

Boston Reed College
~~ **Massage Therapist Program** ~~
Externship Resource Booklet

Student Name _____
(Please print)

Course Location _____
(City)
 Weekday Class Saturday Class

Site _____

If found please return to:
Boston Reed
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone (800) 201-1141
Fax (707) 307-5017

Course Completion Checklist

- ✓ 120 hours noted and signed
- ✓ Evaluation complete and signed
- ✓ Skills checklist complete
- ✓ Current address and phone number listed

Student Name: _____

Your current mailing address: _____

Your current phone #:

Day (____) _____

Eve (____) _____

Externship Site:

Name _____

Address _____

City _____

Phone (____) _____

Preceptor Name _____

Important Information About Externship!!!

Dress Code: Read and follow the dress code found in this booklet.

Sign-in Log: See back cover. Each day of the externship should be documented and signed for a total of 120 hours within one (1) year from the date you began the program.

Skills Checklist: This is used in the classroom and externship settings. Be sure to have the staff at the externship site sign off on the checklist for any skills that you either perform or observe during your externship.

Student Evaluation Form: This form is to be completed by your preceptor.

Attendance: If you are unable to attend your externship due to illness or emergency, please notify your preceptor AND contact the Boston Reed College Student line at (800) 201-1141, Option 3, to notify us. The externship site and Boston Reed College must approve any changes to your schedule in advance.

Confidentiality: You are required to maintain confidentiality of client information in accordance with state and federal law. No student will have access to or have the right to review any records, except where necessary in the regular course of the program. The discussion, transmission or narration in any form by students of any clients information obtained in the regular course of the program is forbidden except as permitted by law.

In order to graduate from this program and receive your certificate of completion, **you must return this booklet to Boston Reed College with:**

- ✓ All skills signed off a minimum of one time. Both classroom and externship count toward this.
- ✓ Sign-in log completed for a total of 120 hours.
- ✓ At least one Student Evaluation Form completed and signed by your preceptor.

Once the booklet is received, Boston Reed College will mail the certificate of completion directly to your home on the first of the following month. *Example:* If Boston Reed College receives your completed booklet on April 2nd, you can expect your certificate of completion to be mailed to you on May 1st. **NOTE: Please make copies of all documents before mailing your originals to Boston Reed College.**

Dress Code

Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance to clients, employees and visitors. The standards allow for comfortable performance of duties, promotion of safety and prevention of the spread of infectious organisms.

All massage therapist students are expected to keep themselves neat, clean and well groomed at all times. The appearance of a Boston Reed College student is an important part of public relations.

Anyone not conforming to this policy will be appropriately counseled and may face disciplinary action.

ID Badge:	Identification badge is to be worn at all times above the waist, with name visible.
Hair:	Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Facial hair must be clean, neat and well groomed.
Headwear:	Religious head covers may be worn; baseball-type caps are inappropriate.
Jewelry:	Should be appropriate to professional wear and not present a safety hazard when working with clients or equipment.
Tops/Blouses/Shirts:	White, solid-colored or print tops with sleeves. Colors must be non-fluorescent. Pullover blouses and collared polo style shirts, or scrub tops may be worn. NO turtle necks, denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest. Absolutely NO sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures can be worn.
Skirts/Dresses:	White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
Slacks/Pants:	White uniform pants or white or colored scrub pants may be worn. NO sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
Hose:	White or neutral shades must be worn.
Footwear:	Clean, white, closed-toed shoes will be worn. Clean, neat, athletic shoes are acceptable.
Grooming:	Fragrances: Do not wear any perfume or cologne it may can cause allergic reactions for some.
Fingernails:	Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed.

HIPAA STATEMENT

Dear Massage Therapist Student:

Attached is a notification of privacy practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA). It is your responsibility as a Boston Reed Massage Therapist to be able to define the HIPAA regulations. You should be able to describe how the regulation affects you in your position as a Massage Therapist.

Please read the HIPAA notification thoroughly and keep it with your other Massage Therapist references that you carry with you at your job or externship site.

Regards,

Dana Bernard
Massage Therapist Program Director

HIPAA Statement

I _____ have read and understand the
HIPAA regulations.

(Please print your name)

Signature

Date

My externship schedule is:

A Note for Preceptors:

Thank you for hosting a Boston Reed College Massage Therapist student. We appreciate your contribution to the success of our students. Please contact the externship coordinator at 800-201-1141, immediately if you have any questions or concerns. This booklet contains all of the paperwork required for the student to complete the program. Here is a list of what we ask of you:

- Skills Checklist: Initial on a regular basis next to any skill the student either performs or observes in your facility. We hope students will experience as many of these skills as possible, however the student is not required to have all of the skills signed off during the externship.
- Sign-In Log: Sign the back of the booklet at the end of the day with the date and hours the student has completed.
- Student Evaluation Form: Complete this at the end of the externship.

