



Professional Development Program

Instructor Guide



MTAA Professional Development Program

As the leader in Alberta with regards to Continuing Education, Competency and Professional Development, the MTAA has long held the position that the continued competency of our members is of utmost importance. As a result, the MTAA's Professional Development Program continues to ensure relevance to best practices in this area.

The sentiment of the MTAA's **Professional Development Program** is to support and encourage continued growth in the profession in areas that are directly related to our Scope of Practice and also relevant to the individual practitioners.

This allows for flexibility in maintaining currency in practice and encourages members to pursue some great options such as participating in formal research, case study work; mentoring or shadowing; conferring with peers individually or in groups or forums, where the outcome is relevant to the scope of practice; reviews of magazine articles, books and journals.

Definitions

Professional Development (PD) - Advancement of skills, knowledge or expertise to maintain or increase competency as a Massage Therapist, especially through continuing education. All types of learning opportunities are encompassed, ranging from formal coursework, to conferences and practice relevant informal learning opportunities.

Primary Credits - Activities in this category are **directly related** to the MTAA Scope of Practice and are outlined within the *Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice* (2016).

Secondary Credits - Activities in this category are limited to those that **enhance** the practice of Massage Therapy as defined by the MTAA Standards of Practice and are complementary to the Scope of Practice. As such, Secondary Credits are aimed at supporting the therapist in their success and include the ancillary skills that allow them to continue to work within the Scope.

Scope of Practice – The MTAA Scope of Practice reads:

In their practice, Massage Therapists do one or more of the following:

- *Assess, diagnose and treat the soft tissues and joints of the body, with the intent of producing a therapeutic outcome or providing preventative care, and*
- *Contribute to the development and improvement of primary and complementary health policy, and*
- *Teach, manage and conduct research in the science, techniques and practice of Massage Therapy.*



COURSE EVALUATION PROCESS

Contained within this information package are copies of the Professional Development Evaluation Request forms for submitting a formal course for review or for submitting various activities for approval.

In order for a formal course to be considered for evaluation, it is extremely important that **all required information is included** along with the request form upon submission to the MTAA Office. Any requests received that are missing the required documentation will be returned, resulting in a significant delay in the review process.

Required Documentation about the Course:

1. Course Outline

A detailed course outline must be submitted that ***includes and clearly outlines*** the following information:

- The hourly outline of the course length for all days. *See attached sample.*
- A review of what the participants are taught, what they will learn, clinical skills after completion, and any additional skills learned throughout the course.
- At what point in the course contraindications and cautionary considerations are outlined.
- An outline of the references to current literature such as journal articles, textbooks, case studies, etc. that were used in the creation of the course material. (Testimonials are not considered as sufficient references). *See attached sample.*

2. Course Description

A typed and detailed Course Description (maximum 500 words) for public posting on the MTAA website.

Required Documentation about the Instructor:

1. Curriculum Vitae (CV) or Resume(s)

A comprehensive CV or resume for the instructor(s) must be submitted that outlines their credentials and evidence that they possess sufficient skills, knowledge and abilities in the area pertinent to the course content they are intending to deliver. Please note that instructor 'biographies' are not considered as acceptable documentation of credentials.

Instructors who are Massage Therapists in Canada

Must include documentation showing that they have successfully completed an Entry to Practice Examination by one of the following mechanisms:

- Unregulated Jurisdiction (Alberta, Saskatchewan, Manitoba, Quebec, Nova Scotia, Prince Edward Island) - This documentation can consist of correspondence indicating successful completion of an Entry to Practice Exam from the provincial association that they are a member of.
- Regulated Jurisdictions (British Columbia, Ontario, Newfoundland/Labrador, New Brunswick) - This documentation can consist of correspondence indicating successful completion of the Regulatory College registration exam, or a copy of their Practice Permit from the Regulatory College. (CMTBC, CMTO, CMTNL, CMTNB).
- Instructors within Canada who have not completed an Entry to Practice Examination process will have a higher emphasis placed on the content contained in the course offering to ensure that it is meeting the competencies for the profession.



B. *Instructors who are Massage Therapists outside of Canada*

Must include documentation showing that they have successfully completed the highest available education in their jurisdiction.

- Instructors from the United States of America should have completed the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) examination process.
- Instructors from outside of Canada who have not completed the NCBTMB examination process will have a higher emphasis placed on the content contained in the course offering to ensure that it is relevant to the Canadian Massage Therapy profession.

C. *Instructors who are NOT Massage Therapists*

Must include documentation to substantiate that they are a member in good standing of their own professional governing body.

- This documentation can consist of a copy of their Registration Certificate from their governing body or a screen print of their inclusion on the governing body's website of members.

