

Off-Site Internship

WELCOME TO THE PROGRAM

When asked, “Why did you choose to study massage?” students most often answer, “I want to help people.” At the Swedish Institute we recognize that a powerful way this “help” is effectively conveyed is through touch. We have committed ourselves, as an institution, to training you to provide compassionate hands-on contact in a caring professional manner through massage. We also recognize that not everyone is able to afford or gain access to professional massage.

The Off-Site program helps create opportunities for you to experience working in the “real world” before you are licensed, and makes massage therapy accessible to more people. We anticipate that this will benefit you as a student, the larger community and our profession as a whole.

The Off-Site Internship program is designed to provide you with a variety of experiences that allow you to apply your developing skills and knowledge with different kinds of people in diverse settings. You will benefit by providing a much-needed service to people who might not otherwise be able to receive it. You experience all the satisfactions and rewards inherent in volunteering and performing community service.

The community at large will benefit by more people discovering the benefits of massage therapy. And our profession will also benefit from increased exposure and education about our work, and the good will generated by your service.

It is our hope that through these outreach experiences you will gain more confidence in your work, enhance your communication skills with clients, expand your ideas about future employment and heighten your development as a massage therapist. We are excited to offer this opportunity to you.

Craig Kienzle

Director of Off-Site Internships 1 & 3

Charles Pegg

Director of Off-Site Internship 2

The Off-Site Internship Office is located on the 7th floor across from the men’s locker room.
Office hours are posted on the door. The phone extension is 144.

Course Description

This course will introduce you to working with different populations in a variety of settings **outside** the school and will help develop the skills involved in client interaction and treatment as a massage therapist.

Off-Site Internship 1 (OSI 1): Beginning in your second term you will participate in OSI 1, performing seated chair massage on people who are healthy, but for whom massage is usually not an accessible health service. This population might include parents of ill children, caregivers, the elderly, people in recovery, etc. This is a one-time commitment of a minimum of 2 hours.

Off-Site Internship 2 (OSI 2): During your third term you will complete your OSI 2 performing massage on people engaged in a sports related setting providing pre-event, post-event and/or maintenance sports massage to athletes, dancers, runners, tennis players, swimmers, wheelchair athletes, etc. This is a one-time commitment of a minimum of 3 hours.

Off-Site Internship 3 (OSI 3): In your fourth term your OSI 3 will focus on providing massage to both people with a diagnosed condition and medical personnel in different medical settings such as a hospital, clinic, hospice, etc. This will also serve as an introduction to work outside school in the health care community. This is a one-time commitment of a minimum of 3 hours.

NOTE: *Part time students will be eligible for OSI 1 in the 4th semester, OSI 2 in their 5th semester and OSI 3 in their 8th semester.*

Prerequisites/Co-requisites

Off-Site Internship 1: Co-requisite: Swedish II

Off-Site Internship 2: Prerequisite: Tools of Assessment and Treatment and passed OSI 1

Off-Site Internship 3: Full-Time: Co-requisite: Clinical Internship III & passed OSI 2
Part-Time: Prerequisite: Clinical Internship III & passed OSI 2

NOTE: Students must complete the required hours for OSI 1 before being allowed to attend OSI 2. OSI 2 hours must be completed before students are allowed to attend OSI 3.

Course Objectives

Prior to each Off-Site experience you will have been trained to perform the necessary work with a basic level of competency. Under supervision, you will gain experience in establishing and maintaining rapport, boundaries and professional parameters with clients, in recognizing clear cautions and contraindications, and be introduced to the techniques of basic record keeping.

General Objectives for all levels include:

- 1.) The student will be introduced to and work on a variety of populations, body types, conditions and venues.
- 2.) The student will be able take a brief history to determine the client's general health and identify any cautions and/or contraindications (see sample intake form at back of packet).
- 3.) The student will demonstrate the basic concept of record keeping by submitting written documentation of each hands-on experience.
- 4.) The student will demonstrate professionalism in regard to attendance, punctuality, hygiene, appropriate dress, preparedness (equipment and supplies), and in all interactions with clients, peers, supervisors and any other professionals in the massage therapy setting.
- 5.) The student will demonstrate professionalism by applying and maintaining professional boundaries in all areas of interaction with clients.
- 6.) The student will demonstrate professionalism by maintaining strict confidentiality regarding all client information.
- 7.) The student will evaluate their off-site experience in writing.

