

# Policies

## T8 Clinical Rotations

Clinical rotations are required for all T8 interns. Students must attend **one** Chiropractic, **one** Allopathic, and **one** Independent Study Rotation site. The rotation hours and your clinic hours are combined for the required total of 300 hours.

1. Students are expected to schedule these rotations outside of clinic times and class times. If the rotation conflicts with regularly scheduled clinic hours, interns must notify their primary clinic supervisor of the conflict and arrange to make-up these hours, if needed, to meet the 300 required hours.
2. Students will have until **a specified date per term** to reschedule appointments before we notify the Chiropractic and Allopathic sites.
3. If students cannot fulfill the commitment to their scheduled rotation time, they must cancel more than 24 hours in advance. If the cancellation is less than 24 hours, the student must notify both the clinic rotation site and the Department of Clinical Education (DCE). The rotation must be rescheduled through the DCE.
4. The intern will **lose** 1:1 TAC time \* in the following situations:
  - a. failure to attend a scheduled rotation,
  - b. failure to notify both the site and the DCE of a cancellation, and
  - c. failure to notify more than 24 hours in advance.(The appointment must be rescheduled even if TAC time is deducted.)
5. The intern will **receive** 1:1 TAC time in the following situations:
  - a. If DCE fails to notify interns of a cancellation within 24 hours.
  - b. If the student shows up, but the host site cancels or does not hold the rotation.
6. If a student incurs a medical emergency that prevents them from attending a scheduled clinical rotation, the student must submit written documentation verifying the medical emergency to the Department of Clinical Education. Written documentation must be submitted within 3 business days of returning to school following the medical emergency. Submission of valid documentation will result in no loss of TAC, however, the appointment must still be rescheduled.
7. Students who do not complete all three rotations will receive an incomplete for Clinical Internship 3. See the University Student Handbook for information on resolving incompletes.
8. Independent Study rotations need a business card attached and **must be done in Minnesota and cannot be done at a Northwestern Health Sciences University Clinic.**

\*When a three-hour clinic rotation is missed, the intern will have 3 hours of TAC time deducted.

### Clinical Rotations Agreement

I have read and agree to abide by these policies. I will receive a signed copy of these policies during T8 Orientation.

Intern Name (Please print) \_\_\_\_\_ ID# \_\_\_\_\_

Intern signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_