



TROCAIRE
COLLEGE

DEPARTMENT OF MASSAGE
THERAPY

Policy Manual
2022-2023

Table of Contents

Welcome	3
Program Mission	3
Program Goals	3
Program Objectives	3
Program Learning Outcomes	4
Scope of Practice	4
Philosophy	4
Program Accreditation	5
Student/Faculty Expectations	5
Channels of Communication	6
Program Overview and Admissions Policies	6
Course Descriptions	6
Policies Specific to the Massage Therapy Program	
Physical Examination	7
Student Accident/Injury Policy	8
Code for Professional Behavior	9
Attendance	9
Classroom and Clinical Dress Code	10
Clinical Supervision	10
Academic Evaluation	11
Mercy Action Project (MAP)	12
Criteria for Ineligibility to Progress in Program	13
Course and Instructional Evaluation	14
Program Readmission	14
Acknowledgement	15

Welcome

On behalf of the faculty and staff here at Trocaire College, please accept our congratulations on your choice to study Massage Therapy. We offer our commitment to ensuring the quality and continued improvement of your education to meet your career goals.

Take some time to review the materials included in this Program Policy Manual. The manual aims to provide you with information on current policies and procedures relating to the Massage Therapy Program. The manual is consistent with institutional practices and designed to supplement the Trocaire College Student Handbook and the College Catalog.

Our faculty and staff are here to assist and support you throughout your educational process.

Mission

The Massage Therapy Program prepares students to practice medical massage with a holistic perspective emphasizing the transformational aspects of bodywork and the impact of massage therapy. The program supports students in their learning processes by providing a theoretical foundation as well as laboratory and clinical experiences that will prepare them for entry level positions in the profession of Massage Therapy.

The characteristics of self-awareness, honesty, integrity, and compassion are essential for skilled, self-reliant, responsible, accountable, and confident practitioners. Trocaire College's training in addition to the students' own unique abilities will prepare them for careers in Massage Therapy and enhance their understanding of the importance of life-long learning.

Program Goals

- Prepare graduates with the knowledge and skills needed to sit for the licensing examination administered by the Education Department of the State of New York and/or the Massage & Bodywork Licensing Examination (MBLEx).
- Prepare graduates to assume the duties and responsibilities of a Licensed Massage Therapist in an entry-level position.

Program Objectives

- 80% of AAS students will complete the program within three years.
- 80% of Certificate students will complete the program within 18 months.
- Maintain a program pass rate for the New York State Licensing Examination that exceeds the NYS average by a minimum of 5%.
- 80% of students will secure employment in an entry-level setting within 6 months after graduation.

Program Learning Outcomes:

EXPECTED PROGRAM LEARNING OUTCOMES
All students completing this program are expected to have achieved the following learning objectives:
OBJECTIVE 1: At the end of the program, the student will plan and organize effective massage and bodywork sessions utilizing Eastern and Western modalities.
OBJECTIVE 2: At the end of the program, the student will perform massage therapy and bodywork for therapeutic benefit.
OBJECTIVE 3: At the end of the program, the student will develop and implement a self-care strategy.
OBJECTIVE 4: At the end of the program, the student will develop successful and ethical therapeutic relationships with clients.
OBJECTIVE 5: At the end of the program, the student will develop strategy for a successful practice, business, or employment situation.
OBJECTIVE 6: At the end of the program, the student will identify strategies for professional development.

Scope of Practice for Massage Therapists in New York State

Article 155, §7801. Definition of practice of massage therapy. The practice of the profession of massage therapy is defined as engaging in applying a scientific system of activity to the muscular structure of the human body by means of stroking, kneading, tapping, and vibrating with the hands or vibrators, for the purpose of improving muscle tone and circulation.

There are many techniques that fall within the practice of massage therapy. These include, but are not limited to, techniques and modalities used in practice described as, "Swedish massage," "medical massage," "Thai massage," "shiatsu," "connective tissue massage," "amma," "neuromuscular massage," "tui na," "reflexology," "acupressure," "polarity therapy," "craniosacral massage," "manual lymphatic drainage," and other types of bodywork or massage provided that they are within the scope of practice of massage therapy as defined in §7805 of the Education Law.

