



MILDRED ELLEY

The Power to Change Your Life

DEPARTMENT OF MASSAGE THERAPY

Massage Therapy Associate's Degree Program

Massage Therapy Certificate Program

STUDENT HANDBOOK



Department of Massage Therapy

**Massage Therapy Associates Degree Program
Massage Therapy Certificate Program
Student Handbook**

Revised May 2019

TABLE OF CONTENTS

Table of Contents.....	2
Welcome Letter	3
Mildred Elley's Mission	4
Mildred Elley's shared student governance.....	4
Advisory councils.....	4
Philosophy of Massage Therapy	5
Goals of the Massage Therapy Program.....	5
Concepts of Massage Therapy Education.....	6
Conceptual Framework.....	6
Outcomes of the Graduate Massage Therapy Student	6
Faculty/Student Responsibilities	7
Guidelines for massage therapy program	8
Grade appeal policy	9
Repeating a massage course.....	9
Massage Therapy Code of Professionalism and Ethics.....	8
Dismissal from the massage therapy program.....	10
Incomplete grading policy.....	10
Policy on the Video and Audio Recording of Classroom lectures.....	10
Massage therapy code of professionalism and ethics ethic.....	11-13
Community Events	14
Attendance and the NYS Licensing Exam.....	15
Massage Therapy Make-Up Policy.....	16-17
NYS Licensing Requirements.....	18
NYS Practice Guidelines.....	18-19
Clinical Absence Policy	20-21
Massage Therapy Student Handbook Acknowledgment	22

Dear Students:

Welcome to the Mildred Elley Massage Therapy Program. This handbook has been prepared for your guidance to use as a reference tool. The manual contains those policies and procedures that are applicable to the Department of Massage Therapy at Mildred Elley. Please keep the handbook as a reference source for any questions you may have specifically for the Massage Therapy Program. This handbook contains valuable information to help facilitate your achievement of academic and professional excellence. ***All information contained in this handbook is subject to change. Changes will be published as they occur.***

The Massage Therapy program at Mildred Elley is a challenging and rewarding program. This program and profession can be physical demanding on the therapist. Part of your training will be learning how to properly do body mechanics to ensure longevity within your career. Massage therapists can specialize in over 80 different types of massage, called modalities. Some of the modalities you will learn here at Mildred Elley are: Swedish Massage, Myofascial Release, Reflexology, Shiatsu/Acupressure, Sports Massage, Craniosacral Therapy and Neuromuscular Therapy. Our goal is to prepare you to practice in a variety of settings, ranging from practicing in spas, wellness centers, on cruise ships, hospitals, rehabilitation facilities, corporations, physical therapy offices and medical offices. We will nurture your learning and growth through a variety of teaching styles and techniques. You will gain hands on experience and have the benefit of learning from some of the best instructors in the field.

The Massage Therapy program offers the choice of a Certificate of Completion or an Associate of Occupational Studies (A.O.S.) Degree. The degree program offers the advantage of several general education courses geared toward building your professional skills. All of the massage courses found in the degree program are included in the certificate curriculum.

Upon completing either of the two programs, you will have successfully met New York State's educational requirement of 1000 clock hours of training in specific subject matter. Massage therapists are licensed as health professionals in New York State. In order to practice, you must pass the New York State Licensing Exam. The examination is offered twice a year in January and August.

To help prepare you for your studies, I ask that you please receive one massage from our student clinic before the end of your first mod. This will help you to understand the professional role you are about to take on as a licensed massage therapist, and give you a preview of where you will be at the end of your program.

Once again, I would like to welcome you to the Mildred Elley Massage Therapy program. You are about to embark on a personal journey of growth and professional development, and I greatly look forward to having you in this program.

Sincerely,

Massage Therapy Faculty

Mildred Elley's Mission

The mission of Mildred Elley is to provide quality career education and technical training to allow students of diverse educational, cultural and personal backgrounds to become successful in an ever-changing global economy. Mildred Elley strives to afford students quality placement opportunities and instill in all of our graduates a desire for lifelong education and learning.