Specific Objectives for OSI 1 (Chair Massage):

- 1.) To perform 20 to 30 minute seated Chair Massages working on healthy individuals within a 2 hour time period.
- 2.) The student will perform massage in both/either Western and/or Eastern styles using the techniques learned in her/his Swedish and Shiatsu massage classes.

Specific Objectives for OSI 2 (Sports Massage):

- 1.) To perform 15 to 20 minute Table Sports Massage techniques working on athletes within a 3 hour time period.
- 2.) The student will apply pre-event, post-event and/or maintenance massage routines as drawn from both Western and Eastern styles using techniques learned in their Swedish massage classes, Tools of Assessment class and Shiatsu I class.

Specific Objectives for OSI 3 (Medical Massage):

- 1.) To provide massage to people with a diagnosed condition in a medical setting within a 3-hour time period. Duration of work with one patient can vary from 20 to 30 minutes up to an hour depending upon the site and population being served.
- 2.) The student will perform massage in both/either Western and/or Eastern styles using techniques learned in her/his Advanced Western Techniques class, Swedish massage classes, Shiatsu 1 and 2 classes, any techniques learned in complimentary techniques classes (i.e.: Reflexology, Polarity and/or Tui Na) and techniques from student's Eastern or Western elective tract classes.

Off-Site Internship Protocols

Attendance

- You are required to attend only one (1) Off-Site date for each level.
- Class time begins 15 minutes prior to the beginning of the scheduled event time. If a student shows up significantly late, she/he could be sent home, will receive a failing grade, and must make arrangements to reschedule the hours.
- If the student is present but unable to work for any reason other than lack of clients, she/he will be marked as absent, receive a failing grade and must make arrangements to reschedule the hours.
- If a student knows in advance that she/he will be unable to keep a scheduled Off-Site, she/he must notify the Off-Site Internship Director in writing, or by voice mail at extension 144 at least 24 hours prior to the event and reschedule the off-site.
- In the unlikely event that there are insufficient clients available at a scheduled site, a student may elect to leave (with supervisor's approval) after ½ hour, but they will NOT receive credit for the time and must make arrangements to reschedule the hours.

Make up classes for Off-Sites

- Make-ups for a missed, no show, and/or a failed Off-Site may be done within the term if there are supervised sites and times available. If classes are filled, the time will have to be made up in the following term.
- Students will have only one opportunity to carry the hours over to the following term.
- No guarantees can be made that the student will be able to make up the hours at the same Off-Site setting or within the same semester.
- Students who are making up hours in a subsequent term will be allowed to sign-up after all assignments have been made in the current OSI term.
- Students will be subject to fees for 1.) failure to show up to a scheduled Off-Site, 2.) failing an off-site for any reason, 3.) being sent home for showing up significantly late, not in proper uniform, or any other reason deemed necessary by supervisor, or 4.) a student needs to reschedule an off-site once their assignment has been posted. See page 7 for a list of applicable fees.

Uniform

- Standard clean Swedish Institute Clinic Uniform (Navy polo shirt, white clinic pants, white socks and rubber soled shoes).
- Swedish Institute student ID.
- If you arrive without your Clinic Uniform and/or student ID, you will not be allowed to work. You will receive a failing grade and must arrange to make up the Off-Site (see above section on make-ups).
- All jewelry (bracelets, rings, watches, dangling necklaces and earrings, etc.) must be removed prior to working on clients.