Philosophy

The faculty of the Department of Massage Therapy supports the philosophy of Trocaire College, that is, belief in the innate dignity of human beings, and a desire to enhance the growth potential of its student in the atmosphere of a small college.

The Massage Therapy Program at Trocaire College prepares the graduate to assume the responsibilities and duties of a Licensed Massage Therapist at an entry level. Licensed Massage Therapists are health care practitioners who work directly with clients or patients in a variety of settings from private offices to health clubs to medical clinics.

The faculty members believe that students should assume personal responsibility for learning while the faculty members provide the environment to facilitate learning. The faculty members believe that the learning process in Massage Therapy best proceeds on a kinesthetic level from the simple to the complex and that true learning will be manifested by observable and measurable behavioral changes.

Upon completion of the clinical and academic requirements, the graduate of the Massage Therapy Program will have completed the program objectives and competencies.

Trocaire College Massage Therapy Program Accreditation

The Massage Therapy Program is registered with the New York State Education Department and offers an Associate in Applied Science Degree as well as a Certificate. The College is accredited by Middle States.

Student/Faculty Expectations

Faculty members are here to assist students in acquiring knowledge and techniques to meet our combined goals. Students must do their part in making the decision to learn, apply themselves, and maintain a strong motivation to succeed.

- A. Students may expect the following from faculty:
 - 1. Lectures and class discussions designed to emphasize important information.
 - 2. Laboratory “hands on” experiences during which the faculty function as role models.
 - 3. Clinical experiences that allow the application of theoretical knowledge and practice with appropriate supervision (i.e., the state of New York Education Department requires supervision of clinical experiences by a Licensed Massage Therapist who is a faculty member of the school).
 - 4. Assignments designed to assist in meeting classroom objectives and clinical competencies.
 - 5. Assignments returned in a timely manner.
 - 6. Classes that begin and end on time.
 - 7. Office hours observed as stated.
- B. Faculty members expect students to:
 - 1. Report to class, labs, and clinic on time and prepared to learn.
 - 2. Notify the instructor when planning to be late or absent from class.
 - 3. Read assignments and objectives prior to classes and laboratories.
 - 4. Spend as much time on assignments as it takes to learn the material.
 - 5. Submit assignments on time according to the guidelines.
 - 6. Seek help from faculty, Palisano Learning Center, and/or Student Services when needed.
 - 7. Report to the massage clinic on time, professionally dressed, and prepared to give safe, effective treatment.
 - 8. Treat each other and each client in clinic with dignity and respect.
 - 9. Maintain confidentiality of all personal information.

Channels of Communication

If a problem of an academic nature should arise, the student may seek resolution by following the appropriate communication channels as listed below:

- Step 1.* Faculty member directly involved (classroom, laboratory, or clinical instructor)
- Step 2.* Advisor
- Step 3.* Director of Massage Therapy Program
- Step 4.* Dean of Allied Health
- Step 5.* Vice President of Academic Affairs

Program Overview and Admissions Policies

- A. See College Catalog -- Degrees and Programs of Study, and Admissions.
- B. Massage Therapy in a Medical Setting
 - 1. Requires didactic learning including knowledge of anatomy and physiology, myology, kinesiology, pathophysiology, neurology, somatic theory, safe practice protocol, enhanced written and verbal skills, including medical vocabulary, charting guidelines, HIPAA compliance, as well as specialized massage therapy skills for working with health challenged individuals.
- C. Transfer Credit Policies
 - 1. Anatomy and Physiology

Those applicants who have taken Anatomy and Physiology I and II and passed each course with a **C** or better may transfer those courses into the Massage Therapy Program.
 - 2. Transfer Credits from NYS Approved Massage Schools, and massage schools that are accredited under other jurisdictions will be accepted using the following guidelines:
 - a. Transcripts cannot be more than 3 years old;
 - b. Transfer students will receive credit for courses from approved massage schools which are equivalent to those offered at Trocaire College;
 - c. Only courses completed with a grade of **C, or 73**, are acceptable for transfer;
 - d. As of January 2002, the New York State Education Department allows New York State registered programs to accept no more than 250 hours completed in other approved schools or programs.
 - 3. Students who apply for transfer credits from unaccredited massage schools may take challenge exams, both written and practical when appropriate, for courses with an equivalent number of clock hours and equivalent content.

