

# **PARKLAND MASSAGE THERAPY PROGRAM HANDBOOK**

(Updated: 11-24-20)

## **Table of Contents**

- I. Parkland College Massage Therapy Program**
  - Specific Required Accreditation and Related Organization Information
  - Parkland College Mission and Purposes
  - Massage Therapy Program Mission Statement
  - Parkland Statement of Core Values
  - Parkland College Civility Statement
  - Health Professions Structure
  - Statement on Health Profession Policies and Policy Compliance
  - Catalog Page
- II. Admission Policies**
  - Selective Admissions Process
  - Scoring Criteria and Prerequisites
  - Essential Qualifications and Accommodations Guidelines for Health Professions
  - Required Spoken and Written English
- III. Academic Policies**
  - Grading Scale
  - Grading, Course Enrollment and Progression
  - Grade Appeal
  - Academic Advising and Clinical Progression Longitudinal Record
  - Course Registration
  - Course Withdrawal
  - Reinstatement to a Program or Course
  - Program Withdrawal
  - Intent to Dismiss
  - Student Hearings and Due Process
  - Name and Address Changes
  - Attendance and Punctuality
  - Email, Computer Skills and Cobra
  - Cell Phone and Lap Policies
  - Recordings in the Classroom
  - Equipment Needed or Required
  - Student Records and Student Confidentiality
  - Final Examination Requirement
- III. Graduation Requirements**
  - Massage Therapy Program Graduation Requirements
  - MBLEX Licensing or Board Exam Information
  - Petition to Graduation
  - Program Ceremonies
- IV. Health and Safety Policies**
  - Student Health, Immunization, Drug Screen and Background Procedures
  - Reasonable Suspicion Testing
  - Title IX-Sexual Harassment, Violence, and Misconduct
  - Title IX – Pregnancy
  - Communicable Diseases and Communicable Disease Policy
  - Health Records
  - Student Health Status and Health Changes While in the Program
  - Bloodborne Pathogen Exposure or Other Occupational Hazards

- Inclement Weather
- Public Safety Escorts
- Classroom Lab Emergencies
- Medical Liability Insurance
- Medical Leave
- Emergency Alert System
- Smoke Free Campus
- V. Clinical Instruction**
- Statement on Student Employment
- Clinical Grading and Evaluation
- Clinical Accidents/Injury/Incident Reporting- Needle Stick and Exposures
- Clinical Transportation and Parking
- Clinical Progression and Failure
- Clinical Dismissal
- Patient Assignments at Clinical
- Student Work Policy at Clinical
- Mandated Reporting
- Clinical Course Policies
- VI. Student Conduct, Professional Behavior, Appearance and Standards**
- Dress Code
- Personal Grooming
- Personal Information Protection for HIPAA
- Massage Therapy Program Professionalism
- Massage Therapy Program Interprofessionalism
- Work Ethics
- Massage Therapy Program Code of Ethics
- Program Code of Conduct here or in Section I*
- VII. Parkland College Policies**
- Extended Absences
- Absence Due to Religious Obligations
- Children in the Classroom
- Center for Academic Success
- Accessibility Services
- VIII. Health Professions Policies**
- The following policies are posted on Cobra for Health Professions courses.*
- Guidelines for Accommodations in Health Professions
- Spoken and Written English Policy
- Social Networking Policy
- HIPAA Policy
- Clinical Failure and Grading/Withdrawal
- Intent to Dismiss Policies and Procedures
- Student Health, Immunization, Drug, and Background Policy and Procedures
- HP Model for Building Professional and Interprofessional Teamwork
- Name Change on Graduation Policy
- Health Professions Code of Conduct
- IX. Additional Program Topics**
- X. Student Policy Compliance and Attestation**
- I. Parkland College Massage Therapy Program**
- Specific Required Accreditation and Related Organization Information**

## **Parkland College Mission and Purposes**

### **II. COVID Addendum**

### **III. Exposures Procedures**

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

Serve student by providing:

- High-quality and responsive developmental, technical-vocation, transfer and lifelong education programs;
- High-quality and responsive support services'
- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness, and academic freedom

Serve employees by providing a supportive and responsive work environment

Serve the larger community by providing services and resources that promote the intellectual, cultural, and economic development of Illinois Community College District 505.

### **Parkland Massage Therapy Program Mission Statement**

#### **Philosophy, Mission, and Goals**

These guidelines have been prepared to assist you in successfully completing the Massage Therapy Certificate and/ or AAS Degree program offered at Parkland College. It is essential that you understand these policies and program standards.

The **mission** of the program is to graduate students with entry-level employment skills to perform quality radiographic examinations with minimal exposure to patients and personnel, including effective communication skills and respect for patients' dignity.

Students will develop skills and acquire knowledge that is necessary for a successful practice in the field of therapeutic massage therapy.

The fundamental **program goals and learning outcomes** are listed below:

- Graduate individuals with effective Swedish massage hand skills.
  - By the end of the 1<sup>st</sup> semester, Massage Therapy students will be able to perform an effective full body Swedish massage.
  - By the end of the 2<sup>nd</sup> semester, Massage Therapy will be able to incorporate techniques from a variety of modalities into an effective 60 minute and 90 minute massage.
- Graduate individuals with effective body mechanics and problem-solving skills to attain treatment goal while maintaining personal health.

- ○ By the end of the 1<sup>st</sup> semester, Massage Therapy students will utilize effective body mechanics while performing massages.
- By the end of the 2<sup>nd</sup> semester, Massage Therapy students will have developed critical thinking skills to obtain high quality treatment of an entry level massage therapist. Graduates will know when to massage and when to refer a client.
- Graduate individuals with professional skills that provide opportunities for employment and life-long learning enrichment.
  - Students will participate in activities that promote professional growth and life-long learning.

## AMTA School

The Parkland College is a American Massage Therapy Association School member. Parkland hosts continuing education classes and participates in conferences held by AMTA.

## **Parkland Statement of Core Values**

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland College's mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity**  
In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.
- **Fairness and Just Treatment**  
We advocate and strive for respect, equity, and justice in all of our operations and proceedings.
- **Responsibility**  
We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- **Multiculturalism**  
We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of all people and cultures.
- **Education**  
We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.
- **Public Trust**  
In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

## **Massage Therapy Program Statement of Core Values**

### **Massage Therapy and Ethical Behavior**

An ethical massage therapist maintains the highest standards of the profession. This means that you uphold the physical, emotional, and mental well-being of clients, others working with you, and yourself. By maintaining these standards, the massage therapist will draw even more clients for their service. At all times, a person receiving treatment should feel safe and comfortable. Appropriate draping techniques and positive intentions are required for maintain high ethical standards.

Reputation is an important concept in massage therapy, so much so that several behaviors which might seem appropriate in daily life are unacceptable in the study or practice of massage therapy. In fact, engaging in any of the following behaviors, among others, while in the massage therapy classroom, laboratory or during any field experience, could be grounds for a verbal warning, a written warning or even worse, referral to the administrative channels for removal from the program.

- Disrespect toward a Parkland employee, regardless of his/her position;
  
- Language or gestures of any nature which would bring discredit to the field of massage therapy or the massage therapy program;
  
- Inappropriate touching; accidental or otherwise;
  
- Public displays of affection, even among those who are dating each other;
  
- “Peeking” of any sorts which would violate the privacy of another individual;
  
- Display of behaviors which, individually observed, would not be of a major concern but of a constant or often frequency as to be viewed in conglomeration, to be of a major concern.
  
- Disrupting the learning of fellow students in any manner, or disrupting the teaching process in any manner;
  
- Failure to immediately leave the classroom or teaching area when asked to do so by a Parkland College employee;
  
- Failure to follow the instructions of a Parkland College employee; or
  
- Other behaviors outlined in Parkland College policy.

Minor infractions are those which are generally considered to be inconsequential, and may or may not warrant a verbal warning. When a verbal warning is issued, the student in question will be told so and such conversation documented.

Major infractions which warrant bypassing a verbal warning may result in a written warning or a referral to the appropriate administrative channels for action.

The Program Director will assume the final responsibility in determining whether an infraction, incident or behavior is worthy of a verbal or written warning, or a referral to the administration.

### **Parkland College Civility Statement**

Our College Core Values of fair and just treatment and responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students:

- Respect people and property
- Show empathy and tolerance
- Demonstrate concern for and fairness towards others
- Employ critical thinking and patience
- Accept accountability for their actions.

### **Health Professions Structure**

Parkland College Health Professions is comprised of 17 career areas. Each career areas is managed by a program director. Didactic (lecture), lab and clinical portions of the career areas are taught by full and part-time faculty. Students have the right to be heard and to appeal decisions made by the program director and/or faculty. Students who wish to appeal a grade or have a situation that needs attention, the student should follow the Health Professions Chain of Command.

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Department Chair/Assistant Dean
5. Professional Council on Academic Evaluation/Hearing
6. Health Professions Dean

If not resolved, follow the Parkland College Student Policies and Procedures found on the

<https://www.parkland.edu/Audience/Current-Students/Student-Policies-Procedures>

### **Statement on Health Profession Policies and Policy Compliance**

The Massage Therapy program complies with all student policies and procedures approved by the Parkland College Board of Trustees including the Student Conduct Code, Student Grievance Policies and Procedures, Student Rights and Responsibilities, and Student Dismissal. (Refer to current college catalog and student policies and procedures: <http://www.parkland.edu/studentLife/policies>)

In addition to College policies, the Health Professions division have developed a set of policies for Health Profession students. The Health Professions division publishes policies that adhere to principles of quality educational practice as well as policies that protect the students, faculty and patients or clients. Health Profession

policies are available on Cobra in every Health Professions course. If a policy or procedure changes after publications are printed or viewed, the web version of that document is updated immediately and will be considered the most updated and the version that will be followed.