Mildred Elley's Shared Student Governance

Mildred Elley has a shared governance structure that outlines roles, responsibilities, and accountability for its governing body, administrators, faculty, staff, and students. The shared governance structure is designed to foster cooperation and communication across all institutional constituent stakeholders toward the fulfillment of the Institution's stated Mission.

Advisory Councils

The Institution has three specific advisory councils to ensure stakeholder participation in the fulfillment of the Institution's Mission. These advisory councils constitute a formal institutional process of shared governance by including the values expertise and diversity of perspectives from the faculty, administration, staff, and student body. The Student Advisory Council has members who are representatives from currently enrolled students.

The Mission of Mildred Elley's Massage Therapy Program

The philosophy of Massage Therapy is based on courses which are grounded in the science of the human body, common pathologies, Massage Therapy professionalism, Ethics, Eastern and Western modalities and scientific rationale that is designed to provide a foundation for learning the fundamental Massage Therapy concepts and application of critical thinking to the development of becoming a New York State Licensed Massage Therapist.

Philosophy of Massage Therapy

The philosophy of the Massage Therapy program is based on the following theoretical principles:

- Massage Therapy is a self-motivated field that involves your dedication as an individual and includes periods of personal growth, health and wellness. As well as periods of challenging moral and ethical situations that require you as the individual to protect the profession of Massage Therapy and your License in Massage Therapy. Massage Therapy requires a commitment to lifelong learning in the ever-changing world of health care.
- Massage Therapy is a unique art, based on science that requires the development of critical thinking skills to enable practitioners to provide safe, effective, personalized, and holistic care for health care consumers with sensitivity to cultural and social diversity.

Goals of the Massage Therapy Program

1. Provide a curriculum that meets and maintains the standards of practice in the State of New York.
2. Facilitate student learning by applying different learning environments which will promote critical thinking skills.
3. Prepare students to take the New York State License examination for Massage Therapy following the completion of the program.
4. Encourage and foster lifelong learning in health care by providing information for Continuing Education in Massage Therapy.
5. Provide career counseling for personal and professional growth in order for our students to accomplish their career goals.

Concepts of Massage Therapy Education

The faculty at Mildred Elley recognizes that students have unique and varied learning styles. The Massage Therapy faculty strives to establish a caring environment that promotes cultural integrity and nurtures commitment to the learning process. The faculty encourages students' growth through enhancement of their life experiences and cultural/ethnic/social diversity. Massage Therapy education is the combination of classroom learning and hands-on experience which allow students to become competent Massage Therapist by maintaining the integrity of the Massage Therapy curriculum.

Conceptual Framework

The conceptual framework of the program is derived from the school's philosophy of education in general and the department's philosophy of Massage Therapy education in particular. The program provides basic courses rooted in science, moral and ethical situations, hands-on experience, eastern and western modalities and techniques. The degree program adds the additional liberal arts courses, including psychology, and written and oral communication. The main Massage Therapy courses provide a foundation for learning fundamental Massage Therapy concepts and the application of critical thinking skills to the on-going development of Massage Therapy skills in a professional and dynamic environment.

Outcomes of the Graduate Massage Therapy Student

The outcomes for the Massage Therapy program include the following goals. The graduate Massage Therapy student will:

- Provide technically competent, compassionate, and holistic care for all health care consumers in a manner that reflects sensitivity to the social and cultural diversity of the community.
- Participate in lifelong learning to maintain currency in a Massage Therapy practice and to achieve personal and professional growth.
- Recognize and respect the importance of others and the Massage Therapy profession.
- Practice within the ethical and legal standards of care for a Licensed Massage Therapist.
- Represent the Massage Therapy profession in a manner consistent with the highest moral, ethical and professional principles.

Faculty/Student Responsibilities

The teaching-learning process is an interactive one between the instructor and one or more students in which specific learning objectives or desired behavior changes are achieved.

