

**IVY TECH COMMUNITY COLLEGE
CENTRAL INDIANA
SCHOOL OF HEALTH SCIENCES**



**PROGRAM
STUDENT HANDBOOK
ACADEMIC YEAR
2020 - 2021**

**IVY TECH COMMUNITY COLLEGE
CENTRAL INDIANA
SCHOOL OF HEALTH SCIENCES
THERAPEUTIC MASSAGE PROGRAM
STUDENT HANDBOOK**

Non-Discrimination and Equal Opportunity Policy

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all protected classes – race, religion, color, sex, ethnicity, national origin, physical and mental disability, age, marital status, sexual orientation, gender identity, gender expression, veteran or military status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/ affirmative action institution. For more information review the Student Equal Opportunity, Harassment, and Non-discrimination Policy and Procedures at https://docs.google.com/document/d/1_tEgc3NcKFTkromsQBpvOHFzzWZiJgRHhrU1nwsAR4g/preview.

Booklet Disclaimer

This 2020/2022 Therapeutic Massage Handbook is intended to supply accurate information to the reader. The embedded links take the reader directly to the Ivy Tech policy for further clarification. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract.

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Introduction

This packet introduces you to the Therapeutic Massage program at Ivy Tech Community College of Indiana. The Therapeutic Massage program offers exciting opportunities for people who are considering entry into the massage therapy field, as well as to current bodyworkers, therapists, and trainers who want additional credentials as a Licensed Massage Therapist or an Associate of Applied Science degree to complement their current skills. The program allows students to complete personal goals for attaining credentials required by the State of Indiana and employers in massage therapy. Students may also complete the Associate of Applied Science degree, which offers courses that can enhance one's professional skills as a therapist, and prepares graduates to pursue further educational opportunities. Graduates may find employment as Licensed Massage Therapists in hospitals, rehab centers, chiropractic practices, spas, gyms, hotels, and private practices/clinics.

Accrediting Organizations

The College is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604
800-621-7440 or 312-263-0456
<https://www.hlcommission.org/>

Program Philosophy

It is the mission and intent of the Therapeutic Massage faculty to view the educationally qualified student as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the health care team. Faculty defines education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment produce a graduate who is a credit to his/her profession, as well as one who successfully completes appropriate certification examinations which attest to the level of competency attained. Consistent with the philosophy of Ivy Tech Community College, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundational knowledge with clinical experience. Furthermore, faculty feels that application of knowledge and skills in realistic situations is necessary in order for the students to become an integral supporting link in the environment of professional practice. The graduate contributes to the well-being of the client by demonstrating professional competency while assessing the client, developing and implementing appropriate treatment plans, evaluating progress and referring out when necessary.

College General Education Outcomes

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Exhibit quantitative literacy.
6. Communicate effectively in written and oral forms.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

Terminal Program Objectives

Upon completion of the program, the graduate will be able to:

1. Participate as a member of the health care team by giving complete and loyal support and working in close harmony with other health care team members.
2. Protect the health of the patient and coworkers by carefully following Standard Precautions Guidelines and OSHA mandates.
3. Hold in strict confidence all things seen or heard in the facility pertaining to patients and other team members.
4. Employ effective communication techniques in interacting appropriately with patients, their support persons, and members of the health care delivery system.
5. Demonstrate professional conduct which reflects favorably on the educational institution and the employer.
6. Demonstrate responsibility by arriving in appropriate professional attire at assigned times.
7. Demonstrate understanding of rules and regulations of governing bodies as related to selected professional certifications.
8. Demonstrate competent performance of entry-level skills required for selected professional certifications.

Facilities

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Therapeutic Massage students. Students are encouraged to use support services available, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical/Externship Facilities

The clinical/externship experience is an integral part of the educational experience for all Therapeutic Massage students. The Program has lab facilities and/or affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the Therapeutic Massage Program Chair. The clinical/externship is required for program completion. Each Therapeutic Massage student is required to complete the minimum hours associated with selected certificates.

Student Support Services

<https://www.ivytech.edu/enrollmentcenter/>

Advising

Ivy Tech Community College uses an Academic/Faculty advisor system. On admission, each degree student is assigned both an Academic and a Faculty Program advisor whose purposes are to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisors during a designated registration session as or as needed during each semester.