## **II. Catalog Page Admission Policies**

### **Selective Admissions Process**

The College is committed to a policy of open admission but admission to Parkland College does not guarantee enrollment in any specific program of instruction. When enrollments are limited, preference is given to residents of District 505 (College Policy 8.02).

Admission into most Parkland College Health Professions programs is selective, which means that admissions are competitive and programs may have their own admissions criteria and minimum scores for admission. You must be accepted into the program prior to taking any courses in the major.

Please check the College catalog or the program websites for detailed information about admission to a Health Profession program.

[https://www.parkland.edu/Portals/3/Global/Documents/Catalogs/Catalog\\_2018-19.pdf?ver=2018-04-09-113437-523](https://www.parkland.edu/Portals/3/Global/Documents/Catalogs/Catalog_2018-19.pdf?ver=2018-04-09-113437-523)

### **Scoring Criteria and Prerequisites**

It is strongly recommended that you work closely with an advisor, counselor, Health Professions Assistant Dean, department chair or program director when seeking entrance to a Health Professions program.

Students who wish to apply transfer credit towards a Health Professions degree or certificate should verify acceptable credits before applying to the program by sending official transcripts to Parkland College Admissions and Records and requesting a transcript evaluation. Only undergraduate credit from regionally accredited institutions is accepted for scoring.

Program scoring and prerequisites are individual to each program but general guidelines for scoring are listed in the catalog. Program catalog pages list the selective admissions score that is needed to be eligible for each program.

## **Essential Qualifications and Accommodations Guidelines for Health Professions**

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the

Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is

Essential Qualifications	Behaviors	Program Outcomes
1. Cognitive	<ul style="list-style-type: none"> <li>• Gather, analyze, and draw conclusions from data.</li> <li>• Maintain bookkeeping and record keeping skills.</li> <li>• Ability to comprehend, memorize, analyze and synthesize, material, possess intellect (conceptual, integrative, and qualitative) abilities for patient assessment and problem solving judgment. Maintains and builds judgment based on knowledge learned.</li> </ul>	PO #1-6
2. Affective	<ul style="list-style-type: none"> <li>• Professional attitudes including but not limited to altruism, accountability, excellence, duty, service, honor, honesty, integrity, respect for others, compassion.</li> </ul>	PO #10
3. Psychomotor	<ul style="list-style-type: none"> <li>• Stand unassisted for extended periods of time and to work for up to ninety minutes without a break.</li> <li>• Bend, reach, squat, and kneel repeatedly while performing massage techniques to a client.</li> <li>• Perform a full range of body movements, including bilateral arm and hand movements, bending, stooping, sitting, and exercise fine motor movements. Lift and carry a 30 pound portable massage table when necessary.</li> <li>• The use of a cart with wheels used for this purpose is allowable.</li> </ul>	PO#14
4. Communication	<ul style="list-style-type: none"> <li>• Communicate effectively and professionally, both in writing and orally, with client and other professional health care personnel.</li> <li>• Recognize and confront inappropriate behaviors and give suggestions in a constructive and professional manner</li> </ul>	PO#9, 13
5. Sensory/Observation	<ul style="list-style-type: none"> <li>• Work in the warm, dimly lit environment of the massage therapy treatment area.</li> </ul>	PO #14
6. Behavioral/Emotional	<ul style="list-style-type: none"> <li>• Respond in a controlled manner to situations involving emotional challenges.</li> </ul>	PO#8, 10
7. Professional Conduct	<ul style="list-style-type: none"> <li>• Ability to organize and efficiently use time to prepare for class and clinical.</li> <li>• Demonstrate effective time management skills.</li> <li>• Dress professionally and maintain good personal hygiene, including wearing very short fingernails.</li> <li>• Work alone and unsupervised for extended periods of time with clients of either sex who are unclothed, but draped.</li> <li>• Access reliable transportation for attending class and transporting a massage table or massage chair to various community locations as part of assigned practice massages.</li> </ul>	PO# 8, 10, 13
8. Criminal Background Checks	<ul style="list-style-type: none"> <li>• According to IDFPR, a forcible felony may prevent state licensure.</li> </ul>	PO#10, 15

necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

## ESSENTIAL QUALIFICATIONS AND HEALTH FORM

Students matriculating in and graduating from a Parkland College Massage Therapy health career program must be able to meet the Essential Requirements of the academic program and must not pose a threat to the well-being of patients, other students, staff, or themselves. As an incoming massage therapy student you will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program. The student must have the ability to perform the following with or without reasonable accommodations:

---

Signature

Date

### **Required Spoken and Written English**

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, and faculty is essential to patient safety. It is always with the safety of the patient in mind that the Spoken and Written English Policy/Procedure was developed. The Spoken and Written Policy is available on all Health Professions Cobra courses or available upon request.

Students will be required to take the TOEFL iBT or IELTS Assessment prior to admission to a Health Professions program. Students must meet the minimum sub set scores required by the program in reading, listening, speaking, and writing in order to qualify for the program. See the catalogue for the minimum sub set numbers. Students are not accepted to a Health Profession Program until they have qualified by meeting all requirements of the program.

Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student's performance plan is implemented. Any scores more frequent will not be accepted.

### **III. Academic Policies**

#### **Grading Scale**

	A	90.0 %
B		80.0 %
C		70.0 %

D 60.0 % A final grade below "C" is cause for removal from the Massage Therapy program.

### **Grades, Course Enrollment and Progression**

Massage Therapy students must maintain a C average in order to remain in the program.

Course enrollment

Once accepted into the program, students are required to take all MSG prefix courses offered for their set program each semester. The cohort accepted begin and finish the program together. Students are not admitted into the program once the cohort has begun each Fall semester.

The courses build upon in each other. Thus, if a student passes all to continue into the next semester. If a student does not pass a fall massage therapy course, they must reapply to the program and be considered to return to complete the program the following year.

Attendance is important for success in the massage therapy program. The hands on instruction and evaluation that takes place during labs builds weekly. Excessive absences hinders learning. Students that miss two classes of any course will be required to meet with the Program Director to address the issue. The program director will develop an attendance contract with the student.

### **Grade Appeal**

According to College policy 8.15.03, the awarding of grades for work done in courses is the domain of the faculty. Only a faculty-led committee has the authority to override a grade on appeal, except in cases of approvals for drops without record, late withdrawal, and medical withdrawals.

A student who is not satisfied with a grade, grading process or final grade that he or she received, is advised to first meet with the course instructor. If the student is dissatisfied with the procedures used to calculate the grade, then the student may ask to meet with the Program Director.

If the student disagrees with the assigned grade, and feels the grade assigned meets one of the criteria for a grade appeal, the student goes immediately to the Department Chair and requests a Health Professions Professional Council on Academic Evaluation (PCAEE) hearing for the grade appeal process. If the PCAEE hearing does not resolve the situation, the student will proceed with the College Grade Appeal process as stated in the College Student Policies and Procedure Manual.

**Academic Advising and Clinical Progression Longitudinal Record-** It is a shared responsibility of the student and program director to maintain a longitudinal record of the requirements to complete the massage therapy program. Graduation requirements and required courses are published in the College catalog. If a student changes an academic plan or fails to complete a required component in the timeframe scheduled, the student should notify the program director immediately. The program director will maintain records to show completion of the graduation requirements.

**Clinical Progression:** Program students are expected to retain knowledge from previous semesters. The evaluation of clinical performance is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. Each student will have a longitudinal record of her/his clinical performance. Identified areas of concern from previous semesters will be taken into account in the summative evaluation of each student's performance. Faculty will be assessing patterns and trends of learning

and will take this into account in each course evaluation. The record includes clinical evaluations, any action/remediation plans that have been written for circumstances that resulted in a grade of “unsatisfactory” being assigned, and any other information related to the student’s progression/performance in the program.

Students may review their record with the program director by making an appointment. Student will inform the program director in advance that they wish to review their record so their record will be available at the time of the appointment.

## **Course Registration**

### **Course Withdrawal**

The College publishes the regulations concerning course withdrawal in the catalog and on the College website under Admissions and Records. The dates within which students may withdraw from the course are published in the College calendar on the Parkland website.

Students who never attend or cease to attend, any class in which they have enrolled must be administratively withdrawn. Faculty-initiated withdrawals can only be performed between the end of the student drop period and midterm. Please see the *General College Syllabus* that is posted on Cobra for further detail on Instructor Withdrawal and Student Withdrawal from a Class Section.

For students in Health Professions, withdrawing or dropping a course can have impact on status in the program. Students should notify the lead faculty of the intent to withdraw from the course and obtain information about current status in course (passing all portions or failing any portion of the course). If the course is a pre-requisite and/or co-requisite for another courses, the student will be advised as to what impact that may have on his/her program status.

1. Within the first week of a class session, you may drop the class with no record. The course does not appear on the transcript and you receive a full credit of tuition and fees. The deadline for this is 11:59 p.m. on the Sunday following the class start date. To do this:
  - a. Log in to my.parkland.edu.
  - b. From the Registration menu, click/choose the Register and Drop Sections menu option and follow the screen prompts.

If you need help, call the Tech Service Desk at 217-353-3333. Watch the “Check Out WebAdvisor” video for tips and information on resources.