The Faculty acts as the facilitator:

- Identifies student learning needs, clinical focus and communicate to co-assigned staff members.
- Identifies student assignments related responsibilities and ensure that students and co-assigned staff are aware of student's roles and responsibilities.
- Supervises and evaluates student charting, the performance of treatments and massage sessions.
- Communicates to staff what procedures students are responsible for.
- Maintains client confidentiality.
- Considers the needs of the student when formulating course objectives.
- Provides an educational environment that is conducive to effecting learning.
- Serves as a role model, as a member within the discipline of Massage Therapy.
- Assists the student with setting objectives for professional growth and development.
- Utilizes a variety of teaching techniques and technologies that are appropriate to the identified objectives and content.
- Acknowledges the individuality and life experience of the student.
- Encourages continuing professional growth and learning.
- Presents appropriate content in an educationally sound manner.
- Evaluates the student based on identified learning objectives.

The student as learner:

- Attends all lectures, labs and clinicals as scheduled.
- Arrives on time and is prepared for class.
- Accurately documents massage therapy sessions using proper documentation when required.
- Completes Massage sessions safely and client focused.
- Reports pertinent data to the instructor and co-assigned staff person.
- Maintains professional appearance and behavior at all times.
- Maintains client confidentiality.
- Works actively toward completing identified learning objectives.
- Assumes responsibility for assimilating and internalizing knowledge presented.
- Participates in the learning and evaluation process.
- Develops appropriate behaviors and massage techniques.
- Takes responsibility for professional growth and development.

Guidelines for the Massage Therapy Program

The Massage Therapy program is a 1,000-hour licensure program that can be completed in approximately 24 to 30 months of full-time study, depending on whether the student is enrolled in the certificate or degree program. Its graduates are eligible to apply for licensure as a Licensed Massage Therapist in the State of New York.

Student accepted into the Massage Therapy program will begin the program per established enrollment schedule, provided that:

- Be a high school graduate or hold a General Equivalency Diploma (GED), and
- Be at least 18 years of age as of the first day of scheduled classes, and
- Be a United States Citizen or an alien lawfully admitted for permanent residence in the United States, and
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
- Earning a grade of “C” or above in Math A (or Algebra) and/or Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth-grade level or higher. Math credits must be earned at the tenth-grade level or higher; or
- Receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; or
- Earning a grade of “C” or above in college-level Mathematics and/or Biology course work; or
- A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.

Students who do not meet any of the above requirements will be evaluated on an individual basis for progression and successful completion of the program if seats are unavailable; transfer to another program offered by the college; or separation from the institution.

Passing Grades

For students matriculated in a Massage Therapy program, all courses must be completed with a minimum grade of “C+” or above. Grades below “C+” are considered to be failing grades for the purpose of the program. Students who receive grades below the requirements in any two (2) courses will be automatically withdrawn from the Massage Therapy program.

Grade Appeal Policy

In the event that a student wishes to appeal a final grade, he/she must do so by following the appeal policy. An appeal of a final grade must be submitted within 30 days of the end of the term in which the grade being appealed is included.

If you have difficulty submitting assignments in an online course, you must report it immediately to the Department Chair or Dean of your home campus. Failure to report such issues in writing while an online course is in session may negatively affect any potential final grade appeal.

Repeating a Massage Therapy Course

Massage Therapy students are only allowed to repeat a massage therapy course once.

Incomplete Grade Policy

An Incomplete grade ("I") is given to a student experiencing extenuating circumstances that make one unable to complete the course's work by the end of the module. The following statements apply to any consideration for the assignment of an incomplete grade.

- The student's work to date must be at a passing level;
- Attendance has been satisfactory through at least 60% of the term;
- A documented illness or other documented extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student complete the Contract for Incomplete Form before the end of the academic term;
- An incomplete grade cannot be granted for any supervised clinical experience.

The Student must complete a Contract for an Incomplete Form at the time an incomplete grade is assigned. The Contract for Incomplete Form must be signed by the student, the instructor and also signed and approved by the Department Chair. The college gives a student thirty calendar days from the end of the module to complete the required work. If the student does not complete the required work, the instructor will award the otherwise earned grade the student should receive, including a failing grade ("F" or "U"), if applicable. A grade of "F" will be included in the student's cumulative grade point average.