Course Descriptions

Massage Therapy course descriptions and prerequisites for courses— see College Catalog under Course Descriptions.

Policies Specific to the Massage Therapy Program

Physical Examination

1. A health report consisting of a medical history, an immunization record, and a physical examination is required of each accepted student. The health report “shall be of sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to the patient or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual’s behavior.” (New York State Department of Health Code 405.3[b][10])

All health records and immunizations must be kept current throughout the entire period of enrollment. Health and immunization records must be submitted to CastleBranch prior to entering the program and updated as warranted.

Based on NYS Public Health Law, the NYS Hospital Code, NYS Education Department regulations, and the NYS Department of Health Law, Allied Health and Professions programs have established specific standards for physical, mental, and emotional health as basic requirements for students. Any student accepted into a program in the Allied Health Professions at Trocaire College will be required to meet these standards.

Students are advised that the College and clinical agencies associated with Allied Health programs will rely upon the health information supplied by and for the student. Any student who withholds or knowingly submits incorrect health information shall be subject to disciplinary action according to the Student Handbook.

2. The student must have communication skills necessary to meet objectives of the program.
3. The student must have sufficient physical ability and manual dexterity to meet program requirements including, but not limited to: the physical ability to perform the basic movements of western massage and bodywork as well as eastern massage techniques.
4. Pregnancy Policy (as per Title IX of the Education Amendment) The statute reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The Massage Therapy Program may not discriminate against any individual who is enrolled in the program and who is pregnant. Appropriate accommodations and alternate comparable activities will be offered as the situation warrants. Should any student suspect pregnancy, they voluntarily may report it to the Clinical Instructor/Coordinator and Program Director. Upon confirmation of pregnancy, the student must obtain a written statement of medical clearance from her doctor regarding health status and advisement for continued participation in the massage therapy environment. The pregnant student may voluntarily choose to withdraw from the program without penalty. If at any time the pregnant student feels (despite

- clearance from her doctor), that she is working in an unsafe area or under conditions she feels could be detrimental to herself, the embryo or fetus, she should report to the Clinical Instructor and Program Director immediately.
5. Any student who has been treated, hospitalized, or absent due to pregnancy, surgery, injury, serious physical or mental illness, or emotional disorders must present medical documentation of their ability to participate without restriction in the classroom, college laboratories, and clinical areas. The Program Director will make the final determination as to whether a student's medical restriction can be reasonably accommodated.
 6. Any student who, because of medical restriction that cannot be reasonably accommodated, is unable to meet program objectives will be required to withdraw from the program.
 7. Students must have submitted proper documentation of all required health information or provide a documented state of medical/religious exemption prior to the commencement of classes and/or continuance in a Program in the Allied Health Professions. (Students accepted after the scheduled registration dates will be allowed 30 days for completion of health records.)
 8. Students whose health records are not received, are incomplete, or are not in compliance with required information, will not be permitted to attend classes or laboratory experiences beyond the 30-day extension. Information regarding access to community health agencies is available through the Wellness Office.
 9. **The student will be responsible for submitting to Castlebranch all required updated immunization records, test results, medical clearance forms, and annual health assessments.** Failure to do so will result in suspension of clinical experiences, and in some cases, suspension from class attendance.
 10. The College must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies.
 11. Students enrolled in the Massage Therapy Program are instructed in the proper safety precautions regarding "Universal Precautions." Students failing to comply with policy will be relieved of duty until compliance is assured.
 12. See Student Handbook for Trocaire College policies on HIV infection and AIDS.

Student Accident/Incident Policy

1. **Injury or Incident at the College**
Massage Therapy students will be provided with accident insurance by the College. Health insurance is not included in this policy but students in the Massage Therapy Program are encouraged to maintain health/medical insurance from an agency of their choice. Forms for insurance claims are available from the Student Services Office. If an incident/injury occurs at the College the student must inform the instructor. The appropriate insurance forms must be completed and sent to the Health Office.
2. **Injury or Incident at the Clinical Agency**
If an incident occurs at the Clinical site, students must report incidents to the supervisors and appropriate clinical personnel immediately. The student should inform personnel that she or he is in the Massage Therapy Program at Trocaire College. The Clinical Instructor will assess the situation and decide whether to send the student

home or, if necessary, send the student for immediate medical care. The financial responsibility for emergency health care is the responsibility of the student. The affiliating agency can provide basic health services to the student; however, the student should be encouraged to seek medical attention from their own provider to ensure in network status and minimize financial impact. When an incident occurs at a clinical site, appropriate Facility and College forms must be completed.