For more information, go to <https://www.ivytech.edu/advising/>.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

Career Development Services

The Office of Career Development Services is available to help you in a number of ways:

- Employment Referral
- Resume/Cover Letter Assistance
- Career Assessment
- Job Shadowing
- Labor Market Information
- Practice Interviews

- Occupational Reports
- Community Employer Portfolios
- Work-Study Positions
- Co-op Education Opportunities

For more information, go to <https://www.ivytech.edu/career-development/>

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

Disability Support Services (DSS)

Students pursuing the Therapeutic Massage Program must be capable of fulfilling the Essential Functions of Therapeutic Massage Program students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. DSS will also aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus DSS representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with DSS if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the DSS office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the DSS go to <http://www.ivytech.edu/dss/> or email r8-dss@ivytech.edu . All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the regional contact information at the back of this handbook. If you will require assistance during an emergency evacuation, notify your instructor on the first day of class in order to be prepared for emergencies. Look for evacuation procedures posted in your classroom.

Financial Information

<http://www.ivytech.edu/financial-aid/contacts.html>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Therapeutic Massage student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and Healthcare Provider CPR certification (American Heart Association), criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of the Therapeutic Massage Program.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the College in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Therapeutic Massage Program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance.

Withdrawals and Refunds

Withdrawal Policy

<http://www.ivytech.edu/registrar/3432.html>

From the end of the 100% refund period to the end of the week marking the completion of 75% of the course, a student may withdraw from a course online using Campus Connect or by filing a change of enrollment form at the Registrar's Office. Withdrawal from a course (with a grade of "W") will display on the student's transcript, however, the withdrawal does not affect the student's GPA in any way. Withdrawal is complete when the necessary forms have been submitted to the Office of the Registrar. Records of students withdrawing from courses indicate a "W" status rather than a grade when the withdrawal process is completed. A student who ceases to attend class after the last day to withdraw will receive a grade commensurate with course requirements.

Note: Withdrawing from class may affect or cancel financial assistance. Students receiving financial assistance should check with the financial aid office before withdrawing from a course or course.

Refund policy

In order to receive a 100% refund of tuition and fees, students must drop the course by dates posted at <http://www.ivytech.edu/registrar/3435.html>. The last day to drop with a refund is determined by the length of the course and the first day the class meets. No refunds will be given for drops or withdrawals after the posted dates. If the student withdraws from all of his/her classes during the 100% refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100% refund period, the technology fee will not be refunded.

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: <https://www.ivytech.edu/studenthandbook/>.

Progression/Readmission/Stop Outs

College Progression and Readmission Policy

Please refer to the College catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Therapeutic Massage Program must be in good academic standing according to College policy.

Progression in the Therapeutic Massage Program

Students are expected to progress each semester. Students who withdraw or do not successfully complete with a minimum grade of "D" all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required prerequisite course(s) before continuing in the required sequence of courses.

Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained

competency of any required prerequisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge.

Stop Outs

In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out." Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

Credit for Prior Learning

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service. Please contact the Therapeutic Massage Program Chair at your home campus to discuss credit eligibility for prior learning. A list of valid credentials can be found at:

<https://drive.google.com/drive/folders/1hAUWueLEg-KDvgr8PRaBA3Qne8F3xHp6>

Transferring

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar for specific information or questions related to transfer of general education credits. The College will accept in transfer any course appearing in the Indiana Core Transfer Library (CTL). For credit-bearing courses not appearing on the CTL, recommendations for transfer and applicability of credit are made by the appropriate academic faculty within that discipline. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting agency, and the student must have earned a grade of "C-" or better in the course(s) involved.

Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits.
- Successful completion of courses as outlined by Degree Completion Tracker.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

Global Studies Certificate

Global Learning Close to Home

Many U.S. businesses are expanding their operations into different areas of the world, so you are very likely to interact with people from other countries and cultures on the job. A Global Learning Certificate may be just what you are looking for!

Ivy Tech faculty members have worked together to redesign curriculum for some of Ivy Tech's business, education, humanities, healthcare, technology and life science courses. These areas are some of Indiana's biggest high-growth sectors of the economy and areas where you need to be able to think critically and in terms of global perspectives and competencies. With the Global Learning Certificate you can apply your knowledge in your own community, throughout the state of Indiana, and around the world!

