

**BOARD NOTICE 110 OF 2019****ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

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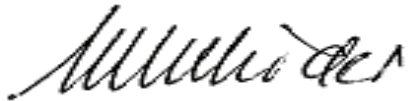
**HOMEOPATHY INTERNSHIP PROGRAMME GUIDELINES**

The Allied Health Professions Council of South Africa (AHPCSA) is a statutory health body established in terms of the Allied Health Professions Act, 63 of 1982 ("the Act") in order to control all allied health professions, which includes Ayurveda, Chinese Medicine and Acupuncture, Chiropractic, Homeopathy, Naturopathy, Osteopathy, Phototherapy, Therapeutic Aromatherapy, Therapeutic Massage Therapy, Therapeutic Reflexology and Unani-Tibb.

Section 3 of the Act, sets out the objectives of the AHPCSA, which include but are not limited to:

- Assist in the promotion and protection of the health of the population of the Republic of South Africa; and
- Govern, administer and set policy relating to the professions registered with the AHPCSA.

Pursuant to fulfilling the minimum qualification requirements in terms of section 16B of the Act, read together with regulation 45(4) of Regulations No R 127 of 12 February 2001, the AHPCSA, in consultation with the Professional Board: Homeopathy, Naturopathy and Phytotherapy (PBHNP), announces the introduction of internship as contemplated in regulation 44(d) of the above-mentioned Regulations, read together with section 19 of the Act, and regulations 25 and 26 respectively, with effect from 1 January 2020, in fulfilment of which these Guidelines are applicable.



**DR LOUIS MULLINDER**

**REGISTRAR: ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

| <b>TABLE OF CONTENTS</b> |  |             |
|--------------------------|--|-------------|
| <b>SECTION</b>           |  | <b>PAGE</b> |
| <b>1</b>                 | <b>DEFINITIONS AND ABBREVIATIONS, CLARIFICATION OF TERMINOLOGY</b>   | <b>3</b>    |
| <b>1.1</b>               | <b>ABBREVIATIONS</b>   | <b>3</b>    |
| <b>1.2</b>               | <b>DEFINITIONS</b>   | <b>3</b>    |
| <b>2</b>                 | <b>INTERNSHIP COMMITTEE AND FACILITATION OF INTERNSHIP PROGRAMME</b> | <b>4</b>    |
| <b>2.1</b>               | <b>INTERNSHIP COMMITTEE</b>  | <b>4</b>    |
| <b>2.2</b>               | <b>FACILITATION OF INTERNSHIP PROGRAMME</b>                          | <b>4</b>    |
| <b>3</b>                 | <b>INTERNSHIP PROGRAMME</b>  | <b>4</b>    |
| <b>3.1</b>               | <b>AIM OF THE INTERNSHIP PROGRAMME</b>                               | <b>4</b>    |
| <b>3.2</b>               | <b>REGISTRATION FOR INTERNSHIP PROGRAMME</b>                         | <b>5</b>    |
| <b>3.3</b>               | <b>CODE OF CONDUCT</b>   | <b>6</b>    |
| <b>3.4</b>               | <b>EXAMINATION/ASSESSMENT OF INTERNSHIP PORTFOLIO</b>                | <b>6</b>    |
| <b>3.5</b>               | <b>RECIPROCITY</b>   | <b>7</b>    |
| <b>3.6</b>               | <b>WORK COMPLETED</b>  | <b>7</b>    |
| <b>3.7</b>               | <b>RULES BINDING</b>   | <b>7</b>    |
| <b>4</b>                 | <b>OUTLINE OF THE INTERNSHIP PROGRAMME</b>                           | <b>8</b>    |
| <b>4.1</b>               | <b>OVERVIEW</b>  | <b>8</b>    |
| <b>4.2</b>               | <b>ACADEMIC AND WORK EXPERIENCE PROGRAMME</b>                        | <b>8</b>    |

## 1. DEFINITIONS AND ABBREVIATIONS, CLARIFICATION OF TERMINOLOGY

### 1.1 Abbreviations

|         |  |
|---------|--|
| AHPCSA  | Allied Health Professions Council of South Africa            |
| DUT     | Durban University of Technology                              |
| HSA     | Homeopathy Association of South Africa                       |
| PBHNP   | Professional Board: Homeopathy, Naturopathy and Phytotherapy |
| The Act | Allied Health Professions Act, Act 63 of 1982, as amended    |
| UJ      | University of Johannesburg                                   |

### 1.2 Definitions

#### **Student**

Means a person registered as such in terms of section 18(2) of the Act, namely any person registered either at the Durban University of Technology or the University of Johannesburg for the purpose of completing the Magister Technologiae (Homeopathy) qualification at one of these institutions.

