



**ALLIED HEALTH PROFESSIONS COUNCIL OF
SOUTH AFRICA**

**Professional Board for Chiropractic and
Osteopathy (PBCO): Guidelines for Chiropractic
Internship Programme**

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Structure and staff of the internship programme

The control of the internship programme resides under the Allied Health Professions Council of South Africa (AHPCSA) Professional Board for Chiropractic and Osteopathy (PBCO); a PBCO Internship subcommittee was established to co-ordinate the programme. The programme itself is facilitated by the Durban University of Technology (DUT) and the University of Johannesburg (UJ). The PBCO recognizes the significant involvement of these institutions, and the persons involved with establishing the current programme.

The members of the Internship subcommittee are:

Name	Position	Affiliation
PBCO Chairperson	Elected annually	PBCO
Dr C Korporaal	National Internship Co-ordinator	Durban University of Technology
Dr A Pastellides	Kwa-Zulu Natal Co-ordinator	Professional representative
Dr M Busschau	Gauteng Co-ordinator	Professional representative
Dr A Docrat	HoD: Chiropractic and Somatology	DUT
Dr C Hay	Head: Chiropractic Clinic	UJ
Dr Louis Mullinder	Registrar of AHPCSA	AHPCSA
UJ student representative	Elected annually	University of Johannesburg
DUT student representative	Elected annually	Durban University of Technology

The creation of regional committees that include adequate student representation shall be established by the regional co-ordinators. The names of the sub-committees should be forwarded to the PBCO for noting by February of each year.

AIMS OF THE INTERNSHIP PROGRAMME

The Aim of the Internship Programme is:

- ❖ To expose the chiropractic intern to the understanding of chiropractic as a profession that functions not only as a primary health care entity, but also within a greater health care paradigm to ensure that the best interests of the patient are met and maintained and that the health of the public enjoys due and proper protection as mandated by the legal requirements of the Allied Health Professions Act, Act 63 of 1982.

The Outcomes of the Internship Programme are to transition the student through an intern phase to becoming a practitioner with the aim of refining the skills of the student / intern in terms of the following outcomes:

- ❖ Practice direct contact (primary) health care as an entry portal provider for all patients (of all ages and gender).
- ❖ Promote the concept of wellness (in congruence with the primary health care principles) by assessing health risks in the community and attempting to reduce such by providing appropriate general and public health information and lifestyle counselling (as appropriate to the patient and the community).
- ❖ Refine the assessment of a patient's general health status, complaints and problems, by means of a detailed and pertinent case history, physical examination, regional examination and special test (diagnostic imaging, laboratory procedures, or further specialized testing) culminating in a diagnosis with treatment and / or referral as the case warrants.
- ❖ Further develop a goal-orientated patient management plan that addresses the treatment, rehabilitation and education of the patient.
- ❖ Continue to develop and maintain the appropriate health practitioner-patient relationship in terms of the code of conduct and ethical constraints as imposed by legislation governing the profession in South Africa.
- ❖ Deepen the ability to become self-directed learners so as to maintain an up-to-date working knowledge in terms of current findings in the field of Chiropractic and utilising the available continuing education opportunities as they present.

HISTORICAL PERSPECTIVE

Prior to 2000, meetings regarding the Chiropractic Internship and its implementation fell to the Joint Chiropractic Liaison Committee. This Committee was a Chiropractic task team which reported to the Chiropractors, Homeopaths and Allied Health Service Professions Interim Council, now termed the Allied Health Professions Council. As a result of the meetings under the Joint Chiropractic Liaison Committee, the Chiropractic Internship was much debated and after a call for proposals in 1999 and acceptance of one of the proposals, the National Internship Programme commenced in January of 2000.

The Gauteng and Kwazulu-Natal Regional Internship Programme Committees were formed to give input to the National Internship Committee (under the auspices of the Allied Health Professions Council) on aspects affecting the Internship.

