

## SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the lecturer/centre must complete a Scheme of Work indicating how the lecturer is planning to cover the ITEC syllabus throughout the course.

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus.

**Qualification Title:** On Site Massage

**Lecturer(s) responsible:**

**Total contact tuition hours proposed:** 50

| Learning Objective   | Lecture Content  | Suggested Resources  | Approximate Hours |
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| <b>Introductory session</b>  | College rules and regulations<br>College mission statement<br>ITEC rules and regulations<br>Health & Safety<br>Timetable<br>Dates – holidays etc.<br>Syllabus<br>Recommended books<br>Uniform  | Lecture<br>Q&A<br>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course   |                   |
| <b>Concept</b>   |  |  |                   |
| Understand and explain the Holistic Approach<br><br>Understand and explain integral biology  | <ul style="list-style-type: none"> <li>• Greek term holos • Importance of the treatment of the whole person in relation to holistic health and the power of touch</li> <li>• Concept of balance and harmony in the body (homeostasis)</li> <li>♦ The way in which our physical environment affects us and the way in which social, economic and environmental factors affect our health and social wellbeing, including: <ul style="list-style-type: none"> <li>• Computers • Mobile phones</li> <li>• Processed food • Lack of fresh air</li> <li>• Stress • Lack of sleep • Jet lag • Lack of natural light • Financial problems • Poor ventilation • Lack of exercise • Chemicals</li> <li>• Pollution</li> </ul> </li> </ul> | OHP/Whiteboard<br>Lecture<br>Q&A<br>Homework<br>Test:<br>Q&A Holistic Approach and Integral Biology  | 2                 |
| <b>Stress</b>  |  |  |                   |
| Understand and explain the Holmes Rahe Scale<br><br>Understand and explain the fear, fight and flight syndrome<br><br>Understand the physical and psychological signs and symptoms that stress can produce | <ul style="list-style-type: none"> <li>• Positive and negative stress</li> <li>• Parasympathetic and Sympathetic Nervous Systems • Pituitary • Hypothalamus • Adrenal Cortex</li> <li>• Adrenal Medulla and the hormones secreted from each gland</li> <li>♦ <b>Short term</b> <ul style="list-style-type: none"> <li>• Anxiety • Panic attacks • Dizzy spells</li> <li>• Nausea • Loss of appetite • Indigestion</li> <li>• Irritable Bowel Syndrome • Butterflies</li> <li>• Insomnia • Headaches • Chest pain</li> <li>• Palpitations • Trembling • Tearfulness</li> <li>• Memory loss • Sweating • Recurrent</li> </ul> </li> </ul>  | OHP/Whiteboard<br>Lecture<br>Q&A<br>Homework<br>Handouts:<br>1. Positive and negative stress<br>2. Fear, fight and flight syndrome<br>3. Physical and psychological signs and symptoms of stress<br>4. Effects of stress on the different body systems | 20                |