This certificate will teach you about thriving in a global workforce and how to succeed in a diverse society, which are skills valued in today's competitive job market. You will also have the opportunities for exposure to different cultures through supplemental education experiences, such as studying abroad or taking part in international activities on your campus. A Global Studies Certificate will increase your knowledge and awareness of the world and will make you more marketable in finding a job.

Program Requirements for the Global Studies Certificate:

- **Global Studies Orientation** - meeting to discuss the benefits, and requirements of the certificate
- **Global Studies Electives** - 15 credits of global-module courses, many of which are already within the two-year curriculum
- **Global/International Resume** - outlining global experiences and letters of reference
- **Global Studies Capstone Experience** - completion of an international project, research, competition, community service, service learning, or travel study experiences
- **Global Immersion** - participation in global, cultural, or diversity related activities which may include attending conferences/workshops, completion of the **U.S. Institute of Peace Certification**, becoming a member of a professional or community group, and maybe even an international travel experience. Talk to your advisor for more information about your options!
- For more information contact your campus Global Studies Coordinator or see the Global Learning webpage: <http://www.ivytech.edu/global-learning/>

Attendance

College Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will utilize Ivy Advising to notify the student and the student's advisor of an attendance concern. This notification will

provide a process of follow-up with the student to intervene with a potential obstacle for successful completion of the course.

Classroom and Lab Attendance Policy

Detailed attendance verification for students including hours attended will be required in this program. The Indiana Professional Licensing Agency may require submission of documented hours of attendance upon application for state certification, which is required to practice massage therapy in Indiana. Students must complete at least 625 hours of supervised instruction to meet the state requirement.

Students can only miss no more than 30* program hours and still expect to complete the certificate program. It is the student's responsibility to keep track of the hours they have missed, and this includes absences they may have already accrued in previous TMAS courses.

A maximum of 6.5 hours per semester may be made up during open lab sessions with instructor approval and availability. However, students may not earn lab points for makeup hours. Hours missed can only be made up during the semester in which the absence occurred. It is the student's responsibility to arrange make up hours during open lab. Make-up hours for missed clinic hours require the approval of the program chair, and will be judged on a case by case basis. Some campuses may be unable to offer make-up hours for clinic due to time or other constraints.

Missing one or two lab sessions will require participation in a make-up session, regardless of the reason for missing.

Make-up sessions for lab sessions missed beyond two absences, are subject to instructor approval, regardless of the reason for missing. If there is not adequate time during the make-up session to make up more than two absences, grades of zero may be assigned for skills missed beyond two absences. This may lead to earning a failing grade.

If it is determined that skills are not competently performed by the student, or time does not permit assessment of the skills due to absenteeism and/or tardiness, the student may earn a failing grade for the assigned skill. If key skills or skills that are essential to progression in a lab course are not performed competently, the student will earn a failing grade and need to re-take the course. The instructor will identify these skills to the student both verbally and in writing on the skills assessment tool.

Due to the time-intensive nature of hands-on competency based courses, students that miss in excess of two class sessions of a competency based course may be advised to withdraw from the course. Withdrawing from the course may be recommended due to inadequate instructional and demonstration time, practice and participation time and ability to master the skills safely at the level required.

Additionally, programs in the School of Health Sciences are asked to document the number of hours a student is in-class as part of earning credit toward hours-based programs. More than 3 absences in a semester may result in the program not counting the student's enrollment in the course toward the program requirement. It may be recommended that the student withdraw if more than 3 absences occur.

*This attendance policy is applicable to all degree pathways – CT and AAS – but the described program hour limit is specific for the CT per Indiana Professional Licensing Agency.

Externship/Clinical Attendance Policy

Clinical/externship courses require the presence of the student for evaluation of having met course objectives as clinical course objectives cannot be accomplished or evaluated outside the clinical setting. Additionally, certification eligibility generally requires completion of a specific number of contact hours in a clinical or externship assignment. Furthermore, it is not possible to provide make up for clinical experiences. Therefore, regular attendance is mandatory for successful clinical/externship course completion. The following courses have a clinical or externship component:

TMAS 123 Clinical I

TMAS 223 Clinical II

TMAS 221 Business Development

Attendance issues will be reflected in the clinical evaluation grade. Please refer to the specific course syllabus for each of the above courses to review attendance requirements.