Dismissal from the Massage Therapy program

A student who is dismissed from the massage therapy program due to course failures may appeal in writing to the department chair of massage therapy. The appeal must be a statement about why they want to be a massage therapist and how they will achieve passing grades for the remainder of the massage therapy program. An appeal will not be accepted more than twice.

A student who has submitted two appeals and has received another course failure will be notified by the department chair in writing. Re-entry into the massage therapy program at this time will be determined on a case by case basis. A meeting with the department chair needs must happen within three days of the dismissal letter. There is no guarantee for re-entry. Re-entry will be decided by the department chair.

Policy on the video and audio recording of classroom lectures

Students are not permitted to record classroom lectures using personally owned recording devices (e.g. iPod, video/camera phone, digital recorder, etc.) unless permission is obtained from the instructor and there are no objections from any of the students present in the class. Permission to record a classroom lecture that an instructor grants to a student is limited to the student's own personal use and is for educational purposes only.

If a student receives permission from a faculty member to record a lecture and there are no student objections, downloading such a recording to a computer or other electronic device, distributing the recording or derivative work of the recording to any other person, or using the recording for any purpose other than the student's own personal education is prohibited unless written permission is obtained from the faculty member and the students participating in the recording. Unauthorized downloading, file sharing or distribution of all or any portion of a recorded classroom lecture will be deemed a violation of the Student Code of Conduct and may be subject to disciplinary action as outlined in the college catalog.

Students may record a classroom lecture as part of an accommodation under the Americans with Disabilities Act. Permission should be coordinated among Office of Academic Support and Advising, the faculty member and student.

Massage Therapy Code of Professionalism & Ethics

Students who do not demonstrate professional and ethical behaviors consistent with published massage therapy practice guidelines, as determined by licensed faculty and instructors, will be terminated from the Massage Therapy program.

From the first day of your massage therapy program forward, it is expected that you will follow these guidelines. The Department Chair and the Faculty will enforce these requirements. Please understand, it is essential to begin practicing these important skills while you are a student so that you will be ready for your clinic experience and to be a professional in the field.

Appropriate dress standards have been established to present and maintain, at all times, a professional appearance to clients, employees, and visitors. The standards allow for comfortable performance of duties, promotion of safety and the prevention of the spread of infectious organisms.

All massage therapy students are expected to keep themselves neat, clean and well-groomed at all times. This includes having no artificial nails, cutting your current nails to be short is important to ensure we do not spread or develop any communicable diseases. The appearance of a Mildred Elley massage therapy student is an important part of public relations. Included are other expectations: client/professional relationships, professionalism, and scope of practice—these all fall under ethical standards. Anyone not conforming to this policy will be appropriately counseled and may face disciplinary action.

You may be asked to leave class and to return when you meet these standards (this means you will need to make up the time missed and any work or assignments). The intent of this policy is for it to be viewed as a positive action to help prepare you for professional day-to-day appearance and appropriate behavior.

Dress Code

From the beginning of your program until graduation it is expected that you follow the dress code outlined below when attending ALL of your classes:

- Clean hosiery/socks are to be worn on all occasions. Tank/halter tops, mini-skirts, bare midriff/bare shoulders or “see through” attire are not permitted.
- Shoes must be worn (with the exception of Oriental bodywork - you may wear clean socks - bring a fresh pair) and may not be sandals/flip-flops or high heels. Footwear must be clean and in good condition.
- Hair should have a clean and neat appearance; hair will be pulled back neatly away from the face. Facial hair must be clean, neat and well groomed.
- Finger nails will kept short and clean and must not extend past the fingertips. Acrylic and artificial nails are not allowed. No nail polish of any kind may be worn, with the exception of clear polish.

