




National University of Health Sciences General Policies

| | | | | |
|---|------------------|---|----|---|
| Title: Clinical Residencies | Page | 1 | of | 7 |
| Date Adopted: 02/14/83 | Date(s) Revised: | 01/03/92, 10/23/92, 08/04/95 | | |
|  _____ President | Date | 8-7-09 | | |

POLICY STATEMENT

The National University of Health Services (NUHS) Lincoln College of Postprofessional, Graduate, and Continuing Education is a division of NUHS dedicated to offering accredited postgraduate educational programs for the Doctor of Chiropractic to remain current and improve general practice expertise, and to achieve or augment clinical specialty. The latter purpose is the objective of the University's program of clinical residencies.

I. Supervision

All clinical residency programs are conducted under the auspices of the Dean of the Lincoln School of Postprofessional, Graduate, and Continuing Education, and each clinical residency functions under the direct supervision of a qualified Director. The Dean, relative to the residency programs, is assisted by the Resident Committee, the purposes of which are:

1. To receive, review, and evaluate applicants for residencies and recommend candidates for acceptance to the Dean,
2. To review periodically the progress of residents,
3. To determine whether or not a resident shall be continued in a program,
4. To determine whether or not a resident has successfully completed a program,
5. To evaluate continuously the content and quality of residency programs,
6. To act as an advisor to the Dean on all matters pertaining to residency programs.

II. Eligibility for Consideration

To be eligible for consideration by the Resident Committee, an applicant must:

1. Have been awarded an earned Doctor of Chiropractic degree by a chiropractic college holding status with the Council on Chiropractic Education at the time the degree was awarded.
2. Be eligible for an Illinois license to practice chiropractic. All residents must acquire an Illinois license to practice chiropractic before they may be allowed to commence the third trimester of any residency program.
3. Have the written recommendation of the Director, by whatever title, of the clinic where the applicant served his/her internship at the chiropractic university awarding the earned Doctor of Chiropractic degree.
4. If possessing a license to practice chiropractic, be in good standing with the jurisdiction issuing such license, and not have received sanction(s)
5. Have successfully passed Parts I, II, and III of the examination of the National Board of Chiropractic Examiners.
6. Be of good moral character.
7. Not be addicted to alcohol or narcotics, nor use alcohol beverages, drugs or other drugs, or other substances to the extent that such use detracts from, interferes with, or impairs his/her behavior, reason or judgment.

III. Application

1. Applicants must submit a completed application on a form available from the Dean of the Lincoln College at least three (3) months prior to the beginning of the trimester during which the applicants desires to begin the residency.
2. In addition to a completed application form, the Dean must have received, prior to the aforementioned three (3) months time period, all of the official transcripts and letters of recommendation specified on the application form, as well as current curriculum vitae. To be considered official, transcripts and letters of recommendation must be sent directly to the Dean by the issuer and not pass through the hands of the applicant. Neither the applicant form nor the other documents specified in this paragraph are to be sent to the Dean more than six (6) months prior to the beginning of the trimester during which the applicant desires to begin the residency.
3. Within five (5) working days after the Dean has received the recommendation of the Resident Committee, the Dean shall forward, in writing, the recommendation of the Resident Committee and his/her own recommendation to the President.

4. Within five (5) working days after receiving the recommendations of the Resident Committee and the Dean, the President shall make a decision to accept, or not accept an application into a residency program and forward his/her decision in writing to the Dean.
5. Within five (5) working days after he/she has received the President's decision, the Dean shall communicate that decision, in writing, to the applicant, but in no case shall such communication be made less than thirty (30) consecutive calendar days prior to the beginning of the trimester during which the applicant desires to begin a residency.
6. In a communication notifying the applicant of his/her acceptance, the Dean shall advise the applicant that he/she has fifteen (15) working days to enter into a residency agreement with the University.

IV. Waiver(s)

When deemed to be in the best interests of the University, a waiver of any provision(s) of paragraphs III, IV, or V may be recommended to the President by the Resident Committee, but no waiver may be made unless expressly approved in writing by the President.

V. Resident performance and duties

Residents must:

1. Spend a minimum of forty (40) hours per week, six days per week, performing duties assigned by the Director of the Residency or the Dean of the Lincoln Postprofessional, Graduate and Continuing Education and be on call at the direction of the Director or the Dean,
2. Perform with competency all assigned duties in the University clinics, or elsewhere,
3. Prepare or materially contribute to at least one scholarly work, or article, relative to the discipline of the residency, and submit it in appropriate style and form suitable for publication in a refereed journal before the expiration of the period of the residency,
4. At all times act in an ethical and professional manner,
5. Be respectful of the authority, obligations and rights of the University's faculty, administration, staff, students, and other residents,
6. Abide by all University policies, rules and regulations, and the provisions of the specific policy governing the residency in which the resident is engaged.

VI. Resident Evaluation

1. Residents will be evaluated in writing by the Director of a Residency at or near the end of the first trimester of a residency, and at or near the end of each third trimester of a residency. Resident characteristics to be evaluated shall include, but not be limited to, attitude, attendance, professionalism, competency, performance, initiative and progress. These written evaluations shall be transmitted to the Dean and shall include a recommendation to allow or not to allow the resident to continue the residency, except that the Director's written evaluation at or near the end of the last trimester of the residency (the final evaluation) shall include a recommendation that the resident be judged by the Dean and the Resident Committee to have, or not to have, successfully completed a residency.
2. The Committee on Residencies will review the evaluation reports and determine if a meeting with the resident is indicated:
 - a) To determine the resident's suitability, or unsuitability, for continuation in the residency,
 - b) To determine whether or not the resident has successfully completed the residency,
 - c) To solicit feedback from the resident relative to the residency program itself as well as the Director.

