

Massage Therapy Program Student Handbook

Massage Therapy Program
Roane State Community College
Oak Ridge Campus
701 Briarcliff Avenue
Oak Ridge, Tennessee, 37830
(865) 481-2000

Table of Contents

Name, address and telephone number of school	Cover
Welcome & Program Faculty/Staff	2
Mission Statements (Institutional, Divisional, & Program)	2-3
Statement of Accreditation Status	3
Statement of Non-Discrimination	4
Educational Objectives	4
Program's Curriculum & Clock Hours/Credit Hours	4
Definition of Credit Hour & Contact Hours	5
Length of Program	5
Student/Teacher Ratio	5
Program Admission Requirements & Procedures	5
Grading Methodology	6
Attendance Policy	6
Tardiness Policy	6
Make-up Work Policy/Make-up Hours Policy	6
Retention Requirements	7
Completion (graduation) Requirements	7
Type of Document upon Graduation	7
Classroom Conduct	7
Grounds for Dismissal	8
Voluntary Withdrawal and Honorable Dismissals	8
Leave of Absence Policy	8
Readmission Procedures	8-9
Program Costs (Tuition, College Fees, Other Expenses)	9
Payment Methods	9-10
Refund Policies	10
Course Cancellation Refund Policy	10
Financial Aid	10
Student Records/Access to Records	11
Release of Transcripts	11
Complaint Procedures	12-13
Massage Therapy Program Code of Conduct	13-15
Student Services	15-16
Student/Graduate Placement Services	16
Program Facilities and Equipment	16
Infection Control Guidelines	17
Tennessee Licensure Requirements	18
Criminal Background Checks	18
Health and Physical Ability Guidelines	18
Publication Date	18
Program Disclaimer Form	19-20

Rev. 07/2016

Welcome to the Massage Therapy Program

Welcome and congratulations on your acceptance to the Roane State Community College Massage Therapy program. We hope your educational experience will be challenging and rewarding. Use this handbook to familiarize yourself with the program and its requirements. If you have questions or need assistance of any kind, do not hesitate to contact me or any of the Allied Health Sciences division staff.

Gary Genna, BS, LMT, NMT, NSMT – Program Director (865) 481-2017
gennagn@roanestate.edu

Dr. Michael Laman, Ph.D. – Dean, Allied Health Sciences (865) 539-6904
lamanma@roanestate.edu

Mariella Akers – Oak Ridge Allied Health & Nursing Secretary (865) 481-2000, ext. 2007
akersm@roanestate.edu

Mission Statements

Roane State Community College

Vision Statement

Roane State Community College's vision is to be a premier learning institution that transforms lives, strengthens community, and inspires individuals to excellence.

Mission Statement

Roane State Community College is a comprehensive, public, two-year postsecondary institution serving the higher education needs of a diverse eight-county service area, which includes Roane, Anderson, Campbell, Cumberland, Fentress, Loudon, Morgan, and Scott counties and expands to include Knox and Blount counties for the delivery of a broad range of health science programs. Roane State provides multiple staffed teaching locations and a wide range of flexible teaching delivery modes and distance education technologies to accommodate the diverse learning needs of students balancing multiple priorities in the pursuit of their educational goals.

The college awards the Associate of Arts, Associate of Science, or Associate of Science in Teaching degree for students who wish to transfer to a four-year institution and provides career education for Associate of Applied Science degree or Technical Certificate graduates to enter the workforce. Roane State also upgrades employee skills with a wide range of continuing education and workforce development training offerings, provides a pathway to postsecondary education for high school students through dual studies, and brings cultural, educational, and recreational opportunities to its communities.

Regardless of their program of study, Roane State students are provided a sound foundation in critical thinking and communication skills and exposed to a curriculum and experiences designed to broaden their understanding and respect for wellness, civic engagement and service, diverse ideas and cultures, a sense of the global community, and the technology required to succeed in 21st century society.

Roane State's mission is to improve the lives of individuals through the transformative power of education and to build thriving communities through partnerships for strengthening economic development. Just as Roane State expects its students to challenge themselves to engage in lifelong learning, the college accepts the challenge to sustain a culture of innovation and to continually explore new ways to provide an educational experience that meets the current and future needs of its service area communities.

Values Statement

The college community affirms as its highest values honesty, integrity, respectful communication, and a commitment to personal and professional accountability and measures its institutional success by the success of its students.

Allied Health Sciences Division Mission Statement

To provide allied health sciences students with the knowledge, skills, and behaviors to achieve their academic, professional, and personal goals as competent health care practitioners and active, effective citizens in their respective communities.

Massage Therapy Program Mission Statement

The mission of the Massage Therapy program is to prepare students with the knowledge, skills and attitudes to function as entry level professionals in the field of therapeutic massage and bodywork. In addition to essential manual massage therapy skills, instruction will emphasize the critical thinking skills required to make ethical decisions and sound clinical judgments regarding client needs.