- Rings and bracelets should not be worn and earrings should be small
- Do not wear fragrance or cologne as clients/fellow students may be allergic or sensitive to aromas.
- Massage therapy students will refrain from smoking before class and during breaks when in massage therapy classes. Please avoid the smell of tobacco on your breath, clothing or body by using appropriate products. When you are scheduled for classes that include bodywork, you will be asked to leave class if you smell of cigarettes. Please plan accordingly.
- During bodywork classes, you must bring additional attire, should you choose to wear jeans or other clothing that is not comfortable. This allows you to move freely while performing bodywork. If you were jeans to class and do not bring the appropriate attire you will not receive credit for the class and will need to make up the time.
- No excessive make-up should be worn. Students may apply make-up in moderation and in good taste.
- Dress code for off-campus events will be black slacks or yoga pants (no sweat pants), black polo or other professional looking shirt, and clean, comfortable sneakers/shoes. Must also meet all of the above requirements.

Client/Professional student Relationships

- You will serve the best interests of your clients at all times and to provide the highest quality service possible.
- You will maintain clear and honest communications with my clients and shall keep client communications confidential.
- You acknowledge the limitations of your skills and, when necessary, refer clients to the appropriate qualified health care professional.
- You must not instigate or tolerate any kind of sexual advance while acting in the capacity of a massage, bodywork, somatic therapy or esthetic practitioner. You must also refrain from engaging in romantic relationships with classmates while you are a student in the massage therapy program.

Professionalism

- You will maintain the highest standards of professional conduct, providing services in an ethical and professional manner in relation to your clientele, classmates, faculty, staff, and the general public.
- You will respect the rights of classmates, faculty, and staff and will cooperate with all health care professionals in a friendly and professional manner.
- You will refrain from the use of any mind-altering drugs, alcohol, or intoxicants prior to or during class.

Scope of Practice

- You will provide services within the scope of the New York State definition of massage, bodywork, and the limits of your training. You will not employ those massage or bodywork techniques for which you have not had adequate training and shall represent your education, training, qualifications and abilities honestly.
- You will be conscious of the intent of the services that you are providing and shall be aware of and practice good judgment regarding the application of massage and bodywork techniques utilized.
- You will not perform manipulations or adjustments of the human skeletal structure, diagnose, prescribe or provide any other service, procedure or therapy which requires a license to practice chiropractic, osteopathy, physical therapy, podiatry, orthopedics, psychotherapy, acupuncture, dermatology, cosmetology, or any other profession or branch of medicine. You will only perform bodywork under the supervision of a licensed massage therapist and in the teaching environment on campus.
- You will be thoroughly educated and understand the physiological effects of the specific massage and bodywork techniques utilized in order to determine whether such application is contraindicated and/or to determine the most beneficial techniques to apply to a given individual. You will not apply massage or bodywork techniques in those cases where they may be contraindicated without a written referral from the client's primary care provider.

Community Events

As a student in the massage therapy program you have the exciting opportunity to practice your hands-on skills by participating in community events, such as chair massage, health fairs, sporting events, nursing home care, and more. Flyers will be posted on the designated Massage Therapy bulletin boards and sign-up sheets for each event will be posted on the Department Chair's door. These events help build your confidence, teamwork skills, while also giving you a chance to put newly learned skills into practice.

You will be supervised by an instructor who is a licensed massage therapist at all times, who will direct and guide you to ensure the best possible experience.

Community events can also be used as time towards make-up hours, should you need to miss class for any reason. Please discuss this with your Instructor and Department Chair ahead of time. Some events may be mandatory and count as assignments for class. You will be made aware of this in advance.

As a student, you are highly encouraged to participate in a minimum of 3 community events within the course of your program. Although not mandatory, community support and volunteer time are a good highlight to you resume.*

Students will be held to the highest professional standard and will be expected to follow the Massage Therapy Program Code of Professionalism and Ethics.

****Students volunteering for community event not being mandatory is subject to change.***

Attendance and the New York State Licensing Exam

New York State requires students to complete at least 1,000 hours in the study and application of massage therapy to qualify for the New York State licensing examination. This means, that each program has a specific attendance policy to meet these requirements. When you take massage therapy classes, you will notice this outlined in your syllabus, but it is also important to mention it now, during your orientation.