2. Beginning on Monday of the second week of the class session, and up to 5 p.m. on the last business day of the week before the last week of instruction for that class, you may withdraw from the class. The course will appear on the transcript with a grade of W and there is no refund of tuition and fees. To do this:
  - a. Obtain the Notification of Intent to Withdraw from Classes form either online at my.parkland.edu or in person from Admissions and Records in U214.
  - b. Contact your instructor, department chair, or program director for their signature. If you are unable to meet with your instructor in

- person, you may contact them via email to obtain the signature. If you have received the signature via email, attach the email to the form and send it to [admissions@parkland.edu](mailto:admissions@parkland.edu).
- c. If you are a degree-seeking student withdrawing from all courses, you should have an exit interview with a financial aid advisor. Call 217-351-2222 or stop by Financial Aid in U286.
  - d. If you are an international student withdrawing from any course, you should meet with an international advisor. Call 217-351-2890 or stop by International Admissions in U238.
  - e. Submit the completed form with a picture ID to Admissions and Records (U214) or via email to [admissions@parkland.edu](mailto:admissions@parkland.edu).
3. If you are failing a course due to violations of the academic honesty policy (Policy 8.06) or failing a clinical course in a Health Professions program (2017-18 Catalog, page 190, Program Requirements 1.g.), you may not be permitted to withdraw. See the appropriate division dean if you have questions.

### **Reinstatement to a Program or Course**

### **Program Withdrawal**

#### **Intent to Dismiss**

#### **Academic Dismissal from a Program:**

When the student's performance falls below standards and shows no improvement and/or the faculty trust in the student is broken by a severe breach, the faculty may recommend suspension and/or dismissal.

When deciding to make a recommendation, examples considered by faculty include, but are not limited to, what has been covered in the curriculum, where the student is within the curriculum, the expectations at that stage of the curriculum, documentation of past performance, what the student has done/not done, and the severity of the infraction.

When a recommendation for dismissal occurs, it means that a student will be dropped from any health professions specialty classes (classes designated as in the major). The student will be able to continue to attend any general college courses in which they are enrolled. Program dismissal does not necessarily preclude re-admission into the program at a later date. Health Profession's program dismissal is a separate process from, and not necessarily related to the college's disciplinary procedures for suspension, dismissal and expulsion from the college.

Recommendation for dismissal can include but are not limited to impaired practice, failure to maintain grades, student performance, non-compliance with clinical, course or program policies, non-compliance with Essential Qualifications, academic dishonesty, plagiarism, professionalism and patient safety.

Suspension does not necessarily lead to dismissal in every situation. An interim suspension can be used pending the outcome of an investigation.

Chain-of-command: For the purposes of this policy the chain of command is as follows:

1. Course lecture, lab, or clinical faculty,
2. Course coordinator (often the lecture faculty in a lecture, lab, and clinical course).
3. Program Director
4. Health Professions Department Chair/Assistant Dean
5. Professional Council on Academic Evaluation
6. Dean
7. Vice President

Please refer to Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy and Procedures for complete information. Policy can be found on Cobra Health Profession courses.

### **Student Hearings and Due Process**

Students who face recommendation for clinical suspension and/or program dismissal will be afforded due process through established procedures. Before dismissal, every student will receive:

- Written notice of academic expectations.
- Each Health Profession's program will include their Essential Qualifications in the student handbook and the process and procedures for program probation, clinical suspension, and program dismissal in the program handbook. The handbook will be available on the program web site, Cobra online or printed.
- Written notice of their deficient performance each time the performance is deficient.
- An informal give-and-take face-to-face meeting with the faculty decision-maker after every noted instance.
- When possible, reasonable time to change/improve their deficient performance. Reasonable time to change or improve performance may not be possible for patient safety situations.
- Notice of potential consequences such as delay of graduation, suspension and dismissal from the program that may result as a failure to correct deficiencies.
- Exceptions for notice or giving a reasonable time for improvement may include violations of patient's rights, safety or egregious violation of professional standards.
- If performance is not according to standard or falls below expectations, the faculty may recommend dismissal.

The student must be afforded the opportunity for a PCAE hearing. Professional Council on Academic Evaluation: (PCAE) is the Health Professions Council on Academic Evaluation and is the fourth step in the chain of command in the Health Profession's formal process for this policy. It is the division philosophy that issues between students and faculty are solved as close to the classroom as possible. When that is not possible, the PCEA is part of the formal process for resolving these issues.

### **Name and Address Changes**

It is the student's responsibility to ensure that the student's legal name is in the Parkland system. Students should also update the address on file with Parkland College. Only the student's legal name can be used to register for MBLEx

Licensing Exam and the name must match Parkland College official student records.

## **Attendance and Punctuality**

### **ATTENDANCE POLICY**

Being absent from class is strongly discouraged. Absences place an enormous burden on everyone in your section. As it is necessary that we work in pairs for hands-on activities, absences have a profound effect on your fellow students. Either a student finds himself or herself without a partner for the day, or the instructor must involve himself with the “odd” student. That takes away his ability to instruct and work with individual students as well as the class as a whole. Absences will affect the student that misses the most as they will miss valuable instruction time.

Please dedicate yourself to your lab colleagues, to your individual growth, and to the practice of being a responsible massage therapy student. You will learn faster, assist your fellow students in progressing, and enjoy the full extent of being a student within our program. You will get out of this class what you put into it.

### **Email, Computer Skills and Cobra**

Parkland College uses email as an official means of communication. All students and faculty are issued an official Parkland email account. According to Parkland policy, 3.41, Parkland email services are the official email services to be used for instruction, instructional support, advising, service, administration and college-related correspondence in support of the College’s mission. The College has the right to send communications via email and expect those communications to be read in a timely fashion. Students are expected to check email prior to a class session in order to get latest updates or changes for that class period.

The College has the right, when required by applicable law to access, review, and release all electronic information that is transmitted or stored by the College whether or not such information is private in nature. Confidentiality or privacy of electronic mail cannot be guaranteed.

Email is subject to all pertinent laws regarding sharing or transmission of sensitive information such as Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). All student records are protected by FERPA and faculty do not provide access to student information within the course without a need to know.

All course material included on the course Learning Management System (Cobra) requires a student to utilize a secure log in and password to access their content. Email policy, 3.41 ensures that students protect their user information and do not share with anyone. “Users are responsible for safeguarding their username and

password and for using them only as authorized. Sharing email accounts and/or passwords with another person, or attempting to obtain access to another person's account is prohibited. Each user is responsible for all email transactions made under the authorization of his or her Parkland email username." Verification processes are used to protect student privacy.

For online courses in which tests are proctored, a photo ID that matches the user at the computer is required; or students may be required to go to a testing center in person with photo ID.

Students in the **Massage Therapy** Program should have computer access to complete online and computer assignments and assessments. If the student does not have access to the internet or a computer at home, it is suggested the student utilize an open lab at Parkland prior to leaving campus.

Basic computer skills required to participate in the **Massage Therapy** Program include ability to use Word, to write single and group e-mails, to use the Internet, to conduct on-line research, to use Powerpoint, to access grades from WebAdvisor, and ability to participate in on-line instruction and assessment using Cobra.

The Tech Service Desk is a one-stop shop for Parkland students seeking assistance with Parkland technologies, including my.parkland.edu, email, Cobra Learning, Wi-Fi, ParklandOne, Microsoft Office 365, and more.

You may contact the Tech Service Desk in several ways.

- Call 217-353-3333
- Email [TechHelp@parkland.edu](mailto:TechHelp@parkland.edu)
- Stop by Room A184

## **Cell Phone and Lab Policies**

### Laboratory Operation Policy

Parkland College massage therapy labs must be supervised by an instructor. Students are prohibited from use without supervision.

## **Recordings in the Classroom**

College policy 5.01.03 states that students who wish to record classroom learning activities must require permission from the instructor prior to doing so. Classroom learning activities include lectures, in-class discussions, student presentations and other course-related activities. The policy covers all forms of recording using available technology. The instructor should specify the kinds of learning activities that are permitted to be recorded and the medium in which the recording takes place. The instructor has the right to deny or limit the request.

Students are allowed to record learning activities as an accommodation under the American with Disabilities Act (ADA) if the Accessibility Services ID card is issued and presented to the instructor. Students who request recording permission under the ADA must not be denied permission.

Violations of this policy are subject to disciplinary action. Lastly, students in the classroom have the right to know that their class is being recorded. The instructor will notify the class that permission has been given for a recording without identifying the individual student(s) requesting permission.

## **Equipment Needed or Required**

Portable Massage Table

Massage Chair

5 sets of 200 thread count sheets

Black scrub pants/ Green scrub tops

Double Bottle Holster

Six Inch Round Bolster

## **Student Records and Student Confidentiality**

Faculty are required to maintain student's privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Records, files, documents and other materials which contain information directly related to a student and maintained by Parkland College or by someone acting for the College. Only the student or entities that the student has given written consent can receive information about the student's grades or progress. Please refer to FERPA information on the Parkland website: <http://www.parkland.edu/about/ferpa.aspx>

## **Final Examination Requirement**

A final exam is expected in each credit course at Parkland College. Final exams for all courses will be given during final exam week according to the official published

schedule. These final exams are not to be given early (during regular class periods). Final exams for all other courses (courses with earlier end dates) will be given at the last regularly scheduled class meeting.

All requests from faculty to alter scheduled final exam times or dates must be reviewed and approved by the Department Chair, Assistant Dean of Nursing and Health Professions Operations, Division Dean, and the Vice President for Academic Services.

In courses where a final exam is not appropriate, as determined by the Health Professions administration, an educational alternative scheduled during the week of final exams is expected.

Students: These official College guidelines were established to more fully ensure that you receive the full set of instructional class periods for which you paid and to which you are entitled and that you have the appropriate amount of time to prepare adequately for your final exams. If your final exam is given earlier than scheduled, please contact the Department Chair, Assistant Dean of Nursing and Health Professions Operations or Division Dean. You may access an online copy of the final exam schedule on the student portal or [my.Parkland.edu](http://my.Parkland.edu)

Three final exams scheduled on the same day may be considered a conflict. Conflicts may be resolved by arrangement with the faculty of these courses.