Tardiness to clinical/externship experiences jeopardizes continuity of client care. Tardy is defined as not arriving at the designated assignment at the assigned start time.

Clinical/externship faculty has the authority to exclude a student from a clinical/externship session. The reasons for such exclusion include, but are not limited to, tardiness greater than 30 minutes, a student's lack of preparation for the experience, student illness, impairment of the student to perform safely, or failure of a student to follow affiliating agency and Therapeutic Massage Program policies. If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day.

Students must remain at the clinical/externship site until dismissed by the instructor or externship site supervisor. Leaving the clinical/externship site early will be counted in the student's total absence time.

Students are not allowed to leave and then return to clinical/externship.

Clinical/externship hours may be made up on a limited basis with approval from the instructor and clinical/externship site.

Students are responsible for tracking their own absences/tardiness times.

Students who develop illnesses or conditions involving limited activity must provide a physician's written statement that they are physically and mentally capable of undertaking the Essential Functions of Therapeutic Massage Students as outlined in this handbook. Students will not be permitted to participate in clinical/externship without this written physician's statement.

No person shall attend clinical or externship who is not currently enrolled in the course

Title IX Statement

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

Student Rights and Responsibilities

Students at Ivy Tech are expected to uphold and follow the Code of Student Rights and Responsibilities, and all other rules applicable to conduct in class environments, including distance education courses and programs or college-sponsored activities, including off-campus clinical, field, internships, athletics, in-service experiences, activities utilizing college technology or other college approved activities. Students are also expected to comply with all local, state, and federal laws.

The College's Code of Student Rights and Responsibilities may be accessed on the Ivy Tech website: <https://www.ivytech.edu/studentcode/>.

The College's Student Handbook may be accessed on the Ivy Tech website: <https://www.ivytech.edu/studenthandbook/>.

Students are strongly encouraged to read and familiarize themselves with both of these documents.

Student Grievance Process

The College strives to provide the best possible service to all students in every aspect of their academic career. However, we recognize that problems sometimes occur. When a student believes he/she has a legitimate general complaint against the college, faculty or staff, he/she should make an appointment with that individual to discuss the matter. This process must be initiated within fourteen (14) calendar days of the incident

The student and the college, faculty, or staff should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings can be resolved at this level.

If the issue is not resolved, the student can express his/her complaint in writing to the individual's supervisor, if the issue is not resolved to the student's satisfaction the student may submit his/her complaint, in writing, to the Regional Chief Student Affairs Officer or designee.

The Regional Chief Student Affairs Officer or designee will attempt to resolve the complaint or determine a course of action, if appropriate. If the student disagrees with the outcome of his or her complaint, then he/she may submit his/her complaint in writing to the Chancellor. The Chancellor will review and attempt to resolve the complaint and determine the next course of action. See Student Code of Rights and Responsibilities for more information: <https://www.ivytech.edu/studentcode/>

Student Disciplinary System/Student Code of Conduct

College Rules of Conduct

All Ivy Tech students are expected to abide by the College rules of conduct. Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. A full description of the student disciplinary system may be found in the Code of Student Rights and Responsibilities.

Guidelines for Professional Conduct in Clinical Settings

Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System as described in the Code of Student Rights and Responsibilities.

PURPOSE:

This information presented to students by the faculty is to ensure students recognize the many guidelines for professional conduct that must govern their behavior and decisions, when engaged in any aspect of patient care. Even as a student in training, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for students and respectful of the confidentiality of information provided to you as a part of your clinical experience.

Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the College rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with the Program Chair.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outlined in this document. Record of incidences will be maintained by the Program Chair and will have a collective effect until the point of graduation.

Clinical affiliating agencies have the right to prohibit students from participating in externship experiences based on unprofessional behavior. If a student is removed from participating in learning experiences at an externship site, the student will be removed from the externship site and require remediation. After successful remediation, the student will be placed at another site, if available. If a different externship is not available, the student will reapply for the following semester. If the student is removed a second time, the student will not be able to complete the course requirements, resulting in a failing grade for the course and removal from the program.

Expectations of professional conduct into two groups, which are outlined on the following pages. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a professional in a work setting. These actions are listed at the end of each category.