All massage therapy students must attend all classes in order to receive credit for the course (grade is figured separately). You must also make up all missed hours on campus, meeting with a tutor, your instructor, or Department Chair. You are given a form with details of assignments and other requirements for the time that you have missed. The importance of attendance can never be overstated---it is ESSENTIAL that you attend ALL of your classes.

The massage therapy program is cumulative. This means that from the very beginning, you will be learning information that you will need to do well on the New York State licensing examination. The exam is offered every January and August, and depending on when you graduate. You will be provided with review classes, and be supported during the entire process of filing your application to taking the exam. Attending your classes and staying current on all of your assignments, completing projects, homework, getting tutoring when you are struggling is ABSOLUTELY crucial because it is cumulative. It is easy to forget information when you have other things to worry about, other responsibilities and stresses. We will help you the best we can, but your motivation and dedication level will be controlled by you.

Massage Therapy Make-Up Policy

Policy Overview:

To ensure successful program completion, students in the Massage Therapy program must make up all missed class time, regardless of the reason for absence. This is to ensure every student receives their 1000 hours for the program. Failure to make up the class time missed in the designated timeframe will result in the student receiving a point deduction based on the course syllabus and/or possible failure of that course.

Please note: Students absent for 25% or more of any course will receive an automatic grade of “F” and must repeat the course. This is regardless of make-up hours and material that has been submitted. This includes science courses and electives in massage therapy program. Understand that the science and elective courses may have additional policies for make-up work in addition to massage therapy policy.

Clinic note: licensed massage therapist instructors must be present and contacted in order to do massages on campus for make-up work. It is up to the student to email or call and arrange time with massage therapy instructor. Clinic staff cannot open you in book to do make up massages or supervise make-up hours.

Biology and General Education note: (example English, psychology, A&P, A&P lab, etc...) The biology and general education classes are within other departments, they may have a different make up policy that is separate from the massage therapy make up policy. Each instructor will clearly outline that within the first day of classes when reviewing their syllabus. Failure to follow their make-up policies could result in a low grade or failure of that course.

Timeframe:

- Students who miss class at any time during their course, has ONE WEEK from the date class was missed to make up all class work on campus. **Valid doctor’s notes, will be considered for time extension upon instructor approval, but not guaranteed.** The doctor’s note MUST have the date that class was missed to be considered.
- Ability to provide a doctor’s note for makeup time will be capped at 25% (each course is different, see instructor for details). After 25% of hours missed, too much material is missed and will be unable to be made up. Student must repeat the course.
- Missed midterm exams and final exams cannot be made up
- No make-up will be accepted week 8 of the module. No exceptions
- Make-up work DOES NOT allow you to receive class participation grades or full credit for the work missed. It allows you to do the hours and material that you missed for that course.
- Communication is on you as the student to ensure you make a connection with the instructor in a timely manner to allow enough time for your make up work.
- Homework or other assignments that are missed are to be made up according to the syllabus and/or instructor policy for each course. Each student is to review and ask questions concerning the understanding of this policy.

Procedure:

All make-up work must have an accompanying form dated with instructor signature.

- Non-Body Work courses: students will be given an assignment at the discretion of the instructor. The material is due during the timeframe described above or designated by the instructor. Failure to complete the assignment in full, according to the directions given, will result in a grade of 0. No partial credit will be given for make-up assignments and possible failure of the course.
- Note: non-body work course needs to be made up on campus.
- Body Work courses: students must attend a make-up clinic session where they perform bodywork for the time missed. All time is made up in one-hour massage increments.

Courses that meet for 2 hours or more will require two client massages.

Courses that meet for less than 2 hours will require one client massage.

Students are responsible for coordinating make-up sessions within the timeframe described above. Student must contact massage therapy instructor with in the program to do so.

- Body work make up sessions:

- Student must have make-up form signed by instructor, dated.
- Student must coordinate his/her own clients for make-up session.
Note: If a student cannot locate clients, he/she should immediately contact the instructor for further instructions.
- Speak with you instructor to schedule a mutual time that yourself, your client and the instructor will be on campus. No body work can be performed without the presence of a Mildred Elley massage therapy instructor.