Concomitantly with the formation of the Gauteng and Kwazulu-Natal Regional Internship Programme Committees, the Allied Health Professions Council passed a resolution with respect to the Internship Programme for Chiropractic students and practitioners in early 2001 to give effect to the legislative requirement that an internship programme of up to one year (12 months), which required an Internship be instituted for Chiropractic student interns or interns.

The Allied Health Professions Council resolved that to facilitate the process of implementation, the Internship would be structured so as to allow for implementation over a number of years; further that such requirements for the Internship would be reviewed by the PBCO and Internship subcommittee on an annual basis, also to evaluate the resources available against the requirements and expected outcomes of the programme. These would be communicated to interns.

DEFINITIONS

STUDENT

Any person registered either at the Durban University of Technology or the University of Johannesburg for the purpose of completing the *Magister Technologiae* (Chiropractic) qualification at one of these institutions.

STUDENT INTERN

An individual who has completed academic requirements (viz. 5th year or Master's level examinations), excluding the dissertation in partial fulfilment of the qualification and who has yet to be awarded the M. Tech (Chiropractic) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

INTERN

An individual who has completed all requirements (viz. 5th year or masters level examinations), including the dissertation in partial fulfilment of the qualification and who has been awarded the M. Tech (Chiropractic) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

STUDENT AND INTERN: SUPERVISION

A student intern or intern requires direct supervision at all times during student-patient interaction, such direct supervision to be carried out by a qualified and registered Chiropractic practitioner, who is present at all times during any student-patient interaction.

INTERNS: OTHER MATTERS

An Intern is further required to be registered with AHPCSA as an intern and carry own malpractice insurance through any organisation / corporation offering such malpractice insurance.

OUTLINE OF THE INTERNSHIP PROGRAMME

<u>Category:</u>	<u>Outcomes:</u>
<u>“Academic Programme”</u>	<ol style="list-style-type: none">1. The completion of any opportunity so as to be engaged in continuous professional self-development in fulfilment of the requirements of the internship programme.2. The regular participation in an interactive forum, whereby an intern presents research, patient cases and discusses topics with experts drawn from various fields in fulfilment of the requirements of the internship programme.3. Presentation/participation in Congresses [Chiropractic Association of South Africa (CASA), South African Spine Society (SASS), South African Sports Chiropractic Association (SASCA), South African Sports Medicine Association (SASMA)] in fulfilment of the requirements of the internship programme.
<u>“Work Experience Programme”</u>	<ol style="list-style-type: none">1. Attendance (observation) of and treatment (when under supervision) of patients within rural or urban hospitals.2. Attendance (observation) of and treatment of patients from communities within the environs of the Chiropractic Clinics at DUT and UJ.3. Attendance (observation) of and treatment of patients attending various sporting fraternity activities and related events.4. Addresses/lectures for the general public to further public education in the philosophy and practice of chiropractic, such as to public and private education providers, also to industry.

	<p>5. The observation of medical professionals and complementary alternative medicine professionals, such observation to be used to extrapolate knowledge gained in furtherance of enriching the profession of chiropractic, as may be applicable.</p>
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What can I do to achieve the outcomes of the “Academic Programme”?

- ❖ Attend the regional CASA branch meetings;
- ❖ Attend tours to various organizations and institutions relevant to the philosophy and profession of chiropractic, alternatively associated with the health care field or allied health disciplines;
- ❖ Attend any conferences or seminars hosted by the CASA and any other organization associated with the health care field or allied health disciplines,
- ❖ Attend and complete a course with SAQA accreditation, or a post graduate chiropractic course, for example such courses as, but not limited to, the *International Chiropractic Sports Science Diploma (FICS)*, the *Paediatrics Masters Programme (ICPA)*, or the *Masters in Medicine: Sports Science*, offered through the University of KwaZulu-Natal;
- ❖ Provided that: No hours in fulfilment of the requirements of the M. Tech (Chiropractic) degree shall count to the outcomes of the Academic Programme.

What can I do to achieve the “Work Experience” Outcomes?