Hygiene

- Uniform, socks, shoes, etc., must be clean and without stains and should not have come into contact with animals/pets since being laundered.
- Nails must be short and filed smooth.
- All cuts are covered with appropriate barrier (i.e.: Band-Aid, finger cot, gloves, etc.)
- Hair is clean and tied back if necessary
- Students should be clean/showered and free of body odor, perfumes, scented lotions/creams, hair products or essential oils, tobacco, garlic and other food scents.

Equipment provided at site

- Determined according to site placement but may include massage tables, face cradles, pillows, chairs.
- Antibacterial cleaning solution or alcohol
- Vinyl gloves, finger cots, masks, etc.

Equipment provided by student (this may vary from site to site)

You will need to check individual site assignments for specific equipment requirements. These could include items such as a white bath towel, white sheet, one roll of paper towels, lubricant (unscented), hand sanitizer (like Purell), pen, etc. Be sure to bring a bottle of drinking water for yourself and any additional weather appropriate clothing for outdoor events (i.e.: sunglasses, hat, sunblock, jacket, etc.)

General Use of Equipment

- All vinyl equipment must be wiped down with cleaning solution after each use.
- The student will assist the supervisor with putting equipment away when the off-site is over.

Basic Procedures for working at all levels

- After checking in with the supervisor, the student will set up their workstation in a professional manner and await the arrival of the client.
- The student will introduce her/himself and shake the client's hand.
- The student will take a brief health history from the client that will be recorded on the form provided.
- The student will explain the massage process to the client and answer any questions that the client might have.
- The student then proceeds with work as described by supervisor in the site orientation process.
- Notify the client when the session has ended and thank them for their time.
- If necessary, assist the client up from the chair or table and remain with her/him until she/he reorients.
- Enter notes about the session on the back of the intake form and hand to supervisor.
- After each session the student will remove any used linens, and dispose of any waste (paper towels, finger cots, gloves, etc.) in an appropriate manner.
- Student will clean equipment and prepare for the next client.
- In the unlikely event that there are insufficient clients available at a scheduled site or time the supervisor may devise alternative activities such as 1.) one student works while others observe, 2.) more than one student works with a client, 3.) tour the facility, or 4.) discussion. Student will still receive credit for the hours.

Interactions

- Interaction with all personnel at the site, including the student's supervisor, clients, peers and on-site employees, will be conducted in a professional manner. All persons will be treated with the utmost respect and courtesy.
- All client information will remain strictly confidential.
- The student may not hand out business cards of any nature or give out address, telephone, fax, cell or pager numbers, e-mail address, etc.
- The student may neither request nor accept any form of payment or gratuity for a session.
- The student is expected to be flexible to situations as they might arise at the site.

Evaluation and Grading Policies

For all Off-Site Internships there are three major components that determine the student's course grade: 1) completion of required hours, 2) the student's written documentation of each Off-Site Internship experience, and 3) the student's performance at the site as evaluated by the Off-Site supervisor.

Students are graded on a **Pass (P)** or **Fail (F)** basis. Students who fail any part of the Off-Site Internship must repeat the course (see pages 4 and 7 for details about make-up classes and associated fees).

Completion of Required Hours

Students are required to complete two hands-on hours in OSI 1, and three hands-on hours in OSI 2 and OSI 3 to pass this course.

Failure to meet the required hours will result in an "**F**" grade for the course. Students must make arrangements to reschedule the hours. Once the hours have been made up, the grade for the course will be changed from "**F**" to "**P**" as long as all other course criteria are met.

In the event of a documented emergency that prevents the student from attending, or makes the student late for the scheduled time, rendering the student unable to complete her/his hours, the student will receive a conditional grade of "**F**". Students must make arrangements to reschedule the hours. Once the student has completed the required hours, the grade will be changed from "**F**" to "**P**" as long as all other course criteria are met.

Student's Written Documentation

Students must complete the following documentation to pass this course:

- Brief health history intake form for each client (see sample intake form at back of packet).
- Written documentation of all hands-on work performed, signed by the student's on-site supervisor.
- Written evaluation form (see sample evaluation form at back of this packet) within one week of each experience submitted to the Director of Off-Site.

