



**Wongu Health Center Clinic Student Handbook 2023 Addendum
Wongu University of Oriental Medicine
August 2023**

The WHC Student Handbook 2023 Addendum

The Wongu Health Center Clinic Student Handbook 2023 Addendum is a summary of additions, reactivations, deactivations, and changes that have been made and approved by the Wongu University's Administrations and Governance. For the 2023 academic year, all approved changes and additions effective Fall 2023 are reflected in this addendum in **bold**. Please use the information contained here as the most accurate and up-to-date handbook information regarding courses and programs.

Accuracy Statement

Wongu University of Oriental Medicine endeavors to accurately and fairly present its programs and its policies to the public. Those responsible for the preparation of this handbook, the class schedule, and all other public announcements make every effort to ensure that the information presented is correct and up-to-date. However, Wongu University of Oriental Medicine reserves the right to add, amend, or repeal any rules, regulations, policies, and procedures. The university assumes no responsibility for program changes or publication errors beyond its control. For the most current information, please check our website at <https://wongu.edu/intern-student-handbook> and our handbook addendum.

How to use the WHC Student Handbook 2023 Addendum

The WHC Student Handbook 2023 Addendum includes corrections of errors that are in the actual 2023 handbook and additional information that did not get included in the handbook.

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Add to all Clinical Training (Lv 300s to 600s) Evaluation:

- The “P” passing grade in each clinical training will also include the following evaluation:
 - **Demonstrated proper treatment time management (poor time management may affect the student’s performance evaluation)**

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TIMEKEEPING RESPONSIBILITIES

Clinic students who plan to miss a shift must inform the Clinic Manager at least **2 weeks** before the scheduled hours. Clinic students must notify the Clinic Manager of an expected or unexpected absence at the beginning of the day. **More than** two unexcused absences will result in failing the clinic shift. All absences must be made up prior to the **end of the second week of the following quarter**. A Clinic Absence & Make-Up form must be approved by a Clinic Supervisor and submitted to the Clinic Manager.

REMOVE FROM TIMEKEEPING RESPONSIBILITIES

Clinic students who have not completed the required number of hours will automatically receive a grade of Incomplete (I). If excused absences (more than one, and not exceeding three, in a given clinic course) are not made up prior to the beginning of the next quarter, the Incomplete grade (I) will convert to a Failure (F). The Clinic student bears the responsibility to monitor their satisfactory progress.

CLINIC COURSE ATTENDANCE

All absences must be made up prior to the **end of the second week of the following quarter**.

More than two unexcused absences will result in an “F” grade for the shift hence no hours will be earned. Please note that **three** instances of tardiness are regarded as one **unexcused** absence.

TARDINESS

Tardiness is defined as when Interns arrive late to an assigned clinic shift. Interns are required to stay an additional 15 minutes of their assigned clinic shift if they arrive late, up to 15 minutes, from their assigned clinic shift start time. If Interns arrive late (15 to 60 minutes), Interns are required to make up 1 hour of clinic shift. If Interns arrive later than 60 minutes, a make-up of the entire 4-hour clinic shift is required. A make-up request must be submitted to the Clinic Manager for the next time available. After the make-up session, a completed Clinic Absence & Make-Up form is approved by the Supervisor and Clinic Director, then it is submitted to the Registrar. When an Intern is tardy, that Intern’s patient may be assigned to another Intern for treatment. Excessive tardiness is subject to disciplinary action, including but not limited to being put on probation.

REMOVE FROM TARDINESS

Tardiness of 15-60 minutes will be considered as a 60 minute absence and a one-hour make-up is required. Tardiness of 61 minutes and more will be considered as an absence of the full shift and a one shift make-up is required.

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VACATION AND TIME OFF

Remove Thanksgiving Break (Thurs & Friday) and December Break - Dec 24 - Jan 1

Add **The WHC holiday operational schedule and closures generally follow the holiday schedule outlined in the Student Handbook, subject to approval by the Clinic Director prior to the start of the next term.**

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SCOPE OF PRACTICE

The comprehensive list can be found on the Nevada Oriental Medicine Board's website at https://orientalmedicine.nv.gov/uploadedFiles/orientalmedicinenvgov/content/home/features/OMD_Scope_of_practice.pdf

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Materials and Supplies Provided by Wongu Health Center - Treatment Room

- **Thermometer**
- **Sphygmammanometer**
- **Pulse Oximeter**

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Rename Examination room to the **Meditation Room**

- **Weight measurement scale**
- **REMOVE**
 - Thermometer with disposal cover
 - Sphygmomanometer

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ACCESSORIES

- **All tattoos must be covered**

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NEW PATIENT PROCEDURE

A new patient will be assigned to a specific Intern by the Front Desk personnel. Prior to the day of the appointment, the patient will submit intake form consent, arbitration form, and personal information via the WHC EHR system. Each patient has the responsibility to sign the Arbitration Agreement Form; the Clinic Director **or Authorized Clinic Representative** will also sign each Agreement Form.

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CHARTING

Patient charts are a legal document and serve as validation for services rendered. Improper and inadequate charting can result in a low standard of treatment or poor documentation of treatment rendered. Charting must be done in an accurate, concise, legible, and well-ordered manner. Avoid subjective statements. The Clinic Supervisor must ensure that Interns fill out all charts completely and thoroughly. The Clinic Supervisor will approve all charts and make sure that the treating Interns have also signed the charts. The Clinic Supervisor should not approve a chart until it is properly completed. **The Clinic Supervisor must ensure completeness of the Record of Patients Chart. The Record of Patients Chart must have the total sum of the number of treated patients in the bottom row and the chart is signed and dated.**

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MOXIBUSTION

Moxibustion: type of moxibustion (loose, roll, smokeless, pipe, **sticker moxa**), points, locations, area and duration.