#### **Student Intern**

Means any person registered as such in terms of section 19(3) of the Act, namely any individual who has completed all academic requirements (viz. 5th year or masters level examinations), excluding the dissertation in partial fulfilment of the qualification and who has yet to be awarded the M Tech (Homeopathy) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

#### **Intern**

Means any person registered as such in terms of section 19(1) of the Act, namely an individual who has completed all requirements (viz. 5th year or masters level examinations), including the dissertation in partial fulfilment of the qualification and who has been awarded the M Tech (Homeopathy) degree by Durban University of Technology or University of Johannesburg, but who is still required to fulfil the requirements of the Internship Programme.

#### **Student-Intern and Intern: Supervision**

A Student-Intern and Intern require direct supervision at all times during Student-patient interaction, such direct supervision to be carried out by a

qualified and registered Homeopathy practitioner, who is present at all times during any Student-Intern or Intern and patient interaction.

### **Interns: Malpractice Insurance**

An Intern is required to carry own malpractice insurance, such as that which is available through the Homeopathy Association of South Africa (HSA), or any other malpractice insurance provider.

## **2. INTERNSHIP COMMITTEE AND FACILITATION OF INTERNSHIP PROGRAMME**

### **2.1 Internship Committee**

The control of the Internship Programme resorts under the AHPCSA Professional Board for Homeopathy, Naturopathy and Phytotherapy (PBHNP) by way of an Internship Committee, which consists of at least eight members, who hold the following positions:

- The PBHNP Chairperson;
- One member from the PBHNP who is a Homeopath, who will act as the National Internship Co-Ordinator;
- One registered Homeopath from both the KwaZulu-Natal and Gauteng regions, who will act as Regional Co-Ordinators, appointed by the PBHNP to serve on the Internship Committee annually;
- Additional Regional Committee members as appointed by the PBHNP;
- The AHPCSA Registrar *ex officio*; and
- A senior Homeopathy Student representative from the DUT and the UJ, elected by the Student body of the DUT and the UJ, their details to be forwarded to the AHPCSA Registrar by February of each year by the respective Head of Department (Homeopathy).

### **2.2 Facilitation of Internship Programme**

#### **2.2.1 AHPCSA**

The AHPCSA monitors the Internship Programme via the National Internship Co-Ordinator who liaises with the Regional Co-Ordinators.

#### **2.2.2 The DUT and the UJ**

The Programme itself is facilitated by the DUT and UJ. The PBHNP recognises the significant involvement of these institutions and the persons involved with establishing the current Internship Programme.

### 3. INTERNSHIP PROGRAMME

#### 3.1 Aim of the Internship Programme

To expose the Homeopathy Intern to the understanding of Homeopathy as a profession that functions not only as a primary health care entity, but also within a greater health care paradigm to ensure that the best interests of the patient are met and maintained and that the health of the public enjoys due and proper protection, as mandated by the legal requirements of the Allied Health Professions Act, Act 63 of 1982.

**The Outcomes of the Internship Programme are to transition the Student through an Internship phase to becoming a competent practitioner with the aim of refining the skills of the Student-Intern / Intern in terms of the following outcomes:**

- ❖ Practice direct contact (primary) health care as an entry portal provider for all patients (of all ages and gender).
- ❖ Promote the concept of wellness (in congruence with the primary health care principles) by assessing health risks in the community and attempting to reduce such by providing appropriate general and public health information and lifestyle counselling (as appropriate to the patient and the community).
- ❖ Refine the assessment of a patient's general health status, complaints and problems, by means of a detailed and pertinent case history, physical examination and special tests (diagnostic imaging, laboratory procedures, or further specialized testing) culminating in a diagnosis with treatment and / or referral as the case warrants.
- ❖ Further develop a goal-orientated patient management plan that addresses the treatment, rehabilitation and education of the patient.
- ❖ Continue to develop and maintain the appropriate health practitioner-patient relationship in terms of the code of conduct and ethical constraints as imposed by legislation governing the profession in South Africa.
- ❖ Deepen the ability to become self-directed learners so as to maintain an up-to-date working knowledge in terms of current findings in the field of Homeopathy and utilising the available continuing education opportunities as they present.