D. *Instructors who are tenured faculty members at a Public University or College*

- Tenure in this context is defined as "The status of holding one's position on a permanent basis without periodic contract renewals".
- Confirmation of tenure must be supplied by the Department Head of the Institution where tenure is held. Documentation must include the instructor's subject area of their tenure and be provided on official College or University letterhead.
- Instructors of Massage Therapy programs would not be eligible as tenured faculty members.

Course Review Process

Upon submission of a course evaluation request, the PD Panel of the Competence Committee will review its applicability based on the following criteria:

1. The training **cannot** encompass areas that are considered to be a Restricted Act, as outlined in Schedule 7.1 of the *Government Organization Act*.

Restricted activities

Restricted activities are high risk activities performed as part of providing a health service that require specific competencies and skills to be carried out safely. Restricted activities are not linked to any particular health profession and a number of regulated health practitioners may perform a particular restricted activity. Health professionals who have the competencies required perform a restricted activity safely and effectively are authorized to provide the restricted activity in their profession's regulation.

2. The training **cannot** result in the individual achieving status as a **separate and distinct practitioner**. For example: personal trainer, counselor, yoga instructor, or accountant.



3. In order for a course to be considered for Primary Credits it must meet **all** of the following criteria:
 - a) The course content must be directly related to the MTAA Scope of Practice or be outlined within the *Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice (2016)*.
 - b) The content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc. - and the appropriate references to the literature are included.
 - c) The course content must include a review of pertinent anatomy and physiology, and where appropriate, pathology.
 - d) The course content must include review and discussion of pertinent contra-indications and other cautionary considerations and be included in the course outline.

If all of the above items are met, this course will be considered for primary credits, contingent on the course instructor credentials being met.

4. If a course is not directly related to the MTAA Scope of Practice, it will be considered for Secondary Credits provided that it meets all of the following criteria:
 - a) The course must enhance the practice of Massage Therapy as defined by MTAA Standards of Practice and Scope of Practice. In other words, does the course nurture associated skills that support the therapist in their work as a successful professional?
 - b) The content of the course is created in consideration of current and relevant literature - such as journal articles, textbooks, case studies, etc. - and the appropriate references to the literature are included.
 - c) The course outline includes indication that the content explains and discusses the relevance for professional practitioners of Massage Therapy.
 - d) The course outline includes review and discussion of risk management considerations and the appropriate application of the content by professional practitioners of Massage Therapy.

If all of the above items are met, this course will be considered for secondary credits, contingent on the course instructor credentials being met.

The MTAA recognizes that innovation of new techniques and treatment approaches is essential to the growth of the profession. In order that an innovative treatment approach or technique can be considered for credit, it must meet criteria for primary or secondary course content, instructor credentials and clinical evidence of efficacy must be submitted.



SAMPLE COURSE OUTLINE

Course Name: Mobilization of XYZ tissues

Course Date(s): day, date, and year Ex: Friday Oct. 21st – Sunday Oct. 23rd, 2011

Course Time(s): 8:30 am – 6:00 pm each day

Instructor: Jane Doe, MT

This two-day course deals with techniques useful for treating patients who have a variety of musculoskeletal disorders. This course explores the contribution that tight XYZ tissues have on patients' pain symptoms and movement restrictions, and how attention to this might serve to alleviate patients' symptoms. The two days consist mainly of practical on all areas of the body. This is supported by lectures on theory about the application to the body.

DAY 1

8:30 – 9:00	30 minutes	Introductions
		Overview of use of technique or approach to care and contraindications
9:00 – 10:15	60 minutes	Explanation and demonstration of basic technique; participants practice technique on one another
10:15 – 10:30	15 minutes	BREAK
10:30 – 12:15	1 hour and 45 minutes	Review of disorders in the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
12:15 – 1:15	60 minutes	LUNCH BREAK
1:15 – 3:30	2 hours and 15 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
3:30 – 3:45	15 minutes	BREAK
3:45 – 5:00	1 hour and 45 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another

DAY 2

8:30 – 9:00	30 minutes	Review of day 1 Presentation on some of the mechanisms of chronic pain and movement restrictions, particularly as it affects XYZ tissues
9:00 – 10:15	1 hour and 15 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
10:15 – 10:30	15 minutes	BREAK
10:30 – 12:15	1 hour and 45 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
12:15 – 1:15	60 minutes	LUNCH BREAK
1:30 – 3:30	2 hours and 15 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
3:30 – 3:45	15 minutes	BREAK
3:45 – 5:30	1 hour and 45 minutes	Review of disorders in other regions of the body (list specific regions of the body), discussion of pain patterns associated with XYZ tissues; demonstration of techniques for that region of the body; participants practice techniques on one another
5:30 – 6:00	30 minutes	Summary of both days; opportunity for questions



SAMPLE REFERENCES

Journal Article:

Taylor, A. H., Cable, N.T., Faulkner, G., Hillsdon, M., Narici, M. & van der Bij, A.K. (2004). Physical activity and older adults: a review of health benefits and the effectiveness of interventions. *Journal of Sports Sciences*, 22, 703-725.

