

# Commission on Accreditation of Graduate Education in Neurology

## Standards for Graduate School Programs in Clinical Neurology January 2005

## **Foreword**

A doctor of chiropractic is a clinician whose purpose, as a practitioner of the healing arts, is to help meet the health needs of individual patients and of the public, giving particular attention to the structural and neurological aspects of the body.

The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health. Further, this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.

The subspecialty of chiropractic neurology education is to provide the Doctor/student/learner with an advanced knowledge in clinical neurology.

## **Mission Statement**

The purpose of the Commission on Accreditation of Graduate Education in Neurology shall be to provide accreditation to Graduate School Neurology Programs.

## **Section 1. Process of Accreditation**

### **I. Eligibility for Accreditation**

Accreditation is granted to Chiropractic Graduate School Programs in Clinical Neurology (GSP's) deemed by the Commission on Accreditation of Graduate Education in Neurology (CAGEN) that complies with the American Chiropractic Neurology Board (ACNB) standards.

The CAGEN offers programmatic accreditation to Graduate School Neurology Programs. The CAGEN will specifically review compliance with all programmatic requirements, and will review compliance with any or all institutional requirements as deemed necessary in each case. Requirements for programmatic accreditation are described in Section 2.

## **II. Purpose of Accreditation**

The first major goal of accreditation is the assurance of the quality and integrity of the Chiropractic Graduate School Programs in Clinical Neurology (GSP's). The second is the improvement of the GSP's and the candidates. Care has been taken to assure that accreditation requirements are consistent with the realities of sound planning practices in GSP's. This reflects a recognition that GSP's exist in different environments. These environments are distinguished by such differing factors as state and local governmental regulations, demands placed on the profession in the areas served by the GSP's, and diverse student/learners bodies requiring varying responses.

The word "requirements" signifies a set of conditions that must be met for CAGEN accreditation to be awarded. In recognition of their potential uniqueness, GSP's may be given some latitude in the means by which they meet some requirements. However, compliance with all requirements must be fulfilled by each accredited entity.

## Section 2. Requirements for Accreditation

### II. Graduate School Programs in Clinical Neurology Accreditation Requirements

This section applies to all Chiropractic Graduate School Programs in Clinical Neurology (GSP's), which seek to acquire or maintain programmatic accreditation from the CAGEN.

#### A. Mission, Self-Assessment and Planning

##### 1. Mission

The GSP's must have adopted a statement of mission, which:

- a. Is based on the understanding of chiropractic stated in the Foreword.
- b. Is consistent with the mission of the institution housing the program and endorsed by the governing board of the institution housing the program.
- c. Provides for:
  - (1) An educational program leading to the eligibility to sit for the American Chiropractic Neurology Board (ACNB) examination;
  - (2) The conduct of research and other scholarly activities in chiropractic neurology.

##### 2. Goals

The GSP's must have established goals, derived from its mission and giving direction to its activities in education, research and service.

##### 3. Objectives

The GSP's must have developed its goals into objectives, which state specific achievements toward that the program is working.

##### 4. Self-Assessment

The GSP's must carry out a periodic self-assessment in which it:

- a. Evaluates how well it is fulfilling its mission and attaining its goals and objectives.
- b. Identifies the manner in which resources are utilized to the fulfillment of mission and attainment of goals and objectives.

## 5. Planning

The GSP's must engage in a formal planning activity based on its self-assessment and directed toward:

- a. Identifying changes in resources and organization of resources that would provide for more complete fulfillment of the mission and attainment of goals and objectives.
- b. Reviewing the mission, goals and objectives to encourage the GSP's continued improvement and respond to changing circumstances of the program, its environment and current chiropractic and neurological research.

Outcomes measurements such as GSP student/learner completion rates, success rates on ACNB examinations, and re-examination rates must be utilized to guide planning activities.

## B. Minimum Requirements of Chiropractic Graduate School Programs in Clinical Neurology (GSP's)

### 1. Accreditation

The GSP's must be or attempting to become accredited by the CAGEN.

### 2. Conflict of Interest

All conflicts of interest need to be avoided. All financial relationships between equipment companies, vendors, institutions, etc. need to have disclosure. Disclosure needs to be made public, in print or electronic form, to the students/learners and CAGEN.

### 3. Administration

A full-time appointee of the Chiropractic Graduate School Programs in Clinical Neurology (GSP's) must be designated as the individual having primary authority and responsibility for administration of the GSP.