GROUP I Expectation of Professional Conduct

Major Compliance Issues and Appropriate Measures for Patient Care in a Health Setting

The following thirteen points are critical to the successful training and employment of healthcare professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.
2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the clinical area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.
3. You will adhere to state and federal confidentiality laws, including but not limited to HIPAA and clinical affiliate confidentiality policies and procedures. You will maintain confidentiality about all aspects of the clinical experience, this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If there is a situation that arises that requires disclosure of information by law, you must seek out guidance from your clinical faculty member or the Dean of the School of Health Sciences before proceeding with that disclosure.
 - a. You will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b. You will not remove or photocopy any part of the patient/client or clinical records.
 - c. You will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d. You will destroy any notes you have taken to enable you to provide care for your patient according to the clinical affiliate policy and will not carry those notes outside of the clinical agency if they contain any patient identifiers.
 - e. You are expected to follow guidelines in this Student Handbook with regard to social media, cell phones, email or other electronic media.

4. You will follow guidelines regarding disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, or personnel in cooperating agencies.
5. You will not falsify any component of the written or oral patient/client record.
6. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
7. You must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
8. You will not abandon or neglect patients/clients requiring healthcare.
9. You will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
10. You will not perform any technique or procedure for which you are unprepared by education or experience and/or without faculty approval.
11. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site.
12. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites.
13. You will not cheat on papers, tests, or other academic works including clinical practicum assignments.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE

Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

ACTION: If non-compliance in **any** of these areas becomes evident, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.

In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Therapeutic Massage Program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

GROUP II Expectation of Professional Conduct

General Protocol and Guidelines

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.
2. You must refrain from smoking or using other tobacco products in restricted areas.
3. You will not solicit, vend or distribute literature, written or printed material in the clinical setting without proper authorization.
4. You will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE

These four items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a healthcare field.

ACTION: Any behavior not meeting the expectations listed above would result in a written status warning report for the first incident and will impact the clinical grade. The student would be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.

In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences.

Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program.

In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Therapeutic Massage Program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

Social Networking Guidelines

Social media are powerful communication tools that can have a significant impact on the reputations of those who use them. This includes not only individuals but the organizations they represent. You must be mindful that anything you post on a social media site may be seen by anyone. Therefore, inappropriate postings about other students, faculty, college policies, action or decisions **could be the basis for disciplinary action including termination from the program.** Furthermore, the discussion of patient information through any of these venues is a **violation of patient confidentiality and HIPAA.** You have

rights afforded by state and federal law, but be aware that *not everything* you say or post online is protected. False, defamatory, harassing or intimidating postings are *not protected free speech*.

The College recognizes many students chose to participate on social networking sites. Students are reminded to use caution when posting on sites. Future employers and supervisors may have access to these internet pages, comments and photographs which may be perceived as derogatory thus impacting employment opportunities. Students are reminded **NOT** to post photographs from clinical and laboratory settings as this is considered a breach of confidentiality. Comments that may be construed as negative/derogatory concerning the College and/or clinical site experiences, operations or patients may negatively impact student status and any reference to these is strictly prohibited.

Professional Attire

Ivy Tech Therapeutic Massage grey scrubs (must be purchased from the Ivy Tech Bookstore). The uniform includes black closed-toe, non-porous shoes (no canvas or nylon). Black long sleeves under scrubs or the Therapeutic Massage scrub jacket are allowed in class but are not appropriate in lab or clinic. Hair must be kept up above shoulders. No strong fragrances or perfumes are allowed. Nails must be kept short, with only clear or nude color polish.

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Grading Practices

The Therapeutic Massage Program will use the following grading scale:

93-100	A
85-92	B
79-84	C
75-78	D
0 – 74	F

Evaluation of Student Learning

Methods of Evaluation in Courses

Examinations may be multiple choice, matching, short answer type, or essay. Computerized testing may be used. Quizzes, journal abstracts, mid-term and final exams, workbooks, objectives and other assignments are designed to enhance learning. Some work may be completed in Ivy Learn. Students also have practical lab assignments and skill competencies. Each course may have additional requirements that are addressed in the syllabus.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Ivy Tech Community College Therapeutic Massage Programs utilizes comprehensive case studies as a component of the capstone course, TMAS 220. These case studies require students to assess the client's situation, prepare a treatment plan, and evaluate potential benefits, indications, and contraindications/cautions. The Advanced Business course, TMAS 221, includes the creation of a thorough business and marketing plan. Together, these courses address key components of the students' professional preparation throughout the Therapeutic Massage curriculum. The other upper level courses also provide students with advanced skills in prenatal massage, sports massage, massage for special populations, medical massage, and biomechanics. These practical skills will be invaluable in growing a successful practice as a professional massage therapist.