Accreditation Status

Roane State Community College's Massage Therapy Program is nationally accredited by the *Commission on Massage Therapy Accreditation (COMTA)* located at 5335 Wisconsin Ave, NW, Suite 440, Washington DC, 20015. COMTA can also be contacted at 202-895-1518 or at www.comta.org.

Statement of Non-Discrimination

The Massage Therapy Program does not engage in any form of enrollment discrimination including (but not limited to) race, gender, religion, nationality, age, disability, and sexual orientation.

Educational Objectives

The Massage Therapy Program will prepare graduates to:

1. Demonstrate working knowledge of anatomy, physiology, kinesiology, pathology, and therapeutic manual massage techniques in order to create and implement client-centered care plans.
2. Demonstrate effective interpersonal skills, display ethical behavior and professional judgment in clinical settings, and demonstrate an understanding of the business aspects of the practice of massage therapy.
3. Complete the program curriculum, pass the Massage and Bodywork Licensing Exam (MBLEx), and become employed as licensed massage therapists.

Program Curriculum and Schedule of Courses

Fall Semester	Credit Hours	Contact Hrs.
MAS 117 TN Massage Law & Practice Ethics	3	45
MAS 120 Swedish Massage	3	90
MAS 121 Muscle Anatomy I	2	60
MAS 122 Muscle Anatomy II	2	60
MAS 135 Massage for Special Populations	2	45
Fall Semester Total	12	300
Spring Semester		
MAS 113 Massage Physiology & Pathology I	3	45
MAS 114 Massage Physiology & Pathology II	3	45
MAS 118 Massage Business, Professionalism & Communication	3	45
MAS 124 Student Massage Clinic	1	45
MAS 130 Medical Massage Therapies	4	120
Spring Semester Total	14	300
Summer Semester		
MAS 152 Clinical Massage Practice	2	60
MAS 123 Overview of Somatic Therapies	2	60
Summer Semester Total	4	120
Total Credit Hours and Contact hours	30	720

Definition of Credit Hours and Contact Hours

Roane State Community College determines the credit hour value of each course based on instructional contact time using the following conversion chart:

1 lecture credit hour = 15 contact hours of lecture per week in a regular semester or 45 contact hours per semester

1 lab credit hour = 1- 4 contact hours of lab per week in a regular semester or 15-60 contact hours per semester

1 clinical credit hour = 1- 8 contact hours of clinical per week in a regular semester or 15- 120 contact hours per semester

Length of Program

The Massage therapy Program at Roane State Community College takes 11 months to complete. Academic calendars for each term are available on the RSCC online college catalog at <http://www.roanestate.edu/catalog/?id=63>

Student /Teacher Ratio

The student/teacher ratio for lectures will not exceed 25:1. The student teacher ratio for hands-on classes will not exceed 15:1 (during hands-on classes, only students performing hands-on techniques are considered active learners; students receiving the hands-on techniques are considered passive learners and are not considered in the student/teacher ratio.)

Program Admission Requirements and Procedures

Students applying for Admission to Massage Therapy Program must:

1. Complete the Roane State Community College (RSCC) admissions process to become an admitted student.
2. Complete and submit an electronic Allied Health Sciences (AHS) application on RaiderNet and submit by the published application deadline.
3. Complete a required program admission examination or other evidence of reading proficiency. (see Massage Therapy program webpage for details).
4. Schedule and attend a scored, pre-admissions interview.

Due to limited space, enrollment into the Massage Therapy Program is a competitive process. Entrance exam scores/proficiency and admission interview scores are used to determine the most qualified applicants. The Program Director will recommend applicant selections to the Allied Health Sciences Admissions Committee for final approval. MEETING MINIMUM REQUIREMENTS DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM.

Grading Methodology

In the syllabus of every course is a grading rubric describing how students earn/accumulate points towards their grades. Every syllabus describes the number of points assigned to quizzes, tests, class projects/presentations, class participation/attendance and professionalism. The student's final course grade will be assigned based on the percentage of points accumulated vs. total points available.

The following scale will be used:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%
W	Official withdrawal on or before mid-term
I	Assigned only in case-by-case circumstances

Attendance Policy

1. The Massage Therapy Program has attendance requirements that affect progress or retention in the program. Students must be in attendance for a minimum of 85% of the classes. ATTENDING LESS THAN 85% OF CLASS MEETINGS IS GROUNDS FOR AUTOMATIC FAILURE. Attendance will be monitored for students who receive Title IV financial aid funds. Lack of attendance could mandate administrative withdrawal and necessitate the repayment of financial aid funds. A student's percentage of class hours attended will be a factor in determining a student's grade for *Professionalism* for each course.
2. Absences are counted from the first scheduled meeting of the class. **Non-attendance does not constitute a withdrawal from classes or from the college.** Procedures to formally drop a course or to withdraw from the college must be followed. FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN A FAILING GRADE ON A STUDENT'S TRANSCRIPT.