Failure to return the written evaluation form in a timely manner may result in the student not receiving credit for the hours, having to repeat the Off-Site and any associated fees involved.

Student Performance

Evaluation is based on the supervisor's observation and assessment of:

- Student's hands-on work in areas of setting up and using equipment, client comfort, variety and appropriate use of strokes and sequencing of massage.
- Student's professional conduct.
- Student's preparedness (did she/he bring required items, clean uniform and clean, punctuality, etc.)
- Adherence to the guidelines and procedures as outlined in this packet.

Off-Site Assignments

During the appropriate term, you will receive a registration form to fill out for the off-site in class, which you will fill out and return to the class instructor. Off-Site Internship Assignments will be posted on the Off-Site Information Board in the Student Lounge in the early part of each term. Within a week the postings will also appear on the Swedish Institute web site. It is your responsibility to check the board in the lounge or the web site to find your assignment.

Please Note:

You will not be notified by mail or phone. The postings will be the only notification you will get.

We inform each site of the number of students scheduled and they in turn schedules appointments accordingly. If you do not show up to an Off-Site or do not give advance notice about not attending, you are putting a burden on your fellow classmates as well as the Off-Site supervisor to pick up your scheduled appointments.

Since it is not possible to contact the supervisor at the site by phone, it is necessary for the student to make every effort to honor her/his time commitment. Professionalism in this regard is critical to the success of the program and to your grade.

Rescheduling and Make-up Fees

As noted in the attendance and make-up sections on page 4, reschedule and make up fees area as follows:

- 1.) If you are unable to attend your scheduled Off-Site Internship you must contacting the appropriate Off-Site director and make other arrangements at least 24 hours in advance. If you re-schedule at least 24 hours in advance there is a \$25.00 rescheduling fee per assignment.
- 2.) If you give less than 24 hours notice, do not complete or do not show up for your scheduled off-site, or you are unable to provide documentation of an emergency, you will fail that Off-Site assignment. You will also be subject to a repeat fee of \$100.00 to make up the assignment.

Homework Assignments

In order to receive credit for your OSI, you must complete and return the Site Evaluation form (see sample at back of packet) given to you by the supervisor at the site no later than one (1) week after your scheduled Off-Site. If the evaluation form is not completed and returned, you will receive a failing grade for that course and will have to repeat the Off-Site in the following term. There will be a repeat fee of \$100.00 per Off-Site assignment.

Off-Site Postings on the Swedish Institute Web Site

Off-Site Assignments, Site Locations and Directions to Sites

You can obtain information about the Off-Site Program on the Swedish Institute Web Site. Off-Site assignments, dates of the Off-Site, directions to the site, supplies you need to bring, etc. will all be listed. You can also print out this information from the web site.

Research Articles pertinent to Off-Sites

To help you prepare for your off-site we also list short research articles about the effects of massage therapy on the various populations on which you will be working. We urge you to use these resources as a review and to help you prepare before attending your scheduled Off-Site.

OSI 1 Research

In OSI 1 you will be working on health individuals doing chair massage. To help you prepare, you will find a list of short research articles about the effects of massage therapy on the Swedish Institute web site. Although none directly address chair massage, the benefits of a relaxing massage are the same.

You will also find a list of videocassettes about chair massage that are in the Swedish Institute Library. These can be viewed during regular library hours.

OSI 2 Research

At this time there are no links to research articles for OSI 2.

OSI 3 Research

In OSI 3 you will be dealing with people with various medical conditions. To help you prepare, on the Swedish Institute web site you will find a list of short research articles on massage therapy and various diseases or conditions that you might encounter with clients or patients at various sites.

You will also find a link to a *Touch Therapy Protocol* that can be used very effectively at many of the OSI 3 sites.