Textbook:

Biel, A. (2005). *Trail Guide to the Body: How to locate muscles, bones and more*. Books of Discovery: Library of Congress.

Web Reference:

Turcotte, M. & Schellenberg, G. (2006). *A Portrait on Seniors in Canada*. Catalogue No. 89-519 XIE. Retrieved 31 October from <http://www.statcan.ca/bsolc/english/bsolc?catno=89-519-X>.



Massage Therapist Association of Alberta
Your Choice for Quality Care

MTAA CONTACT INFORMATION

Once all required documentation has been compiled, all Professional Development Request forms and documentation are to be sent to the MTAA Office by email, postal mail or fax:

Massage Therapist Association of Alberta

#2, 7429 – 49 Ave.

Red Deer, AB

T4P 1N2

Phone: 403-340-1913

Fax: 403-346-2269

Email: info@mtaalberta.com



Professional Development Course Evaluation Request

MTAA Use Only	
Date Approved:	_____
Approved Credits:	_____
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary

Please print all information clearly

Submitted by:

MTAA Member Information:

Member Name: _____ Member #: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email Address: _____

Course Information:

Please ensure accuracy as this information will be used for posting to the MTAA approved course listings online. Only one (1) course per Course Evaluation Request submission please.

Course Name: _____

Course Date(s): _____

Course Location: _____

Instructor Information:

Instructor Name(s): _____

Institution Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

Website Address: _____

All submission requests must be accompanied with the attached declaration of documentation submitted in addition to payment in full.

Effective July 1, 2018 all course submission reviews are subject to a fee of \$50.00 plus GST PER COURSE that must be paid in advance of course being approved and posted. MTAA members who are submitting a course on behalf of an instructor or institution are eligible for a 10% discount.

MTAA members who are submitting their own courses for review and completed at no charge.



Course Evaluation Documentation Requirements

In order to facilitate the timely completion of the attached Course Evaluation Request, the submitter hereby declares by way of initials on each of the items outlined below that all required documentation is being submitted as required.

Further, it is understood that each course submission is subject to a fee of \$50.00 plus GST that is payable in advance of the course being reviewed.

Please initial beside each of the following documentation requirement submissions to indicate that it has been attached to the Course Evaluation Request:

1. A detailed course outline is attached that includes and clearly outlines the following information:

_____ The course outline includes an hourly outline for all days of the course.

_____ The course outline includes a detailed review of what the participants are taught, what they will learn, clinical skills after completion, and any additional skills learned throughout the course.

_____ The course outline clearly provides an indication that a review of contraindications and or safety precautions is included.

_____ The course outline includes a full listing of references to current literature such as journal articles, textbooks, case studies, etc. from which the course content is created and/or based upon. It is understood that testimonials are not considered as sufficient references.

2. A comprehensive CV or resume is included for each instructor of the course and clearly outlines the following information:

_____ The instructor IS a Massage Therapist in Canada and documentation is submitted that confirms completion of an Entry to Practice Examination in an unregulated jurisdiction or current membership with the regulatory College in British Columbia, Ontario or Newfoundland/Labrador.

_____ The instructor is NOT a Massage Therapist in Canada and documentation is submitted that confirms completion of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) examination.

_____ The instructor is NOT a Massage Therapist and documentation is submitted that confirms they are a member in good standing of their own professional governing body.

_____ The instructor is a tenured faculty member of an academic department at a public University or College and documentation is submitted from the supervisor or department head of the institution, on official University or College letterhead, that outlines their area of tenure.

_____ I understand that tenure is defined as "*The status of holding one's position on a permanent basis without periodic contract renewals*" and further that instructors of Massage Therapy programs are not eligible as tenured faculty members.

3. A typed and detailed Course Description (maximum 500 words) for public posting on the MTAA website has been included with the full submission.

The undersigned hereby declares that the entire PD Information Package has been reviewed and that all the required documents are included with the Course Evaluation Request form.

Printed Name: _____

Signature: _____ Date: _____



Course Evaluation Billing Information

Billing Information

Name of Submitter: _____

Order Request:

Rates

- | | |
|---|-------------------------|
| <input type="checkbox"/> MTAA Member submission for courses taught by the Member | N/C |
| <input type="checkbox"/> MTAA Member submission on behalf of an instructor or institution | \$47.25 / course |
| <input type="checkbox"/> Non-Member submission | \$52.50 / course |
| <input type="checkbox"/> Re-Submission of a course due to insufficient documentation provided | \$52.50 / course |

Payment Method:

- Cheque Visa or Mastercard (subject to 2% transaction charge)

Credit Card Number: _____

Expiry Date: _____

Authorized Signature: _____