Tardiness Policy

Students arriving to class more than 15 minutes late will be considered tardy. Students leaving class more than 15 minutes early will be considered tardy. Every two (2) tardies will count as one (1) absence. Punctuality is expected for all classes. Tardiness will result in the instructor deducting points from the student's *Professionalism* grade.

Make-up Work Policy

Students missing assignment deadlines, quizzes or test have one (1) week to take a make-up test and will be penalized one grade level (10 points). Assignments, quizzes and tests not made up within one week will result in a grade of zero. Instructors will determine appropriate make-up assignments for students missing lecture or hands-on classes. The assignment will include a written portion to be turned in to the instructor as documentation for the make-up assignment.

Make-up Hours Policy

Students **CANNOT** make up classroom hours missed.

Retention Requirements

Students' grades will be evaluated at the end of each semester by the Program Director. A student must maintain the following standards or he/she will be dismissed from the program:

1. A grade of "C" or better in each course.
2. A student must be able to complete courses with the class in which he/she was admitted. A student who cannot graduate with the class in which he/she was admitted will be dropped from that class and must re-apply to a subsequent class.

The RSCC policy of Student Conduct and Disciplinary Sanctions applies to all students regardless of the program in which they are enrolled. In cases where alcohol or drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the Dean of Allied Health Sciences and the office of the Dean of Students.

Completion Requirements

Students must pass all necessary coursework with a minimum grade of C, must have satisfactorily met all financial obligations to the institution, and must submit an *Intent to Graduate Form* in a timely fashion.

Type of Document upon Graduation

Upon satisfactorily completing the Massage Therapy Program, students will be awarded a *Certificate*. Program graduates do have the option to complete additional general education and Allied Health Science courses to earn an Associate of Applied Sciences Degree in Allied Health Sciences from Roane State Community College.

Classroom Conduct

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination. In cases where the instructor imposes Summary Academic Discipline by assigning an "F" for the course rather than a single exercise or assignment, the instructor shall make a written notification to the appropriate academic dean and the Dean of Students for an "F" to be assigned to the class in question. Disciplinary sanctions will be imposed only through appropriate institutional disciplinary processes coordinated by the Dean of Students when deemed necessary. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures.

Grounds for Dismissal

A student may be dismissed from the program for any one or more of the following reasons:

1. Failure to meet minimum academic standards as stated in the above section. Every course in the Massage Program is a critical component to the education process. Failure of any one course is grounds for immediate dismissal from the program.
2. Missing 15% or more of a course's classroom meeting hours.
3. Conduct endangering anyone in the classroom or sexual harassment or sexual misconduct in the classroom.

Voluntary Withdrawal and Honorable Dismissals

Students finding it necessary to withdraw from the college must do so officially to maintain good standing and to assure honorable dismissal and/or readmission.

The request for a late drop or withdrawal MUST be made on or before the last day of classes. See the college catalog (<http://www.roanestate.edu/catalog/?id=240>) for further information regarding late withdrawals. A student who never attends or stops attending classes and fails to follow the proper withdrawal procedures will be carried on the roll until the end of the semester and a grade of "F" will be recorded.

Leave of Absence Policy

Students may not take a *Leave of Absence* but rather are encouraged to honorably withdraw from classes. Students that honorably withdraw from coursework may be considered for re-admission back into the Massage Therapy Program at a later date.

Readmission Procedures

A student must request readmission after a grade of "D" or "F" is received in a course or after withdrawal from the program at any time during the semester. A student may be considered for readmission to the program if all of the following criteria are met:

1. Students applying for readmission must meet all admissions criteria. The applicant must submit a readmission request in writing to the Program Director at least thirty (30) days prior to enrollment. The request must be a detailed personal reflection of the reason(s) for the unsuccessful performance and a plan of correction.
2. One (1) readmission to the program will be permitted.
3. The applicant applying for readmission will be required to interview with the Program Director for consideration of readmission before the review date by the Allied Health Admissions Committee.
4. An acceptable level of discipline-specific competency may need to be demonstrated prior to readmission.
5. A student with previous unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty. *Note: the Program Director will verify that all readmission documents and criteria including licensure/credentials are current and valid.*
6. Readmission to an Allied Health Sciences program is contingent upon the availability of space.
7. Students who are dismissed for reasons associated with academic misconduct or violations of a code of ethics will not be considered for readmission.
8. A student must repeat the course or courses for which he/she was dismissed and attain a "C" or better in the course.