Questions or concerns about these guidelines should be directed to the Department Chair, Assistant Dean of Nursing and Health Professions Operations or Division Dean.

### **III. Graduation Requirements**

#### **Massage Therapy Program Graduation Requirements**

**Students must:**

**Perform an effective full body Swedish massage in 60 minutes.**

**Pass all required with a grade of C or higher.**

**Complete 30 hours of approved community outreach chair massage hours.**

**Complete 90 Documented Massages**

**Complete 30 Additional Massages**

**Receive 2 professional massages**

#### [Graduation Requirements](#)

Once you have completed your fall semester of second-year coursework, you can petition to graduate by completing a form in person (\$10 fee) at the office of Admissions and Records. Late in the fall semester is preferred, however, the form is due no later than midterm of the spring semester if you wish to graduate at the end of the semester.

Once you have been screened, you will receive a letter from the Admissions and Records department stating all coursework that needs to be completed, plus any additional items required to graduate.

This letter must be presented to the Program Director for review. Information pertaining to state licensure and national MBLEx certification will be provided at this time. It is the responsibility of the Program Director to verify graduation for MBLEx certification and state licensure and this letter is the only means of properly verifying your completion of the program. If you do not meet the requirements to graduate you will not be allowed to apply for the above stated licenses or MBLEx certification.

### **MBLEx Licensing Exam**

Students that successfully complete the graduation requirements and MSG course will earn their certificate in massage therapy. Once you complete your massage therapy certification, you may register to take the MBLEx Licensing Exam. The MBLEx is administered on a daily basis, year-round at test sites across the US. Once you are approved to take the test, and receive an Authorization to Test (ATT) via email, you must use that information to register for the exam date and testing location of your choice.

### **Petition to Graduation**

Students will complete the Admissions form, Petition to Graduate at the start of the last semester of the program. Results of the graduation requirement audit are emailed to the student from an Admissions representative. It is the student's responsibility to report any deficiencies to the program director.

### **Program Pinning and Recognition Ceremonies**

Massage Therapy Program students that have completed graduation requirements will have the opportunity to participate Recognition Ceremony in at Parkland. The Recognition Ceremony is held on the second Tuesday in August and the student's attendance is optional.

Parkland College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, such as a sign language interpreter, or have questions about the physical access provided, please contact the Accessibility Services by phone at 217-353-2338, or by email at [accessibilityservices@parkland.edu](mailto:accessibilityservices@parkland.edu). To provide seamless access please submit all requests two weeks in advance of your participation or visit.”

## **IV. Health and Safety Policies**

### **Student Health, Immunization, Drug Screen and Background Procedures**

The conduct standards for Healthcare Professionals and students are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by their role with patients, and the trust the public places on their profession to do no harm.

Parkland College (PC) Health Professions is committed to maintaining a drug-free workplace and academic environment in compliance with the Federal Drug Free Workplace Act of 1988 and in Accordance with Parkland College Policy 3.24 Drug-Free Workplace.

For health and safety concerns, all students involved in Parkland College's Health Professions Programs which have a clinical contract requiring drug and background must be processed through clinical clearance and compliance through a health record, drug screen and background check. The presence of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with student's judgment or motor coordination in a healthcare setting poses an unacceptable risk to patients, faculty, other students, the College and affiliated clinical agencies. The College recognizes its responsibility to provide for a safe academic environment for College students, faculty, and staff, as well as a safe clinical setting for students, faculty, patients and employees of affiliated clinical agencies. For the foregoing reasons, Health Professions students will be cleared for clinical courses prior to the start of the program or in some programs, prior to the start of the first clinical course. Students will be cleared:

1. Through a third party vendor, health, immunization, drug, and background information on all students in facilities that have these requirements or standards are collected.
2. Required Student Health Records are considered a part of the student record, and are therefore subject to the PC policy regarding student records.
3. Student Health Records may not be copied by Parkland College except when requested by the clinical facility for evidence of compliance with requirements.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

### **Random and Reasonable Suspicion Testing**

Reasonable suspicion testing means drug testing conducted on students because individualized and objective evidence exists to support the conclusion that student (1) has engaged in the use of alcohol and or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug or alcohol use; an arrest or conviction for a drug or alcohol related offense; positive pre-placement or other drug tests; or newly discovered evidence or drug test tampering.

- Random Drug and Alcohol testing may be done one or more times throughout the academic year.

- Positive random or reasonable suspicion drug tests will be confirmed by an additional test of the original sample as requested by the student at their expense.
- The Dean of Health Professions will notify the student and the Vice President of Academic Services of a student's confirmed positive drug test.
- Students having a confirmed positive drug test could be subject to disciplinary action, up to and including dismissal from the program, in accordance with established Program and Departmental disciplinary policies and procedures.
- Student failure to submit to random or reasonable suspicion drug testing, or any attempt to tamper with, contaminate or switch a sample will result in disciplinary action, up to and including dismissal from the Program.
- Students may be subjected to reasonable suspicion testing whenever on Parkland premises (on or off duty), while operating college equipment, or while in a Parkland College recognized course, lecture, lab, or clinical.
- Parkland also reserves the right to test students involved following an incident involving Parkland equipment, workplace/clinical safety violation, both on or off campus.
- The testing facility will be selected by the college.

The full policy can be found on every Cobra course and should be reviewed for a complete understanding of the requirements.

### **Title IX-Sexual Harassment, Violence, and Misconduct**

Parkland College is committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the college requires faculty members to report incidents of sexual violence shared by students to the college's Title IX coordinator, Vice President of Student Services, Michael Trame. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a college-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a minor (any person under 18 years of age) to the Illinois Department of Children and Family Services (DCFS). Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is available at <https://parkland.edu/Main/About-Parkland/Safe-Campus-Procedures/Title-IX-Harassment-Discrimination>

### **Title IX – Pregnancy**

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at [mtturner@parkland.edu](mailto:mtturner@parkland.edu). It is recommended if a student is in a program with occupational hazards or risks, the student report a pregnancy to the program director so that the student can be educated

about any occupational risks during clinical, labs or practicums. Confidentiality will be maintained, but the safety of the student/fetus is most important.

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education. For information, contact Dr. Marietta Turner, Dean of Students at 217-351-2505 or via email at [mturner@parkland.edu](mailto:mturner@parkland.edu).

### **Communicable Diseases and Communicable Disease Policy**

#### **Parkland Policy 3.05**

The Illinois Department of Public Health (IDPH) has specified disease which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.
3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Parkland College will provide appropriate and non-discriminatory services for persons living with infectious disease(s).
6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.
8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.

9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws. Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as a spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

Any possibility of harboring contagious diseases must be reported to the clinical instructor prior to attending clinical. Students who pose health risks to personnel or patients or to themselves will not attend clinical. Examples: chickenpox, pink eye, fever, uncontrolled cough, open lesions on the skin.

If a student has a sore throat with fever, he/she must contact the instructor prior to coming to the clinical facility. In cases of strep throat, the student must be on an antibiotic for a minimum of 24 hours before returning to the clinical facility. It is advised that the student contact the fieldwork educator if any of he or she notices any of the following:

- Fever >100.4
- Conjunctivitis
- Diarrhea lasting more than 12 hours
- Group A Strep-diagnosed by a physician
- Jaundice
- Vomiting
- Cold Sores (herpes)
- Active measles, pertussis, rubella, or chicken pox
- Upper respiratory infection (cold)
- Tuberculosis (TB)
- Shingles or rash of unknown origin
- Head lice
- Scabies
- Abscess or boil that is draining
- Impetigo
- Mononucleosis

Clinical instructors have the right to initiate communication with a student who exhibits the signs or symptoms of a communicable disease who has not come forward. This will only occur if the individual has the potential to pose an imminent risk to others or are unable to perform required tasks. All HIPAA and FERPA laws will be abided by, and the individual is assured of confidentiality regarding the matter.

### **Health Records**

In order to be admitted to the program, immunization records and evidence of physical examination must be complete and on record on Castle Branch website. Background and Drug Screens must also be complete. The student will be dropped from program courses if non-compliant. Follow program procedures for re-enrollment and status in the program. If a student has a second incident of non-compliance, the student will take a year leave from the program.

Once admitted to the program, all health record requirements must be up to date to remain in program courses. Students with incomplete health records will not attend clinical and the missed time will be counted as a clinical absence for each day missed. Make up hours are not available for clinical absences. Students must be current through the entire semester of the course. The student may need to renew before it is actually due and before you are notified by Castle Branch to renew.

Due dates to stay current and compliant for each semester are: July 15 for fall courses, December for spring courses and May 15 for summer courses.

A full list of requirements is distributed upon admission to the program as well as on all program websites under *Health Requirements*.

### **Student Health Status and Health Changes While in the Program**

A student that has had any change in his/her physical and/or psychological condition (including pregnancy and the postpartum period) that require medical attention and or could have an effect of their physical or emotional endurance, are still required to maintain Essential Qualifications. Some situations will require a release from your health care provider.

If a student develops a health issue that may result in incapacitation in the clinical area or types of conditions that may jeopardize patient safety, the student must notify the clinical instructor as soon as the health issue becomes known to the student. In order to protect the patient and the student, the student may be removed from clinical. Students will still be required to perform all the functional abilities outlined in the Essential Qualification in order to attend clinical.

### **Bloodborne Pathogen Exposure or Other Occupational Hazards-**

If you are exposed to a bloodborne pathogen ( for example, bodying fluid) please tell your instructor and the program director immediately. It is important to following correct procedures for hand washing and infection control procedures learned in class.