Code for Professional Behavior

1. Adherence to the Student Code of Conduct as published in the Trocaire College Student Handbook and Policy Manual.
2. Attitudes and Behaviors:
 - a. The student must demonstrate a positive attitude toward both the field of Massage Therapy and more particularly the patient/client. Empathy and compassion for patients and respect for co-workers and supervisors is essential.
 - b. Honesty and integrity are two qualities that are fundamental for the health care provider. Therefore, these areas will be looked at critically throughout the program and addressed through clinical evaluations.
 - c. Confidentiality is essential to the relationship between client and practitioner. Students in an Allied Health Profession program are expected to behave in accordance with established guidelines of ethics and responsibility. Students are expected to conduct themselves both in school and outside of the program in a manner that will not discredit the clinic site, the College, the Massage Therapy profession, or themselves. Information concerning patients, e.g. medical diagnoses, received directly or indirectly, is never to be given out or discussed.
 - d. Responsibility and accountability are key words for the practice of Massage Therapy. Responsibility means the ability to act in a reliable and trustworthy manner; accountability means that each person stands behind their individual decisions and actions. Students must apply theoretical knowledge and practice ethical and professional behavior in order to give safe and effective care.

Attendance Policy

New York State requires massage therapy students to participate in classes for a specified number of clock hours; it is imperative that students do not miss classes. If, due to an **extreme emergency**, a student must miss class, please call to notify the instructor beforehand.

- a. **You may complete make-up assignments for two classes per semester.** If more are missed, you will be asked to withdraw and enroll in the course at another time. Repeated unreported absences will result in a grade of **FX** (Failure due to Unsatisfactory Attendance). The student is required to notify the Instructor if going to be late, absent, or leave early.
- b. **Students are allowed to accrue 2 (two) clinical absences per semester with the understanding that BOTH missed days must be made up. Make up days may not necessarily follow the traditional clinical schedule.** Any student missing more than 2 clinical days will receive an **FX** for the course. This includes being sent home by the Clinical Instructor. Approval/non-approval of missed clinical day(s)

will be determined by the Program Director on an individual basis. The student will be required to make up ANY clinical day(s) missed.

- c. **The student will be considered absent for every two times that they leave class/lab/clinical early or come late.**

Massage Therapy Program: Classroom and Clinical Dress Code

The professional appearance and demeanor of Massage Therapy students at Trocaire College reflect the College, the Program, and Professional Standards. Students are expected to be professionally groomed at all times. The Massage Therapy Program uniform consists of a black scrub set and clean sneakers or nursing-style clogs. Scrubs should be clean and unwrinkled. For massage therapy program non-clinical courses, students may substitute an official Trocaire College shirt (tank tops are not permitted) to wear with their black scrub bottoms. Hair should be neatly groomed and tied back if necessary. Beards, mustaches, and sideburns must be well trimmed. Highly scented perfumes, colognes or after-shave lotions are not permitted in the clinical or classroom setting. Excessive make-up, jewelry (necklaces, rings, earrings, etc.), and gum chewing are not permitted in the clinical setting. **Fingernails must be kept very short at all times.** Nail polish and artificial nails are not permitted. During clinical rotations, dyed hair is limited to naturally occurring colors only.

Part of our image is hygiene, so it is important that we look and smell fresh. **Be sure not to smell of smoke.** Also, you may choose to bring a toothbrush to school with you to freshen your breath before massage sessions.

