



National University of Health Sciences

General Policies

Title: **Clinical Residencies**

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04/16/2024**

President

Date

04/16/24

POLICY STATEMENT

The National University of Health Services (NUHS) Lincoln College of Post-graduate and Continuing Education, and the College of Professional Studies - Illinois are colleges of NUHS dedicated to offering accredited postgraduate educational programs for the Doctor of Chiropractic and Naturopathic Medicine graduates to remain current and improve general practice expertise, and to achieve or augment clinical specialty. The latter purpose is the objective for resident students of the University's program of clinical residencies.

I. Supervision

All clinical residency programs are conducted under the auspices of the Dean of College of Professional Studies and each clinical residency functions under the direct supervision of a qualified Director. The Dean, relative to the residency programs, is assisted by the Residency 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 resident students,
3. To determine whether or not a resident student shall be continued in a program,
4. To determine whether or not a resident student 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 Residency 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 or a Doctor of Naturopathic

- Medicine by a naturopathic college holding status with the Council on Naturopathic Medical Education.
2. Be eligible for an Illinois license to practice chiropractic or a state license to practice naturopathic medicine. All residents must acquire a license to practice chiropractic or naturopathic medicine before they may be allowed to commence with the start 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 college/university awarding the earned Doctor of Chiropractic or Doctor of Naturopathic Medicine degree.
4. If possessing a license to practice chiropractic or naturopathic medicine, be in good standing with the jurisdiction issuing such license, and not have received sanction(s)
5. Have successfully passed all parts of the National Board of Chiropractic Examiners or the North American Board of Naturopathic 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 online from the Dean of Professional Studies at least six (6) 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 six (6) month 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 passed through the hands of the applicant. Neither the applicant forms nor the other documents specified in this paragraph are to be sent to the Dean more than nine (9) 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 Residency Committee, the Dean shall forward, in writing, that recommendation and their own recommendation to the Vice President and then forward to the President.
4. Within five (5) working days after receiving the recommendations of the Residency Committee and the Dean, the Vice President for Academic Services 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 Residency 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 College of Professional Studies or to minimally be on-call.
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.
7. The resident student must be enrolled in and pass a degree or non-degree NUHS course during each trimester of the residency. That course may be an independent research course of 1-3 credits for example. The tuition for that course each trimester would be waived by the university.

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 or as designated by the director.

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 Residency 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.
 - d) To determine whether or not the resident will be offered a yearly contract stipend for no more than 3 (or an optional four) years.

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) Resident students 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 to two (2) weeks of paid break during each year of a residency program, such break 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) 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:
- 5) Subject to the availability of funds, residents may, at the discretion of the Dean of the College of Professional Studies, 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 student 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 student may be suspended or terminated for cause by the director of the residency or the Dean for failure to fulfill the requirements of this 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 student may appeal such suspension or termination to the Residency 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 Residency 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 Residency 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 Residency 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 Residency 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 Residency 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 Residency 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 College of Professional Studies, and may be more rigorous than this policy. This policy on clinical residences 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 or naturopathic state licensing boards, governmental agencies (state or federal), the Council on Chiropractic or Naturopathic Medicine Education, or the Higher Learning Commission.

Residency Stipends (April 12, 2024)

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

Stipend: \$32,000 annually/paid on a bi-weekly basis (with license: \$33,000)

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

Stipend: \$34,500 annually/paid on a bi-weekly basis (with license: \$35,500)

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

Stipend: \$37,000 annually/paid on a bi-weekly basis (with license: \$38,000)

After three years (optional 4th year for research-

Stipend: \$39,500 annually/paid on a bi-weekly basis (with license: \$40,500)