

ITEC Level 3

Unit 384 - Principles and Practice of Complementary Therapies

Recommended Minimum Guided Learning Hours – 30

Unit Reference Number: A/503/7776

<p>Learning Outcome The Learner will:</p> <p>1. Understand the key historical factors and theoretical background for Complementary Therapies</p>	
<p>Assessment Criteria The Learner can:</p>	<p>Taught content</p>
<p>1.1 Examine the history and origins of Complementary Therapies</p>	<p>1.1.1 To include: • The development of complementary therapies from ancient history through to the modern day</p>
<p>1.2 Identify commonly available Complementary Therapies</p>	<p>1.2.1 To include: • Acupressure • Acupuncture • Alexander Technique • Aromatherapy • Ayurvedic Medicine • Bach Flower Remedies/Flower Remedies • Body work (massage therapies) • Bowen Technique • Chiropractic • Colour therapy • Crystal therapy • Ear Candling • Herbalism • Homeopathy • Hypnotherapy • Indian Head Massage • Iridology • Kinesiology • Lymphatic Drainage Massage • Meditation • Naturopathy • Neurolinguistic Programming (NLP) • Osteopathy • Physiotherapy • Reflexology • Reiki • Spiritual Healing • Shiatsu • Stone therapy • Subtle energy/vibrational medicine • Therapeutic Touch • Traditional Chinese Medicine (TCM) • Yoga</p>
<p>1.3 Evaluate the theory of techniques used in commonly available Complementary Therapies</p>	<p>1.3.1 To include: • The characteristics and uses of complementary therapy techniques • CAM – complementary and alternative medicine • Integral biology • The way in which our physical environment affects us and the way in which social, economic and environmental factors affect our health and social well-being • Computers • Mobile phones • Processed food • Lack of fresh air • Lack of sleep • Financial problems • Poor ventilation • Lack of exercise • Chemicals • Pollution • Jet lag • Lack of natural light • Stress – signs and symptoms • Short and long term effects of stress • The role of complementary therapies in stress management • The placebo effect • Definition of homeostasis and homeodynamics • The Greek term <i>holos</i> and the concept of holism • The importance of the treatment of the whole person in relation to holistic health • Concept of balance and harmony in the body and how this may be achieved using complementary therapies • Those theories of how complementary therapy works as detailed in core curriculum e.g., Pain gate theory, meridian theory</p> <p>1.3.2 Research and its relevance to the complementary therapist To include: • Function and types of research • Factors impeding research • Need for ongoing research within complementary therapies</p>

<p>Learning Outcome The Learner will:</p> <p>2. Understand the main influences on working within the Complementary Therapy Industry</p>	
<p>Assessment Criteria The Learner can:</p>	<p>Taught content</p>
<p>2.1 Summarise the legal obligations of working with clients and the general public</p> <p>2.2 Explain the codes of practice and ethics relating to Complementary Therapies</p> <p>2.3 Analyse the roles of professional organisations relating to Complementary Therapies</p> <p>2.4 Evaluate the process of registration and regulation of Complementary Therapies</p>	<p>2.1.1 To include: • Legal obligations when working with clients and the general public • Duty of Care applicable when working as a complementary therapist • Professional misconduct • Advertising standards • Disputes, disciplinary and complaints procedures • Professional indemnity insurance • Insurance cover • Public liability • Employer's liability • Product and treatment liability • Personal accident insurance • Contents insurance • Buildings insurance • Car insurance • The role of Professional Associations in the provision of insurance</p> <p>2.2.1 To include: • The importance and implications of becoming a member of a Professional Association/Society/Guild • Codes of practice, ethics and professional conduct</p> <p>2.3,1 To include: • Activities undertaken by professional associations and organisations within complementary therapies • Awarding organisations • Professional associations e.g. CThA • Voluntary Regulatory Bodies</p> <p>2.4.1 To include: • The importance of registration for practising therapists • Statutory Regulation of the profession • National Occupational Standards • National Qualifications • Voluntary Regulatory Bodies • State Register of Qualified Therapists • CNHC • Benchmarks for good practice • Continuing professional development</p>
<p>Learning Outcome The Learner will:</p> <p>3. Understand the key aspects of good clinical practice</p>	
<p>Assessment Criteria The Learner can:</p>	<p>Taught Content</p>
<p>3.1 Identify the information required for assessment and treatment planning</p>	<p>3.1.1 To include: • The role of consultation in client assessment and treatment planning Sample consultation forms are available from www.itecworld.co.uk • Name • Address • Telephone number (day and night) • GP details • Medical history • Client lifestyle • Client profile • Details of contraindications and contra-actions • Outline of the course of action and treatment methods advised, specific to the therapy • Treatment benefits and limitations • Documentation of treatment media • Explanation of how the programme will be evaluated and the review process • Agree treatment objectives and recommended treatment</p>