In addition, all Massage Therapy Program students, while enrolled in Massage Therapy Clinical Rotations, will be required to cover any visible tattoos and to remove all visible body piercings. **Please see the Massage Therapy Clinic Manual for further details on clinical requirements.**

Clinical Supervision

1. The Clinical Instructor will be available to students at all times. **Students are not permitted to perform/practice massage therapy at any time during the program unless a Licensed Massage Therapist faculty member/Clinical Instructor is on site.** This includes both classroom and clinical activities. Any deviation from the students' scheduled clinical assignments must be discussed with the instructor.
2. Students must be in compliance with all the rules and regulations of clinical affiliates. The clinical affiliate has the right to request suspension from participation at the clinical site for any student who demonstrates a breach of rules or displays unethical or unsafe behavior.
3. Students are required to:
 - a. Report to the clinical site at the assigned time. This means students will arrive early enough that they are ready to begin clinical work and participation at the scheduled start time.
 - b. Be punctual for all daily events.
 - c. Return on time from lunches and breaks.

4. In cases of absence from the clinical experience, it is the student's responsibility to:
 - a. Call the clinical instructor well in advance of the appointment;
 - b. Speak directly with the clinic supervisor and provide a reason for the absence;
 - c. Make up any missed hours.

Academic Evaluation

A. Grading

Quality Points	Letter Grade	Letter # Range
4.00 / 4.00	A+	97 – 100%
4.00 / 4.00	A	93 – 96%
3.67 / 4.00	A-	90 – 92%
3.33 / 4.00	B+	87 – 89%
3.00 / 4.00	B	83 – 86%
2.67 / 4.00	B-	80 – 82%
2.33 / 4.00	C+	77 – 79%
2.00 / 4.00	C	73 – 76%
1.67 / 4.00	C-	70 – 72%
1.33 / 4.00	D+	67 – 69%
1.00 / 4.00	D	63 – 66%
0.67 / 4.00	D-	60 – 62%
0.00 / 4.00	F	< 60%
0.00 / 4.00	FX	Failure, Unsatisfactory Attendance
0.00 / 4.00	W	Withdrawal (without academic penalty)
0.00 / 4.00	WF	Withdrawal Failing
0.00 / 4.00	I	Incomplete
0.00 / 4.00	IP	In Progress
0.00 / 4.00	S	Satisfactory
0.00 / 4.00	U	Unsatisfactory
0.00 / 4.00	AU	Audit
0.00 / 4.00	Z	Academic Amnesty

Students must maintain a passing grade of 73% (C) or better in all Massage Therapy and Science classes in order to remain in good standing and progress in the Massage Therapy program. A 2.0 grade point average must be maintained to graduate from the College with a degree.

Academic support services, including tools, tutoring, and coaching are available through the [Palisano Learning Center](#) located in Room 113 on the Main Campus, 360 Choate Avenue.

B. Clinical/College Laboratory Evaluation

The Student will be required to demonstrate satisfactory clinical/college laboratory performance. An unsatisfactory evaluation will be given if the student does not perform competently in all aspects of clinical/college laboratory experience and meet required clinical/college laboratory competencies that include written assignments.

Two unsatisfactory evaluations in the clinical/college laboratory area may result in an automatic failure in the course.

C. Clinical Experience Evaluation

1. Students will consult with instructors for evaluation purposes throughout the semester. The student is expected to demonstrate a satisfactory level of performance in the clinical setting which indicates an integration of classroom theory and technical manual skills needed in the massage room.
2. Criteria for satisfactory clinical performance are based on:
 - a. Successful completion of all clinical objectives and competencies.
 - b. Adherence to the Code for Professional Conduct.
 - c. Adherence to the policies of the Massage Therapy Program.
3. Criteria for Unsatisfactory Clinical Performance are based on:
 - a. Failure to complete all clinical objectives.
 - b. Failure to comply with attendance and punctuality policies. This includes repeated failure to notify clinical instructors regarding tardiness or absenteeism on scheduled clinical days.
 - c. Failure to comply with policies and procedures for the Massage Therapy Program.
 - d. Inability to make adult decisions and demonstrate emotional maturity.
 - e. Need for frequent and continuous direct guidance and detailed instructions to prevent mishap or error in carrying out the duties of a Massage Therapy student.
 - f. Failure to complete and submit any written work on the assigned dates.
 - g. Failure to demonstrate Universal Precautions in the massage clinic environment.
 - h. Performance indicating continued lack of required preparation.
 - i. Failure to demonstrate improvement to a satisfactory level in identified areas of clinical performance commensurate with the level of preparation and performance.