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| Understand and explain the effect that stress may have on all systems of the body | <p>infections • Diarrhoea • Constipation</p> <p>• Loss of libido • Styes • Boils • Migraine</p> <p>• Pruritus</p> <p>♦ <b>Long term</b></p> <p>• Cancer • Stroke • Depression • General poor health • Angina • Heart disease</p> <p>• Alopecia • Apathy • Hypotension • Fatigue</p> <p>♦ <b>Skin</b></p> <p>• Eczema • Psoriasis • Dermatitis</p> <p>• Acne vulgaris • Acne rosacea</p> <p>♦ <b>Circulatory</b></p> <p>• Heart attack • Angina • Hypertension</p> <p>• Hypotension • Arteriosclerosis</p> <p>• Atherosclerosis</p> <p>♦ <b>Lymph</b></p> <p>• Oedema • Lymphoedema</p> <p>♦ <b>Muscular</b></p> <p>• Tension • Fatigue</p> <p>♦ <b>Skeletal</b></p> <p>• Poor posture • Long term effects</p> <p>♦ <b>Digestive</b></p> <p>• Sluggish • Irritable Bowel Syndrome</p> <p>• Ulcers • Indigestion • Heart burn</p> <p>• Constipation • Crohn's disease</p> <p>• Diverticulitis</p> <p>♦ <b>Urinary</b></p> <p>• Cystitis or other urinary tract infections</p> <p>♦ <b>Reproductive</b></p> <p>• Amenorrhoea • Dysmenorrhoea</p> <p>♦ <b>Endocrine</b></p> <p>• Hormonal imbalance</p> | <p>5. The ways diet and physical activity can affect stress levels</p> <p>6. How stress can be treated</p> <p>7. Sleep</p> <p>Test:</p> <p>1. Positive and negative stress, fear, fight and flight syndrome and the causes of stress</p> <p>2. Physical and psychological signs and symptoms of stress and the effects of stress on the different body systems</p> <p>3. The ways diet and physical activity can affect stress level, how stress can be treated and sleep</p> |  |
| Understand and explain the way diet can affect stress                             | <p>• Balanced diet • Importance and role of vital nutrients – carbohydrates, fats, proteins, minerals and vitamins • Food combining in the right amounts • Effect of sugar • Effect of alcohol • Caffeine, drugs/medication • Well known food intolerances: wheat, dairy, sugar, E additives, preservatives</p>   |   |  |
| Understand and explain ways in which physical exercise affects stress levels      | <p>• Release of endorphins • Increase in adrenaline • Increased circulation</p> <p>• Increased oxygen intake • Release of lactic acid and tension due to increase in movement • Increased self esteem</p> <p>• Improved body shape and tone</p>   |   |  |
| Understand and explain the way in which stress can be treated                     | <p>• Medication • Complementary therapies</p> <p>• Music • Colour • Cognitive therapies</p> <p>• Relaxation – Breathing Techniques</p> <p>• Visualisation • Yoga • Indian Head massage • Counselling</p>  |   |  |
| Understand and explain coping strategies<br>Understand the importance of sleep    | <p>• Diet • Exercise • Relaxation • Time management • Delegation</p> <p>• Type of sleep • Amount of sleep • Sleep patterns</p>  |   |  |

| <b>Legislation &amp; Consent</b>  |   |  |   |
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| Understand and explain the appropriate legislation applicable to on site massage treatment                            | <ul style="list-style-type: none"> <li>Any particular rights, restrictions and Charters</li> <li>Legal framework related to people and settings with which the practitioner is involved, e.g. Mental Health Act, Children Act</li> <li>Moral rights which are not recognised in Law</li> <li>Organisational policies and how they may differ from other organisations (when working in care)</li> <li>Records which the practitioner is responsible for completing in relation to rights and responsibilities</li> <li>Any relevant complaints systems and methods of access</li> <li>Health and Safety at Work Act</li> <li>Equal Opportunities Act</li> <li>Data Protection Act</li> <li>Code of Good Practice /Ethics</li> <li>Licensing</li> <li>The legislation which relates to the work being carried out, the environment and the client with whom the practitioner is working</li> </ul> | OHP/Whiteboard<br>Lecture<br>Q&A<br>Handout:<br>Legislation<br>Homework<br>Test:<br>Q&A on Legislation and Consent | 2 |
| Understand and explain the issues surrounding 'consent' to treatment  | <ul style="list-style-type: none"> <li>Importance of obtaining consent from the client</li> <li>Importance of gaining consent from a person who is acting in the best interests of the client (when the client is unable or not of an age to make the decision for themselves)</li> <li>Current debate surrounding the issue of consent and the ways in which it may differ between various practitioners</li> <li>Meaning of informed client consent and the guidance given by the practitioner's professional body (particularly where there is a need for written consent)</li> <li>Methods of obtaining consent and how to confirm that clients have been given sufficient information on which to base their own judgment</li> <li>Ensure that agreements are in the client's best interests and the ways in which it may differ between various practitioners</li> </ul>                    |  |   |
| Explain and understand the importance of on site massage for clients and families receiving palliative or social care | <ul style="list-style-type: none"> <li>Issue of consent</li> <li>Any appropriate legislation</li> <li>Confidentiality</li> <li>Appropriate support</li> <li>Using an appropriate manner of communication</li> <li>Only giving information agreed within the care team</li> <li>Knowing when to refer clients to people outside of the care team</li> <li>Maintenance of accurate records</li> <li>Managing one's own feelings</li> <li>Importance of ongoing care</li> <li>Personal beliefs and preferences</li> <li>Grief and grieving process</li> <li>Awareness of other support services</li> </ul>   |  |   |
| <b>Consultation</b>   |   |  |   |
| Understand and explain methods of consultation  | <p>A sample of a consultation form can be downloaded from <a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></p> <ul style="list-style-type: none"> <li>Private comfortable area</li> <li>Positive body language</li> <li>Positioning of the client (no barriers between themselves and client)</li> </ul>  | OHP/Whiteboard<br>Lecture<br>Q&A<br>Handout:<br>Consultation form  | 4 |