Web Site access to the Off-Site information

You can check your assignment and print out directions to your off-site online by:

- a.) Go to the **Swedish Institute Web Site**
- b.) Click on **Massage Therapy**
- c.) Click on **Current Students**
- d.) Click on **Bulletin Board**
- e.) Enter **Password** and click on **Submit** button
- f.) Click on **Notices from Massage Therapy Off-Site Program**
- g.) Click on appropriate link

NOTE: The following page has a sample posting and directions on finding your assignment.

How To Find Your Scheduled Off-Site Event

1. Look at the Student Assignments page for your specific level (OSI 1, OSI 2 or OSI 3). Find your name listed alphabetically by last name. Find the “Site Code” listed after your name. (See Example #1.)

Example #1:

- In the following example, on the Student Assignment page, John Doe would find that his “Site Code” is **RM2**.

Last Name	First Name	Site Code
Bennett	Robert	HS3
Brown	Joe	MSER2
Doe	John	RM2
Green	Johnny	IN4

2. Look at the Off-Site Locations, Dates, Times and Directions page for your specific level (OSI 1, OSI 2 or OSI 3) where you will find a table listing the various sites. Look for the two-letter code to find the name of your scheduled Off-Site location. (See Example #2.)

Example #2

- In the following example, on the Off-Site Locations and Schedules page, John Doe would see that the Site Code **RM** stands for Ronald McDonald House.

Site Code	Site Name
HS	Hospital for Special Surgery
IN	Incarnation Children’s Home
RM	Ronald McDonald House

3. Next look down the page until you find your scheduled “Site Name”. Look for your complete “Site Code” listing in the table under that location and you will find the specifics concerning your Off-Site (i.e.: the day and date, the time, when you need to arrive by, and the name of the supervisor), and travel instructions.

Example #3

- John Doe would scroll down on that same page to the Ronald McDonald House section. Looking at the **RM2** row, he would see that his Off-Site is scheduled for Friday, March 3, 2006 from 1:00pm to 4:00pm. He would need to arrive at Ronald McDonald House no later than 12:45pm and the supervisor would be Jane Brown, LMT. Below the table he would find travel instructions.*

Ronald McDonald House

East 73rd Street
New York, NY

Off-Site Code	Day & Date	Time	Arrive By	Supervisor
RM1	Sun., February 27, 2006	9:30am – 12:30pm	9:15am	Kathy Jones, LMT
RM2	Fri., March 3, 2006	1:00pm – 4:00pm	12:45pm	Jane Brown, LMT
RM3	Mon., March 20, 2006	2:00pm – 5:00pm	1:45pm	Patty Smith, LMT

Travel instructions from the Swedish Institute: From 28th Street and 7th Avenue, take the #1 uptown train to 42nd Street/Times Square Station. Transfer to the Shuttle (“S”) to 42nd Street/Grand Central Station. At Grand Central take the #6 Train uptown to 68th Street and Lexington Avenue. After exiting the subway, walk north to 73rd Street and then east to First Avenue.

HIPAA and Client Confidentiality

HIPAA stands for Health Insurance Portability and Accountability Act of 1996. It enacted into law when the healthcare field began using the Internet for insurance billing. Because cyberspace is not “safe”, patients needed to be told that their PHI (personal health information) was being sent over the Internet and may not be 100% protected.

It remains in effect today and you will notice that you have to sign a HIPAA agreement every time you go to a doctor’s office. Most people don’t take the time to read the agreement, as it can be lengthy and written in legal-ease. There are two key points that HIPAA states:

- The patient/client has rights over their health information.
- Rules and limits are set on who can look at and receive your PHI.

At the root of HIPAA is the issue of confidentiality. As massage therapists, this is a paramount issue. Below are the issues that effect us and our industry.

1.) What information is protected?