- ❖ Work at sports events (maximum 25% of the required number of hours). These events will be posted on the respective institutional notice board (physical or virtual) as and when available.
- ❖ Working at an accredited Clinic - Durban University of Technology Chiropractic Day Clinic or the UJ Chiropractic Clinic (as within the parameters that are set within these clinics).
- ❖ Participating in public talks and presentations that are chiropractic in nature or related to life skills development within a given community.
- ❖ Observation of practice parameters (including patient management and clinical practice, office management and any facet of clinic operations that enables successful practice organisation) (minimally 5 chiropractors at 5 hours each and 5 non-chiropractic but health care related practitioners for 5 hours each).
Participating in community outreach programmes that are organized through either institutions/regional internship programmes and are structured to house interns.

INTERNSHIP COMPONENTS	EXAMPLES AND DESCRIPTION OF WORK COMPLETED	SIGNED APPENDIX OF RELEVANT AUTHORITY INCLUDING ALL INFORMATION
<p>Please note:</p> <ul style="list-style-type: none"> • The 2017 updates to the internship handbook will be active as of the DATE of REGISTRATION of the STUDENT INTERN • All suggestions provided, per section, are not necessarily limited to the examples given. If you have any queries about hours you would like to claim for activities completed (that are not provided in the examples) please contact your regional co-ordinator to see if your activity is acceptable • All underlined section titles are compulsory to complete, those that are not underlined are optional • You need to present a balanced portfolio and not only rely on certain sections from which to claim your hours • You may not claim hours for content covered during 1st year – 5th year course work • The following details need to be recorded when logging your hours: <ul style="list-style-type: none"> ➤ Name of event / lecture / organisation / course / hospital ➤ Date ➤ Time ➤ Duration ➤ Name of organiser ➤ Contact number of event organiser 		
SECTION A: ACADEMIC COMPONENT (125 HOURS)		
1. FUNDAMENTAL	You need to ensure that you have hours in each section (a – c) and that you meet minimum requirements per section	
a. Literacy	Minimum hours = 6 hours; no maximum hours	
<u>Case Summaries</u> (1 Case Summary = 1 hour)	You must complete a minimum of 5 case summaries over and above your clinic requirements	These must be signed by a clinician or clinic director
<u>Referral Letters</u> (1 Referral Letter = 1 hour)	Complete a minimum of 1 referral letter (includes a referral letter for specialists, x-ray's etc.)	These must be signed by a clinician or clinic director
b. Numeracy	Minimum hours = 3 hours; no maximum hours	
Practice Management	<ul style="list-style-type: none"> • Lecture / course on practice management 	

	<ul style="list-style-type: none"> • Lecture / course on practice marketing • Discussion with chiropractic practice manager(s) • Discussion with chiropractic practice receptionist(s) • Practice management software training (e.g. Pastel) • Lecture / Seminar on practice coding / billing (e.g. ICD-10 coding) • Taxation • Workman's Comp / IOD • Financial seminars (e.g. those run by the banking houses) • Interaction with a financial advisor or broker 	
Accounting	<ul style="list-style-type: none"> • Discussion with an accountant (specific to running a business /practice) • Lecture/course on accountancy (specific to running a business /practice) • Financial seminars (e.g. those run by the banking houses) • Interaction with a financial advisor or broker 	
c. Life Skills	Minimum hours = 3 hours; no maximum hours	
Personal Growth & Development	<ul style="list-style-type: none"> • Executive member of an organisation (e.g. WCCS, Sports Council, Grad Committee) • Being a student representative (e.g. Class Rep, PBCO Sub-Committee; Faculty Board; Student Services Board) • Co-ordinating a meeting • Co-ordinating an event / talk / seminar 	

	<ul style="list-style-type: none"> • Learning a language • Life coaching • Business coaching 	
General Community Service	Helping out at a charity organisation, for example: <ul style="list-style-type: none"> • SPCA/Kitty and Puppy Haven • Soup Kitchens • Charity for the underprivileged • Charity Tours • Blood Bank • Member of NGO committee 	