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|   | <ul style="list-style-type: none"> <li>• Good communication skills (asking open and/or closed questions where appropriate)</li> <li>• Trust</li> <li>• Professionalism, confidence and enthusiasm</li> <li>• Confidentiality</li> <li>• Any contraindications to treatment (as listed below)</li> <li>• Client lifestyle</li> <li>• Client profile</li> <li>• Importance of planning a treatment programme bearing in mind the client's religious, moral and social beliefs</li> <li>• Determining the nature and extent of the client's needs</li> <li>• Agreement to the course of action</li> <li>• Ascertain the client's consent to the treatment (where the client is not in a position themselves, ascertain from the appropriate companion's agreement to the treatment)</li> <li>• Explanation of any possible side effects to the treatment</li> <li>• Explanation of how the programme will be evaluated and the review process</li> <li>• Where applicable, clarify with the client information which may be available to other, e.g. relevant health care workers</li> <li>• Obtain the client's signature (or that of the companion)</li> </ul>   |   |   |
| <b>Contraindications</b>  |   |   |   |
| Understand and recognise those contraindications to on site massage requiring medical referral or the client to indemnify their condition in writing prior to the treatment and those contraindications that restrict treatment | <p>♦ <b>With medical, GP or specialist permission – In circumstances where written medical permission cannot be obtained the client must sign an informed consent stating that the treatment and its effects has been fully explained to them and confirm that they are willing to proceed without permission from their G.P. or specialist</b></p> <ul style="list-style-type: none"> <li>• Pregnancy</li> <li>• Cardio vascular conditions (thrombosis, phlebitis, hypertension, hypotension, heart conditions)</li> <li>• Haemophilia</li> <li>• Any condition already being treated by a GP or another complementary practitioner</li> <li>• Medical oedema</li> <li>• Osteoporosis</li> <li>• Arthritis</li> <li>• Nervous/Psychotic conditions</li> <li>• Epilepsy</li> <li>• Recent operations</li> <li>• Diabetes</li> <li>• Asthma</li> <li>• Any dysfunction of the nervous system (e.g. Multiple Sclerosis, Parkinson's Disease, Motor Neurone Disease)</li> <li>• Bells Palsy</li> <li>• Trapped/Pinched nerve (e.g. sciatica)</li> <li>• Inflamed nerve</li> <li>• Cancer</li> <li>• Postural deformities</li> <li>• Spastic conditions</li> <li>• Kidney infections</li> <li>• Whiplash</li> <li>• Slipped disc</li> <li>• Undiagnosed pain</li> <li>• When taking prescribed medication</li> <li>• Acute rheumatism</li> </ul> <p>♦ <b>Contraindications that restrict treatment</b></p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Contagious or infectious diseases</li> <li>• Under the influence of recreational drugs or alcohol</li> <li>• Diarrhoea</li> </ul> | OHP/Whiteboard<br>Lecture<br>Q&A<br>Handout:<br>Contraindications<br>Homework<br>Test:<br>Contraindications | 3 |