- Intake information, SOAP notes, any other record of treatment
- Conversations that take place between healthcare providers
- Information on the computer about care
- Billing information
- Any additional health information

2.) The law gives rights to the patient/client. Providers must comply with the patient/clients right to:

- Ask to see and get a copy of health records
- Have corrections added to PHI
- Receive a notice that tells how your PHI is shared
- Decide if they want to give permission before PHI can be used (marketing) or shared
- Get a report on when and why your PHI was shared

3.) The law sets limits on who can look at PHI. PHI can be used and shared:

- For treatment and care coordination
- To pay providers for healthcare (electronic billing)
- With family or friends who are involved in healthcare, unless objected to by patient/client
- To protect the public’s health
- To make required reports to police

4.) PHI can not be shared without written permission to:

- Employers
- For marketing and advertising purposes
- To mental health counselors

5.) In addition,

- Written files must be locked and security must be maintained.

The bottom line is:

- We MUST keep client's PHI confidential. This means NO talking about clients on subways, in elevators etc. The only place to discuss clients (for students) is in the educational environment with a supervisor or teacher.
- Never discuss a client with another client.
- Obtain written permission if you are going to use a client's story in your marketing or advertising (even if you are going to keep the name anonymous).
- Obtain written permission if you are going to do electronic billing.
- Keep written charts secure.
- If you have information on computer, make sure no one else has access to that computer or files.

To comply with HIPAA regulations, you need to sign a confidentiality form before participating in both the Off-Sites and Clinic programs. This signed form will become a part of your permanent student file. A copy of the form you will be signing follows on the next page.

**Confidentiality of Protected Personal Health Information Agreement
for the P.H. Ling Clinic at the Swedish Institute
and the Swedish Institute Off-Site Internship Program**

PURPOSE:

To ensure that personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to P.H. Ling Clinic at the Swedish Institute and at any and all Swedish Institute Off-Site placements. To also ensure that personal health information is protected during its collection, use, disclosure, storage and destruction within P.H. Ling Clinic at the Swedish institute and at any and all Swedish Institute Off-Site placements.

CONTENT:

1. All P.H. Ling Clinic at the Swedish Institute and the Swedish Institute Off-Site program employees and persons associated with P.H. Ling Clinic at the Swedish Institute and the Swedish Institute Off-Site program are responsible for protecting the security of all personal health information (oral or recorded in any form) that is obtained, handled, learned, heard or viewed in the course of their work or association with P.H. Ling Clinic at the Swedish Institute and at any and all Swedish Institute Off-Site placements.
2. Personal health information shall be protected during its collection, use, storage and destruction within P. H. Ling Clinic at the Swedish Institute and at any and all Swedish Institute Off-Site placements.
3. Use or disclosure of personal health information is acceptable only in the discharge of one's responsibilities and duties (including reporting duties imposed by legislation) and based on the need to know. Discussion regarding personal health information should not take place in the presence of persons not entitled to such information or in public places (elevators, cafeteria, off premises, etc.).
4. Unauthorized use or disclosure of confidential information will result in a disciplinary response up to and including termination of employment or contract.
5. All employees of P.H. Ling Clinic at the Swedish Institute and at any and all Swedish Institute Off-Site placements, as a condition of employment or association, are required to sign this document.

PLEDGE:

I, the undersigned, have read and understand P.H. Ling Clinic at the Swedish Institute's and the Swedish Institute Off-Site program's policy on "Confidentiality of Protected Personal Health Information Policy." In consideration of my employment or association with P.H. Ling Clinic at the Swedish Institute and the Swedish Institute Off-Site program, and as an integral part of the terms and conditions of my employment or association, I hereby agree that I will not at any time during my employment or after my employment or association ends, access or use personal health information or reveal or disclose to any persons within or outside P.H. Ling Clinic at the Swedish Institute and the Swedish Institute Off-Site program, any personal health information except as may be required in the course of my duties and responsibilities and in accordance with applicable legislation. I also understand that unauthorized use or disclosure of such information will result in disciplinary action up to and including termination of employment or association and imposition of fines pursuant to applicable state and federal laws.