#### 3.2 Registration for Internship Programme

Any AHPCSA-registered student of Homeopathy may enter the Internship Programme, firstly as:

- ❖ **a student-Intern** when he or she has completed all academic requirements for the M Tech (Homeopathy) qualification, but has yet to complete the research dissertation; and subsequently

- ❖ **as an Intern** when he or she has met all academic requirements, including the research dissertation and qualifies for graduation, and is no longer a registered university Student.

**Transition from Student-Intern to Intern status** is required by way of application to the AHPCSA for the registration status in the Student-Internship register to be changed to that of registration in the Internship register. The necessary form is available on the AHPCSA website – [www.ahpcsa.co.za](http://www.ahpcsa.co.za) for either category of registration. The fully completed form needs to be returned to the AHPCSA, along with proof of payment, to allow for registration. Student-Intern registration numbers, or Intern registration numbers, together with the relevant certificates, as the case may be, will be issued by AHPCSA.

When the Student Intern graduates from his or her respective institution and he or she registers as an Intern, he or she is required to obtain malpractice insurance, such as is available through the HSA or any other malpractice insurance provider.

### 3.3 Code of Conduct

Student-Interns and Interns shall at all times be adherent to the following:

- ❖ The Rules of the Durban University of Technology / University of Johannesburg – General Handbook (as applicable).
- ❖ The Rules of the Durban University of Technology / University of Johannesburg – Homeopathy Department Handbook (as applicable).
- ❖ The Rules of the Durban University of Technology / University of Johannesburg – Clinic Manual Handbook (as applicable).
- ❖ Applicable provisions of the Allied Health Professions Act (“the Act”), Act 63 of 1982, and Regulations thereto, including, but not limited to, Chapters 3 and 4 of the Act, and Chapter 8 of Regulations No R 2610 of 3 December 1982 available for viewing at [www.ahpcsa.co.za](http://www.ahpcsa.co.za) > Legislation.
- ❖ **The CODE OF ETHICS IN TERMS OF SECTION 54(9) OF REGULATIONS NO R 127 OF 12 FEBRUARY 2001 TO THE ALLIED HEALTH PROFESSIONS ACT, ACT 63 OF 1982, AS AMENDED, INCLUDING GUIDELINES FOR GOOD PRACTICE AND GUIDELINES FOR MAKING PROFESSIONAL SERVICES KNOWN**, available for viewing at [www.ahpcsa.co.za](http://www.ahpcsa.co.za) > Legislation.

Any Student-Intern or Intern in breach of any of these legislative precepts may result in disciplinary action by either the Durban University of Technology/University of Johannesburg or the AHPCSA, or both.

### 3.4 Examination / Assessment of Internship Portfolio

The final assessment will be by means of the submission of a portfolio in hard copy and email copy to the Regional Internship Committee. **The category of**

**AHPCSA registration at this stage will be that of Intern.** This portfolio shall be based on involvement of the Student-Intern or Intern in the Internship Programme throughout the period of Internship, as set out below.

**The assessment of the portfolio will be carried out by the relevant Internship Committee and will take a maximum of 2 weeks from date of submission.**

Assessment criteria:

- ❖ The work experience hours accepted need to be within two (2) years preceding portfolio submission.
- ❖ All portfolios must break down attendance into HOURS.
- ❖ Conferences and lectures attended: state subjects covered, contact details of organizers or lecturers.
- ❖ Numbers of patients seen must be broken down into separate categories: M Tech: Homeopathy research patient requirements met (if applicable) and Internship Programme numbers.
- ❖ The balance of the various aspects of the portfolio – there needs to be an entry in each block of the evaluation format.
- ❖ The reflections of the Intern on the work accomplished and how that accomplishment has brought them further in their development as practitioners – letter of the pros and cons of the process.
- ❖ The authenticity of the portfolio, in terms of the work being that of the Intern, may be verified by Committee members making spot checks by calling any references mentioned in the portfolio.