Certification/Licensure

In the state of Indiana, certification/licensure is required for all massage therapists. Upon graduation students are eligible to register for the Massage and Bodywork Licensing Examination (MBLEx). Successful completion of a certification examination is required for certification/licensure with the Indiana Professional Licensing Agency to work as a massage therapist. Applicants must also provide proof of professional liability insurance and submit to a background check and fingerprinting. Positive findings on a criminal background check may impact an individual's ability to obtain licensure/certification or to gain employment.

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. The goal of providing a certification exam studies class, is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Student Requirements Associated with Clinical Affiliation Agreements

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background Checks and Drug Screening

Purpose

Requiring criminal background checks and drug screenings ensures students meet the same standards as healthcare facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Healthcare facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience

This policy applies to all students who will have direct patient contact within a healthcare facility or laboratory, or other setting where healthcare is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where healthcare is provided.

Definitions

Drug Screening: Technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Clinical and Practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients’ health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy

Completion of a criminal background check and drug screening are required for admission and/or clinical placement in most School of Health Sciences and all Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional/technical core courses or just prior to the first day of clinical or externship as specified by the Health and Nursing program. Additional criminal background checks and/or drug screenings will be required in Health and Nursing programs for students enrolled in clinical courses more than 12 months. Convictions are reported to the

clinical sites. Criminal charges (a criminal complaint filed in court by a prosecutor) may be reported based on facility request. Any convictions or criminal charges filed against the student prior to or during their enrollment in the Health and Nursing programs may result in a failure to be approved for required clinical placement assignments and may result in inability to progress through or graduate from the programs.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. These non-degree seeking students may have different or separate requirements for drug testing and/or criminal history background checks.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

Background checks may be conducted with Indiana Statewide Criminal searches using name and date of birth identifiers through the Indiana State Police Limited Criminal History check system. Some searches may result in a response that the applicant must complete a fingerprint submission. This occurs when there are multiple individuals that have the same identifying information and the State Police are unable to determine which records match the individual in question. In order to ensure accuracy, the State Police will respond that the applicant must complete a fingerprint submission in order to correctly identify the applicant and provide a response.

Based on the clinical site requirements, the background check will include the following elements (additional elements may be added if required by the clinical site):

1. County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
2. National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
3. Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
4. Social security verification and residency report
5. Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.

- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any corequisite courses pending resolution of the situation.

Protection of Confidential Information from the Background Checks and Drug Screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be securely maintained by School of Health Sciences or School of Nursing in accordance with program policy.

Procedures for Determining Eligibility for Externship Placement

Eligibility for Externship Experiences with Affiliating Clinical Agencies

Eligibility for Clinical Experiences with Affiliating Clinical Agencies Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including but not limited to Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results.

Positive Drug Screen

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care.

Criminal Background Check

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another healthcare worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning your externship in order to identify health status and accommodation needs (see [Appendix](#)). The student's healthcare provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Therapeutic Massage Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records containing dates of the Hepatitis B vaccination series occurs prior to the start of the first clinical course. Students will be required to keep immunizations and tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Essential Functions

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative at the beginning of each semester.** Essential Functions are listed on the Health Form (see Appendix)

Standard Precautions

According to the Universal Precautions Rule 410 IAC 1-4-7.1: *"Covered individuals, including health care workers, whose professional, employment, training, or volunteer activities or duties are performed at or on behalf of a facility, must complete the training programs which the facility is required to have employees attend under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030). Approved programs under this rule shall be as follows: (A) A blood borne pathogen training session provided by a facility or employer under the Indiana occupational safety and health administration's blood borne pathogens standards (as found in 29 CFR 1910.1030)."* This training must include instruction in the "[Universal Precautions](#)" procedures adopted by the Indiana State Department of Health. Because students in the Therapeutic Massage Program may have direct contact with blood or other body fluids, the Program is required to provide annual training in Universal Precautions to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Bloodborne and Airborne Pathogens Exposure Protocol

What are Bloodborne Pathogens

Bloodborne pathogens are infection microorganisms in human blood that can cause disease. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Exposures may occur through needle sticks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood.