*Students who no call/no show a clinic make-up session will not be permitted to use the clinic to make up time for the remainder of the module. No exceptions.

Clinic I/II make up policy: Make-up opportunities for clinic I/II will be considered on a situational basis only. It is unprofessional to inconvenience instructors, massage staff members and your client the day of clinic when you call in. If you are ill, it is expected that you must provide a doctor's note stating the nature of illness and expected return date to school. If doctors note is provided, all clinic massages must be made up based on the guidelines above or instructions from your physicians recommended return date if it surpasses the guidelines.

New York State License Requirements

You must be of good moral character. If you have ever had a felony, there is a chance New York State will not approve your license, even if you pass the examination. It is a risk you take. While in most cases this can be resolved, it is something you personally must address with New York State. Good moral character also means that you will do no harm, work within your scope of practice, and practice good behavior and ethics.

New York State Practice Guidelines

Content obtained by <http://www.op.nysed.gov/prof/mt/>

Communication

- Massage therapists will accurately inform patients/clients, other health care practitioners and the public regarding the scope of their discipline and will represent their personal qualifications honestly, including education, experience, and professional affiliations upon request or in advertising.

Providing Treatment

- Massage therapists will have a sincere commitment to provide the highest quality of care to those who seek their professional services, and will provide only those services which they are qualified to perform.
- Massage therapists will provide treatment only when there is a reasonable expectation that it will be advantageous to the patient/client. The therapist will acknowledge the limitations, precautions, and the contraindications for their practice, and will refer patients/clients to other licensed health care professionals when the patient's/client's needs are outside of the therapist's scope of practice.
- Massage therapists will conduct their business and professional activities with honesty and integrity, and will act with respect toward colleagues, including all other health professionals.
- Massage therapists will avoid any interest, activities, or influences which might conflict with their obligation to act in the best interest of their patients/clients.

Confidentiality

- Massage therapists will safeguard the confidentiality of all patient/client information, including patient/client records, unless disclosure is required by law or court order. Any situation which requires the revelation of confidential information should be clearly delineated in records of massage therapists.

Consent

- Massage therapists will respect the patient's/client's right to an informed and voluntary consent for the release of patient/client information. Massage therapists will obtain and keep a record of the informed consent of the patient/client, or, in the case of a minor, of the person in parental responsibility before releasing information, unless required by law to do so.

- Massage therapists will respect the patient's/client's right to refuse, modify or terminate treatment, regardless of prior consent for such treatment.
- Massage therapists will not cause the patient/client more pain than the patient/client is willing to accept, nor will they exert any psychological pressure to induce the patient/client to accept a level of pain higher than the patient/client has expressly agreed to experience.
- When massage of breast tissue is therapeutically indicated, the female patient/client must be fully informed and give consent before the therapist undrapes the breast for treatment.

Boundaries

- Massage therapists will respect the patient's/client's boundaries with regard to privacy, exposure, emotional expression, beliefs and reasonable expectations of professional behavior. Therapists will respect the patient's/client's autonomy.
- Massage therapists will avoid exerting undue influence on patients/clients and will never engage in sexual behavior during the course of the professional relationship. The therapist should not engage in sexual conduct or activities, even if the patient/client attempts to sexualize the relationship.
- No manipulation of the genital areas is permitted, even at the patient's/client's request.

Immoral Conduct

- Massage of genital areas and massage of a patient/client who is not properly draped for massage shall be considered immoral conduct.
- The practice of massage by a massage therapist who is not properly dressed shall be considered immoral conduct.
- Draping includes methods used by a massage therapist to protect modesty, privacy, warmth and/or comfort of a patient/client by the use of sheets, towels, blankets or any item that serves this purpose.

Discrimination

- Massage therapists do not discriminate in providing services to patients/clients based upon culture, ethnicity, age gender, belief, or sexual orientation. Massage therapists may, however, restrict their practice to specific age, gender groups, or to specific conditions as long as this is consistent and not arbitrarily applied.