9. A student may be readmitted to the program within two years from the semester that he/she failed. Before being considered for readmission, he/she will be required to take a competency exam for those course(s) which he/she previously successfully completed. Upon successful completion of those exams, he/she will be considered for readmission to the program and be required to take only the course(s) he/she failed. If he/she does not successfully complete the competency exam(s), he/she can reapply for admission but will have to repeat all courses. Successful completion of a competency exam means a grade of 70 or greater.

Costs of Massage Therapy Program

Students can expect to pay the following costs/fees for attending the Massage Therapy Program:

Tuition	Fall Semester	\$1872	
	Spring Semester	\$1903	
	<u>Summer Semester</u>	<u>\$ 624</u>	
	TOTAL		\$4399*
College Fees (each Semester)	Fall Semester	\$ 451.50	
	Spring Semester	\$ 476.50	
	<u>Summer Semester</u>	<u>\$ 191.00</u>	
	TOTAL		\$1119
Other Expenses:			
Books (approximate costs)		\$ 600	
Massage table w/adjustable face cradle & carry case		\$ 650	
Supplies		\$ 400	
Scrubs for student clinic		\$ 50	
White tennis shoes		\$ 70	
Physical exam (cost may vary)		\$ 150	
Liability insurance (2 semesters)		\$ 30	
Name tag for directed practice		\$ 10	
Criminal background check (if required)		\$ 130	
MBLEx licensing exam		\$ 195	
TN licensing fee		<u>\$ 280</u>	
	TOTAL		<u>\$2565**</u>
	TOTAL Anticipated Expenses		\$8083

* Based on in-state tuition

** Expenses are estimates based on current market retail prices and may vary.

Payment Methods

Payment will be accepted by cash, personal check, money order, or by VISA, American Express or MasterCard credit or debit card. Payments may be made at any Roane State campus or center, by mail

(Roane State Community College, Business Office, 276 Patton Lane, Harriman, TN 37748), through RaiderNet or RaiderPay or by telephone authorization for VISA, American Express or MasterCard at the Bursar's Office (865-354-3000, ext. 4798).

Refund Policies

All refund policies are subject to change by direction of the Tennessee Board of Regents and will be posted on Roane State's website as changes are made.

Details regarding refund policies and adjustment periods may be found in the college catalog at <http://www.roanestate.edu/catalog/?id=105>.

Course Cancellation Refund Policy

Courses canceled by Roane State Community College will be refunded in full or the registrants may elect to transfer into another course.

Financial Aid

The financial aid program at Roane State Community College is designed to aid students who would find it difficult or impossible to attend college without financial assistance. Roane State offers a comprehensive program of financial aid in the form of scholarships, work study, grants and loans. Major emphasis is placed upon financial need, academic achievement, character, and promise of future success. For assistance with your Financial Aid needs you may call toll free 1-866-462-7722 ext. 4545 or 1-865-354-3000 ext. 4545.

The basis for determining financial need is the result of an analysis of the parents' and/or student's resources as provided by the Free Application for Federal Student Aid (FAFSA). Students can access the form online at <http://www.fafsa.ed.gov>. All campuses can assist families in filling out the application.

Eligibility for financial aid is based on financial need, availability of funds and ability to maintain satisfactory progress. To qualify a student must:

1. Be admitted to attend or currently attending Roane State in an approved degree or certificate program and,
2. Submit academic transcripts from all previously attended colleges and,
3. Submit the online Free Application for Federal Student Aid (FAFS) to determine financial need and,
4. Submit verifying documents if requested by the Financial Aid Office and,
5. Meet Roane State's satisfactory progress standards.

Roane State encourages students to complete the Free Application for Federal Student Aid (FAFSA) as early as possible. Beginning October 1, 2016, the FAFSA will be available for the 2017-2018 aid year and on October 1 for each following year. Roane State has set the following priority dates for file completion:

- Fall semester files should be completed by August 1st to ensure processing for fee payment.
- Spring semester files should be completed by December 1st to ensure processing for fee payment.
- Summer semester files should be completed by May 1st to ensure processing for fee payment.

Students applying after the priority dates listed above will be required to pay for the tuition and fees, and possibly be reimbursed if they qualify for financial aid assistance at a later date.

Student Records

At Roane State Community College, academic records are considered confidential. The college's policy regarding the use and release of student records is governed by Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) and the Tennessee Public Records Act.

Under the terms of these laws, the college and its employees are charged with protecting the confidentiality of the educational records of prospective students, currently enrolled students, and former students. The college is empowered to disclose relevant portions of student records to faculty and staff determined to have a legitimate educational interest.

