

ChiroSuisse

Association of Swiss Chiropractors

REGULATIONS

FOR PRINCIPALS AND ASSISTANTS

May 2009

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1. INTRODUCTION

The Association of Swiss Chiropractors (ASC) considers the proper education of young chiropractors the most valuable capital for the future of the profession in Switzerland. In order to further the professional quality and standing, the ASC mandates through the Foundation Swiss Academy for Chiropractic (FSAC) to organise the postgraduate education (PGE) for the assistant chiropractors.

2. ACADEMY (SAC) / POSTGRADUATE EDUCATION

¹The Foundation for the Swiss Academy for Chiropractic FSAC is responsible for the proper functioning of the Swiss Academy for Chiropractic SAC.

²The SAC consists of:

- a. The Department of Postgraduate Education
- b. The Department of Continuing Education
- c. The Academy is composed of the Director of the Academy and the Heads of the Department Postgraduate Education and the Department Continuing Education.

³Department of Postgraduate Education:

1. Qualification for PGE admission:

- a. Graduation from a Chiropractic College or University approved by the Swiss Department of Home Affairs.
- b. Passing the Federal Examination.

2. PGE program:

- a. Assistantship of 24 months duration under supervision and guidance of a chiropractor accredited by the Academy.
- b. Modules, seminars and workshops organized by the SAC. Modules are organized on Thursdays; PGE activities scheduled on other days have to be announced at least 6 weeks ahead of time.
- c. Scientific / research paper according to guidelines of the SAC.
- d. In addition to the 24 months assistantship, a clinical rotation of a minimum of four months duration in a hospital/institution approved by the SAC.
- e. Annual Continuing Education Course of the ASC
- f. Exam in radioprotection and x-ray technique.
- g. Requirements a. – f. must be met by the assistant and confirmed by the Head of the Department PGE, for the assistant chiropractor to be admitted to the Postgraduate Education (PGE) Examination.
- h. Passing of the PGE Examination terminates the assistantship and will allow the chiropractor to work independently in Switzerland as *Fachchiropraktorin*, *Fachchiropraktor*; *Chiropraticienne sp cialiste*, *Chiropraticien sp cialiste*; *Chiropratica specialista*, *Chiropractico specialista*

⁴The mandatory continuing education program is organized by the Department of Continuing Education¹.

3. PRINCIPAL

¹A chiropractor employing, educating and supervising an assistant will be referred to as principal.

²The principal has to be licensed and practising in Switzerland as *Fachchiropraktorin, Fachchiropraktor; Chiropraticienne spécialiste; Chiropraticien spécialiste; Chiropratica specialista, Chiropractico specialista* for at least 5 years under his/her own concordate number issued by Santésuisse.

³The principal has to be a member of the ASC.

⁴The principal has to provide adequate room and equipment including his/her own x-ray machine and submit a copy of the practice layout indicating size and area of the assistant's room, according to the standards of the SAC.

⁵The principal is responsible for the proper formation of the assistant, including clinical, radiographic, laboratory and administrative procedures.

⁶The principal must supervise the work of the assistant and let him/her benefit from his/her professional experience and skills. This includes:

- a. the support of the assistant's personal and professional development necessary to become a licensed chiropractor;
- b. the preparation for the PGE Examination;
- c. the introduction of the assistant to the Swiss health system;
- d. weekly meetings and instruction of at least two hours.

⁷The principal shall encourage the assistant to practise as taught and recommended by the SAC.

⁸The principal must give the assistant sufficient time for continuing education and the preparation of the PGE Examination as well as for his/her participation in the educational program of the SAC; one full day of the week is reserved for that matter.

⁹The principal is responsible for the official permits, full liability coverage and all other insurances as foreseen by Swiss law, as well as the registration of the assistant with the ASC.

¹⁰The principal has to establish an employment contract with the assistant, meeting at least the requirements of the model contract of the SAC.

¹¹The principal remunerates the assistant according to section 8 of these regulations.

¹ see ASC CE Policy accepted by Ordinary General Assembly May 9, 2009

¹²The principal must participate in the Academy activities (teaching, task force groups or administration) or have duties in the governance of the ASC and being an examiner when needed.

¹³The principal must attend all relevant meetings that the Academy calls for and submit him/herself to a continuing learning and professional development.

¹⁴The principal must be present at the office at least 80% of the actual working time of the assistant. During the remaining time the principal must be immediately available by telephone and be present at the office within 30 minutes.

¹⁵The principal must abide by the "Regulations for principals and assistants".

¹⁶The principal informs the SAC about the employment of assistants in the future in order to allow the SAC to maintain an updated list of available openings.

¹⁷The principal evaluates the assistant every six months with the questionnaire provided and evaluated by the SAC.

¹⁸Upon request by the SAC the position as principal can be denied by the ASC Executive Board if the regulations for a licensed chiropractor to act as a principal are not met anymore.

¹⁹The number of assistants is limited to one per principal. Permission to employ more than one assistant can be granted, as an exception, by decision of the Academy.

4. ASSISTANT

¹The assistant is a chiropractor who has graduated from a Chiropractic College or University approved by the Swiss Department of Home Affairs and has passed the Federal Examination.