In addition to the portfolio assessment, the Intern will be required to undergo an interview with the Regional Internship Committee member(s) which will be organised by the Intern at the availability of the Committee member(s).

### 3.5 Reciprocity

Interns are able to complete the Internship in either or both regions; however, they can only apply for the submission of the portfolio in ONE region.

### 3.6 Work Completed

Should any student-intern or intern wish to consider attending and/or completing a particular course, or a post-graduate Homeopathy course and is unsure as to whether this counts towards the portfolio or not, he/she will need to submit the relevant details (electronically) to the relevant Regional Committee in order for members to review the submission for approval purposes.

### 3.7 Rules Binding



- ❖ The following certified documentation is required to be submitted, after the completion of the Internship interviews, to either the KwaZulu-Natal or Gauteng Regional Internship Committee:
  - ✓ Portfolio
  - ✓ Supporting documents
  - ✓ Copy of both Student-Intern and Intern registration certificates

Current Regional Internship Committee representatives are published on the AHPCSA website: [www.ahpcsa.co.za](http://www.ahpcsa.co.za) > Internship > Homeopathy Internship.

- ❖ The minimum number of hours required per category is:
  - Academic – 75 hours (All courses can be done face to face, or by way of online or webinars, provided the online courses provide certificates to show participation has been completed to the relevant levels).
  - Work experience – 600 hours

## 4. OUTLINE OF THE INTERNSHIP PROGRAMME

### 4.1 Overview

The Internship Programme is divided into two main categories:

| COMPONENT                           | OUTCOME   |
|-------------------------------------|---|
| <b>A. ACADEMIC PROGRAMME</b>        | 1. Engagement in continuous professional self-development activities to promote a well-rounded Intern fit for professional practice.<br>2. Harness skills of professional interaction and communication, both written and verbal, with professionals from within and external to the Homeopathy profession.<br>3. Participation in professional meetings, conferences or talks to develop knowledge base and professional character.<br>4. Enhance skills of practice management, jurisprudence and service to the community.                               |
| <b>B. WORK EXPERIENCE PROGRAMME</b> | 1. Consolidation of clinical acumen through observation and treatment, while under supervision, of patients within rural/urban hospitals/clinics, Homeopathy Clinics at DUT and UJ, sporting events and other related activities.<br>2. Promotion of the Homeopathy profession to the general public and medical community.<br>3. The observation of orthodox and complementary alternative medical professionals to gain greater exposure to these professions to facilitate inter-professional working relationships and augment undergraduate knowledge. |

The mechanisms through which a Student Intern/Intern may meet these outcomes are outlined in the table below. Please follow the template when submitting the internship portfolio.

#### 4.2 Academic and Work Experience Programme

The Internship Programme aims to encompass all aspects of good practice including the following:

- Refinement of diagnostic skills
- Case taking and relevant prescriptions
- Being responsible for the total management of patients
- The exposure to the full range of various therapeutics provided within the scope of Homeopathic practice
- All statutory registration and compliance processes
- Dispensing and Compounding License course
- Skills related to the establishment and operation of a general private practice including:
  - Front office and general administration
  - Establishing and operating of a dispensary
  - Financial administration and operations
  - Professional stationery
  - Medical aid administration
  - Contract administration for general medical practice
  - Labour law and employment administration
  - Interaction with relevant diagnostic entities such as pathology and radiology laboratories
  - Insurance opportunities for general medical practice
  - General compliance within the respective legal framework of the Homeopathic profession
  - General accounting practice and compliance with respective financial and tax legislation
- Good accounting practice, registering with SARS and maintaining records etc.
- Nutrition and lifestyle Programmes
- Overview of the Specialities
- Good medical practice:
  - Public awareness
  - Referral letters, communication with other healthcare professionals
- Jurisprudence and Ethics, in particular the Doctrine of Informed Consent in South African Law
- Financial Planning and Personal Wealth Protection

The Internship Programme aims to prepare graduates for entry into a profession which is rewarding, but not generally well-known or as accepted as many other medical modalities amongst the greater South African populace and has as its goal to equip graduates with pre-requisite skills to ensure a

sustainable practice and profession. Interns will therefore be required to provide a portfolio of evidence indicating that they have complied with the requirements detailing that they have not only completed the requisite hours and cases, but display an understanding of what they have learnt during the Internship Programme and can apply this knowledge in the work environment. This portfolio of evidence is to be handed in at the end of the Internship period for evaluation, as set out above.