Signature

Student ID Number

**Print Name of Employee or Associate of P.H. Ling Clinic at the
Swedish Institute and/or the Swedish Institute Off-Site Program**

Date

Off-Site Internship Client Intake Form

Student's Name _____

Name: _____ Age: _____ Date of Birth: _____

General health (please circle): Excellent Good Fair Poor

How do you feel today? _____

Have you ever had a professional Swedish or Shiatsu massage? _____

Do you have a history of (please check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Allergies (Specify below) | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Arthritis (Osteo/Rheumatoid) | <input type="checkbox"/> Disc Injuries/Spinal Issues | <input type="checkbox"/> Skin Conditions |
| <input type="checkbox"/> Blood Clot/Circulatory Issues | <input type="checkbox"/> Cervical Spine | <input type="checkbox"/> (Specify below) |
| <input type="checkbox"/> Blood Pressure-High or Low | <input type="checkbox"/> Mid Back | <input type="checkbox"/> Surgery (Specify date & |
| <input type="checkbox"/> Cardiovascular Disease | <input type="checkbox"/> Low Back | <input type="checkbox"/> procedure below) |
| <input type="checkbox"/> Cancer (Specify type and treatment below) | <input type="checkbox"/> Epilepsy/Seizure Disorder | <input type="checkbox"/> Varicose Veins |
| | <input type="checkbox"/> Fractures/Dislocations | |
| | (Specify below) | |

Describe any items checked above or any condition you may have that is not listed _____

Women only: Are you pregnant (please circle)? No Yes How many months? _____

Are you currently under the care of any health care provider for a specific condition? If yes, please describe:

What medications (including over the counter), if any, are you taking? _____

Do you have any infectious or contagious disease (please circle)? No Yes If yes, please describe:

Have you eaten within the last 5 (five) hours? _____

It has been explained to me that the massage given is provided by students as part of their educational experience in settings outside the classroom. The massage is of a general nature and is not designed to address a specific illness or injury or as a treatment for any medical condition. I also understand that massage therapists do not diagnose illness, disease or other physical or mental disorders. I have informed my student therapist of all my known medical conditions.

Signature: _____

Date: _____

Off-Site Internship Client Intake Form

Name of Sports Events:

Pre Event Post Event Maintenance

Relevant Medical History No Relevant Medical History

Chief Complaint

Techniques Used

Warming Techniques (blankets, etc.) Cramp Relief Techniques Swedish Techniques
Cooling Techniques (ice, wet towels, etc.) Compression and Jostling Shiatsu Techniques
Stretching Other

I understand that the massage I receive today is being performed by a student therapist as part of her/his training in sports massage. I have informed my therapist of all known medical conditions and take responsibility for alerting the therapist of any physical conditions which would affect this work. I also understand that this work does not constitute medical treatment.

Signed:

Date:

Name:

Please Print

Student:

Please Print

Pre Event Post Event Maintenance

Relevant Medical History No Relevant Medical History

Chief Complaint

Techniques Used

Warming Techniques (blankets, etc.) Cramp Relief Techniques Swedish Techniques
Cooling Techniques (ice, wet towels, etc.) Compression and Jostling Shiatsu Techniques
Stretching Other

I understand that the massage I receive today is being performed by a student therapist as part of her/his training in sports massage. I have informed my therapist of all known medical conditions and take responsibility for alerting the therapist of any physical conditions which would affect this work. I also understand that this work does not constitute medical treatment.

Signed:

Date:

Name:

Please Print

Student:

Please Print

Off-Site Internship Site Evaluation Form

Please circle Off-Site Level: I II III

Student's Name _____

Student ID Number _____

Name of Facility: _____

Date of Visit: _____ Supervisor at Site: _____

Population worked with (i.e. staff, active seniors, cancer patients): _____

Number of Clients you work on: _____

Length of Treatments: _____

Type of treatment (i.e. chair, sports, medical): _____

Were any adaptations necessary in treating your clients? Please describe: _____

Give a brief description of the sessions (strokes/techniques used, etc.): _____

What did you learn about massage from this experience? _____

What thoughts, feelings and insights have you gained from this experience and/or learned about yourself?

NOTE: To receive credit for this OSI you must complete and return this form to the reception desk no later than one (1) week after your scheduled Off-Site.