### **Inclement Weather**

The basic philosophy of the College is to keep the campus open if at all possible during inclement weather. Closing the College is always a difficult decision to make in view of the large geographical area which is served by Parkland. We also know that timing is important during the day AND evening, as students and/or faculty and staff may already be in route to the campus at the time the decision is made. The decision to close does include classes offered by Parkland at area learning centers throughout the District.

The conditions both on campus and in surrounding areas are monitored very closely during inclement winter weather. If it becomes necessary to close the campus during the day and/or evening when classes are in session, an announcement will be made over the public address system, to local radio/tv and on our website by 3:00 p.m. If weather conditions deteriorate overnight, a decision is made by 5:00 a.m. Monday through Saturday.

Radio and television stations are contacted always if the campus is closed due to weather conditions. Parkland College will announce college closings on the Parkland Facebook page and other social media outlets. The media will accept closings only; consequently, if you do not hear Parkland mentioned, then the College is open. The Switchboard on campus and the college's radio station WPCD (88.7 FM) are kept apprised of announcements, as well as Parkland's website. In addition, the following stations are contacted if the College closes:

#### Radio Station

WDWS/WHMS	Frequency	1400 AM/97.5 FM	Location:	Champaign
WLRW/WIXY		94.5 FM/100.3 FM		Champaign
WBCP		1580 AM		Champaign
WILL		90.9 FM/580 AM		Urbana
WPCD		88.7 FM		Champaign

#### TV Station WAND WCIA WICD

Safety and the ability to drive or walk in inclement conditions ultimately needs to be determined by the student. If the student has concerns because it is dark outside or the student expects the conditions may improve, the student should follow syllabus directions for calling in late or absent as soon as possible.

#### **Public Safety and Escorts**

The Parkland College Police Department, also known as Public Safety, is a full service police agency covering the campus 24 hours a day, including holidays. The officers are trained as EMTs and First Responders to provide emergency medical care. The Police Department offers many services which include escorts, lost and found, and vehicle assists. The college hours are 7 a.m. to 10 p.m. Monday through Friday and 7 a.m. to 4 p.m. on Saturdays. The campus is closed on Sundays and holidays.

Public Safety also offers escort service to the Parkland parking lots. Please use the information below if you would like an officer to walk you to your vehicle.

You can reach this department by:

- Visiting the main Public Safety office at A160
- Calling 217-351-2369
- Dialing 911 from a campus phone
- Using emergency call boxes conveniently located throughout the campus

#### **Classroom Lab Emergencies**

Students will be oriented on the College 911 system. Students are instructed to activate Classroom 911 Icon on computer screen anytime the student senses and emergent situation.

#### **Medical Liability Insurance**

Students registered in Parkland clinical courses will be covered by a College issued liability insurance. A course fee will be added to a clinical course. The student is covered while at clinical on scheduled days of clinical. Activities or class sessions

that take place outside of the published course schedule, will not be covered by the College liability insurance.

It is recommended that students carry personal medical insurance to cover accidents including on-the-job related incidents in the clinical area. Cooperating agencies provide treatment for emergency services in cases of accidents at the student's own expense.

A student who is injured in the classroom, lab or clinical must immediately report it to the instructor. Emergency medical procedures will be provided on campus as needed.

A student who is injured while at the clinical site must immediately report it to lead preceptor, surgical supervisor or clinical instructor. The student will be asked to present personal medical insurance to the health care facility providing care to the student. The student will be required to complete an Incident Report at the facility and the College.

### **Medical Leave**

We will work with students that may require a medical leave. The program director will work with accessibility services to determine what types of accommodations may be implemented. If necessary, the student may need to be dismissed and readmitted if they are unable to gain the most from the educational experience while they are ill.

### **Emergency Alert System**

Parkland College uses an emergency alert system designed to send out a message in the case of an on-campus emergency. This system will be triggered in the case of a natural disaster or public safety emergency. When you register for classes or being employment you are automatically signed up for this service. Be sure that your contact information is up to date with the College.

Students are encouraged to add Public Safety phone number into their personal cell phones. Students should leave the building immediately upon notice of evacuation. Students should not return to campus until notified as all clear.

### **Smoke Free Campus**

In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use will be prohibited on the Parkland College campus effective July 1, 2015. For the purpose of this policy, "campus" means all property owned and leased by, or leased to the College, including buildings, grounds, roads, parking lots, and vehicles.

All clinical sites (hospitals) are also smoke free campuses. Please make adjustments prior to the first day of clinical to reduce the need for smoking. Parkland offers smoking cessation programs through the Wellness Coordinator.

## **V. Clinical Instruction**

### **Statement on Student Employment Clinical Grading and Evaluation**

Evaluation of students will be conducted on a recurrent basis with sufficiency to provide the students and faculty with valid and timely indications of the students' progress toward clinical competencies.

Evaluation tools permit the student and the instructor to assess, monitor and track the student's progress. Formative and summative evaluations will be completed in all courses. Formal evaluation of student performance will include cognitive, psychomotor and affective behavior but deficits in any one area could be determined to be deficient and the student would not progress to the next clinical course.

Frequency of evaluation may increase when the student is not meeting the objectives of the course. Evaluation of the student will be shared with the student and filed permanently for five years in the student file. Evaluations at clinical may include, but are not limited to:

*Insert documents used for clinical evaluations*

### **Clinical Accidents/Injury/Incident Reporting- Needle Stick and Exposures**

If a student is injured during a clinical agency experience they must be examined and treated in the emergency room and/or by their private physician. The hospital affiliate's policy should be immediately followed. Relevant clinical affiliate reports and the Parkland College Incident Report must be completed by the faculty and student.

While we prepare the student for an entry-level position as a Massage Therapist the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors. If the student is alerted prior to the start of a patient intervention that the patient does have any airborne or blood borne pathogen, or considered a high risk patient, then the student will be excused and not be allowed to participate in the surgical intervention. The student should make their clinical instructor aware of the situation and an alternate experience will be assigned to the student.

### **Clinical Transportation and Parking**

Students are expected to provide their own transportation to and from all clinical sites. Students are to follow parking regulations of the clinical site and park only in those areas designated for students.

### **Clinical Progression and Failure**

Students are expected to retain knowledge from previous semesters, skills, practical exams. The clinical evaluation is based on the application of previously learned knowledge and skills as well as the comprehension and application of new skills and information each semester. The proficiency of the clinical skills should increase each week and each semester in order to progress to the next clinical course or graduate

## Clinical Responsibilities

As a student learner, you are expected to cooperate with clinical instructors personnel at all times. The student must observe all regulations regarding patient safety, welfare, and personal

cleanliness and appearance.

If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to your Clinical Coordinator or Instructor and they will assist you in handling the matter.

Students demonstrating aggression, misconduct, HIPAA violations, and behavioral issues will be dismissed from a clinical and thereby be dismissed from the massage therapy program and receive an "F" for the clinical course.

A student may earn an F and not a W if the student has been involved in illegal, unethical or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester with no prior issues. **If a student fails any clinical course for reasons stated above, the student will not be eligible for admission to any Parkland health career program.**

## Clinical Competency Responsibilities

- Follow set dress code.
- Professional behavior toward clients and instructors.
- Neat & clean sheets.
- Written 'permission' is given by the client to receive therapeutic massage (intake form)
- Verbal 'permission' is given by the client for each individual session
- The session is conducted in a professional manner
- The massage follows accepted Swedish procedures including appropriate techniques and
- Adhere to appropriate draping procedures learned in the Parkland Massage Therapy Program
  - The massage is administered only after all contraindications are considered
  - Delivery of three effective 60 minute Swedish massages.
  - Each massage is properly documented.
  - Massage end on time. Ending early or late does not meet competency.
- Demonstrate appropriate body mechanics.

## Clinical Grading & Grading Scale

Clinical Evaluation for each semester is based upon clinical competency, clinical evaluations, and input from the Clinical Instructors, and Clinical Coordinator. Each student will receive a clinical grade based upon their clinical performance.

### Grading Scale

A= 90%+

B= 80%+

Students must receive a grade of C or higher to pass the class.

C= 70%+

## **Attendance Policy in Clinical**

Students are required to fulfill all appointments for which they sign up. Failure to do so is a serious violation of professional etiquette and will place a severe burden on others. As well, the reputation of both the student therapist and the program will be greatly tarnished should a student fail to fulfill his/her clinical obligations.

\*Should a student miss any scheduled session, a grade reduction of one letter grade will be given for each massage missed. Missing an entire clinical session would result in the student's removal from the class. Students should be absolutely sure they have a substitute ready for every session and that they not release that substitute until they arrive at the H wing. Should a substitute therapist fail to show for a scheduled session, the original student who signed up for the session will be considered absent. The only exception to that would be if both the student and the substitute contact the instructor or program director in writing and officially change the name of the responsible student on the clinical supervisor's (instructor's) records.

Missing a scheduled session would include being late for a session or leaving a session for any reason. The instructor and program director will confer regarding any interpretation of such when it would affect a student's grade and jointly hold final authority in the reduction of a student's grade.

Should a substitute perform the scheduled massages, that person will be given credit for the massages instead of the person who originally signed up for the session.

Only under extraordinary circumstances will a student who fails to complete his/her clinical obligations be allowed to remain in MSG131. The decision to allow the student to complete MSG131 will be made in collaboration with the instructor, the program director, and the department chair person if necessary. A written decision will be given to the student of the results of that collaboration within ten days after such determination is made.

Students are expected to wear the proper "uniform" during all clinical massage, including their name tag. Uniforms should be clean and neat, with shirts tucked in if they are made to be tucked in. No open toe shoes may be worn and shorts are not acceptable. For safety reasons, any business cards distributed during clinical should meet the approval of the instructor or program director.

The uniform will consist of a green scrub top and black scrub pants.