MERCY ACTION PROJECT

What is the Mercy Action Project?

To promote a culture committed to personal enrichment and service in the spirit of the Sisters of Mercy and in keeping with the mission, values, and tradition of Trocaire College, all students will complete a Mercy Action Project (MAP) co-curricular service experience as a graduation requirement, entitled the ***Mercy Action Project (MAP)***.

MAP is a **tuition-free**, non-credit, value-added, co-curricular experience that provides service opportunities that integrate the College's mission through an action-reflection approach that connects service to a student's career path. Through MAP, students learn more about themselves and their communities through structured journaling and reflection, while engaging in a meaningful service experience tailored to the student's program of study.

Upon completing the mission workshop and service experience, students will be able to articulate how the College's mission, in the spirit of the Sisters of Mercy, impacted their service and how the service impacted them or those they served.

Components

MAP consists of various components; all components must be satisfactorily fulfilled to meet the graduation requirement.

- **Mission Workshop** – 1 hour
- **Service** – 12 hours of service in the community
- **Reflection/Debrief** – 1 hour

Students will also complete journal questions, a reflection piece, assessment questions, and an evaluation.

Registration for MAP

- Register for MAP just like any other course. A Moodle page will be the means of communication to students for information, community partners, forms, journal questions, reflection, assessment questions, and evaluation .

All components of the MAP process must be completed during one cohesive semester while the student is registered in MAP.

Criteria for Ineligibility to Progress in the Massage Therapy Program

The student must meet the following course requirements to remain in the Massage Therapy Program:

- A. Participate in the number of classroom hours required by the New York State Education Department and as outlined in the course syllabus. This includes adherence to the Attendance Policy as stated in this manual.
- B. Demonstrate successful mastery of the pre-clinical competencies in all courses. Before entering the clinical area, the student shall demonstrate mastery in the following competencies:
 1. Using knowledge of various systems of anatomy and physiology and contraindications for client assessment;
 2. Developing a session strategy, applying relevant techniques to support optimal functioning of the human body;
 3. Establishing a relationship with a client that is conducive to healing;
 4. Adhering to professional standards of practice and a code of ethics.
- C. Maintain a passing grade of **C** or better in Massage Therapy and Science courses.

Course and Instructional Evaluation

A. Evaluation of Massage Therapy Courses

At the end of every semester, students will be asked to evaluate the Massage Therapy course they have completed. Evaluation provides an opportunity to offer constructive suggestions in an objective manner.

The Massage Therapy faculty and administration review student evaluations after semester grades are sent to the Registrar. Changes in the curriculum may result from student course evaluations.

B. Evaluation of Instruction

During the course of the semester, students will be asked to rate both the classroom and clinical instructors. Students will be asked to evaluate instructors in an objective manner and use the opportunity to offer constructive suggestions. Students' evaluations are used by faculty members for self-growth and improvement in their individual teaching responsibilities.

In addition to students, faculty members are evaluated according to the College evaluation process. The total process of evaluation is designed to improve the Massage Therapy Program.

Program Readmission Policy

Students recommended for readmission must successfully meet the requirements for readmission established by the Massage Therapy program.

A. For a student who has failed to achieve a grade of **C** or better in laboratory sciences and core MT coursework, documentation will be completed and acted upon by the Massage Therapy faculty who will make the final decision regarding student readmission based on the following criteria:

1. Overall academic performance
 - a. Examination grades
 - b. Attendance
 - c. Instructors' and Program Director's comments and recommendations
 - d. Achievement in pre-requisite courses and Liberal Arts courses
 - e. Adherence to the Code of Professional Behavior
2. Mastery of pre-clinical competencies in western and eastern bodywork as well as myology and kinesiology laboratories
3. Clinical attendance, performance, and evaluations

A student denied re-admission to the Massage Therapy program has the right to appeal the decision. Students desiring to appeal should contact the Director of Massage Therapy.



TROCAIRE COLLEGE

Acknowledgement

*This signature validates that I have read and fully understand the
Policy Manual of the Massage Therapy Department at Trocaire College
and will abide by its guidelines (and/or modifications as warranted) for the duration
of time that I am in the Massage Therapy Program.*

Student Signature: _____

Student Name (printed): _____

Date: _____