
COURSE DESCRIPTION

This course prepares the TCM student to work clinically in a competent and professional manner, and is a preparatory class for Clinical Internship.

LEARNING OBJECTIVES

This class provides information regarding academic structure, clinic operations and regulations, behavioral and academic expectations, herbal dispensary operational information, an overview of the required forms used throughout internship at Emperor's College, information on streamlining the patient intake process, and creating an appropriate diagnosis and treatment principle.

At the completion of this course, the student will be able to:

1. Conduct and manage patient interviews and communicate effectively
2. Gather pertinent data from the patient interview and examination
3. Chart accurately utilizing current medical terminology and diagnostic codes
4. Demonstrate knowledge and understanding of proper medical and legal terminology related to patient care.
5. Know and maintain appropriate regulations including: a) HIPAA regulations; b) CNT c) OSHA standards; d) CAB; e) Clinic procedures; f) current ICD and CPT codes g) others to be discussed in class;
6. Follow all appropriate and Emperor's required clinic procedures;
7. Handle delicate and difficult patient interactions successfully.

COURSE PREREQUISITIES

Western Medical Terminology, Biology, Chemistry, Biochemistry, Physics, Anatomy & Physiology I-IV, Pathophysiology I, Western Physical Assessment, General Psychology, Fundamentals of Oriental Medicine, Oriental Diagnosis, Zang Fu I-II, Chinese Medical Language, Meridians I-II, Acupuncture Anatomy, Acupuncture Therapeutics, Acupuncture Techniques I-II, Introduction to Herbal Medicine, Herb Pharmacopoeia I-IV, Herb Formulae I-III, Pre-Observation Course, Clinical Observation (150 hrs), Mid Curriculum Exam (written and practical).

REQUIRED TEXTS

Emperor's College Clinic Manual

RECOMMENDED TEXTS

Bensky, D. and Barolet, R. Chinese Herbal Medicine: Formulas & Strategies. Eastland Press. Seattle, Washington: 1990.

Bensky, D. and Gamble, A. Chinese Herbal Medicine: Materia Medica. Eastland Press. Seattle, Washington: 1993.

Cheng, X., & Deng, L. (1999). Chinese acupuncture and moxibustion. Beijing: Foreign Language Press.

Deadman, Peter; Al-Khafaji, Mazin; Baker, Kevin. A Manual of Acupuncture. Eastland Press. Vista, California. 2nd Edition, 2007.

Hsueh, Chen Chiu. O'Connor, John, trans/edit; .Acupuncture: A Comprehensive Text, Shanghai College of Traditional Medicine. Eastland Press. Seattle. 1st ed. Seattle, 1981.

Maciocia, Giovanni. Foundations of Chinese Medicine. Churchill Livingstone, Philadelphia. PA. 2nd Edition 2005.

Bickley, L. S., Szilagyi, P. G., & Bates, B. (2007). Bates' guide to physical examination and history taking. Philadelphia: Lippincott Williams & Wilkins.

Clean Needle Technique Manual CCAOM most recent edition. Available at <http://www.ccaom.org/cntmanual.asp>

COURSE REQUIREMENTS

EMPEROR'S COLLEGE
MTOM COURSE SYLLABUS
PRE-INTERNSHIP COURSE

Out-of-Class Work

To successfully complete the program, students need to plan studying a minimum of 2 hours out-of-class for each academic in-class hour; and half an hour out-of-class for each hour of clinical training.

A letter grade will be given upon completion of this course. 50% attendance – students must arrive on time and attend all seven weeks to receive a passing grade. Only one absence may be permitted ONLY with pre-approval, arrangements must be made to have the class recorded and a remediation assignment will be required. 50% assignments – all assignments are due on WEEK 7. Full credit will be given only when ALL documents/items are submitted on WEEK 7. Submission of assignments is considered the final exam. Should you come unprepared or are absent on the 7th week; your final grade will be reduced by one grade point (example: from A to B). If you go beyond one week after class is complete, your grade will be reduced another grade point (to a C). You will then have one day to submit any missing work or you will receive an F in the class. Anything submitted beyond the 7th week will require a scheduled makeup assessment with Janel Gehrke at a fee of \$50.00.

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

SPECIAL NOTES

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

Week 1

- Review Syllabus and Roster
- Review CHECKLIST for final class
- Class Requirements; attendance, quizzes, materials
- Review Clinic Manual
- Define structure of Internship
- Review Assignments
- Evaluations

CLASS TWO

Week 2 - Janel

- Clinic forms
- Shift Protocols

CLASS THREE

Week 3 - Robert

- Time Management
- Intake Strategies
- Patient Retention
- Basic Appointment Protocols

CLASS FOUR

Week 4 - Robert

- Exposure Control Plan
- HIPAA and OSHA reminders - ECTOM specific

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- Registration
 - Lottery processes
 - Adding/Dropping blocks
 - Diagnostic procedures

CLASS FIVE

Week 5 - Robert

- Intake role playing activities
- Practice management suggestions
- Utilizing ECTOM resources appropriately - supervisors, Robert, Janel, Jeni

CLASS SIX

Week 6 - Robert

- Review of Herbs and Formula writing with Robert

CLASS SEVEN

Week 7 - Janel

- Clinic Operations
- Helpful Books and Apps
- Emergency Action Plan
- Kit Checks
- Q&A

CLASS EIGHT

CLASS NINE

CLASS TEN

CLASS ELEVEN

REFERENCE MATERIAL

FACULTY INFO

Newman/Gehrke

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

robert@emperors.edu/jgehrke@emperors.edu

Robert Newman has served as curator of the Chinese herb garden at Nanjing Institute of Botany in China, and is one of

Course
Code **CPC**
1.6 Units
16 Hours

EMPEROR'S COLLEGE
MTOM COURSE SYLLABUS
PRE-INTERNSHIP COURSE

Newman/Gehrke
Fall 2018

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.

Janel Gehrke is an alumni of Emperor's College and is currently completing the DAOM program. She has a local practice in Santa Monica specializing in cosmetic acupuncture and pain/injury recovery. Janel has worked several departments of Emperor's College over the last 7 years, and has recently coordinated both the MTOM and DAOM ACAOM re-accreditation site visits. She also hosts the Post CALE Brunch twice a year in an effort to help new graduates transition smoothly out of school and into a successful practice.