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|   | <ul style="list-style-type: none"> <li>and vomiting • Skin diseases</li> <li>• Undiagnosed lumps and bumps</li> <li>• Localised swelling • Inflammation</li> <li>• Anaphylaxis • Cuts • Bruises</li> <li>• Abrasions • Scar tissues ( 2 years for major operation and 6 months for a small scar) • Sunburn • Hormonal implants</li> <li>• Haematoma • Recent fractures (minimum 3 months) • Cervical spondylitis</li> <li>• After a heavy meal</li> </ul>  |   |    |
| <b>Client Care</b>  |  |   |    |
| Understand and explain appropriate client care  | <ul style="list-style-type: none"> <li>• Checking consultation and contraindications • Explain the treatment to the client • Creating a relaxing environment in the workplace • Ensuring the client is placed in a comfortable position • Wash own hands • Keep ensuring that the client is comfortable</li> <li>• Use appropriate supports, i.e. chest and forehead, head • Adapt the massage techniques to suit the needs of the client in the best way possible in the work place to give immediate stress relief • Allow time for the client to come round at the end of the treatment</li> </ul>  | OHP/Whiteboard<br>Lecture<br>Q&A<br>Handout:<br>Client care   | 2  |
| <b>Hygiene</b>  |  |   |    |
| Understand and explain the correct hygiene procedures   | <ul style="list-style-type: none"> <li>• Wash own hands • Use clean towels for each client • Put couch roll on top of towels • Wear clean white professional work wear • Socks/tights and full flat shoes • Remove all jewellery from self and client (except wedding band) • No nail enamel • Clean short nails • Ensure the massage medium is removed at the end of the treatment • Ensure all surfaces are lined with couch roll • Wipe all surfaces with surgical spirit or similar at the end of each treatment</li> </ul>  | OHP/Whiteboard<br>Lecture<br>Q&A<br>Homework<br>Test:<br>Q&A Hygiene  | 1  |
| <b>On Site Massage</b>  |  |   |    |
| <p>Understand, explain and demonstrate the classical massage movements and the way in which they can be adapted to give on site massage</p> <p>Understand and explain the structures to be worked over and their function</p> <p>Understand and explain the importance of referral procedures</p> | <ul style="list-style-type: none"> <li>• Effleurage • Petrissage • Percussion</li> <li>• Vibrations • Frictions • Passive</li> <li>• Acupressure points • Movements should be performed correctly and on areas appropriate for the movement</li> <li>• Movements should be adapted to produce a massage suitable for the client's needs and give immediate stress relief</li> <li>• To include all the body systems in the anatomy section</li> <li>• Only working within the realms of their own expertise as a therapist</li> <li>• Demonstration of understanding of when a client should be referred to either GP, Counsellor, other Complementary Therapist, a member of the social care or nursing team</li> </ul> | OHP/Whiteboard<br>Lecture<br>Q&A<br>Practical<br>Handout:<br>1. Classical massage movements<br>2. Massage routine<br>Homework<br>Test:<br>Q&A Classical massage movements | 15 |

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| <p>Evaluate and review the on site massage treatment/programme</p> <p>Demonstrate correct positioning of the client</p> <p>Demonstrate an on site massage suitable for a client to receive at their place of work or similar where a treatment couch would not be available</p> | <ul style="list-style-type: none"> <li>◆ At the end of each treatment the client's response should be recorded and any skin or other reactions</li> <li>The following areas should be monitored: <ul style="list-style-type: none"> <li>• Outcomes achieved</li> <li>• Effectiveness of the treatment</li> <li>• Any change in demands</li> <li>• Whether the treatment met the needs of the client</li> <li>• Longer term needs of the client (particularly when working in a care environment)</li> </ul> </li> <li>• The therapist should ensure that the shoulders and neck area are accessible for treatment when positioning the client</li> <li>• Suitable covered supports should be used for the head and chest or a face ring</li> <li>• Client comfort should be observed at all times</li> <li>• Massage of the head, neck, shoulders, hands and arms</li> <li>• Client to be fully clothed</li> </ul> |   |   |
| <b>Home Care</b>  |  |   |   |
| Understand and explain the importance of giving appropriate home care advice after treatment  | <ul style="list-style-type: none"> <li>• Healthy eating</li> <li>• Fluid intake</li> <li>• Exercise</li> <li>• Stress levels</li> <li>• Smoking habits</li> <li>• Sleep patterns</li> <li>• Hobbies</li> <li>• Interests</li> <li>• Rest</li> <li>• Relaxation</li> <li>• Stress levels</li> <li>• General care and lifestyle advice and beneficial effects thereof</li> <li>• Helping clients and families to identify options to improve their health and social wellbeing in terms of On Site massage treatment</li> <li>• Helping clients and families to put their choices into action</li> </ul>   | OHP/Whiteboard<br>Lecture<br>Q&A<br>Practical<br>Homework<br>Test:<br>Q&A Home care | 1 |
| <b>Case Studies</b><br>3 clients must to be treated 3 times each and observations recorded  | <ul style="list-style-type: none"> <li>• Consultation including thorough medical history and general lifestyle</li> <li>• Client Profile (to include any current issues in their life)</li> <li>• Details of how the therapist conducted the treatment</li> <li>• Details of how the client felt during and after the treatment</li> <li>• Details of home care advice given</li> <li>• Overall conclusion of the case should be recorded</li> <li>• Reflective practice after each treatment</li> </ul>   |   |   |
| <b>Mock Practical</b>   | To include the back, neck, scalp, hands and arms   |   |   |
| <b>Mock Theory</b>  | To include all theory taught   | Mock theory paper   |   |