No jewelry should be worn, except small earrings, a wedding band or the like. Facial jewelry is not acceptable. Make up should be kept to a minimum. Cologne and perfume should be avoided. If a student's hair is long enough that it will touch a client's body during a massage, the hair should be kept up or otherwise prevented from doing so. In other words, look like a professional and not adorned in any manner which would detract from a professional appearance.

Students should report to the clinical site at least 30 minutes prior to the beginning of the first session and are expected to help set up the clinical area. Please let the instructor know you have arrived to receive your booth assignment.

Students are expected to help rearrange the clinical area after the last session and remain a few minutes thereafter. At that time the instructor will give each student the evaluations from the sessions and hold a brief meeting before students are excused.

Before leaving the clinical site, the student should be sure all S.O.A.P. notations are properly entered on the treatment record and given to the instructor.

## Behavioral Expectations

As already stated, this course provides students the opportunity the experience “real life” work experience. Professional behavior is expected. Being punctual, positive and dependable is part of professionalism. Students that make a conscious effort to do their best will have a better clinical experience. This experience will be reflected in their grade and has the potential to positively affect their future careers as massage therapists.

## Attendance Grading For Clinical Labs

Students perform three, 1 hour massage during a clinical session. Attendance is paramount. Missing one session of clinical results in failing the class. A reduction of a letter grade for each incomplete massage the student is scheduled.

## Attendance in General

Attendance is critical to gain the most from massage therapy program. An absence is an absence. There will not be any unexcused absences. It is not necessary to call the instructor ahead of time or even explain why you were absent. A student that misses two days of any massage class (excluding clinical, refer to clinical syllabus) will be placed on an attendance “CONTRACT”. If a student misses three classes he or she will be required to retake the class at a later time. A student that has an attendance contract in two classes they will be dropped from the massage therapy program if they are absent again in either of the classes. The student can apply to re-enter at a time that they are able to fully commit to the program.



### **Clinical Dismissal**

Depending on the severity, any one break in non-compliance can result in dismissal from the program.

Dismissal by the clinical facility includes but is not limited to severe breeches of patient safety, patient rights, staff rights or safety, breeches of confidentiality, or other breeches of rules, ethics or standards.

By contract, the clinical facilities have the right and the authority to determine who is present on their campus. If the clinical facility removes the student from the clinical facility, Parkland College must comply and there is no appeal process.

If the student is barred from a clinical facility, the Health Professions Dean will weigh the patient's rights, the facility rights, the student's rights and the infraction to determine if the student can be transferred to another clinical site or if the infraction supports immediate suspension from clinical.

A student who commits an infraction serious enough to warrant clinical dismissal, and due to the nature of the offense, cannot be transferred to another clinical facility, will be notified of intent to dismiss from the program.

Standards and ethics that include safe and ethical care are incorporated throughout every program in Health Professions. Safe and ethical care and behavior is required in the classroom, lab and clinical as well as outside the classroom. The student protects the patient/family at all times, not just when "on duty".

Please refer to the Health Professions Essential Qualifications, Code of Conduct, and Intent to Suspend or Dismiss Policy that is posted in every Health Professions Cobra course.

### **Patient Assignments at Clinical**

Healthcare providers serve the public and the patient has the right to expect quality care regardless of based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law. Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments.

All patients are to be treated with equal care and compassion. Patient confidentiality is respected at all times and students will follow HIPAA policies.

### **Student Work Policy at Clinical**

All student activities associated with the Massage Therapy Program while completing clinical rotations will be educational and training focused. Students will not receive monetary remuneration in any form during this educational/training experience. Additionally, the student will not be substituted for hired staff within the partnering hospital setting while enrolled in the Massage Therapy program.

## **Mandated Reporting Clinical Course Policies**

### **VI. Student Conduct, Professional Behavior, Appearance and Standards Health Professions Code of Conduct**

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional's role and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Interprofessional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards.

A graduate must be competent in the application of the principles of ethical reasoning, ethical decision making and professional responsibility as they pertain to the academic environment, research and patient care. If a student is found to be behaving in an unprofessional manner, the student will be removed from the classroom, lab or clinical site. This includes any actions that may be deemed unprofessional by the instructors or surgical staff. Examples of unprofessional conduct include (but are not limited to): verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, nurses, surgical technologists, surgical assistants, other staff or instructors. This includes sexual innuendos or flirtatious behavior. Violations of these standards are serious and will result in the student being removed from the classroom, lab or clinical site immediately. Students removed from clinical, will not be readmitted to class or to the program.

Please refer to the Health Professions Code of Conduct posted in Cobra for every course.

#### **Dress Code**

#### Appearance and Uniform Codes

Students will be required to meet the appropriate appearance codes of the clinical labs they are attending. Please understand that patients are very susceptible to odors; therefore, ***no perfumes or colognes are allowed***. You are also encouraged to appear conservative in dress, without excessive jewelry or make-up, and long hair pulled back so that it does not fall onto the patient while you are working with them. These are only common sense expectations.

The uniform code is as follows:

- a. Green scrub top, black scrub pants.
- b. Uniforms should be loose fitting and conservative in cut.
- c. All students must wear black, non-slip, closed toe shoes or athletic shoes.
- d. Tattoos must be covered by clothing in clinical.
- e. Hair must be neat and clean and of natural colors.
- f. **In clinical**, no visible piercing other than ears and only one set.
- g. Smoking is not allowed on clinical grounds – students who smell of smoke will be sent home.

- h. Good personal hygiene is a must. Violations – see hygiene policy.
- i. **Hygiene Policy**
  - Good personal hygiene is part of professional appearance and adherence to uniform codes.
  - Washing uniforms after each use will reduce the effects of body odor residing in clothes.

\*\*\*Any violation in uniform codes and the student will be sent home. This day may not be made up.

### **Personal Grooming**

Personal hygiene must be impeccable. Body odor can't be tolerated by patients and coworkers in the clinical setting. Patients can have heightened sensitivity to smells. The administration of medications and strong odors may cause nausea in the medicated patient. All students should wear deodorant at all times and shower frequently; daily if needed.

You will work in close proximity with you're the person you will massage. If the body odor is present while at clinical, you will be sent home. This concern could keep you from progressing at clinical and could be a reason to be dismissed at clinical.

### **Personal Information Protection for HIPAA**

Parkland College Health Professions Department will implement and adhere to the HIPAA Act of 1996. All students who will be attending to patients/clients will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA.

#### Definition

Protected Health Information (PHI) is any information that identifies an individual AND relates to:

- 1) The individual's past, present or future physical or mental health; OR
- 2) The provision of health care to the individual; OR
- 3) The past, present or future payment for health care.

Information is deemed to identify an individual if it includes either the patient's name or any other information taken together that enables someone to determine an individual's identity, such as, date of birth, gender, medical record number, address, phone number, email address, social security number, or full face photograph.

1. All patients records (the chart, the surgical schedule and any other information, verbal or written, and any notes taken from the record of facility) are confidential.
2. Students must be protective of patient information once it is removed from the clinical setting. (i.e., notes not left on desks, in classrooms, in cafeterias, or out for any public viewing). No patient names will at any time be removed from the clinical facility.
3. Students must not identify patients, surgical team members or other persons by name in written work, notes or other exercises for learning purposes. In such instances, the use of initials is appropriate.
4. Students will not discuss patients, staff or care issues in public (i.e., with friends or family, or in public places such as the shuttle bus, cafeterias, lounges, bars, restaurants, hairdresser, etc.).

#### Implications for Students

HIPAA has important implications for Health Profession students and their education. Protecting the privacy of your patients' health information must be foremost in your mind as you are considering how you will communicate what you are learning with faculty, clinical staff, and fellow students. When preparing case specific presentations, papers, discussions, and reports, you must avoid disclosing patient information that could identify the patient.

#### Consequences

Students providing information to the media will be dismissed immediately.

The student will receive a written warning when the HIPAA violation appears accidental (such as leaving a chart open).

The student will be expelled if a willful HIPAA violation occurs, such as looking up information on a patient without good reason; taking pictures of images with a cell phone, etc.

Any violation of confidentiality may result in removal from a clinical site and dismissal from the program.

Please see the entire HIPAA compliance policy posted in every Cobra course.

#### **Massage Therapy Program Professionalism**

**Massage Therapy student will exhibit the following characteristics of professionalism:**

- **polite and courteous**
- **well-spoken, no matter what the situation**
- **stay calm and rational in any circumstance**
- **positive attitude**
- **appropriate attire**
- **punctuality**
- **organizational skills**
- **dedication to profession**
- **Treat everyone with respect**
- **Smile and put your best face forward**
- **Volunteer your expertise**
- **Admit your mistakes**
- **Take leadership roles whenever possible**
- **Demonstrate core values of professionalism**

#### **Massage Program Interprofessionalism**

The Parkland Massage Therapy Program will participate with the Parkland Health Professions various programs to develop interprofessional skills. Students will interact with a variety of health professions disciplines during summer clinical rotations at Carle Foundation Hospital.

#### **Massage Therapy Program Code of Ethics**

# Code of Ethics

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

**Principles of Ethics.** The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

## Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

**Rules of Ethics.** The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

## Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

[www.amtamassage.org/About-AMTA/Core-Documents/Code-of-Ethics.html](http://www.amtamassage.org/About-AMTA/Core-Documents/Code-of-Ethics.html)

## VII. Parkland College Policies Extended Absences

Regular and prompt attendance is expected at all classes. Regular attendance and consistent study habits are necessary for academic success in college. If you are absent for more than one day due to an emergency, accident, illness or hospitalization, you or your family need to contact the Office of the Dean of Students at 217-353-2048 so that notification can be sent to your instructors. Students are also responsible for contacting their instructors as soon as they are able to do so. The Dean's absence notification does not excuse students from assignments, exams, or being marked absent. Faculty will handle the absence per policies outlined in the class syllabus.

