Instructions for Diagnostic Worksheets

Since Summer Quarter 2017, all Clinical Observers are required to submit 12 Diagnostic Worksheets PER REGISTERED CLINIC BLOCK, due by the end of week 11. **Attach a copy of each associated Observer Assignment Intake Form** for reference.

Submit worksheets to Janel Gehrke, Clinical Education Coordinator (drop box available outside room 13 in the clinic).

Each Observer should use these worksheets as a guide for understanding how the patient's symptoms and signs are the basis for the SUPERVISOR'S diagnosis and for understanding how the acupuncture points that were used were based on the diagnosis and specific symptoms.

1. *Do not* add your own diagnoses to the ones that the supervisor came up with—just list the diagnoses that the supervisor decided on, in order of importance, in the first section on the Diagnostic worksheet
2. In the second section on the worksheet, write out which signs and symptoms you believe are associated with each part of the diagnosis. If you are not sure about some of that, see if you can find a chance to ask the supervisor to clarify things.
3. In the third section of the worksheet, you will list each part of the diagnosis with the points that you believe the supervisor chose for each part of the diagnosis. You **should** LOOK UP in your reference books the functions/indications of these points to make sure you are not mistakenly associating the wrong points with each part of the diagnosis. We have seen observers frequently make such mistakes. Also, keep in mind that some points may have been chosen to support the patient in another way separate from the diagnoses—those points should be listed under the "Supplemental points" area of this third section (an example of this: the patient is under a lot of stress and is very irritable, so one part of the diagnosis was Liver Qi stagnation/constraint; the supervisor/intern chose to add Yin Tang and Neurogate/Ear Shen Men to the chosen points that were specifically for regulating Liver Qi stagnation to help relax and calm the patient; those 2 points aren't specifically for Liver Qi stasis, so they are "supplemental points").

The information filled out on the worksheet is not graded based upon "correct" or "incorrect", but rather evaluated based on "supported" or "unsupported". Can you show support for the Supervisor's diagnosis with details collected from the patient during the intake? Can you then correctly link the acupuncture points that were used with each part of the diagnosis by the Supervisor?

Grades for diagnostic worksheets are structured on a "complete or incomplete" basis.

The purpose of these worksheets is to help observers to recognize how the information received in an intake leads to particular diagnoses and the choice of appropriate acupuncture points. Once the observers become interns, they can follow the same guidelines for determining diagnoses and appropriate point prescriptions and present patient information to the supervisor in a much more structured manner. Observers may discuss their diagnostic worksheets with the Supervisor AFTER the intern has received all necessary information and inserted the patient's needles.

Diagnostic worksheets can be reviewed at any time with the DCE or his assistant. Either just drop by when they are in the clinic or e-mail them to set up a specific time.

All worksheets must be submitted by the end of week 11 - failure to submit by week 11 will result in additional worksheets being added to the current quarter, or possibly a failed clinic block. Any additional worksheets 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:

- o 2 additional assignments added per week until either assignments are submitted or new quarter begins
- o 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
- o If assignments are not submitted by the end of the third week, the observer will receive a failing grade for that clinic block