<p>3.2 Explain how to accurately record information, store records and ensure confidentiality</p> <p>3.3 Evaluate appropriate referral procedures and protocols to use with clients and others involved in integrated healthcare</p> <p>3.4 Identify effective communication skills when dealing with clients and colleagues in maintaining good practice</p>	<p>plan based upon client's needs and expectations • Consent to the treatment – either client or <i>appointed companion</i></p> <ul style="list-style-type: none"> • Client's signature (or that of the <i>appointed companion</i>) and treatment date • Home care advice • Product advice • Recommendations for further treatments <p>3.2.1 To include:</p> <ul style="list-style-type: none"> • Methods of recording and storing information e.g., in writing, electronically, in line with current legislation and professional codes of conduct • Client confidentiality • Client's rights in respect of access to own information <p>3.3.1 To include:</p> <ul style="list-style-type: none"> • The importance of referral procedures • Scope of practice • Only recommend treatments which are relevant and appropriate to the client • Client suitability e.g., young, elderly, pregnant, healthy, disabled etc. • Conditions for which complementary therapy is appropriate • Where complementary therapy may be used with caution/modifications to treatment and techniques • Where treatment is contraindicated • Where treatment is inappropriate • Demonstration of the understanding of when a client should be referred to either: <ul style="list-style-type: none"> • GP • Counsellor • Other complementary therapist • Member of the social care or nursing team (when working in care) • Other voluntary or statutory services e.g., Social Services, Citizens Advice Bureau <p>3.3.2 Maintenance of a professional working relationship with the medical profession to include:</p> <ul style="list-style-type: none"> • Educating the medical profession of the benefit of treatments as complementary to health care and the importance of working alongside them • Prescribed conduct e.g., notifiable diseases, sexually transmitted diseases <p>3.3.3 Maintenance of a professional working relationship with other therapists to include:</p> <ul style="list-style-type: none"> • Building up a support network of therapists qualified in other therapies to whom they can refer clients • Client transfer • Maintenance of confidentiality – case histories/client records <p>3.3.4 Maintenance of a professional relationship with clients to include:</p> <ul style="list-style-type: none"> • The importance of the therapeutic relationship • Effective communication skills • Client assessment and handling <p>3.3.5 The importance of complementary therapies for clients and families receiving palliative or social care to include:</p> <ul style="list-style-type: none"> • Issue of consent • Any appropriate legislation e.g., Data Protection Act • Confidentiality • Appropriate support • Using an appropriate manner of communication • Only giving information agreed within the care team • Knowing when to refer clients to people outside of the care team • Maintenance of accurate records • Managing ones own feelings • The importance of ongoing care • Personal beliefs and preferences • Grief and grieving process • Awareness of other support services <p>3.4.1 To include:</p> <ul style="list-style-type: none"> • Methods of communication e.g., verbal, non-verbal • Good communication skills (asking open and/or closed questions where appropriate, listening/hearing) • Barriers to effective communication • Demonstrate appropriate body language at all times • Interpersonal distance • Trust • Professionalism, confidence and enthusiasm • Confidentiality • Personal effectiveness • With other therapists • As part of team • With clients • With suppliers
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	<p>3.4.2 Effective client communication to include:</p> <ul style="list-style-type: none"> • Ensuring that the correct information is taken from the client • Ensuring that the client gives sufficient detail regarding their health and background and realises the importance of gaining their GP's permission in the relevant circumstances • Private, comfortable area • Positive body language • Positioning of the client (no barriers between themselves and client) • Ensuring that the client feels able to confide in the therapist where necessary • Allowing the client time to ask questions • Ensuring that the client feels secure in the knowledge that any discussion is confidential • Ensuring that the client signs the consultation form and consents to treatment <p>3.4.3 Ethical and client led conversation to include:</p> <ul style="list-style-type: none"> • Not causing embarrassment to self, client or others • There may be issues the client does not want to discuss e.g., politics, religion, race, sex, financial, emotional • Never discuss other clients/clinics <p>3.4.4 Negative feedback to include:</p> <ul style="list-style-type: none"> • Allow the client or colleague to speak freely • Ascertain why the feedback is negative • Listen carefully • Do not interrupt • Do not argue • Maintain a positive attitude • Offer another/alternative treatment
<p>Assessment Unit 384 - Principles and Practice of Complementary Therapies</p>	
<p>All Candidates will be assessed via an assignment for this unit. Unit 384 - Principles and Practice of Complementary Therapies assignment guidance form AG384 may be downloaded from www.itecworld.co.uk</p>	<p>Unit 384 - Principles and Practice of Complementary Therapies assignment must be evidenced using assignment assessment form AA384. See www.itecworld.co.uk</p>