According to College policy 5.03, faculty have the prerogative of lowering grades for unexcused absences. Note that instructors have their own attendance policies and the student is responsible for reading each course syllabus to know these policies. The Massage Therapy Program policies and faculty determine what is accepted as an excused absence. Faculty also determine if the student can turn in late work or make up missed quizzes and/or exams on the basis of an excused absence. Additionally, the Illinois Community College Board requires faculty to certify the attendance of students at midterm.

### **Absence Due to Religious Obligations**

College Policy, 5.03.01, Parkland College recognizes and values the diverse religious beliefs of its students. The college practices shared responsibility in the event that a student's religious observances conflicts with scheduled class work, assignments, or examinations. Students must inform instructors well in advance of a planned absence for a religious observance. Instructors will make reasonable accommodations for students in these situations. However, instructors are not obliged to teach missed class material again. Instructors should inform students of these expectations at the beginning of the semester so that arrangements can be made accordingly. Grievances pertaining to the Religious Observances Policy should be handled according to College Policy 8.15.

### **Children in the Classroom**

It is understood that the mission of the College is to provide an atmosphere that is as free as possible from outside distractions and disruptions. In order to maintain this learning environment, unaccompanied and unauthorized minor children are not allowed on the campus. To protect children from possible injury and to maintain a safe, secure learning environment, children are not permitted in classes and are not to be left unsupervised anywhere on campus, including employee work areas. (College Policy 5.04)

### **Center for Academic Success**

The Center for Academic Success (CAS) is Parkland College's one-stop learning assistance center for students. CAS provides a variety of services to empower students to reach their academic goals by providing outside-of-classroom assistance so they can study effectively, handle assignments, prepare for tests, and complete their programs.

If you find yourself needing assistance of any kind to complete assignments, stay on top of readings, study for tests, or just to stay in school, please contact the Center for Academic Success in D120 at 217-353- 2005 or 217-351-2441. You may also email CAS at: [CenterForAcademicSuccess@parkland.edu](mailto:CenterForAcademicSuccess@parkland.edu).

### **Accessibility Services**

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program. The College has a responsibility for the safety of the patients and students. Each program has an Essential Qualification list that should be reviewed before applying to the program. The Essential Qualification list in conjunction with academic standards are requirements for admission, promotion and graduation. Candidates with questions regarding the Essential Qualifications are encouraged to contact Accessibility Services at Parkland College prior to the start of the program. Compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) is necessary and admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum.

Registration with the AS office must be initiated by the student in a timely manner, whenever possible, to ensure that accommodations coincide with the start of the semester. Services received in high school or at other colleges/universities, or identified through a recent diagnosis do not automatically transfer to Parkland College. You must provide documentation of disability. This can include: a letter from a physician, an IEP, 504 plan, psychological evaluation or similar documents.

Note: Accommodation letters from other colleges or universities are not acceptable forms of documentation.

**If you have questions about getting registered with the AS office, contact the office at 217-353-2338 or via email at [accessibilityservices@parkland.edu](mailto:accessibilityservices@parkland.edu).**

### **VIII. Health Professions Policies**

*The following policies are posted on Cobra for Health Professions courses.*

Guidelines for Accommodations in Health Professions

Spoken and Written English Policy

Social Networking Policy

HIPAA Policy

### **HIPAA Policy**

The Massage Therapy Program will implement and adhere to the HIPAA Act of 1996. All students enrolled in clinical courses will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA. Each Health Professions student is responsible to understand and follow Parkland's HIPAA policies and procedures.

#### HIPAA Violation Procedures:

- Any student providing patient information to the media will be dismissed immediately.
- If an incident appears accidental (like leaving a chart open), the student will receive a written warning.
- If a willful violation occurs, such as looking up information on a patient without good reason or taking pictures with a cell phone, the student will be immediately dismissed from the program.
- Students dismissed from a clinical facility for HIPAA violations will be dismissed from the massage therapy program and receive an “F” for the clinical course.

#### Clinical Failure and Grading/Withdrawal Intent to Dismiss Policies and Procedures

### Dismissal from the Program

Since January 1, 2006, all individuals being paid to practice massage therapy has to be licensed by the State of Illinois. Any individual being paid to practice massage therapy that is not licensed is doing so illegally. Students are not allowed to receive any form of payment or tips for massage. If a student takes any form of payment for massage they will be dropped from the program and reported to the State of Illinois. Students will be able to receive payment for massage after they graduate, pass the national exam, apply for state licensure and receive their state license in the mail.

A failing grade in any Massage Therapy course, BIO 111, ENG 101, PSY 101 or any other course that is a prerequisite to the following semester will result in an automatic dismissal from the program. Failure is any grade below a “C” for that course.

Other circumstances such as alcohol/drug abuse or behavioral problems will result in dismissal from the program, if deemed serious. The student will receive a letter confirming their dismissal from the program stating the reason for expulsion.

Student Health, Immunization, Drug, and Background Policy and Procedures  
HP Model for Building Professional and Interprofessional Teamwork  
Name Change on Graduation Policy  
Health Professions Code of Conduct

## **IX. Student Policy Compliance and Attestation-**

### **PARKLAND MESSAGE THERAPY GENERAL CLASSROOM CONDUCT:**

1. All MSG students are encouraged to collaborate with other MSG students and instructors to develop an **effective learning community** for the next year.
2. MSG students are expected to demonstrate **effective work ethic behaviors** in the classroom, in community outreach education, and in execution of course requirements based on the *Parkland College Work Ethics Student Handbook*. These behaviors include Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, and Respect.
3. MSG students are expected to attend class on time and be prepared to engage in the learning objectives and activities outlined in the course topic outlines. See **Attendance & Punctuality Policy**.
4. MSG students are encouraged to be **active participants** in classroom discussions, to share ideas, ask questions, to express differences in perspectives, to explore creative problem-solving, and to engage in critical analysis of course content.
5. MSG students are expected to interact with all students and faculty in a **respectful manner**. A student will be removed from class immediately if they demonstrate disruptive or disrespectful behavior. A student who has demonstrated disruptive behavior will be requested to meet with the instructor, the program director and/or the Department Chair for remediation and/or disciplinary action. Refer to the *Parkland College Student Policies and Procedures Manual, Student Conduct Code* for additional information. Please note, any disrespectful or disruptive behavior may result in immediate removal from the massage therapy program.
6. **Scheduling, time and task management skills** and **prioritizing daily activities** are critical work ethic behaviors essential to be an effective student in the MSG Program, and to be an effective massage therapist. You are responsible for modifying your skills to effectively schedule your assignments with your other responsibilities. Contact the course instructor or Counseling and Advising Center for assistance.
7. **Conflict Resolution:** MSG students are encouraged to engage in proactive, solution-focused, problem-solving approaches when conflicts arise. Students are encouraged to discuss concerns and issues with the

instructor, program director and/or Counseling and Advising. The MSG faculty will empower each student to use effective conflict resolution strategies in their academic interactions.

8. Students will be evaluated on their **professional behavior and work ethic behaviors** during classroom, clinical and laboratory assignments, and the completion of assessments and homework. The primary objective for evaluation is to provide feedback for the learner to improve professional and work behavior. Secondly, the evaluation will aid instructors and students in defining specific objectives in need of remediation.
  
9. A student who demonstrates significant work ethics problems (Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication, Cooperation, and Respect) will be placed on probation. An **Academic Action Plan** will be required which may include working with Counseling and Advising or other community resources. If the behavior is not resolved within the stated time, they will be dismissed from the massage therapy program.
  
10. The smell of smoke can be an allergen to many people. Thus MSG students that smoke or live with smokers need to take necessary measures so they do not smell of smoke while in the classroom or giving massage. Be sure to care for linens and all equipment effectively and keep them free from the smell of smoke. Instructors will inform you if we smell smoke on you or your belongings. It will be important to correct this by the next class date. In some cases, you may have to obtain different linens immediately. Clients receiving massage will expect a smoke-free environment when receiving massage, thus we expect the same.
  
11. The use of alcohol is a contraindication for massage therapy. Students are encouraged to refrain from the use of alcohol and all mood altering drugs prior to attending classes and giving massages. If we smell alcohol on a student, they will be removed from class immediately. If a student is taking a prescribed medication that may contribute to them smelling of alcohol, we will need to see their script in advance.
  
12. Attendance is critical to gain the most from the massage therapy program. An absence is an absence. There will not be any unexcused absences. It is not necessary to call the instructor ahead of time or even explain why you were absent. A student that misses two days of any massage class (excluding clinical, refer to clinical syllabus) will be placed on an attendance "CONTRACT". If a student misses three classes he or she will be required to retake the class at a later time. A student that has an attendance contract in two classes they will be dropped from the massage therapy program if they are absent again in either of the classes. The student can apply to re-enter at a time that they are able to fully commit to the program.

13. Since January 1, 2006, all individuals being paid to practice massage therapy has to be licensed by the State of Illinois. Any individual being paid to practice massage therapy that is not licensed is doing so illegally. Students are not allowed to receive any form of payment or tips for massage. If a student takes any form of payment for massage they will be dropped from the program and reported to the State of Illinois. Students will be able to receive payment for massage after they graduate, pass the national exam, apply for state licensure and receive their state license in the mail.
  
14. Parkland College Massage Therapy program employs very capable actively working Licensed Massage Therapists. Each bring individual expertise and experience in massage that is valuable information for the students in the program. Students may feel comfortable with and have various experiences with massage therapy. Each student registered must complete the exact requirements in order to be licensed. Students need to take instruction from the licensed massage therapists that have been trained to teach them massage. Students trying to teach massage therapy is disruptive to the learning environment and will not be tolerated.
  