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| <b>SECTION A: ACADEMIC COMPONENT (75 HOURS)</b> |  |
| <b>SECTION 1: GENERAL</b>                       |  |
| <b>A. Literacy (12 Hours)</b>                   |  |
| <u>CASE SUMMARIES</u>                           | The Student Intern/Intern must complete a minimum of 5 case summaries over and above the clinical requirements. <b>These must be signed by a clinic director.</b>  |
| <u>REFERRAL LETTERS</u>                         | The Student Intern/Intern must complete a minimum of 3 referral letters to a specialist/s. <b>This must be signed by a clinic director.</b>  |
| <b>B. NUMERACY</b>                              |  |
| <u>PRACTICE MANAGEMENT (6 HOURS)</u>            | Attending lectures/seminars including but not limited to the following topics: <ul style="list-style-type: none"> <li>• Practice management</li> <li>• Practice marketing</li> <li>• Practice management software training</li> <li>• Practice coding/billing (ICD 10 coding in particular)</li> <li>• Taxation – registration with SARS, VAT registration requirements etc.</li> <li>• Financial management.</li> <li>• Interaction with financial advisor/broker</li> <li>• Good business accounting practice</li> <li>• Banking options</li> <li>• Contracts for leasing</li> <li>• Employment of staff</li> <li>• Registration with Board of Healthcare Funders and medical aid reimbursements</li> <li>• Registering with pathology laboratories and radiological services</li> <li>• Practice and personal insurance planning</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Personal wealth protection, retirement planning</li> </ul>  |
| <b>C. DISPENSING AND COMPOUNDING OF HOMEOPATHIC MEDICINES (4 HOURS; EXCLUDING THE DISPENSING AND COMPOUNDING LICENCE QUALIFICATION)</b> | <p>Attend lectures/seminars on the following:</p> <ul style="list-style-type: none"> <li>• Legal requirements for dispensing and compounding homeopathic medicines</li> <li>• Dispensing and Compounding License – complete the required qualification (dependent on availability of a programme)</li> <li>• Opening accounts with suppliers</li> <li>• Ordering, receiving and storage of medication from suppliers</li> <li>• Vetting of products</li> </ul> |
| <b>D. JURISPRUDENCE (3 HOURS MINIMUM)</b>   | <p>Attending lectures/seminars on:</p> <ul style="list-style-type: none"> <li>• Homeopathic scope of practice</li> <li>• Bioethics appropriate to receive public/patients, in particular the Doctrine of Informed Consent in South African Law</li> <li>• Legal requirements for signage, stationery, advertisements etc.</li> <li>• Social media advertising</li> <li>• Communicable diseases legislation</li> </ul>  |
| <b>E. PATIENT CARE (3 HOURS)</b>  | <p>Lecture/seminars on, but not limited to:</p> <ul style="list-style-type: none"> <li>• Public awareness</li> <li>• HIV counselling</li> <li>• Bereavement counselling</li> <li>• Cancer and chronic disease counselling for patients and families of patients</li> </ul>   |
| <b>SECTION 2: CLINICAL SKILL ENHANCEMENT</b>  |  |
| <b>A. REFINEMENT OF DIAGNOSTIC SKILLS (15 HOURS MINIMUM)</b>  | <p>Lectures from qualified practitioners in, but not limited to:</p> <ul style="list-style-type: none"> <li>• Differential diagnosis</li> <li>• Case studies</li> <li>• Presentation and discussion of clinic cases</li> <li>• Physical examination</li> <li>• Homeopathic case-taking and prescribing</li> <li>• Red flag symptoms and procedure</li> </ul>   |
| <b>B. PATIENT MANAGEMENT (12 HOURS MINIMUM)</b>   | <p>Lectures from qualified practitioners in, but not limited to:</p>   |