Hygiene

- Massage therapists will maintain their premises, including supplies, in a sanitary manner. This includes adherence to techniques of communicable disease control (universal precautions).

Competency

- Massage therapists are expected to maintain competency in their practice. This can be done by taking continuing education classes and workshops, and by the independent reading of research and technique materials.
- Massage therapists will not practice under the influence of prescription medication, over-the-counter medication, alcohol, drugs or any other illegal substances which can impair their functioning.

Clinical Absence Policy

The New York State Department of Education and the Office of the Professions require that Massage Therapy students complete a specific number of instructional and clinical hours to graduate and be eligible to sit for the New York State Licensure Exam.

NO absences are allowed during clinic hours. The Massage Therapy Department understands that emergencies may arise that may require an unexpected absence from the learning environment. In the case of an unexpected absence, the student must contact the instructor, so that plans can be made to make-up didactic and /or clinical hours at a scheduled date and time and documentation is required.

Absences can jeopardize continuation in the Massage Therapy program.

1. A student must complete the hours assigned to each course. If the student has an absence due to an extenuating circumstance such as serious illness, hospitalization or death in immediate family, they are required to make up the time. The student has to provide the documentation of such excuse **within one week** of the absence.
2. If a student has **two or more clinical absences in a single module**, the student will receive a grade of "F" for the class and must repeat the course in its entirety, lecture, lab and clinical, **if eligible**.
3. If a student must leave the clinical area for any reason or is **asked by the Clinical Instructor to leave the spa due to a physical illness or mental instability**, the student is required to make up the full clinical day. The student must submit **official** medical documentation stating that the student is physically and mentally able to return to clinical duties.
4. Any student **arriving 15 minutes or more late to clinic will be asked to leave the clinic area** and will be required to make up a full clinic day at their own expense. The clinic instructor **may or may not** give a verbal warning for the first tardy; at the second instance of tardy the student will be sent home and must make up a full clinical day.
5. Students who have **experienced diarrhea, vomiting or fever in the past 24 hours should not attend their clinic** and must contact their Clinic Instructor at least 2 hours in advance of clinic. After the second episode of the above illness, a note from the primary care provider must be brought to the instructor stating that the student is able to attend clinic.
6. If the student violates any of the clinic guidelines or exhibits unprofessional behavior, an instructor **may** ask the student (1) to leave the clinic area, (2) make up a full clinic experience at his/her own expense or (3) be dismissed from the program.
7. If a student is unable to attend on their assigned clinical day due to serious personal illness, death in immediate family, hospitalization or extenuating legal circumstances, the student will:

- a. Notify their clinic instructor by phone and or email, at least two hours before the start of the clinic.
- b. Contact the Department Chair by phone if the clinic instructor cannot be reached. Messages may be left on voice mail if the instructor or Department Chair cannot be reached in person. Include the following information in the message: name, clinic instructor and the reason you are unable to attend.
- c. When the student returns from person illness, he/she must submit official medical documentation stating that the student is physically able to return to clinic. If the absence was due to death in the family a copy of the death certificate and or obituary will be given to the clinic instructor or Department Chair. If the absence was due to legal circumstances a note from the legal representative will be brought to the clinical coordinator.

There is **NO APPEAL process to the clinic absence policy**. However, in the case of extenuating circumstances, a meeting will be held with the Department Chair, clinic instructor and the student within one week of the incident to determine the most appropriate course of action. The student **may be suspended** from clinic class until the appeal decision is made. The student may need to repeat the course in its **entirety** (Lecture, Lab, Clinical rotation) **if eligible**.

Mildred Elley Massage Therapy Program Student Signature Form

Signing this document signifies that you have received, read, and understood the Mildred Elley Massage Therapy Student handbook. You acknowledge and understand all of the contents. Any questions that you may have, have been answered prior to signing.

☐ All of my questions have been answered to my satisfaction.

☐ I have no questions.

Student Signature

Date

Instructor Signature

Date



www.mildred-elley.edu