2. CORE	You need to ensure that you have hours in each section (a & b) and that you meet minimum requirements per section	
a. Basic Sciences	Minimum hours = 3 hours; no maximum hours It should be noted that lectures as part of the Chiropractic Programme (for purposes of qualification) do not count for this section	
<u>Health Sciences Lectures / Seminars / Online Courses</u>	A minimum of 3 different topics to be attended. Lectures such as: anatomy, physiology, pathology, epidemiology etc. for example	
b. Chiropractic Specific Techniques One or more of the following	Minimum hours = 10 hours; no maximum hours	
Association Meetings	For example: <ul style="list-style-type: none"> • CASA • WCCS • SASCA • ChiroSport • SA Pain Society 	

	<ul style="list-style-type: none"> • Life hospital seminars 	
Technique Seminars / Lectures	Any courses over and above your university requirements that focus on adjustment techniques or different adjustment procedures for example: Diversified, Gonstead, Activator, Thompsons, NIP, ABC etc. Any seminar that is specifically related to manual manipulation / adjustments	
3. SPECIAL / ELECTIVES	You need to ensure that you have hours in each section (a - f) and that you meet minimum requirements per section	
a. Patient Care	Minimum hours = 1 hours; no maximum hours	
<u>Lectures / Seminars / Online Courses on Patient Care</u>	<p>Example topics:</p> <ul style="list-style-type: none"> • Holism • Health models (Biomedical vs Biopsychosocial) • Patient centred approach • Red flags / yellow flags • Pain (psychology of pain, understanding pain etc.) • Geriatrics • Paediatrics • Chronic disease (eg HIV/cancer) 	
b. Chiropractic-specific modalities (other than manual manipulation / adjustment techniques)	Minimum hours = 5 hours; no maximum hours	
<u>Lectures / Seminar / Online Courses</u>	<p>Example topics:</p> <ul style="list-style-type: none"> • Taping (e.g. Rigid, Kinesio, Spider, Rock, Dynamic) • Diagnostic ultrasound • Acupuncture • Electro-modalities • Muscle energy technique 	

	<ul style="list-style-type: none"> • Rehabilitation techniques (e.g. Theraband, Gyro ball, Bosu-ball) • Myofascial techniques • ICSSD / ICSSP 	
c. Care of Disadvantaged Persons	Minimum hours = 3 hours; no maximum hours	
<u>Paediatrics</u>	At least one lecture on paediatric care	
<u>Geriatrics</u>	At least one lecture on geriatric care	
<u>Other</u>	At least one lecture on topics covering, for example: <ul style="list-style-type: none"> • Disability awareness (congenital & acquired) • Immunocompromised patient care (HIV, Cancer etc.) • Stroke patient care 	
d. Diagnostic Ambit	Minimum hours = 2 hours; no maximum hours	
Blood work	Lectures / discussion of blood work with appropriate medical professional (e.g. nurse, GP, clinician) particularly pertaining to procedure and blood test specific to different disorders or diseases	
Imaging Studies	Lectures / discussion (with appropriate medical professional) of, for example: <ul style="list-style-type: none"> • X-rays • Ultrasounds • MRI • CT 	

e. Non-chiropractic Health Care	Minimum hours = 1 hour; no maximum hours	
<u>Lecture</u>	A least 1 lecture regarding the following professions:	

	<ul style="list-style-type: none"> • Homeopathy • Podiatry • Occupational Therapy • Pharmaceuticals • Radiography • Sonography • Biokinetics • Physiotherapy • Nutrition / Supplementation • Massage Therapy • Acupuncture • Yoga • Pilates • Sports Science • Personal Training 	
f. Research	Minimum hours = 1 hour; no maximum hours	
<u>Article</u>	At least 1 research article to be discussed and presented to a clinician	
Presentation	Formal presentation of Master's Dissertation at seminar	
Assistant	Assisting a colleague in research (you cannot claim for being a research patient or your own master's research)	
Focus Group Participant	Participating in a focus group for a research study	
Research Group	Facilitated research clubs / groups whether current / topical researched is discussed and engaged with	
Seminars	Research seminars that discuss the research process or aspects of the research process (e.g. how to: write a literature review; methodology; publish an article)	

