

**Chiropractic Assistant Applicant's
Required INITIAL TRAINING
Guidelines for the Supervising DC**
(eff. Jan 1, 2011)

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

1) **THE TRAINING REQUIREMENTS.**

Training must be at least **TWELVE** hours in length. (THIS is a change.)

a) **EIGHT** hours **didactic** training must be provided (THIS is part of the change).

The Board has developed a full outline of topics that must be presented, in the least; the outline is provided with the CA application materials.

b) **FOUR** hours **practical/hands-on** training must address all three topics of physiotherapy, electrotherapy and hydrotherapy.

2) **TRAINING DELIVERY.**

a) The chiropractor must carry out the training him or herself (not delegate to other staff)

b) For the hands-on training, the practical portion, the DC must be in the room with the CA and the patient at all times.

3) **DOCUMENTATION.**

Create a log of the training for submission with the CA's application to the OBCE.

a) Document dates

b) Document the approximate time spent training in each area

c) Document the type of training.

4) **VERIFICATION.**

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

Oregon Board of Chiropractic Examiners

Chiropractic Assistant (Didactic) Initial Training Requirements

1. Licensing & Regulation: **30 minutes (1/2 hour)**
 - Scope of practice
 - Board recommends add'l training for CAs who perform massage/soft tissue work
 - Duty to Report: To whom does this apply?
 - Supervision required at all times (DC in office)

2. Principles of Chiropractic: **60 minutes (1 hour)**

3. Basic Medical Terminology: **60 minutes (1 hour)**
 - Subluxation/joint dysfunction
 - Sprain/strain
 - Contusion
 - Tendinitis
 - Bursitis
 - Ligament vs. Tendon
 - Joint capsule
 - Rotator cuff
 - Fracture vs. broken bone vs. cracked bone (all the same)
 - Hypertonicity / Hypotonicity
 - Traction / Distraction
 - Cryotherapy
 - Trigger point therapy
 - Effleurage
 - Physiotherapy / Modality
 - Prone / Supine
 - Therapeutic Exercise
 - Activities of Daily Living (ADL)
 - Outcomes measures (e.g. Oswestry, NDI, VAS pain scale)
 - S.O.A.P. (explain parts)

4. Boundaries: **45 minutes (3/4 hour)**
 - Draping
 - CA/patient power differential (applies also to DC/patient)
 - Sexual/Personal/Cultural boundaries:
 - Language
 - Professional touch (inform patient/permission)
 - Dating patients (no!) and how to respond if asked out by a patient

- Cultural differences that may require extra care or change in procedures

5. Patient Positioning: **15 minutes (1/4 hour)**

- Bolsters prone and supine
- Side-lying head support
- Be aware of injured body parts, and communicate with the patient and DC

6. HIPAA: What happens in the clinic, stays in the clinic!: **30 minutes (1/2 hour)**

- Patient information may not be used for personal use
- Charts/patient information in common areas (verbal and written)
- Computer screens: (Appointment Calendars/Scheduling/Account balances)
- Release of records requirements:
 - i. When family members are treated in the same clinic, can you share information? What is *required* before any information can be shared?
 - ii. Confidentiality extends to friends, coworkers, employees, injured workers!

7. Sanitation/Safety: **30 minutes (1/2 hour)**

- Equipment (tables, physiotherapy, exercise)
- Laundry (gowns/towels/shorts etc)
- Personal
- Other OSHA

8. Basic Anatomy: **75 minutes (1 hour 15 minutes)**

Spine, muscles, bone, bony landmarks
Phases in treatment and healing

9. Indications and Contraindications for physiotherapy modalities, exercise, soft tissue therapies
105 minutes (1 hour 45 minutes)

10. (Understanding) CPT Timed Codes & General Chart Noting: **30 minutes (1/2 hour)**

- *Each* author of any written information in the chart must be identified on *each* page
- Procedure vs. Modality (e.g. 97039 vs. 97139)
- Attended vs. Unattended (e.g. US vs. EMS)
- Time matters:
 - i. Procedures & Modalities with codes that require start and stop times, (includes setup and post-treatment cleanup)
 - ii. Procedures & Modalities with codes that are billed in 15 minute increments: (8-23 minutes, includes setup and post-treatment cleanup)
 - iii. What to do if less than 8 minutes of treatment time: (code modifier -52)