

## Unit of Study Outline

<b>Unit of Study Name</b>	<b><i>Law and Ethics in Massage</i></b>
<b>Unit of Study Code</b>	<b>LEM422</b>
<b>Qualification/s:</b>	HLT52015 Diploma of Remedial Massage HLT42015 Certificate IV in Massage Therapy
<b>This Unit of Competency contributes to the following Units of Study</b>	CHCLEG003 Manage legal and ethical compliance
<b>Units of Study Prerequisites</b>	Nil
<b>Delivery Methods and Contextualisation</b>	<p>The competency units will be delivered online. This will be primarily through PowerPoint presentations, recorded lectures practical, online paired/group work tasks and individual research tasks.</p> <p>Delivery strategies will be contextualised to focus on the legal and ethical needs and specific requirements of students in the massage industry, applying all theoretical aspects to remedial massage delivery.</p>
<b>Delivery / Learning &amp; Assessment Hours</b>	<p><b>Online delivery – Full-time and Part-time students</b></p> <ul style="list-style-type: none"> <li>• 3.6 hours directed study per week for 10 weeks</li> <li>• 2 hours self-study per week</li> </ul> <p>Endeavour may deliver units of study in intensive format for smaller cohorts whilst still ensuring that all requirements as recommended by the Health Training Package are met.</p>
<b>Department</b>	Health
<b>Unit of Study Coordinator</b>	Anthony Turri
<b>Unit of Study Overview</b>	<p>This unit of study provides students with knowledge and skills required to research information about legal and ethical compliance, using this to develop and monitor policies and procedures to ensure compliance is achieved within the massage workplace.</p> <p>The unit is designed to give students appropriate management skills to lead a team of workers in these key areas within a massage workplace.</p>

**CHCLEG003 Manage legal and ethical compliance**

Element	Performance Criteria	
<b>1. Research information required for legal compliance</b>	<b>1.1</b>	Identify sources of information about compliance requirements
	<b>1.2</b>	Evaluate own area of work and determine scope of compliance requirements
	<b>1.3</b>	Access and interpret information relevant to area of work
	<b>1.4</b>	Identify risks, penalties and consequences of non compliance
	<b>1.5</b>	Assess and act on need for specialist legal advice
<b>2. Determine ethical responsibilities</b>	<b>2.1</b>	Identify the ethical framework that applies to the work context
	<b>2.2</b>	Incorporate scope of practice considerations as part of ethical practice
	<b>2.3</b>	Evaluate responsibilities to workers, clients and the broader community
	<b>2.4</b>	Model ethical behaviour in own work
<b>3. Develop and communicate policies and procedures</b>	<b>3.1</b>	Clearly articulate and document policies and procedures to support legal and ethical practice in readily accessible formats
	<b>3.2</b>	Integrate documentation and record keeping requirements into policies and procedures
	<b>3.3</b>	Ensure systems protect client information
	<b>3.4</b>	Nominate the roles and responsibilities of different people in meeting requirements where multiple people are involved
	<b>3.5</b>	Distribute policies, procedures and legal information to colleagues and peers in a timely fashion
<b>4. Monitor compliance</b>	<b>4.1</b>	Evaluate work practices for non-compliance on an ongoing basis, and implement modifications
	<b>4.2</b>	Maintain and update required accreditations or certifications
	<b>4.3</b>	Refer issues or breaches of ethical or legal practice to relevant people
<b>5. Maintain knowledge of compliance requirements</b>	<b>5.1</b>	Identify and use opportunities to maintain knowledge of current and emerging legal requirements and ethical issues
	<b>5.2</b>	Share updated knowledge and information with peers and colleagues.
	<b>5.3</b>	Pro-actively engage in process of review and improvement