What to Do When a Bloodborne Pathogen Exposure Occurs

If you experience a contaminated needle stick or sharps cut, or are exposed to the blood or other body fluid of a patient during the course of your work, immediately follow these steps:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigates
- Report the incident to your Ivy Tech instructor and clinical supervisor
- Source testing of blood to determine infections disease status is preferred whenever possible where consent has been obtained. When exposure occurs at a clinical facility, you should follow that facility's policy as they will handle notice and consent with the source. When an exposure

occurs at an Ivy Tech facility, the instructor should advise the source following an incident and ask if the source will consent to testing a medical provider of his or her choosing.

For clean needle/sharp sticks, wash the affected area with soap and water. You do not need to seek medical care unless there is a visible injury which requires attention. Report the incident to your Ivy Tech instructor and clinical supervisor.

Where to Seek Treatment

- You may seek treatment at the clinical site (if equipped and willing), or an urgent care facility, emergency room, or physician office for assessment, diagnoses, and treatment. It remains your responsibility to obtain the initial appointment and any follow-ups ordered with a healthcare provider of your choice. If an incident occurs in an Ivy Tech classroom, lab or facility, an instructor cannot provide evaluation, diagnostic test or treatment beyond first aid and emergency assistance.
- Time of day and facility capability may impact where you seek treatment. The key is to know your options before an accident, and then, obtain an evaluation and treatment as soon as possible from a healthcare provider of your choosing.
- Report the incident to your Ivy Tech instructor and submit a Student Accident Report promptly.

What Happens Next?

A health care provider will provide an evaluation, diagnostic testing (if necessary), and treatment (if necessary). Diagnostic testing may include testing the source of the exposure, with his or her consent, and baseline testing of the exposed person. Testing for HIV, HBV, and HCV is typically included, along with other blood tests or diagnostic examination the health care provider recommends. If post-exposure prophylaxis (PEP) is indicated, efficacy is time sensitive. The first dose should be given as soon as possible. Optimal time to start PEP is within hours of the exposure, rather than days.

Will I need follow –up testing? This direction will come from the healthcare provider. Follow-up will depend upon the testing outcome of the sources person. It is important for your health that you understand and comply with the provider’s follow-up testing and recommendations.

What are Airborne Pathogens?

Airborne Pathogens are infectious microorganisms which can be transmitted through air and could cause disease. The discharged microbes may remain suspended in the air on dust particles, respiratory and water droplets.

Tuberculosis, or TB is an airborne pathogen of concern. TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or through coughs, sneezes, speaks, or sings. People nearby may breathe in these bacteria and become infected.

What to do When an Airborne Pathogen Exposure Occurs

If you think you have been exposed to an airborne pathogen without appropriate Personal Protective Equipment (PPE), you should immediately contact your Ivy Tech instructor and clinical supervisor and seek testing at an urgent care clinic, emergency room, or physician office. Be prepared to tell the doctor or nurse when you were exposed to the airborne pathogen, what type of exposure you think occurred

(contaminated air with or without respiratory tract droplets, mucus, or blood), and if the source patient of the contamination is being tested for airborne pathogens.

Confidentiality

As part of their affiliation with clinical agencies, students are required to comply with Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, state regulations, and facility policies with regard to privacy of patient information.

All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, healthcare provider's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or other identifying information.

DO NOT DISCUSS PATIENT INFORMATION OR CLINICAL EXPERIENCES in public places or on social media formats even if the patient is not referred to by name. Confidentiality of patients, staff, faculty and students is to be maintained at all times.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden. Photography of any patient or clinical situation is strictly prohibited.

Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.