Access to Records

1. A student shall be permitted to inspect and review his/her academic records within 45 days following the date on which he/she notifies the Admissions and Records Office that he/she desires access to such records.
2. A student shall be provided with a copy of their academic record if they have no obligations to the college. If there is an obligation, the student will be allowed to view a copy of their academic record, but may not take the copy.
3. Students have the right to request explanation or interpretation of their academic record.
4. The student shall be entitled to challenge the content of his/her academic records.
 - a. A challenge concerning the content of a student's academic record must be submitted in writing to the office/department immediately in charge of maintaining the record in question.
 - b. The challenge must be signed by the student.
 - c. The office/department in charge of maintaining the record will mark the date of submissions on the challenge. A response will be sent to the student within 30 days noting the action to be taken by the office/department or the student.

Release of Transcripts

1. Students may receive a copy of their transcript by appearing in person. A photo ID must be presented. Completion of a transcript request form with the student's signature is required prior to the release or mailing of the transcript. The student account will be checked for financial obligations prior to release.
2. Students may receive a copy of their transcript by mailing or faxing their signed transcript request to:
Admissions and Records Office
Roane State Community College
276 Patton Lane
Harriman, TN 37748-5011
FAX: 865-882-4527
3. Students with an active RaiderNet account may also request transcripts via the link there.

Personal copies of transcripts are stamped "Issued to Student." If a student needs to hand carry an official transcript, it is put in a sealed envelope and stamped "Unofficial if Seal is Broken."

Complaint Procedures

Roane State Community College is committed to providing a quality educational experience for all students, whether they are engaging in instruction or accessing college administrative or support services. Therefore, it is incumbent upon the institution to put into place adequate procedures for students to submit complaints and to follow those procedures through to resolution. All students have the right to file a complaint about a situation or condition if they believe they have been treated unfairly, or if they wish to appeal a final grade. Procedures for filing grade appeals and other complaints are published in the college Student Handbook, accessible on the Student Resources webpage.

Grade Appeal Procedure

Grades, as well as transcript information, withdrawals and other data perceived by a student to be in error, must be protested within the subsequent semester after the information was posted. If a student believes there are circumstances which warrant an appeal of a grade received for other than academic misconduct, the student must appeal the grade within 45 calendar days following the last day of the end of the semester in which the grade is posted. The appeal process must be initiated by the student and includes the following steps which must be followed in this order:

1. Contact the instructor in writing to ensure that no calculation or administrative error occurred and if it is not possible to resolve the problem at this level,
2. The student can submit an appeal in writing to the division dean of the instructor, and the students can expect a written response. The Grade Appeal form is available online on the Grade Appeals webpage (<http://www.roanestate.edu/?6133-Grade-Appeals>) of the online Student Handbook. If the issue is not resolved at this level, then,
3. The student can submit the written appeal to the Vice President for Student Learning whose decision will be final.

Protests initiated after the allowed time frame of 45 days will not be reviewed.

Other Student Complaints

If a student feels he/she has not received fair treatment, or has a complaint regarding some situation or condition (financial aid, tuition, parking tickets, facilities, etc.), the student may file a complaint using the following procedure:

1. File a Student Complaint Form in writing to the Dean of Students. The Student Complaint Form is available online on the Complaint Procedures webpage (<http://www.roanestate.edu/?6562-Complaint-Procedures>) of the online Student Handbook.
2. The Dean of Students will investigate the complaint, consulting with other RSCC personnel as needed, and notify the student of the outcome.
3. If the student is not satisfied with how the Dean of Students has tried to resolve the issue, the student may be heard by the Vice President of Student Learning and/or the Vice President of Student Services.

If the student has other complaints not resolved by Roane State they may follow the information below regarding the Tennessee Board of Regents (TBR) student complaint procedures.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form by going online and filling out the form at <https://www.tbr.edu/contacts/contact-tbr>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 3033-4097, telephone: 404-679-4500, or www.sacscoc.org.

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

Harassment (Sexual, Racial, or Other)

Tennessee Board of Regents Policy 5:01:02:00), pursuant to Title VII of the Civil Rights Act of 1964 and regulations adopted pursuant thereon, prohibits sexual harassment of employees, applicants for employment, or students. This policy requires Roane State to affirmatively address all allegations of sexual harassment. Similarly, harassment on the basis of ethnicity, color, religion, national origin, sexual orientation, gender identity, age or status as a covered veteran, or other protected status will not be condoned, and all allegations shall be affirmatively addressed. Any complaints of harassment should be made to the Affirmative Action Officer, Mr. Odell Fearn. In the case of student harassment by other students, the Dean of Students will address the complaint. Roane State Policy PA-02-01: Harassment: Sexual, Racial, or Other is published online and may be accessed via the online Student Handbook Harassment (Sexual, Racial, or Other) link (<http://www.roanestate.edu/?6460-Harassment-Sexual-Racial-or-Other>). Here students may also access Roane State policy PA-02-02: Sexual Misconduct, which fulfills the regulations of the Student Right-to-Know and Campus Security Act of 1990.