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HERBAL DISPENSARY

The Wongu Health Clinic has an extensive Herbal Dispensary, which includes ~~dried raw herbs of the Traditional Chinese Pharmacopoeia~~, **Prepared Herbal Decoctions and Herbal Powder** preparations from various manufacturers and producers, ~~and patent medicines of various types~~. The process of learning the properties, functions, and indications of single herbs and the process of learning how to write and appropriately prescribe herbal medicines usually takes a lot of patience and a great amount of practice. Interns are strongly encouraged to regularly try to create a mock formula for some of their patients and then present it to their Supervisors for comments and suggestions. Interns can do this while their patient is under treatment or when there is no patient scheduled for a shift or even at home. Always chart the timing, dosage, and frequency of any herbal products a patient is using. It is the Intern's responsibility to confirm that the patient is definitely desiring herbs and that the patient is clearly aware of the approximate cost of the herbs before they are ordered.

REMOVE RAW HERBAL PRESCRIPTION PREPARATION PROCEDURE

The herbs are located in the various drawers of the herbal storage cabinet in the Dispensary. They are arranged by traditional category. They are labeled with Chinese Characters, the Pinyin English translation, and pharmacological (Latin) name.

1. There is a notebook in the dispensary with all of the herbs listed in alphabetical order according to Pin Yin name in order to facilitate location of the herb. The herbs are combined according to the herbal prescription which was approved by the Clinic Supervisor. Herbal prescriptions are written on "Herbal Formula Request" forms. The Clinic Supervisor and the Intern who wrote the formula must sign these. The original is used to enter the formula into the computer system in the dispensary, and then goes into the patient's file.

2. Raw herb formula refills can be written no more than 4 times on the original formula form.
3. The order must include how many packs are desired, the date, and the signature of the Intern's Supervisor.
4. Formula refills must be signed by Wongu Clinic Supervisors. Refills that are requested by patients over the phone must speak directly with the Dispensary Manager or Clinic Manager.
5. Interns will be instructed by the Supervisor if any herbs in the prescribed formula should have special cooking instructions. The Intern then must write the specific cooking instructions adjacent to the relevant herb(s) on the Formula Request Form in addition to checking the appropriate boxes on the Patient Instruction Form.
6. The Dispensary staff checks the herbal formula after it has been filled to make sure that all herbs and dosages are correct according to the request form and then signs off on the formula sheet. The herbs and substances are packaged in white sheets and placed into paper bags, which are labeled with the patient's name, intern name, date, and the number of packages prepared.
7. The formula is then taken to the front desk with any special price considerations clearly marked (some herbs are particularly expensive and cost extra).
8. A herbal preparation instruction sheet is located in the Dispensary and should be included with the formula—this instruction form must be filled out by the Intern and submitted to the dispensary at the same time as the formula form is submitted.
9. Each Intern must verbally present the information on the Patient Instruction Form to each patient before the patient leaves the clinic.
10. The Dispensary formula preparation area should be cleaned after the preparation of each formula.
11. Dispensary staff will assist in making raw formulas; however, Interns should ALWAYS offer to help pull herbs, return herbs, or fold packets whenever possible.

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PATENT HERBS

Change PATENT HERBS to GRANULES AND DECOCTIONS

The WHC maintains a stock of Chinese herbal ~~patent medicines~~, granules and decoctions that can be prescribed for patients. This also must be done under the direction of the Intern's Clinic Supervisor. Fill out the prescription slip and locate the appropriate formula in the Herbal Dispensary room. Prepare the herbal prescriptions according to the instructions, give the prescriptions to the Clinic front desk staff, and provide clear instructions

DISPENSARY HOURS

The Dispensary follows the operational hours of the Wongu Health Center.

HERB PRICES

~~Raw Herbs and Patent Herbs~~ **Granules and Decoctions**

A pricelist of ~~raw and patent herbs~~ **granules and decoctions** will change over time because the cost of herbs depends on market prices. Please see the dispensary manager for details. There are some discounts for students, staff, and outside practitioners. Check with the front desk staff.

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OSHA STANDARD

OSHA training must be completed before starting to work in the Clinic and annually every fall quarter. Clinic students, supervisors, and WHC staff must be in professional attire to work at WHC. Treatment table and **supply dresser** must be disinfected before clinic shift begin, at the end of each treatment and when blood or body fluids spilled.

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USED TOWELS AND PILLOWCASES

The WHC utilizes **disposable sheets, pillowcases, and drapes. Towels** must be washed after each use. **Towels** that are not heavily contaminated will be placed in the washer in the laundry room. The **front desk staff** will wash and dry the used **towels** at the end of the day. **Towels** stained with blood or body fluid will be considered infectious and will be placed in a biohazard waste container. Do not place stained **towels** in the washer.

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CLEAN NEEDLE TECHNIQUE (CNT)

- Place cotton balls or alcohol swabs on the periphery of the clean field or in the container on the **supply dresser**.
- Clean the treatment room and sanitize the treatment table, **supply dresser**, and used tools.

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FOLLOW SAFETY GUIDELINES FOR HAND SANITATION

- Set up a clean field on the **supply dresser**

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PREVENT INFECTION

- Guide tubes must be sterile **single-use** at the beginning of the treatment and must not be used for more than one patient.

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AGGRAVATION OF SYMPTOMS

- Provide patients with information on acupuncture therapies including the intern's name and WHC text number (702-550-9483) if patients have questions or concerns after the treatment.