

Intern Formula Assignment Instructions

These assignments are required of all interns during all quarters of internship with the exception of:

- First quarter interns
- Externships
- Ear Clinic
- Korean Concentration shifts with Jae Hoon Kim
- Tui Na blocks

The number of assignments that are due depends on the intern level. For EACH registered clinic block in a quarter, the following numbers of assignments are required:

Level 1 interns: 3 assignments (no assignments are required for 1st quarter interns)

Level 2 interns: 4 assignments

Level 3 interns: 5 assignments

Level 4 interns: 6 assignments

There are **two forms** in the intern room that you must use when doing these assignments. One form you will use to write out the case info and formula. The second required form is the signature page. You need only one of these signature pages **for each registered block**.

Formula assignments can be completed outside the clinic on your own time in an effort to optimize discussion and feedback time with supervisors while on shift. Use your time on shift with your supervisors wisely, it may be rare to have enough time to sit down and thoroughly discuss each formula.

The patients you are allowed to use for these assignments are as follows:

- A patient you treated but who does not want herbs on that particular visit
- Someone who is not a patient here, such as a friend or family member. You will need to do an intake of that person (best to complete a SOAP note for your supervisor to refer to) and then write a practice/mock formula for him/her
- A patient who does want herbs on a particular visit. ***NOTE*** If you decide to choose this direction, you must write the formula BEFORE your supervisor does any work on it or helps you to write the real formula that the patient will take. The assignment should initially be done totally by you without your supervisor's input or help. The supervisor's role with these assignments is only **to give you feedback** AFTER you have written the formula on your own. You may choose to write an alternate formula to the one the supervisor helps you compose and use that as an Herb Assignment instead of the supervisor formula that was actually given to the patient.



If using a Standard/Traditional formula, the name must be stated and it **must be modified** for all Herb Assignments, otherwise custom formulas should be used. Dosage changes alone are NOT sufficient to consider that you have modified a traditional formula; you must add and/or subtract herbs based on the patient and the condition.

Interns are required to complete Herb Assignments under his/her registered supervisor. Exceptions can be made; however, they require the approval of the Dean of Clinical Education (DCE, Robert) or Clinical Education Coordinator (CEC, Janel) beforehand.

Keep in mind supervisors may schedule time off during the quarter, especially near the end. Begin the assignments early to avoid being rushed or missing out on your supervisor's feedback. Also take into consideration your supervisor's time and energy. It is advisable to complete one assignment at a time as it pertains to a current patient. Ask the supervisor how they would prefer to review the assignments – all at once, or over the course of the quarter.

Each intern is required to submit his/her Herb Assignments to the Clinical Education Coordinator by the end of the 10th week of each quarter. If you have any questions, please speak to the Dean of Clinical Education (Robert), or Clinical Education Coordinator (Janel).

All herb assignments are due by the end of week 10 - failure to submit by week 10 will result in additional herb assignments being added to the current quarter, or possibly a failed clinic block. Any additional assignments will be reviewed and approved by the DCE in a one-on-one meeting. See DCE/CEC for details. The consequences for late submissions are as follows:

- 2 additional assignments added per week until either assignments are submitted or new quarter begins
- Once the new quarter has begun, one hour will be deducted from the previous quarter for each week the assignments are late – this means a make-up shift will be required
- If assignments are not submitted by the end of the third week, the intern will receive a failing grade for that clinic block