Skills Development	<ul style="list-style-type: none"> • Attending sessions at the writing centre to develop academic writing techniques • Online courses (e.g. research methods) 	
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SECTION B: WORK EXPERIENCE COMPONENT (550 HOURS)		
1. Community Service	Minimum hours = 25 hours; no maximum hours	
Community Service Sites	Chiropractic treatment / Health Screening (BP / Blood Glucose readings / Spinal screening) of underprivileged patients (including paediatrics, geriatrics) under supervision	
Clinic Open Days	Chiropractic treatment / Health Screening given to underprivileged patients in the form of clinic open days	
Community Outreach Sports Events	Events organised in underprivileged areas where chiropractic treatment / Health Screening is given under supervision	
Hospital / Clinic	<ul style="list-style-type: none"> • Community service in a hospital, helping where ever is needed • Working at Kimberley hospital • Blood Bank Promotion Day Helper 	
2. Professional Interaction	Minimum hours = 50 hours; no maximum hours	
<u>Observation of a Chiropractor</u>	Observation of 5 or more chiropractors for at least 5 hours each , 3 of which must be qualified for at least 3 years.	
<u>Observation of other Medical Professional</u>	Observation of 5 or more other medical professionals for at least 5 hours each . For example: <ul style="list-style-type: none"> • Any practitioner registered with AHPCSA • Any practitioner registered with HPCSA 	
3. Educational Drives	Minimum hours = 10 hours; no maximum hours	

Health Drives	A minimum of 30 hours performing, for example: <ul style="list-style-type: none"> • Blood Pressure readings • Blood Glucose testing • Spinal Screenings 	
<u>Public Talks</u>	Attending at least 1 public talk, for example: <ul style="list-style-type: none"> • Public relation events where chiropractic is discussed and promoted • Career Fairs where chiropractic is discussed and promoted 	

4. Sports Events	Minimum hours = 10 hours; maximum hours = 150 hours	
<u>Events organised by Institute / Sports Council</u>	A minimum of 10 sports patients need to be seen Hours claimed at sports events will be the total duration of the event and not total number of patients seen, time in between patients could be spent doing the following: <ul style="list-style-type: none"> • Case discussions with clinicians • Adjustive technique tutoring • Competencies • PR • Inter-professional education 	
5. Chiropractic Day Clinic	Minimum hours = 10 hours; no maximum hours	
Patients seen at each institutional clinic (over and above clinical requirements) 1 new patient = 1 hour 1 follow up = 30 minutes	You need to see at least 5 new patients and 10 follow ups over and above your clinic requirements.	

6. Remunerated Work	No minimum hours; 100 maximum hours	
Paid work	For example: <ul style="list-style-type: none"> • Assistant Clinician • Clinic / Chiropractic Receptionist • Anatomy Table Assistant • Demonstrator (e.g. histology) • Fitness instructor (e.g. personal trainer, yoga, pilates, spinning) • First aid for sports club • Work for a wellness company • Reception work at a medical practice, chiropractic practice, pharmacist or health shop • Tutoring (e.g. younger health sciences students, school students) 	

Certified copies of all documentation

- Portfolio
- Supporting documents
- Copies of student intern registration as well as intern registration

to be bound and submitted to:

KZN Internship Committee: Dr A Pastellides for submission to Dr C. Korporaal after the completion of the internship interviews.

Gauteng Internship Committee: Dr M. Busschau for submission to Dr C. Korporaal after the completion of the internship interviews.

RULES FOR THE INTERNSHIP PROGRAMME

A. REGISTRATION

All students are required by law to register as either a student-intern or intern with the Allied Health Professions Council (AHPCSA) or firstly as a student-intern and subsequently as an intern, dependent on status, or progression of status, as defined above.

The forms for registration can be obtained from:

The AHPCSA website – www.ahpcsa.co.za under Tab > Forms

These forms need to be returned to the AHPCSA, along with proof of payment in order for the registration to be processed.

