



ACCREDITATION CRITERIA FOR THE INSTITUTION

Council of Chiropractic Education – Latin America

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1. Organization

- 1.1. The chiropractic program is incorporated under the laws of its province of domicile with completely legal status, and has authorization by its national and/or regional education authorities.
- 1.2. The chiropractic program has bylaws that clearly define its mission and purposes developed in consultation with all stakeholders, the type of organization according to its financial nature, its governance structure, as well as its dissolution processes.
- 1.3. The chiropractic program's purpose is pursued in an institutional setting appropriate for education and training in chiropractic. The institution has a clear administrative structure and commitment to the educational program.
- 1.4. The mission and goals of each chiropractic program or solitary-purpose institution must include: to educate chiropractic students as primary health care clinicians, to conduct research/scholarship in the field of chiropractic, and the provision of community service related to chiropractic practice and profession improvement.
- 1.5. The Council recognizes that in view of the requirements for an appropriate pre-clinical and clinical higher-education program in chiropractic, professional programs ideally should be conducted at or under the auspices of a university for part, or all, of its program. The Council recognizes at least three possible models:
 - 1.5.1. Programs that are based totally in a university,
 - 1.5.2. Programs that require a university award as an integral component,
 - 1.5.3. Programs that are conducted independently of a university.

2. Governance

- 2.1. The chiropractic program has detailed governance arrangements in place for the program of study, meeting all relevant jurisdictional regulatory requirements, or having equivalent mechanisms to ensure the quality and integrity of the program of study.
- 2.2. Governance, committee structures, and functions of the chiropractic program are defined, including their relationships within the university (as appropriate).
- 2.3. The committee structure includes a curriculum committee (or equivalent(s)), that includes faculty, students, and administrative personnel from the chiropractic program with the authority to design and manage the program's curriculum.
- 2.4. The governing structure must allocate the resources of the chiropractic program in ways consistent with its adopted policies and directed towards the fulfillment of the mission and purpose of the institution.
- 2.5. The governing structure must employ a person that is responsible for the administration of the chiropractic program who is qualified for the position by educational and/or experience background.
- 2.6. If the chiropractic program is a part of a larger institution:
 - 2.6.1. There must be members of the governing structure of the institution and/or members of the administration of the institution who are committed to maintaining the integrity of the chiropractic curriculum.
 - 2.6.2. The board must have adopted and must follow policies to minimize the possibility of a conflict of interest in the activities of the chiropractic program.

3. Administrative Structure

- 3.1. The council understands that the chiropractic program is an integral part of the mission of the academic department, college, school or institution in which it resides. It is considered in the operating budget and plans of the institution in a way that supports the mission, purposes and objectives of the program.
- 3.2. The chiropractic program administrative organization reflects the purpose and philosophy of the institution and enables each functional unit to perform its particular responsibilities as defined by the stated purpose of the institution.

- 3.3. Administrative responsibility and authority for all educational offerings and functions of the institution are clearly defined. The chiropractic program develops, publishes and makes available to the community an organizational chart delineating clearly the lines of responsibility and authority in the program.
- 3.4. The educational budget depends on the budgetary policies of each institution.
- 3.5. Funding and resources are stable and allow the program to achieve its objectives or comply with the laws that oblige them to do so.
- 3.6. The institution has the financial resources to employ an adequate number of faculty to develop and sustain the program on a continuing basis.
- 3.7. There is clear evidence of financial planning and resources to ensure that all students currently enrolled in the chiropractic program can complete it.
- 3.8. The chiropractic program has a detailed policy in the eventuality of the dissolution of the program.
- 3.9. The chiropractic program has the appropriate policies based on the legal provisions of its jurisdiction where the processes that are considered following the dissolution decision are explicitly mentioned, where, among others, they must specify the processes and actions that will occur to guarantee that the last class of incoming students have the certainty of sufficient resources to finish the academic program.

4. Infrastructure and facilities

- 4.1. The chiropractic program has sufficient and appropriate physical and technological resources necessary for the achievement of its purposes.
- 4.2. The chiropractic program's physical and technological resources, including classrooms, laboratories, network infrastructure, materials, equipment, buildings and grounds, whether owned or rented, are commensurate with institutional purposes.
- 4.3. Classrooms and other facilities are appropriately equipped and adequate in capacity. Classrooms and other teaching spaces support teaching methods in accordance with the discipline. Students and faculty have access to the necessary resources (physical, technological, and educational) to support teaching and learning.
- 4.4. The chiropractic program counts with sufficient ICT facilities and qualified staff to support and ensure delivery of curriculum. These resources are available to students and faculty for educational purposes and application in the clinical setting.
- 4.5. The chiropractic program has a designated policy for maintenance of the physical facilities and equipment.
- 4.6. The chiropractic program has sufficient learning resources and includes all materials that support a student's educational experience. Among these, libraries stand out; texts; electronic resources, library consortia, and interlibrary loan agreements; laboratories and computer resource centers; Internet access; research databases; and other similar necessary resources and equipment.
- 4.7. The chiropractic program has qualified school personnel who guide, train, and assist students and faculty in the use of the learning resources in a manner that supports learning objectives.
- 4.8. The chiropractic program should have written policies and procedures for the ongoing development of its learning resources as part of its program of institutional improvement. The chiropractic program demonstrates sufficient support and budget allocations for the learning resources.
- 4.9. The chiropractic program exhibits a responsibility to ensure that its student body is adequately cared for and has easy access to sufficient and appropriate learning resources in accordance with the established goals.

5. Human Resources

- 5.1. The duties of each line of responsibility and authority and other administrative officials directly responsible to the chiropractic program are clearly defined through an organizational chart, and are made available.
- 5.2. The chiropractic program has a clear line of responsibility and authority for the curriculum and its' resourcing, in order to achieve the overall aims and objectives of the program.
- 5.3. Administrative officers and staff possess credentials, experience and/or demonstrated competence appropriate to their areas of responsibility. The effectiveness of all administrators is evaluated periodically.