²The assistantship is an integral part of the assistant's postgraduate professional training and a requirement complementing the academic training.

³The assistant practises under the responsibility of an accredited principal.

⁴The assistant abides by the "Regulations for principals and assistants".

⁵The assistant evaluates the principal every six months with the questionnaire provided and evaluated by the SAC.

5. SUBSTITUTION

¹The assistant may substitute for a principal for a limited period of time. This arises whenever the principal cannot immediately be reached by telephone and be present at the office within 30 minutes.

²An assistant does not qualify for substitution in the first two months of his/her assistantship.

³The time spent as a substitute must not exceed three months per year. Prolongation may be granted by the ASC Executive Board upon recommendation of the SAC.

6. NON-STATUS ASSISTANT

¹The non-status assistant is a chiropractor who has graduated from a Chiropractic College or University approved by the Swiss Department of Home Affairs but has not yet passed the Federal Examination.

²The non-status assistant must present him/herself to the next possible Federal Examination.

³Should the non-status assistant fail this examination, the Academy decides whether he/she may continue to work at the principal's office until the date of the next examination.

⁴The non-status assistant is not allowed to work as a substitute.

⁵ Time spent working as a non-status assistant is not part of the regular assistantship.

7. WORKING HOURS / NUMBER OF PATIENTS

¹ The working hours for the assistant must not exceed 35 and not be less than 25 per week. This includes all effective office work, but does not include the time spent at the Academy, or the time needed for PGE studies.

²The assistant must not treat more than 125 and no less than 60 patients weekly during his/her first and not more than 150 and no less than 80 patients weekly during his/her second year. The treatments must include manual techniques with impulse when indicated.

³The non-status assistant shall not work more than 25 hours per week and treat a maximum of 70 patients per week.

8. REMUNERATION / LEAVES / INSURANCES

¹Fixed income remuneration (as of January 1, 2005): The assistant is paid a minimum gross income of CHF 4'000.- per month, 12 times a year (paid by the end of every month). The minimum gross income is adapted to the changes of the tax point value of the insurance contracts.

²Percentage based income:

- a. Percentage-based income is calculated as follows: 33% of the gross revenue resulting from the assistant's work performed by him/herself or delegated to the office staff (e.g. reports, modalities) with the exception of radiographs, and
- b. 15% of the gross revenue resulting from radiographs taken, interpreted, and documented by him/her.
- c. Percentage based income is paid in a 12 months period in which the amounts calculated according to a. and b. exceed the fixed yearly income of CHF 48'000.-. In this instance the difference between the fixed yearly income and the percentage based income has to be paid within 60 days.

³A minimum of four weeks vacation per year has to be granted to the assistant. Payment of this is included in the above mentioned stipulations on remuneration.

⁴The assistant working as a substitute is paid on a proportional basis as follows:

- a. 40 % of the gross revenue resulting from his/her own work performed or delegated to the office staff, with the exception of radiographs, and
- b. 15 % of the gross revenue resulting from radiographs taken, interpreted and documented by him/her.

⁵The non-status assistant is paid a minimum fixed gross salary of CHF 3'600.- per month. This shall be adapted to the changes of the tax point value of the insurance contracts.

⁶At the request of all parties involved, and upon recommendation of the Academy, contracts different from the above mentioned stipulations (e.g. 50% contract with two different principals) must be approved by the Executive Board of the ASC before going into effect.

⁷Leaves due to maternity, sickness, accident, and military service are paid according to Swiss law.

⁸Insurances²

- a. Old Age and Invalidity Insurance
- b. Accident Insurance
- c. Occupational Benefit Plan
- d. Maternity leave insurance with effect from 01.07.2005
- e. Daily Allowance Insurance (Sickness and Accident)
- f. Professional Liability Insurance

⁹In case of maternity, sickness or accident the following compensation has to be paid:

- a. The fixed monthly gross amount according to 8.1. for the first 60 days.
- b. After 60 days according to Swiss law.

² according to Swiss law. For further information see the website of the Swiss Federal Office of Social Insurances, www.bsv.admin.ch.

9. FINAL DISPOSITION

¹A mediator mandated on an ad hoc basis by the ASC Executive Board will act between the SAC, the principal and the assistant, should the need for mediation arise. The mediator has to be agreed upon by all parties concerned.

²Should illness or accident disable a chiropractor, colleagues in the area who employ an assistant are morally obliged to ask their assistant to help the disabled colleague by putting themselves at his/her disposal. The assistant has to be remunerated according to 8⁴.

³When an employment relationship comes to an end, the principal is responsible for giving full information to any patient upon request about his/her former assistant, including his/her address.

⁴Former assistants are not allowed to send announcements of their opening an office to patients they treated in their principal's office, unless explicitly agreed upon by the principal.

⁵A principal shall not solicit an assistant who is already employed by another colleague.

⁶Sanctions for breaches of these regulations are decided upon and enforced by the ASC Executive Board upon recommendation of the SAC.

⁷Total or partial revision of these regulations requires consent of the General Assembly of the ASC.

⁸These regulations become effective on May 9, 2009.

Accepted at the Ordinary General Assembly of the ASC on May 9, 2009.