**Content**

<b>Week</b>	<b>Content</b>	<b>Core Learning Activities</b>	<b>Supportive Learning Activities</b>
<b>1</b>	Overview of Legal and Ethical Considerations	PowerPoint Presentation	Essentials of Law, Ethics and Professional Issues for CAM (eBook)
<b>2</b>	Professional Practice Part 1	PowerPoint Presentation	Massage and Myotherapy Australia – Code of Ethics, Standards and National Code of Conduct
<b>3</b>	Professional Practice Part 2	PowerPoint Presentation	Massage and Myotherapy Australia – Code of Ethics, Standards and National Code of Conduct
<b>4</b>	Written Communication	PowerPoint Presentation	
<b>5</b>	Scope of Practice, Consent & Confidentiality	PowerPoint Presentation	Australian Human Rights Commission - Handouts
<b>6</b>	Defining Boundaries & Cultural Considerations	PowerPoint Presentation	Australian Human Rights Commission - Handouts
<b>7</b>	Ethics, Negligence & Malpractice	PowerPoint Presentation	Massage and Myotherapy Australia – Ethics Complaint Form
<b>8</b>	Policies and Procedures	PowerPoint Presentation	Massage and Myotherapy Australia – Complaints Process
<b>9</b>	Workplace Responsibilities	PowerPoint Presentation	
<b>10</b>	Manage Legal and Ethical Compliance	PowerPoint Presentation	

**Primary Learning Resources\***

<b>1</b>	PowerPoint Presentation
<b>2</b>	Essentials of Law, Ethics and Professional Issues for CAM (eBook)

\* Primary learning resources includes the practical texts from all pre-requisite units that students are expected to utilise in their clinical practicums.

### Supplementary Learning Resources

1	Massage and Myotherapy Australia – Code of Ethics, Standards and National Code of Conduct
2	Massage and Myotherapy Australia – Complaints Process
3	AAMT – Complaints in Massage Therapy
4	Massage and Myotherapy Australia – Disciplinary & Dispute Resolution
5	Massage and Myotherapy Australia – Draping Essentials
6	Massage and Myotherapy Australia – Member Bullying and Harassment
7	Massage and Myotherapy Australia – Ethics Complaint Form
8	Massage and Myotherapy Australia – Code of Ethics Report 2012-2015
9	Massage and Myotherapy Australia – Guide for the prevention and management of sexual misconduct
10	Australian Human Rights Commission - Handouts

### Assessment

Assessment for this unit of study is both formative and summative.

- *Formative* means that a student will receive feedback in a timely manner and apply this feedback in order to improve their learning throughout the duration of the study period.
- *Summative* means that the assessment item contributes to the overall assessment of required knowledge or / and skills or / and application of these in practice in order to demonstrate competency.

For this unit of study, please note the specific requirements for each assessment item and the required level of achievement expected in order to show satisfactory progress towards competency.

Vocational Education & Training (VET) students are required to pass all pieces of summative assessment. The Assessment Schedule (due dates) is to be followed and students are to adhere to these dates unless they have legitimate grounds for extension or deferral (see [Assessment Policy - VET](#)).

Students who fail a piece of assessment will be offered two reassessment opportunities and must complete this reassessment within the time frame given for that reassessment item.

Assessment Task	Required Skills & Knowledge	Assessment Schedule	Conditions
<b>Directed Learning Activities</b>	<i>CHCLEG003 Short Answer Assessment</i>	<i>Week 5</i>	<i>Satisfactory/Not Yet Satisfactory</i>

Assessment Task	Required Skills & Knowledge	Assessment Schedule	Conditions
<b>Directed Learning Activities</b>	<i>CHCLEG003 Case Study Assessment</i>	<i>Week 8</i>	<i>Satisfactory/Not Yet Satisfactory</i>
<b>Directed Learning Activities</b>	<i>CHCLEG003 Evaluating Legislative Compliance</i>	<i>Week 10</i>	<i>Satisfactory/Not Yet Satisfactory</i>

NOTE: On the satisfactory completion of all tasks listed above the learner will be deemed competent in each Unit of Competency. All assessments are underpinned by Endeavour's quality client service philosophy which embraces client safety and safe work practices. Endeavour uses the following underpinning criteria for all assessments:

<b>Attendance</b>	Students must have 100% attendance for all practicum sessions.
<b>Participation</b>	Students must demonstrate a high level of participation in all clinic activities including reception / administration duties and assessing & treating clients.
<b>Professionalism</b>	Students are required to wear the mandated College uniform, prepare for classes and act in a professional manner.
<b>Adherence to Code of Conduct</b>	Students are expected to adhere to the College's <u><i>Student Code of Conduct - VET</i></u> .