Massage Therapy Program Code of Conduct

The Massage Therapy Program at Roane State Community College complies with the Tennessee Massage Licensure Board's Professional and Ethical Standards. All students in the program are expected to uphold their conduct in accordance with these standards.

0870-01-.19 PROFESSIONAL AND ETHICAL STANDARDS FOR THERAPISTS AND ESTABLISHMENTS.

(1) The Board requires licensed therapists and licensed establishments to uphold professional and ethical standards that allow for the proper discharge of their responsibilities to those served, that protect the integrity of the profession, and that safeguard the interests of individual clients. To ensure compliance with these professional ethical standards, licensed therapists, and, when applicable, licensed establishments, must:

(a) Accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline; and

(b) Acknowledge the limitations of and contraindications for massage and bodywork and, when appropriate, refer clients to appropriate health professionals; and

(c) Avoid any interest, activity or influence which might be in conflict with the licensee's obligation to act in the best interests of the client or the profession; and

(d) Comply with all applicable Tennessee statutes and regulations as well as Orders issued by the Board pursuant to its disciplinary and/or declaratory order authority; and

(e) Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons; and

(f) Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training; and

(g) Exercise the right to refuse to treat any person or part of the body for just and reasonable cause; and

(h) Have a sincere commitment to provide the highest quality of care to those that seek their professional services; and

(i) Provide draping and treatment in a way that ensures the safety, comfort and privacy of the client; and

(j) Provide treatment only where there is reasonable expectation that it will be advantageous to the client; and

(k) Refrain, under all circumstances, from initiating, arranging for, or engaging in any sexual conduct, sexual activity, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship; and

(l) Refrain, under all circumstances, from providing the following treatments, which are prohibited and not within the scope of practice for massage therapists:

- 1. Treatments to the anus or anal canal, including, but not limited to, colonic irrigations and enemas;*
- 2. Cross-gender breast massage;*
- 3. Treatments to the genitals.*

(m) Refrain, if the licensees are owners or employees of a massage therapy educational program approved by the Board pursuant to Rule 0870-02-.02, from dating or having a sexual relationship with any student of such program while the student is enrolled, including the period of time between semesters of attendance; and

(n) Refrain, if the licensees are owners or employees of a massage therapy educational program approved by the Board pursuant to Rule 0870-02-.02, from soliciting any student of such program to be a client or customer for massage therapy services while the student is enrolled, including the period of time between semesters of attendance;

(o) Refrain from providing services when the licensee is either physically or mentally incapable of safely doing so. The term "safely" as used in this rule means safety of the massage therapists and anyone they come in contact with during the course of professional practice; and

(p) Represent their qualifications honestly, including their educational achievements and professional affiliations, and provide only those services which they are qualified and licensed to perform; and

(q) Respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and autonomy, as well as the client's reasonable expectations of professional behavior; and

(r) Before proceeding with a massage, explain to the client expected draping techniques and provide the client a clean drape large enough for the purpose of draping the buttocks and genitalia and, in the case of female clients, the breasts. Such body parts must remain covered except during therapeutic treatment of those specific areas, with the exception of the genitalia, which shall always remain covered; and

(s) Respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given; and

(t) Respect the client's right to treatment with informed and voluntary consent by obtaining and recording informed voluntary written consent of the client, or client's advocate, before performing:

- 1. Therapeutic treatments beyond the normal narrowing of the ear canal and normal narrowing of the nasal passages; and*
- 2. Therapeutic treatments in the oropharynx (mouth); and*
- 3. Therapeutic same-gender breast massage.*

(u) Respect the client's right to treatment with informed and voluntary consent by obtaining and recording informed voluntary written or verbal consent of the client, or client's advocate, before providing treatment other than the treatments identified in subparagraph (1) (p) of this rule; and

(v) Safeguard the confidentiality of all client information, unless the client provides written permission to release such information; or

- 1. Unless such information is requested during a formal investigation by representatives of the State of Tennessee or other law enforcement agencies; or*
- 2. Unless required to do so pursuant to any action in a court of law; or*
- 3. Where required by law to report to state or federal agencies.*

(w) Refrain from practicing in an unlicensed establishment.

(x) Launder or sanitize, before reuse, all materials, equipment and supplies utilized for each client.

(z) Thoroughly wash hands with soap or sanitize hands immediately before and immediately after performing a massage.

(2) Violation of any provision listed in paragraph (1) is grounds for disciplinary action, as provided in Rule 0870-01-.13.

Student Services

It is the mission of Roane State Community College to provide students a learning environment that places the highest priority on student success. The college fulfills this mission in part through the provision of student support programs, services, and activities to promote student learning and enhance student development.

Roane State Counseling Services assist students to transition to college through basic college survival skills as well as providing skills and resources to help students overcome barriers to academic success such as time management difficulties, test anxiety, etc. Roane State counselors also provide short-term personal counseling and referrals to community resources as needed.

