

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Clinic Director

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Date

## OM Phase 1 Supervised Observation Practice Competency Checklist

### Section 3: To be Completed and Initialed by Registrar

Contents #	Requirements	Initial	Date
1	Passed Diagnostic Methods and Systems		
2	Passed Point Location 1, 2, and Point Indication		
3	Passed Needling course		
4	Completed OSHA/Blood Bourne Pathogens and HIPAA training		
5	Three-hour certificate for HIV/AIDS on file		
6	Passed SCO-331, SCO-332, SCO-333		
7	Passed First Year Comprehensive - TCM		
8	Passed First Year Comprehensive – Bio-Science		

\_\_\_\_\_Total hours of Clinical Observation    Initial \_\_\_\_\_    Date \_\_\_\_\_

(Total hours of Clinic Observation must be 210 hours.)

Upon completion of section 1, section 2, and section3, the student is now permitted to **receive a “Phase 2” lapel pin and begin Phase 2 Supervised Clinic Practice.**

## Criterion of Competency Checklist

### Point location Phase 1

1	LU-5	Chize	26	UB-52	Zhishi
2	LU-7	Lieque	27	UB-58	Feiyang
3	LI-4	Hegu	28	UB-60	Kunlun
4	LI-11	Quchi	29	K-3	Taixi
5	LI-15	Jianyu	30	K-6	Zhaohai
6	LI-20	Yinxiang	31	K-7	Fuliu
7	ST-35	Dubi	32	P-6	Neiguan
8	ST-36	Zusanli	33	SJ-3	Zhongzhu
9	ST-38	Tiakou	34	SJ-14	Jianliao
10	ST-40	Fenglong	35	GB-20	Fengchi
11	ST-44	Neiting	36	GB-30	Huantiao
12	SP-4	Gongsun	37	GB-34	Yanglingquan
13	SP-6	Sanyinjiao	38	GB-39	Xuanzhong
14	SP-8	Diji	39	GB-41	Zulinqi
15	SP-9	Yinlingquan	40	LIV-3	Taichong
16	SP-10	Xuehai	41	LIV-5	Ligou
17	H-7	Shenmen	42	LIV-8	Ququan
18	SI-3	Houxi	43	DU-4	Mingmen
19	SI-6	Yanglao	44	DU-14	Dazhui
20	UB-13	Feishu	45	DU-20	Baihui
21	UB-15	Xinshu	46	REN-4	Guanyuan
22	UB-18	Ganshu	47	REN-6	Qihai
23	UB-20	Pishu	48	REN-12	Zhongwan
24	UB-23	Shenshu	49	EXT-23	Jianqian
25	UB-40	Weizhong	50	EXT-27	Baxie

\*\*You will be tested by the clinic supervisor on 10 points shown on the list above. In order to pass the test you cannot miss more than 2 points.

## Record of Treatments Received as Student

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

### 1<sup>st</sup> Phase – Acupuncture Treatments

- |              |               |
|--------------|---------------|
| 1. Date_____ | 6. Date_____  |
| 2. Date_____ | 7. Date_____  |
| 3. Date_____ | 8. Date_____  |
| 4. Date_____ | 9. Date_____  |
| 5. Date_____ | 10. Date_____ |

### 1<sup>st</sup> Phase – Raw Herbal Treatments with Recommendations

1. Date\_\_\_\_\_ 2. Date\_\_\_\_\_ 3. Date\_\_\_\_\_

### 2<sup>nd</sup> Phase – Raw Herbal Treatments with Recommendations

1. Date\_\_\_\_\_ 2. Date\_\_\_\_\_ 3. Date\_\_\_\_\_

### 3<sup>rd</sup> Phase – Raw Herbal Treatments with Recommendations

1. Date\_\_\_\_\_
2. Date\_\_\_\_\_
3. Date\_\_\_\_\_
4. Date\_\_\_\_\_

## **Clinic Notebook Requirements**

All OM clinic students are required to maintain a clinic notebook. This has been implemented to help the student's retention of their diagnostic and herbal studies.

### **Phase I**

Phase I students are required to keep an Observation Notebook while they are scheduled in the clinic. The Observation Notebook must include minimum of 90 patient records and must include the following:

1. Date
2. Patient's chart number
3. Chief complaint
4. Tongue and pulse diagnosis
5. TCM Diagnosis
6. Treatment principles
7. Indications of tongue and pulse
8. Point selection
9. Point location

### **Phases II and III**

Phases II and III students are required to keep an Herbal Formula Notebook while they are scheduled in the herbal dispensary and/or treating herbal patients. The Herbal Formula Notebook must include at least 50 herbal patient records for each phase and must include the following:

1. Date
2. Patient's chart number
3. Chief complaint
4. Name of the formula
5. Function of the formula
6. Ingredients
7. Taste and therapeutic meridian of each herb
8. Indications of each herb in the formula
9. Function of the individual herbs in the formula

All notebooks will be checked and approved by the Clinic Director at the end of each phase. Successful completion of these notebooks is required to move to the next phase and/or to graduate.

*Keep doing a good job!*



# ACUPUNCTURE & MASSAGE COLLEGE

10506 N. KENDALL DRIVE, MIAMI, FLORIDA 33176

## ➤ Uniforms

**AMC students can get AMC uniforms at the following two locations:**

### Uniform Advantage

6210 S Dixie Hwy South Miami, FL 33143

Tel: (305) 661-1007 Fax: (305) 666-0485

### Uniform Advantage

19411 S Dixie Hwy Cutler Bay, FL 33157

Tel: (305) 252-2090 Fax: (305) 259-7582

- UA Uniform for: \$30.00 + tax (Unisex scrubs, Price is subject to change)
- Logo Embroidery with name \$14.00 (this takes company 1 week to get done)
- Oriental Medicine student observers must wear teal scrubs with an embroidered AMC logo on the left pocket and their name and title, "Observer" embroidered on the right pocket.
- Oriental Medicine interns must wear clean, pressed, white knee-length lab coats with an embroidered AMC logo on the left pocket and their name and title, "Intern" embroidered on the right pocket.

➤ **Clinic Supplies**

**AMC students can purchase their stethoscopes' and blood pressure cuffs at the following location:**

**Coral Reef Medical Supplies**

14307 S. Dixie HWY. Miami, FL. 33176

(305) 253-9819

- Flat head stethoscope: \$7.95
- Dual head stethoscope: \$12.95
- BP "Blood Pressure" unit with adult cuff: \$27.95
- Oversize cuff (No dial, bulb or gauge, only cuff): \$24.95

(Prices are subject to change)