6. Normativity

- 6.1. The chiropractic program manages with honesty and integrity the academic, research and community service programs, administrative operations and responsibilities with enrolled and prospective students.
- 6.2. The chiropractic program has established and published clear policies ensuring institutional integrity. Included among them are appropriate policies and procedures for the fair resolution of grievances brought by faculty, staff, or students.
- 6.3. The institution follows written policies addressing conditions of service in at least the following areas:
 - a. Academic freedom.
 - b. Assessment/evaluation of employee performance, and incentives and opportunities for individual growth and development.
 - c. Computation of faculty load.
 - d. Drug-free workplace.
 - e. Employee benefits.
 - f. Employee contractual agreements.
 - g. Evaluation.
 - h. Full- and part-time faculty employment and instructional hours.
 - i. Hiring.
 - j. Non-discrimination and equal opportunity in employment.
 - k. Patents and copyrights.
 - l. Professional development.
 - m. Promotion, tenure or its alternative, and retirement.
 - n. Termination of employees.
 - o. Student affairs
- 6.2. The chiropractic program has established and published clear policies ensuring integrity. Included among them are appropriate policies and procedures for the fair resolution of grievances brought by faculty, staff, or students.

7. Diversity

7.1. The chiropractic program has an explicit policy and recognizes the importance of cultural and individual differences and diversity in chiropractic education such as, but not limited to: age, disability, ethnicity, sex, gender identity, language, national origin, race, religion, culture, sexual orientation, and socioeconomic status.

8. Students

- 8.1. The chiropractic program observes ethical practices and procedures in the recruitment of students. The program admits qualified students who meet chiropractic program requirements.
- 8.2. The chiropractic program formulated an explicit policy on the international recruitment of students, particularly when government authorities define quotas.
- 8.3. Chiropractic program recruitment efforts describe the school to prospective students fully and accurately, and should follow practices that permit prospective students to make informed and considered enrollment decisions without undue pressure.
- 8.4. The chiropractic program develops admissions criteria that are designed to admit students who are reasonably capable of successfully completing and benefiting from the tertiary education in a science-based discipline.
- 8.5. The chiropractic program publishes in its catalog and informs each applicant, prior to admission, the program's admission processes, procedures, and the technical requirements of the program.
- 8.6. The institution offers appropriate student support, including induction of new students, counseling in terms of student progress and other academic matters, and staff and social needs of students.
- 8.7. The institution has a policy on procedures for the support of students (and staff) with disabilities.
- 8.8. The institution supports and facilitates students' extracurricular activities.
- 8.9. The Chiropractic Program provides assessments that are used to evaluate students' progress and performance academically and clinically.
- 8.10. The chiropractic program supports student representation and appropriate participation in curriculum design, management and evaluation, and in other matters relevant to students.
- 8.11. The institution analyzes the performance of the student cohort in relation to the curriculum and the goals and objectives of the program. It measures student achievement including annual information on average scores, test passing and failure rates, dropout rates, and student progression. Cohort performance is analyzed in relation to the component parts of the curriculum in order to identify areas of concern.
- 8.12. The institution systematically identifies the characteristics and learning needs of its student population and then makes provision for responding to them.
- 8.13. The chiropractic program regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education, support student learning, and enhance accomplishment of the mission of the program.
- 8.14. The institution enrolls its students in an organized and regulated manner to provide community service attached to its mission and purpose, with a strict sense in their professional training.
- 8.15. The chiropractic program keeps up-to-date information for students' access about chiropractic associations information, regulation updates, option and benefits of accreditation in their jurisdiction as well as internationally. License information and requirements are given where applicable.
- 8.16. Remediation programs are offered for strengthening students' weaknesses and provide support to ensure successful completion of objectives. These programs must

include access to mental health services, library services, academic counseling, and mentorship.

9. Public Safety

- 9.1. The chiropractic program ensures that the environment promotes safe and high-quality health care for patients. It maximizes safety and quality of care through the design of the environment and /maintenance of buildings, plants, equipment, utilities, devices and other infrastructure that are meant for its purpose.
- 9.2. The chiropractic program identifies service areas that have a high risk of unpredictable behaviors and develops strategies to minimize the risk of harm to patients, families, consumers and the workforce, providing access to a calm and quiet environment when it is clinically required.
- 9.3. The chiropractic program facilitates access to services and facilities by using signage and directions that are clear and according to the purpose.
- 9.4. The institution sets up and maintains systems and processes to support clinicians in delivering comprehensive care. They also set up and maintain systems to prevent and manage specific risks of harm to patients during the delivery of healthcare. The workforce uses the systems to deliver comprehensive care and manage risk.
- 9.5. Clinical governance and quality improvement systems are in place to support clinicians in delivering comprehensive care.
- 9.6. Faculty guide students to use relevant screening processes on presentation, during clinical examination and history taking, and when required during care to identify cognitive, behavioral, mental and physical conditions, issues and risks of harm and to identify social and other circumstances that may compound these risks.
- 9.7. The chiropractic program has systems for comprehensive care that support students in developing, documenting and communicating high-quality and safe plans for patients' care and treatment. The chiropractic program has the right equipment to provide care to patients that best meet their clinical needs. Faculty ensure timely referral of patients with specialist healthcare needs to relevant services. They identify at all times the student in the clinic with each patient for care.
- 9.8. The institution has processes to document information in the healthcare record, including critical information, alerts and risks, reassessment processes, outcomes and changes to the care plan.
- 9.9. The institution has a system and organization that allows efficient safeguarding of all clinical information and personal data of patients.