Massage Therapy program students receive primary academic advisement from the program director; however, the college also has an Advising Resource Center with professional advisors to serve as a centralized resource for academic advising for students and faculty and to provide extra assistance to undecided and at-risk students.

The Roane State Learning Centers support the classroom experience by providing individual assistance, learning technology, and other resources for students and support services for faculty. Each center is equipped with computers for student use. The Learning Center at the Oak Ridge Branch Campus, where the Massage Therapy program is located, is staffed with professional and peer tutors, and online tutoring is also available 24/7. All tutoring services are free of charge to students.

The Roane State libraries at the Roane County and Oak Ridge campuses are staffed with professional librarians to provide reference assistance. The library also contains a wealth of online resources, including research guides designed specifically for Massage Therapy students. See the guides at <http://library.roanestate.edu/massagetherapy>.

Student/Graduate Placement Services

While the Massage Therapy Program does not guarantee employment, Roane State's Placement Office provides its students, alumni, and employers various job search/employee matching tools to help develop a trained and ready workforce. Among these tools, accessible online at <http://www.roanestate.edu/?6224-Placement> are:

- **RaiderRecruit**, Roane State's job search system that matches employers with employees based on what you select within your student/employer profile. Students can browse local and nationwide opportunities from reputable employers, create resumes utilizing one of the many templates as well as develop cover letters.
- **Career Resources** link includes job search and employment articles of interest, available job search opportunities, and other up-to-date employment information.
- **Job Fair Information & Registration** link is available for employers to track the dates of Roane State's job fairs and to allow online registration for these events. A Job Fair for Allied Health and Nursing is generally held in February each year.
- **CareerSpots** link provides students and alumni with short videos featuring employers' information regarding the job search process, interview process, and other vital Career Exploration information. Downloadable Quick Tips worksheets are provided on many of the videos in an easy to read PDF format.

If these resources do not meet your specific needs, please contact the Placement Office to discuss your individual needs by calling 865-882-4695 or emailing the Placement Director at harriskb@roanestate.edu.

Program Facilities and Equipment

Currently, all Massage Therapy Program courses are held at the Oak Ridge Branch Campus. Lecture and Labs are held in a 1560sqft (30.8' x 52.8') classroom. There are both male and female locker rooms, each 375sqft (25' x15') for changing in privacy, showering, and securing personal property in metal lockers. There are electric height tables, hand washing facilities, audiovisual equipment, bolsters, face cradles, hand sanitizer, anatomical models, posters, variable level lighting, private dressing areas, etc. adequate for the 18-20 students who are allowed to enroll in the program each year.

The classroom consists of student tables and chairs, a faculty desk (with podium), whiteboard, and an audio-video monitor. Tables can be set up in staggered semi-circles or rows or stacked at the side of the room. Chairs may be stacked at the side of the room, set up in a circle, or used at the side or ends of each table.

Infection Control Guidelines

Massage Therapy Clinic Infection Control Policy and Procedures

Purpose and Background:

As health service providers, massage therapists have a duty of care and ethical responsibility to take all reasonable steps to safeguard themselves, clients, faculty and staff, and the general public from infection.

Infection control policies and procedures are put into place to minimize the risk of transmitting and acquiring infectious diseases. These diseases are usually caused by bacteria, fungi or viruses and can be spread by human-to-human contact, human contact with an infected surface, airborne transmission through infectious agents suspended in the air, or transmitted through food or water.

The purpose of this policy is to put into place procedures to minimize the risk of transmission of infectious agents as described above.

Required Clinic Procedures:

- Maintain personal hygiene.
- Wash and dry hands thoroughly before and after client contact.
- Dry hands with single-use towels (disposable paper towels are preferable to cloth).
- Use soap dispensers rather than bar soap.
- Keep nails short and avoid wearing any jewelry that may come into contact with clients.
- Ensure hair is tied back to prevent contact with clients.
- Clean and disinfect exposed areas of the massage table and bolsters after each client.
- Use clean, freshly washed linen between clients.
- Use clean, freshly washed towels to cover ice/hot packs or other objects that are reused and come into direct contact with clients.
- Place used linen in a closed container and launder on the day of use. Do not place used linen in direct contact with your body or clothing.
- Wash linen in hot water and detergent. If linen has signs of human body fluid contamination, washed separately, in hot water with detergent, and bleach added to the normal washing process.
- Store and rotate clean linen in the clean, dry storage area provided.

The risk of exposure to body fluids in the massage therapy clinical setting is relatively low; however, the risk of spreading infections such as flu and upper respiratory infections such as flu or upper respiratory tract infections is significant. Therefore, transmission-based precautions are an important addition to standard infection control precautions. Clients who are ill with systemic infection such as influenza will not be treated in the clinic. Therapists who are ill with systemic infection such as influenza will not come into contact with clients in the clinic. Clients with fever will not be treated; therapists with fever will not treat. Therapists with injuries or conditions in which the therapist's body fluids (runny nose, open or oozing wound, etc.) might come in contact with the client are to refrain from treating if the bodily fluids cannot be hygienically isolated from the client.

