

COLLEGEWIDE COURSE OUTLINE OF RECORD

TMAS 115, ETHICS AND MASSAGE MANAGEMENT

COURSE TITLE: Ethics and Massage Management

COURSE NUMBER: TMAS 115

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in MATH 023 Essentials of Algebra I

SCHOOL: Health Sciences

PROGRAM: Therapeutic Massage

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Fall, 2016

EFFECTIVE DATE OF THIS REVISION: Fall, 2017

CATALOG DESCRIPTION: Provides instruction in ethics and massage management. This course includes professional ethics, relationships and professional boundaries, state and federal legal matters, safety and sanitation regulations and practices, as well as liability-related issues. Also, financial administration, electronic health records and client documentation is discussed. Introduction to taxes and self-employment issues are also explored. Importance of personal professional development including ongoing education and research literacy in the profession is discussed.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course, the student will be expected to:

1. Identify value systems, personal and cultural beliefs, attitudes and behaviors and how they influence people and are relevant to massage therapy.
2. Define pertinent legal and ethical concepts.
3. Identify and describe a code of ethics.
4. Define ethical decision making, professional standards of conduct, and scope of practice for massage therapists.
5. Understand and explain federal, state, and local regulations as it applies to therapeutic massage and health care.
6. Define safety and sanitation practices as required by state and local laws and ordinances.
7. Identify and maintain proper client-therapist relationships.
8. Explain legal and ethical considerations of confidential medical documentation, including HIPAA requirements.
9. Define employment options and legal entity choices for massage therapists.
10. Identify basic business practice management techniques.
11. Define and describe the physical and interpersonal components of a therapeutic environment.
12. Explain basic principles of bookkeeping.
13. Identify a general electronic health record system and practice how to find and use necessary forms and various medical codes applicable to massage therapy.
14. Identify successful marketing techniques for establishing and growing a client base.

15. Identify effective methods for time management, client scheduling and maintenance of the work environment.
16. Identify appropriate job search methods and marketing tools.
17. Explain the importance of ongoing professional development within the massage therapy field.

COURSE CONTENT: Topical areas of study include –

Practice of therapeutic massage as a business.

Professionalism

Code of ethics

Scope of practice

Appropriate therapeutic relationships and boundaries

Massage regulations, including HIPAA, ADA and federal, state and local laws and ordinances

Creation and use of forms required for business practices

Electronic health records

Medical codes

Business practice policies and procedures

Employment options

Basic bookkeeping requirements

Time management

Job search techniques

Marketing

Professional development

ATTENDANCE

Detailed attendance verification for students including hours attended will be required in this course. The Indiana Professional Licensing Agency may require submission of documented hours of attendance upon application for state certification, which is required to practice massage therapy in Indiana. Students must complete at least 500 hours of supervised instruction to meet the state requirement.

HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students' on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to <http://www.ivytech.edu/library/> and choose the link for your campus.

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The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

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If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.