The AHPCSA will issue the appropriate registration certificate and will issue a subsequent certificate in the event that your status changes from student-intern to intern - you are required by law to change your status with the AHPCSA if you were initially registered as a student-intern and then complete your dissertation and progress to an intern.

Once a student-internship registration number, or internship registration number (as the case may be) is issued, you need to inform Dr Korporaal – charmak@dut.ac.za of that registration number. If you change status from student-intern to intern your registration number will not change, but you will be issued with a new registration certificate and you then also need to inform Dr Korporaal of the progression of your status.

Once you have been registered as an intern, you are no longer a student of the applicable institution and you are required to obtain malpractice insurance. You are able to obtain this through the CASA, or any organisation / corporation offering such malpractice insurance, in order to complete any outstanding work experience components that you may have.

B. RECIPROCITY

Interns are able to complete the internship in either or both regions; however, they can only apply for the submission of the portfolio in ONE region.

C. WORK DONE

There may be times when you wish to consider attending and/or completing a particular course, or a post-graduate chiropractic course (International Chiropractic Sports Science Diploma and the Paediatrics Masters Programme or any other programme). If you are unsure as to whether this counts towards the portfolio or not, you will need to submit the relevant details (electronically) to the relevant regional committee in order for them to review your submission and make a decision.

D. CODE OF CONDUCT

Interns will at all times be adherent to the conditions as stipulated in:

- ❖ The Rules of the Durban University of Technology / University of Johannesburg – General Handbook (as applicable).
- ❖ The Rules of the Durban University of Technology / University of Johannesburg – Chiropractic Department Handbook (as applicable).
- ❖ The Rules of the Durban University of Technology / University of Johannesburg – Clinic Manual Handbook (as applicable).
- ❖ Applicable provisions of the AHPCSA Act and Regulations (as received from the Allied Health Professions Council on registration with the AHPCSA).

Breaching any provision of these legislative precepts will result in disciplinary action by either the Durban University of Technology/University of Johannesburg or the Allied Health Professions Council, or both.

No intern is allowed at any point to hold him/herself out as a practitioner or to practise for gain. This infringement will result in disciplinary procedures being implemented by the AHPCSA (Please refer to Act 63 or 1982 with regards to disciplinary procedures).

E. EXAMINATION / ASSESSMENT

The final assessment will be by means of the submission of a portfolio in hard copy and email copy. This portfolio will be based on the intern's involvement in the Internship Programme throughout the period of internship. This will include the academic as well as the work experience components. The interns may also include private work as is applicable to the development of a better practitioner (under life skills).

The assessment of the portfolio will be done by the relevant Internship Committee and will take a maximum of 2 weeks from date of submission.

The assessment criteria:

- ❖ The work experience hours accepted need to be within the last 2 years previous to portfolio submission.
- ❖ All portfolios must break down attendance into HOURS.

- ❖ Conferences and lectures attended: state subjects covered, contact details of organizers, lectures.
- ❖ Numbers of patients seen must be broken down into separate research, M.Tech: Chiropractic requirements met and internship programme numbers.
- ❖ The balance of the various aspects of the portfolio – there needs to be an entry in each block of the evaluation format.
- ❖ The reflections of the intern on the work accomplished and how that accomplishment has brought them further in their development as practitioners – letter of the pros and cons of the process.
- ❖ The authenticity of the portfolio, in terms of the work being that of the intern may be verified by committee members making spot checks by calling any references mentioned in the portfolio.

An interview will be held between the Internship Committee representatives and the Intern at the availability of the members of the committee.

F. RULES BINDING:

Academic Component MINIMUM hours	Work Experience Component MINIMUM hours
125 hours	550 hours

PROCEDURES FOR THE INTERNSHIP PROGRAMME

STEPS TO FOLLOW FROM 5TH YEAR TO COMPLETION OF THE INTERNSHIP

PROGRAMME: PLEASE SEE FLOW DIAGRAM ON AHPCSA WEBSITE -

<http://ahpcsa.co.za/wp-content/uploads/2015/10/AHPCSA-Internship-Flow-Diagram.pdf>