

**EMPEROR'S COLLEGE MTOM**  
**COURSE SYLLABUS**  
**PRE-OBSERVATION COURSE**

COURSE DESCRIPTION

A practical preparatory course for the clinical observation.

LEARNING OBJECTIVES

- Students are introduced to the academic structure of Emperor's Clinic
- Students will become familiarized with general clinical operations including OSHA and HIPAA regulations
- Students will become familiarized with basic policies and procedures for patient management
- Students will become familiarized with required clinic forms
- Students will review treatment room and needle kit preparations

COURSE PREREQUISITES

Fundamentals of Oriental Medicine, Meridians I, II; Introduction to Herbal Medicine; Oriental Diagnosis; Anatomy & Physiology I; Western Medical Terminology, Biology, Chemistry, Biochemistry, Zang-Fu I & II, Acupuncture Therapeutics (can receive waiver to take concurrently)

REQUIRED TEXTS

Clinical Observation Handbook

RECOMMENDED TEXTS

N/A

COURSE REQUIREMENTS

A letter grade will be given upon completion of this course.

50% attendance – students must arrive on time and attend all three weeks to receive a passing grade.

50% assignments – all assignments are due on WEEK 3. This includes signature forms, completed OSHA & HIPAA exams, Pre-observation Quiz, acquisition of a lab coat, student ID card plus 2 photocopies of ID card. Full credit will be given only when ALL documents are submitted on WEEK 3. Submission of assignments is considered the final exam. Should you come unprepared or are absent; you will be required to schedule a make-up assessment with Denise Stevens at a fee of \$50.00.

GRADING SCALE: 100-90% A, 89-80% B, 79-70% C, 69% and below F

SPECIAL NOTES

Note: Pre-Observation is to be taken no more than 2 quarters prior to enrolling in Clinical Observation Theater.

CLASS ONE (The syllabus is subject to change at the discretion of the instructor.)

Review of Clinical Observation Handbook

CLASS TWO

Review of Clinic Forms and policies

CLASS THREE

HIPPA/OSHA review, Assignments are due, Clinic tour

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CLASS FOUR

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CLASS FIVE

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CLASS SIX

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CLASS SEVEN

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CLASS EIGHT

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CLASS NINE

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CLASS TEN

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CLASS ELEVEN

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REFERENCE MATERIAL

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FACULTY INFO

Newman, Robert

Please check with instructor during class to get updated contact info.

robert@emperors.edu

Robert Newman has served as curator of the Chinese herb garden at Nanjing Institute of Botany in China, and is one of the leading experts on Chinese medical plant identification in North America. He taught Chinese medicine at San Francisco State University and was on the faculty at ACTCM, where he created and developed an extensive Chinese herb garden. Robert has taught a number of courses in the MTOM Program including coursework in Herb Pharmacopoeia, Introduction to Herbal Medicine and The Learning Garden elective.

Course  
Code **CPC-1**  
.6 Units

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***Newman, Robert***  
*Winter 2018*

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