College/Program Costs

College/Program Costs Item	Cost
Tuition*	Fall 2020 In-state: \$149.55/credit hour Spring 2021 In-state: \$149.55/credit hour Summer 2021 In-state: \$149.55/credit hour
Technology Fee	\$75 per semester
Books	Variable based on course
Uniforms and other supplies	Variable based on course
Physical Exam & Immunizations	Variable based on provider
BLS/CPR Certification (American Heart Association)	Variable based on provider
Background Check & Drug Screen	\$94.96 (CastleBranch)
Certification Examination Fees	Variable based on certifications

**Tuition and fees subject to change without prior notification*

To see all tuition rates please follow the following link: <http://www.ivytech.edu/tuition/>

College wide Curriculum of Record

2020-2021 Curriculum of Record for Therapeutic Massage can be found here:

<https://drive.google.com/drive/folders/1HspplKJwf7vymE08Wp8lvteV7Z9-P75> The program offers a Certificate and Associate of Applied Science degree in Therapeutic Massage. However, not every campus offers each credential. Therapeutic Massage certificate programs are currently offered at the Ivy Tech campuses below:

Bloomington

Evansville*

Fort Wayne*

Indianapolis

Lafayette

Sellersburg

Terre Haute

*These campuses also offer the Associate of Applied Science.

Appendix A

Essential Functions of Therapeutic Massage Students

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program-Specific Examples	Frequency
GROSS MOTOR SKILLS	<p>Move within confined spaces</p> <p>Maintain balance while sitting and standing</p> <p>Reach above shoulders and below waist(e.g., IV poles, plug electrical appliance into wall outlets)</p>	C
FINE MOTOR SKILLS	<p>Manipulate small objects with fingers (e.g., IV tubing, pencil, manipulate a syringe, eye dropper, write with pen or pencil)</p> <p>Key/type (e.g., use a computer)</p> <p>Twist (e.g., turn objects/knobs using hands)</p>	C
PHYSICAL ENDURANCE	<p>Prolonged standing (e.g., at client side during surgical or therapeutic procedure)</p> <p>Sustain repetitive movements (e.g., CPR)</p> <p>Maintain physical tolerance (e.g., work entire shift)</p>	C
PHYSICAL STRENGTH	<p>Push, pull, support and lift 50 pounds (e.g., position clients, ambulate client, pick up a child, transfer client)</p> <p>Move light object weighing up to 10 pounds (e.g., IV poles)</p> <p>Move heavy objects (transfer, transport, assist falling patients to ground)</p> <p>Defend self against combative client.</p> <p>Carry equipment/supplies</p> <p>Use upper body strength (e.g., perform CPR, physically restrain a client)</p>	C

Function	Program-Specific Examples	Frequency
	Squeeze with hands (e.g., operate fire extinguisher)	
MOBILITY	Twist and bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk	C
AUDITORY	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, timers, fire alarms, call bells)	C
VISUAL	See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects up to 20 feet away (e.g., client in a room) See object more than 20 feet away (e.g., client at end of hall) Use depth perception Use peripheral vision Distinguish color (e.g., specimens, lab reagents, color codes on supplies, charts, bed) Distinguish color intensity (e.g., flushed skin, skin paleness)	C
TACTILE	Feel vibrations (e.g., palpate pulses) Detect temperature (e.g., skin solutions)	

Function	Program-Specific Examples	Frequency
	Feel differences in surface characteristics, sizes and shapes (e.g., skin turgor, rashes, palpate vein, identify body landmarks) Detect environment temperature (e.g., check for drafts)	C
OLFACTORY	Detect odors from client and environment (e.g., foul smelling drainage, alcohol breath, lab chemicals/reagents) Detect smoke, gases or noxious smells etc.)	C
COMMUNI-CATION	Engage in verbal, two-way communication, in English, with others of a variety of social, emotional, cultural and intellectual backgrounds (e.g., client interaction in person and via telephone, physician orders, co-workers) Discern and interpret nonverbal communication	C
EMOTIONAL STABILITY	Establish therapeutic boundaries Adapt to changing environment/stress/crisis Focus attention on task Monitor own emotions Handle strong emotions (e.g., grief)	C

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK ELECTRONICALLY
IVY TECH COMMUNITY COLLEGE- SCHOOL OF HEALTH SCIENCES
THERAPEUTIC MASSAGE

PRINTED NAME: _____

CURRENT ADDRESS: _____

CURRENT PHONE NUMBER: _____

STUDENT IDENTIFICATION NUMBER: C _____

DATE OF PROGRAM ENTRY: _____

I HAVE REVIEWED A COPY OF THE PROGRAM STUDENT HANDBOOK PROVIDED TO ME ELECTRONICALLY
AND HAVE BEEN GIVEN AN OPPORTUNITY TO ASK QUESTIONS RELATED TO THE CONTENTS.

Student Signature

Date