EMPEROR’S COLLEGE  
MTOM COURSE SYLLABUS  
PRE-INTERNSHIP COURSE

Course Code: CPC  
1.6 Units  
Newman, Robert  
Fall 2017

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 follow proper CNT protocol
6. 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;
7. Follow all appropriate and Emperor’s required clinic procedures;
8. Handle delicate and difficult patient interactions successfully;

COURSE PREREQUISITIES


REQUIRED TEXTS

Emperor's College Clinic Handbook

RECOMMENDED TEXTS


COURSE REQUIREMENTS

A letter grade will be given upon completing this course.
50% attendance – students must arrive on time and attend all seven weeks to receive full grades. Students must attend week 1. Students can be absent a maximum of one class during the 7 week course. More than one absence will result in a failing grade. Students who miss a class will have to record the class and hand in an outline of the topics covered. Students should be prepared to discuss these topics with the instructor as well as demonstrate that they have fully understood the material upon request.

50% assignments – all assignments are due on WEEK 7. This includes:

Clinical Kit – checklist provided in class.
Name card – provide a professional name card for your treatment room door (lamination available in the bookstore), dimensions approximately 6.5”x8.5”.
Needle Request form – completed in class on the last day, to be submitted to the clinic front desk after being checked in class.

Any missing items on week 7 will result in demerits from final grade. These assignments should be considered a final exam. Should you be absent the last day of class or come unprepared, you will be required to schedule a make-up exam 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

CLASS ONE (The syllabus is subject to change at the discretion of the instructor.)
Review of class assignments and requirements, review of clinic handbook

CLASS TWO
Review of clinic hand book, review of clinic forms, intern assignments, evaluations, clinical rubric

CLASS THREE
Discussion of time management, intake strategy, patient retention, basic appointment protocols

CLASS FOUR
Review and discuss diagnosis procedures, helpful books and apps, sample intakes/SOAP notes

CLASS FIVE
Review of ICD-10 and CPT codes

CLASS SIX
Review of Herbs and Formula writing with Dr. Robert Newman

CLASS SEVEN
Class assignments due – clinic kit, name card, needle request form

CLASS EIGHT

CLASS NINE

CLASS TEN
CLASS ELEVEN

REFERENCE MATERIAL

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.