The Dean will conduct an exit interview with each resident within thirty (30) days prior to completion of the residency program.

VII. Conditions of Residency

- 1) Residents shall be eligible for participation in the University's health insurance program, and their dependents, limited to lawful spouse and lawful children, shall be eligible for such participation at the expense of the resident.
- 2) Residents shall be entitled two (2) weeks of paid vacation during each year of a residency program, such vacation to be at a time or times approved by the Director of the residency program.
- 3) Residents shall be paid a stipend in accord with the monetary schedule approved by the President.
- 4) Possession of a valid Illinois license to practice chiropractic shall entitle the resident to an additional stipend at an annual rate of \$1,000 effective with the date of such licensure.
- 5) Lawful spouses and lawful children of residents are entitled to fifty percent (50%) reduction in tuition charges during their enrollment in the University's programs leading to the degree Doctor of Chiropractic and for attendance at educational programs offered by the Lincoln College, but such reductions shall cease upon either the withdrawal of the resident from the residency for any reason or the termination of the resident for cause

- 6) Residents, while in the residency program, are entitled to a remission of tuition for attendance at programs or courses offered by the Lincoln College, but travel and other expenses attendant thereto are the responsibility of the resident.
- 7) Subject to the availability of funds, residents may, at the discretion of the Dean of the Lincoln College, be allocated funds for travel and expenses associated with education or attendance at scholarly meetings relevant to their residency.

VIII. Withdrawal

Withdrawal by a resident from the residency, except for illness, lawful call to military service, or other reason deemed solely by the University not to be within the control of the resident, shall cause the resident to be paid within ten (10) days any stipend due as of the effective date of the withdrawal, and shall cause termination of any and all benefit for which the resident and his/her lawful dependents were eligible during the residency.

IX. Suspension, Termination and Appeal

- 1) A resident may be suspended or terminated for cause by the director of the residency or the Dean for failure to fulfill the requirements of policy, the specific policy governing to, or destruction of University property, for conviction of a misdemeanor or felony, for moral turpitude, or for unprofessional conduct, or for failure to fulfill or meet the residency requirements. The resident may appeal such suspension or termination to the Resident Committee, but any such appeal must be filed with the Dean in writing by the resident within two (2) working days after the effective date of the suspension or termination. If the Resident Committee upholds the decision of the Director or the Dean to suspend or terminate, the resident may file an appeal in writing with the President within two (2) working days after being notified in writing of the Resident Committee's decision to uphold the Director's or Dean's decision to suspend or terminate. The decision of the President shall be final.
- 2) Any suspension by the Director or Dean of a residency may not exceed two (2) weeks in duration, during which period the resident shall not be entitled to any stipend, but shall not forfeit any benefits. However, the time lost due to the suspension must be made up. If a resident's appeal to the Resident Committee or the President is upheld, there shall be no loss of stipend, and the time lost due to the suspension need not be made up.

- 3) Termination for cause by the Director or Dean of a residency shall cause payment within ten (10) working days of any stipend due the resident as of the effective date of such termination and also immediate termination of any and all benefits for which the resident and his/her lawful dependents were eligible during the residency. If the resident's appeal to the Resident Committee or the President is upheld, there shall be no loss of stipend or benefits by the resident or his/her lawful dependents. Any time lost while appeal is pending need not be made up.
- 4) During any appeal proceeding before the Resident Committee, the resident shall be afforded substantive and procedural due process, and the proceeding shall not be conducted in the manner of a judicial proceeding, nor shall it be conducted in an adversarial manner. During any such proceeding, the resident, at his/her own expense, shall be entitled to have a counselor or advisor participate in the proceeding, but may offer only advice to the resident. Likewise, the Resident Committee, during any such proceeding, shall be entitled to have a counselor or advisor present, but no such counselor or advisor may participate in the proceeding, and may only offer advice to the Resident Committee.

X. Completion of Residency

Upon successful completion of a residency program, the resident shall receive a Certificate of Residency Completion. However, such certificate shall not entitle the resident to hold himself/herself out as a specialist in the discipline of the residency successfully completed.

XI. Specific Residency Policies

Specific written policies shall govern each residency program offered by the Lincoln College of Postprofessional, Graduate and Continuing Education and may be more rigorous than this policy. This policy on clinical residencies establishes only the standards applicable to all clinical residency programs.

XII. Policy Changes or Program Discontinuation

NUHS reserves the right to make changes at any time to this policy, or to discontinue a residency program(s) without prior notice. NUHS is not responsible for any changes in this policy necessitated by law, the mandates of chiropractic state licensing boards, governmental agencies (state or federal), the Council on Chiropractic Education, or the Higher Learning Commission of the North Central Association of Colleges.

Residency Stipends

First year of three trimesters, twelve months, of a residency-

Stipend: \$30,000 annually/paid on a bi-weekly basis

Second year of three trimesters, twelve months, of a residency-

Stipend: \$32,500 annually/paid on a bi-weekly basis

Third year of three trimesters, twelve months, of a residency-

Stipend: \$35,000 annually/paid on a bi-weekly basis

License increment:

Upon receipt of an Illinois license to practice chiropractic, the stipend will be increased by an annualized rate of \$1,000.