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|   | <ul style="list-style-type: none"> <li>• Patient management from first consultation through follow-ups and resolution of the case</li> <li>• Exposing Students to the full range of therapeutics provided in the scope of practice</li> <li>• Life style management including nutrition, exercise, stress reduction techniques and counselling</li> </ul>  |
| <b>SECTION 3: LIFE SKILLS</b>                       |  |
| <b>A. PERSONAL GROWTH AND DEVELOPMENT (5 HOURS)</b> | <p>Attend lectures from qualified practitioners in, but not limited to:</p> <ul style="list-style-type: none"> <li>• Life coaching including inner work to release fears, increase resilience and enhance self-esteem and confidence</li> <li>• Serving as an executive member of an organization or being a student representative e.g. class rep, PBHNP sub-Committee member, student services board member etc.</li> <li>• Giving a talk on a Homeopathic related topic</li> <li>• Business coaching</li> </ul> |
| <b>B. GENERAL COMMUNITY SERVICE (3 HOURS)</b>       | <p>A Student Intern/Intern is expected to volunteer at a charity organization of his/her choice, for example:</p> <ul style="list-style-type: none"> <li>• Animal shelter</li> <li>• Soup kitchen</li> <li>• Charity for the underprivileged</li> <li>• Charity Tours</li> <li>• Blood Bank</li> <li>• Member of an NGO Committee</li> </ul>   |
| <b>SECTION 4:</b>                                   |  |
| <b>A. BASIC SCIENCES (MINIMUM 3 HOURS)</b>          | Health sciences lectures/seminars/online courses on a minimum of three different topics.   |
| <b>B. DIAGNOSTIC AMBIT (3 HOURS)</b>                | <p>At least one lecture/seminar in each topic below:</p> <ul style="list-style-type: none"> <li>• Clinical pathology lecture/discussion with a pathologist.</li> <li>• Imaging techniques such as radiographs, ultrasound or MRI</li> </ul>  |
| <b>C. HOMEOPATHIC SPECIFIC ACTIVITIES (3 HOURS)</b> | <ul style="list-style-type: none"> <li>• Attend association meetings such as the Homeopathic Association of South Africa Regional meetings</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Lectures/seminars/online lectures on various schools of Homeopathy for example Unicist prescribing, clinical prescribing etc.</li> <li>• Attend one Homeopathic mini/full congress arranged by an appropriately recognised Homeopathic association</li> </ul>   |
| <b>SECTION 5: SPECIAL ELECTIVES</b>                     |  |
| <b>A. CARE OF DISADVANTAGED PERSONS (3 HOURS)</b>       | <ul style="list-style-type: none"> <li>• At least one lecture on paediatric care</li> <li>• At least one lecture on geriatric care</li> <li>• At least one lecture on disability awareness (congenital or acquired), immunocompromised care (cancer, HIV etc.) or stroke patient care</li> </ul>   |
| <b>SECTION B: WORK EXPERIENCE COMPONENT (600 Hours)</b> |  |
| <b>A. CLINIC WORK</b>                                   | <p>The clinic at the University of Johannesburg is available on weekday mornings for use by Interns. Taking work hours of the clinic director (to be appointed) into account, it would be prudent to assume that Interns will have access to the clinic from Monday to Thursday each week, for a period of four to five hours. In light of the above:</p> <ul style="list-style-type: none"> <li>• Each Intern/Student Intern is required to see twenty new patients during the Internship term</li> <li>• Each Intern/Student Intern is required to see fifty follow up patients during the Internship term</li> <li>• Full case histories and patient records to be submitted within the portfolio. In order to comply with South African privacy law, patients need to be de-identified to protect their privacy. Patients also need to give consent for their records to be used for educational purposes</li> </ul> |
| <b>B. PROFESSIONAL INTERACTION</b>                      | <p>Observation of 5 or more registered Homeopaths for at least 5 hours each (cumulatively or in a single block of 5 hours). Three of the Homeopaths observed must be qualified for at least</p>  |

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|--|--|
|  | ten years. A Homeopath that is being observed by a Student Intern/Intern must have at least five years' experience in practice. At least a third of this observation time must be dedicated to operational elements within a practice. |
| <b>C. COMMUNITY SERVICE<br/>(MINIMUM 15 HOURS)</b> | Observation of or, if possible, health screening of underprivileged patients in community clinics.   |