#### 4. Public Disclosure

Each GSP must make available to the public, in print or electronic form, the following information:

- a. The GSP's mission, goals and objectives.
- b. A list of the members of the governing board.
- c. The name of the individual designated as the chief administrative officer.
- d. A list of all administrators, faculty, and professional staff members with their respective academic credentials.
- e. A list of each course offered, its contents and value in terms of credit hours.
- f. A description of admissions requirements, attendance requirements, graduation requirements, and a statement of the ACNB examination requirements for candidates.
- g. Descriptions of physical facilities and learning resources.
- h. Tuition fees, and other mandatory and elective student/learner charges, along with the refund policies and procedures for each charge.
- i. The current accredited status of the Chiropractic Graduate School Program in Clinical Neurology (GSP's) with the CAGEN.
- j. The mailing address, e-mail address and telephone number of the CAGEN, with identification of the CAGEN as the agency to which complaints about the compliance of the program should be addressed.

#### C. Required GSP Characteristics

##### 1. Instructional Hours

The GSP must require each candidate for ACNB examination has successfully completed not less than 300 instructional hours.

## 2. Curriculum

The curriculum required for the GSP course content is individual, but must include important subject areas and applications (not necessarily in individual courses for each subject). These areas of importance are found in Table 1 at the end of this document. These areas are rated in importance based upon the 2002 Job Analysis survey of the Diplomates in Chiropractic Neurology and reflects the current practice of these Diplomates. This assures that the GSP's curriculum reflects the current trends in clinical practice. Job Analysis surveys are to be updated every five (5) years.

The rating scale for Teaching/Curriculum importance is:

- A. Very important
- B. Important
- C. Significant
- D. Not important

## 3. Course Management

All courses for which credit hours are given toward completion of the candidates degree must be solely managed, directed and/or taught by properly credentialed individuals who are employed or contracted by the program or institution to provide academic instruction.

## D. Required GSP Resources

### 1. Learning Resources

The GSP must have or provide a list of all resources and learning materials (books, notes, audio/visual material) needed by the student/learner to permit attainment of the goals and objectives of the program.

### 2. Physical Resources

The GSP must provide physical facilities, equipment and other physical resources that are necessary and appropriate for meeting the mission, goals, and objectives of the GSP.

## E. Faculty

The GSP must demonstrate that the faculty cohort is of sufficient size and possesses the depth and diversity of expertise and experience necessary to structure, deliver, and assess the effectiveness of the program.

### 1. Education Requirements for Faculty

All instructors in the GSP's must hold an earned diplomate/Board Certification by examination in a health care discipline recognized by the American Chiropractic Association's Council on Neurology or has a tertiary degree (Ph.D.) from an accredited University.

### 2. Professional Development of Faculty

The GSP must demonstrate that it is proactive in providing faculty with opportunities to be engaged in research, scholarship, service, and professional development consistent with the mission, goals, and objectives of the GSP.

### 3. Course and Curriculum Development Role of Faculty

The faculty must have a role in determining the content of the curricula.

## F. Minimum Admission Requirements for Students/Learners

### 1. Students/Learners Attending GSP's

Students/learners that are qualified for acceptance into accredited GSP's are:

- a. In possession of Doctorate Degree in a Health Discipline.
- b. Active full time students at a chiropractic/medical/dental college/institute.
- c. In possession of a tertiary degree (Ph.D., etc.)

## G. Outcomes

Accredited GSP's annually must assemble and report to the CAGEN data demonstrating:

- a. Number of students/learners in current programs
- b. Anticipated student rates of completion each year
- c. Anticipated number of candidates for the ACNB examination
- d. Current passing rate of candidates (supplied by ACNB)

Programs must demonstrate their use of these data, and may utilize other outcomes measurements and assessments in planning for ongoing development of the effectiveness of the GSP.

## H. Application Form

- a. Application form must be completed and returned to the CAGEN.
- b. Initial fee for accreditation application and review is \$1,000.00.

## I. Initial Accreditation Period

Initial accreditation period will be for 5 years.

## J. Reaccreditation Periods

- a. Reaccreditation periods will be for 5 to 10 year periods. This will be determined during the reaccreditation process.
- b. Reaccrediting GSP's will reapply by completing a new application form with a re-application fee of \$1,000.00.

### **Section 3. Contact Information**

#### **Chair, Commission on Accreditation of Graduate Education in Neurology**

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