Tennessee Massage Licensure Board Requirements

The Tennessee Massage Licensure Board requires that completion of an approved Massage Therapy Training program be no less than 500 hours of training with 200 hours devoted to Human sciences, 200 hours devoted to Massage Therapy Theory and Technique, 10 hours of TN Massage Licensure Rules and Regulations, 10 hours of Ethics training, and the balance of 80 hours can be in Allied Modalities. License applicants must also be at least 18 years of age and must have passed the *Massage and Bodywork Licensing* (MBLEx), must submit a recent TBR Criminal Background Check, and submit two (2) letters of recommendation from two (2) Tennessee licensed health care providers. Massage licensure regulations can vary from state to state. Anyone seeking licensure outside of TN should contact that state's Massage Licensure Board. In the absence of a state issue massage license, local municipal ordinances may apply. The Tennessee Massage Licensure Board can be contacted at (615) 532-3202 or 1-800-778-4123 or write to The Tennessee Massage Licensure Board, 227 French Landing, Suite 300, Nashville, TN 37243

Criminal Background Checks

Criminal background checks and drug screening may be a requirement at affiliated clinical/externship sites utilized for training in the Massage Therapy program. Based on the results of these checks, an affiliated site may determine that your presence is not permitted at their facility. This would result in your inability to successfully complete the Massage Therapy Program. Students will be responsible for the costs of the background check. Additionally, a criminal background may preclude licensure or employment.

Health and Physical Ability Guidelines

Students will be required to meet all health guidelines of affiliated clinical/externship agencies. Personal health insurance may be required by some agencies. Students are highly encouraged to carry personal health insurance and are responsible for costs incurred due to injury or illness while enrolled. Students will be responsible for the cost of the physical examination and required immunizations and/or testing.

Students will be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirement of the program. Such essential requirements include freedom from communicable diseases, the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students will be required to meet all health guidelines of the affiliated agencies. Students are responsible for any costs incurred from injury or illness while in the Massage Therapy program.

Publication Date

The *Massage Therapy Program Student Handbook* is reviewed and updated on a regular basis. This handbook was written and published September 1, 2010; revised July, 2016.

Disclosures for Applicants to the Massage Therapy Program

Massage is a physically and mentally demanding profession in which you come into close physical contact with a diverse group of people of different health statuses, belief systems, and a variety of cultures.

- 1. Physical Demands:** Before accepting a position in the class, please consider the following: 1) All of your joints should move without undue restriction from previous injuries or degeneration; 2) you should be able to move on your feet for three hours without sitting to rest; 3) you should be free of any chronic condition that could impair your immune response.

X _____
Initial

- 2. Attendance:** In the Roane State Community College Massage Therapy Program, there are no excused absences or tardiness. Students must attend at least 85% of their scheduled classes or you can be dismissed from the program, regardless of the reason for your absences or tardiness. Plan family and work responsibilities accordingly.

X _____
Initial

- 3. Academic Rigor:** This program is academically challenging. You should plan significant study time in addition to the hours spent in class and supervised laboratory experiences each week. If you need help writing papers, doing on-line research or learning the required anatomy, physiology, and pathology, Roane State Community College provides a Learning Center with tutors and many other resources.

X _____
Initial

- 4. Income:** A massage therapy career usually takes time to build a clientele. Even when employed by a company, massage therapists are usually paid on commission, not by the hour. They are often expected to participate in promotional activities without pay. Although an experienced, full-time massage therapist can expect a comfortable living (\$30,000-\$40,000 annually and a few earn up to \$80,000), the first year income for a recent graduate may be very low (\$10,000 or even less). Therefore, before beginning this program or any other massage therapy education, you may need to plan to supplement income during your early career.

X _____
Initial

5. Criminal Background Checks: All applicants for Massage Licensure must submit a TBI Criminal Background Check with their license application. The State of Tennessee's Division of Health Related Boards has a policy prohibiting the issuance of a health care license to any applicant with any previous **felony conviction or any sexual misconduct convictions**. Applicants with previous misdemeanor convictions will be required to meet face-to-face with the Tennessee Massage Licensure Board before a license is issued.

X _____
Initial

6. Drug Testing: Several of the medical facilities where you may choose to perform your Fieldwork Externship require students to submit to a drug screening panel prior to beginning your rotation. Failure to pass the drug screen will prohibit you from using that location as an externship site.

X _____
Initial

I have read and understand the Disclosures of the Massage Therapy Program at Roane State Community College that were provided to me prior to accepting a seat in the program.

X _____
Signature

Date