15. It is illegal to receive any form of payment or tips as a massage therapy student. Further, it is illegal to practice massage therapy and receive any form of payment without a license in massage. When you graduate from this program, you will be certified in Massage Therapy. The next step would be to sit for the MBLEX exam. When you pass the MBLEX exam, you can apply for your Illinois State License with IDFPR. When this process is complete, you will be mailed your state license, and can begin receiving payment and tips from massage clients once you have the license in hand. **Parkland College Massage therapy Students that take tips prior to receiving a license will be dropped from the program.**

I have read and understand the above conduct necessary to succeed in the Parkland Massage Therapy Program. I agree to adhere the rules and know that I will be dropped from the program if I do not abide by the set standards.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Program Director: \_\_\_\_\_ Date \_\_\_\_\_

Information regarding COVID-19 is constantly under review and changing. This addendum serves as an official notice from Parkland College and your program of process and protocols that will apply to you as a student at Parkland College and in your chosen program.

Please read thoroughly and clarify with your faculty or program director as needed.

### **Travel Guidelines**

Remember that all travel, even travel to another state can increase your risk of exposure.

If you are a student and have traveled recently, please contact your instructors by email to inform them of your potential absence from in-person class meetings.

Students in Health Profession programs will learn from their faculty that clinical sites may have their own strict rules. Students who travel to certain states may not be allowed to participate in clinical unless they quarantine and are COVID free.

If you choose to travel out of the area, it may have an impact on attending class, lab, or clinical. You will need to consult with the Wellness Center at [wellnesscenter@parkland.edu](mailto:wellnesscenter@parkland.edu) prior to returning to in person classes.

This document outlines travel guidelines by the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).

### *After You Travel*

You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 14 days after you were exposed to the virus.

Upon returning home, the CDC and IDPH recommend that you get tested upon your arrival (or the morning after) and repeat the test 96 hours (4 days) later.

**Free COVID-19 testing is available at:**

**Market Place Shopping Center**

**2000 N. Neil St.**

## **Champaign IL, 61820**

Stay home if possible and monitor your health for 14 days. There are many services available online, such as grocery and meal delivery services and curbside pick-up to assist you with this.

Symptoms to monitor for include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting, and/or diarrhea

Please check the following sites for information about your travel risk level:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<http://idphstg.prod.acquia-sites.com/content/travel-guidance>

If you have questions about your specific quarantine recommendations, please contact the Champaign-Urbana Public Health District at (217) 239-7877 or the Illinois Department of Public Health hotline at 1-800-889-3931.

## **GENERAL CONTACT INFORMATION**

All exposures have to be documented at the clinical site **and at Parkland** with **Sara Maxwell** and the program director. If you need assistance, here is a list of people that help you if you or a student has an exposure at clinical.

- |  |                |
|--|----------------|
| ➤ Sara Maxwell, Wellness Coordinator         | (217) 373-3879 |
| ➤ Assistant Dean of Nursing, Diane Cousert   | (217) 353-2135 |
| ➤ Department Chair, Kim Pankau               | (217) 351-2468 |
| ➤ Rachel Staley, HP Administrative Assistant | (217) 353-2240 |

Any questions about the information provided or about exposure to blood borne pathogens should be referred to Parkland's Wellness Coordinator at 217/373-3879.

INSTRUCTORS:

**Please do not forget to email Sara Maxwell, fill out a PARKLAND INCIDENT REPORT, and have the student make an appointment with Sara Maxwell.**

POST EXPOSURE:

Complete Parkland Incident Report and fax (XXX-XXX-XXXX)/scan to Sara Maxwell smaxwell@parkland.edu at Parkland.

Email Sara Maxwell, smaxwell@parkland.edu, to have the student meet with her for post exposure education.

Email the program director if there is a student exposure

***NOTE: Students that have physical injuries that are not Bloodborne Pathogen exposures are NOT covered by Parkland College. i.e. If the student falls and hurt a leg while at clinical.***

## **PARKLAND COLLEGE**

### **BLOOD AND BODY FLUID EXPOSURE PROTOCOL FOR STUDENTS**

Due to the nature of their work, health career students may be exposed to blood and/or other potentially infectious body fluids during their clinical rotations. In case a needle stick or other exposure incident occurs, the following procedures are to be followed. Each health-care institution should have its own protocol, but the following is a general procedure that is applicable at all facilities in case no protocol exists and for use when exposure incidents occur on campus. *Please note that dental hygiene students who are exposed to blood/body fluids through their work in the Dental Hygiene Clinic must follow the protocol designed specifically for this group. It is available on the bulletin board in the Dental Hygiene clinic.*

#### **Immediately Following exposure:**

- 1) Immediately after an exposure incident (e.g., needle or instrument stick, human bite, or blood splashed in eyes, nose, mouth, or open wound), the student should flood the contaminated area with water and clean any wound with soap and water or a skin disinfectant if available.
  
- 2) After cleansing the contaminated area, the student should report the incident to his or her clinical instructor, who in turn will report the incident to the appropriate staff member at the clinical site or school where the incident occurred. In addition to filling out an incident report at the facility, a Parkland incident report should be submitted to the Wellness Coordinator in U116.
  
- 3) If warranted, the student will be referred to the appropriate department in the health care facility where the incident occurred for medical evaluation. If the facility does not have a department that handles exposure incidents or if the incident occurred at a community agency or on-campus, the student should follow this procedure:

#### **FOR STUDENTS ON PARKLAND PROPERTY OR AT ONE OF THE FOLLOWING SITES:**

##### **CARLE HOSPITAL, CARLE CLINICS AND SURGERY CENTER.**

##### **Procedure:**

If between 8 a.m. and 5 p.m., Monday-Friday, call the Carle Occupational Medicine Department (217) 383-3077, 810 W. Anthony Dr., Urbana. The student should identify themselves as a Parkland health career student and explain there's been an occupational exposure to blood/body fluids during clinical and they wish to be evaluated. Department personnel will direct the student how to proceed.

At other times, the student should fill out an *Employee Injury Form* and then go to the Carle Emergency Department (E.D.), 611 W. Park Street, Urbana. Upon check-in, the student will need identify themselves as a Parkland health

career student and explain there's been an occupational exposure to blood/body fluids during clinical and they wish to be evaluated. The student should be prepared to show them an insurance card if the student is insured.

The Emergency Room nurse will review immunization status and the exposure and determine if the source needs to be drawn. The ER nurse will also follow with exposure education for the student. The student needs to follow up with the **Infection Control Nurse**.

**If possible, the source patient should have an order to have a lab draw.**

**FOR STUDENTS AT ALL OTHER CLINICAL SITES:**

The student will follow the protocol at the facility where the incident occurred. In situations where the incident occurred on-campus *or* at a facility which does not have a post-exposure protocol, the source should follow the same procedures as Carle Hospital.. When speaking with hospital staff, they should explain that a **Parkland Student** had an occupational exposure to their blood/body fluids and they need to be evaluated.

**RESPONSIBILITY OF CHARGES INCURRED**

If the cost of immediate post-exposure care for the student and source is not covered by the facility where the incident occurred or by the student's insurance, Parkland College will cover these costs. A bill should be sent to:

Parkland College

Wellness Coordinator, Sara Maxwell

2400 W. Bradley Ave. U116

Champaign, IL 61821.

*Any medical follow-up beyond that given at the time of the exposure is the responsibility of the student.* The student should consult with their primary care physician or Parkland's Wellness Coordinator as soon as possible after the exposure incident to discuss recommended follow-up care. The student/instructor is expected to report the incident to the Wellness Coordinator, Parkland College – Room U116, 2400 W. Bradley Ave., Champaign, IL 61821 in order to ensure proper payment of the initial evaluation.

## **EXPOSURE PROCEDURE FOR HEALTH PROFESSIONS FACULTY**

If a faculty member in the Health Professions department is exposed to blood or other potentially infectious body fluids during clinical or work hours, the following procedures should be followed. Please note that there is a separate procedure for student exposure.

### **Reporting the incident**

A. *Incidents occurring on-campus:*

- 1) As soon as possible following the incident, report the incident to your program director.
- 2) Fill out an incident report and submit it to Human Resources.

B. *Incidents occurring off-campus at clinical sites:*

- 1) Report the incident to the supervisor of the unit where the incident occurred and complete the necessary incident report and medical evaluation according to that facility's protocol.
- 2) Submit a copy of the incident report (or a Parkland incident report) to Human Resources. The bill for services rendered will be paid by Parkland only if a report has been made to Human Resources and an incident report submitted to Human Resources in a timely manner.

## Medical evaluation

### A. *Incidents occurring on-campus:*

- 1) File an incident report with Human Resources.
- 2) If between **8 a.m. and 5 p.m. Monday - Friday**, you may receive a medical evaluation at Carle Clinic Occupational Medicine Department, 810 W. Anthony Dr., Urbana (217) 383-3077. At all other times, you may receive a medical evaluation at Carle Emergency Department. A confidential medical evaluation and follow-up is strongly recommended immediately following an exposure incident. The College/work comp will pay for post-exposure medical evaluations and follow-up procedures performed by the above facilities if the incident is reported as stated in I.B.2 above.

### B. *Incidents occurring off-campus at clinical sites:* Medical evaluation for employees injured at off-campus clinical sites will be performed by the Employee Health Department (or Emergency Department if the incident occurs after hours or if there is no Employee Health Department) at the facility where the incident occurred. An incident report (either from the health-care facility or Parkland's incident report) must be submitted to Parkland Human Resources in a timely manner in order for the College/work comp insurance to pay for post-exposure medical evaluation and follow-up procedures. The employee should instruct the health-care facility to send the bill for services rendered to Parkland College Human Resources.

[INSERT INCIDENT REPORT]