It is the student's responsibility to provide Boston Reed College with a copy of the booklet.

Thank you.

Massage Therapist Program
Externship Skills Checklist

Student Name: _____

Note: The externship skill checklist is for use in the classroom and externship setting. The student should strive to have as many skills as possible signed off during externship. It is the responsibility of the student to ensure this checklist is complete.

SKILLS	INITIALS		
DEMONSTRATE HIPAA COMPLIANCE			
DEMONSTRATE ABILITY TO USE COMPUTER EFFICIENTLY			
IDENTIFY AND DEFINE PROBLEMS OF THE SKIN			
DEMONSTRATE KNOWLEDGE OF THE SKELETAL SYSTEM (PALPATE)			
DEMONSTRATE CHECK OF ALL EQUIPMENT FOR SAFETY AND READINESS			
SANITIZE AND STERILIZE ALL IMPLEMENTS/ITEMS USED IN MASSAGE PROCEDURES			
DEMONSTRATE HOW TO DETERMINE CLIENTS NEEDS AND EXPECTATIONS (INTAKE)			
DEMONSTRATE DOCUMENTATION OF SOAP NOTES			
DEMONSTRATE MASTERY OF BASIC MASSAGE MOVEMENTS			
DEMONSTRATE PASSIVE AND ACTIVE JOINT MOVEMENTS			
DEMONSTRATE CORRECT POSTURE AND MOVEMENTS (BODY MECHANICS)			
DEMONSTRATE CORRECT PROCEDURES FOR DRAPING/POSITIONING THE CLIENT			
DEMONSTRATE A BASIC "COMPLETE BODY" MASSAGE			

DEMONSTRATE AN ADVANCED "COMPLETE BODY" MASSAGE			
DEMONSTRATE HOW TO IDENTIFY/RELEASE CONSTRICTIONS IN HYPERTONIC TISSUE			
DEMONSTRATE THE EFFECTS OF VARIOUS WATER TREATMENTS ON THE BODY			
DEMONSTRATE THE ABILITY TO PERFORM A SPA EXFOLIATION PROCEDURE			
DEMONSTRATE THE ABILITY TO PERFORM A SPA BODY WRAP PROCEDURE			
DEMONSTRATE THE TECHNIQUES COMMONLY USED IN ATHLETIC/SPORTS MASSAGE			
DEMONSTRATE BILLING INSURANCE FOR MASSAGE			

Student Evaluation Form - Skills Externship

Student: _____ Site: _____

Date Started: _____ Date Ended: _____

Please evaluate the above named student in the following areas.

Guidelines are as follows:

4 = excellent 3 = above average 2 = average 1 = needs improvement

PERFORMANCE

The student demonstrates:

Ability to Learn and Retain Information	4	3	2	1	N/A
Consulting Client for Needs and Expectations	4	3	2	1	N/A
Knowledge of Collecting Client Information	4	3	2	1	N/A
Entering Client Data into Computer Program	4	3	2	1	N/A
Ability to Apply Basic Massage Techniques	4	3	2	1	N/A
Correct Procedure for Draping/Positioning the client	4	3	2	1	N/A

ATTITUDE

The student demonstrates:

Interest in Improving Self	4	3	2	1	N/A
Ability to Adapt to New Procedures	4	3	2	1	N/A
Punctuality / Attendance	4	3	2	1	N/A

INITIATIVE

The student demonstrates:

Completion of Tasks	4	3	2	1	N/A
Undertaking of Appropriate Additional Duties	4	3	2	1	N/A
Anticipation of Instructor / Preceptors Needs	4	3	2	1	N/A

NEATNESS

The student demonstrates:

Neatness in Accomplishing Work	4	3	2	1	N/A
Professionalism in Personal Appearance	4	3	2	1	N/A

Student Evaluation Continued

PATIENT/STAFF RELATIONS

The student demonstrates:

Ability to Put Others at Ease	4	3	2	1	N/A
Cooperation with Staff	4	3	2	1	N/A
Diplomacy and Tact with Staff	4	3	2	1	N/A
Emotional Maturity to Function Under Stress	4	3	2	1	N/A
Appropriate Conversation with Staff/Clients	4	3	2	1	N/A
Use of Correct Terminology	4	3	2	1	N/A
Sensitivity to Clients Comfort	4	3	2	1	N/A

Student appears to show strength in these areas:

Student could profit from suggestions for improvement in these areas:

The overall appraisal of the student:

Outstanding ____ Above Average ____ Average ____ Unsatisfactory ____

Signature: _____

Print Name: _____ Title: _____

Site Name: _____

Address: _____

Phone Number: _____ Date: _____

Boston Reed College
Massage Therapist Program

Externship Sign-In Log

Student Name: _____

Date	Preceptor Signature	Location	Hours Spent
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

A total of 120 hours is needed to complete the course. Attach additional time sheet if needed.