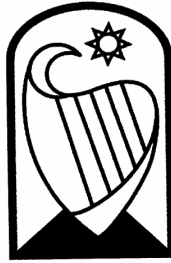


***Music for Healing & Transition  
Program, Inc.™***

An International Educational Certification Program  
For Musicians and Music Students  
Who Wish to Become  
***Certified Music Practitioners (CMP)®***

***Student Program Handbook***

Revision of August 2010



# ***The Music for Healing & Transition Program Inc.™***

*An International Educational Certification Program*

*For Musicians and Music Students*

*Who Wish to Become Certified Music Practitioners (CMP)®*

## ***Student Program Handbook***

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## **MISSION STATEMENT**

The Music for Healing & Transition Program (MHTP) trains and certifies musicians to provide live therapeutic music at the bedside to create a healing environment. We collaborate with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music in the healing process and the life/death transition.

## **VISION STATEMENT**

The Music for Healing & Transition Program (MHTP) leads and sets standards in training musicians in, and educating healthcare professionals and the public about, therapeutic music. A Certified Music Practitioner® serves in hospital, hospice and nursing home as an integral member of the healthcare team. Live therapeutic music is recognized as an essential service within the healthcare system.

## **PRINCIPLES OF THE STUDENTS, STAFF & GRADUATES OF MHTP**

- To approach our work in a caring manner, with the concept of service to each patient at the forefront of our intention.
- To approach our service and our study with responsible medical and musical principles in mind.
- To take advantage of continuing education and keep abreast of current research in the application of therapeutic music.
- To distinguish “healing” from “curing”.
- To respect the distinction between ourselves as Certified Music Practitioners (CMPs) and those who are licensed to do other therapeutic music work.
- To respect the roles and responsibilities of healthcare professionals and to work cooperatively with them as a healing team.
- To represent MHTP responsibly and accurately in all verbal and written interactions.

## **COMPETENCIES FOR CERTIFICATION**

- Demonstrate the ability to play or sing in tune, smoothly, with good tonality, appropriate expression and rhythm.
- Demonstrate the ability to improvise on the modes and chord progressions (if appropriate to the instrument).
- Demonstrate a basic understanding of music theory. Demonstrate willingness to comply with the MHTP Code of Ethics and Conduct and the MHTP Scope of Practice.
- Demonstrate collegiality by listening well and cooperating in class, following directions, participating in role-plays, and supporting other students.
- Demonstrate an understanding of healthcare protocol, etiquette, and confidentiality, as well as an ability to work harmoniously and unobtrusively with the healthcare team.
- Demonstrate an understanding of the MHTP philosophy of service.
- Demonstrate an understanding of the scientific basis of music as medicine.
- Demonstrate the ability to be centered, receptive, and open to information.
- Demonstrate an understanding of the importance of and regularly practice some form of self-care such as meditation, yoga, contemplation, journaling, Tai Chi, etc.

## **SCOPE OF PRACTICE OF THE CERTIFIED MUSIC PRACTITIONER®**

**Purpose:** To define the application of live therapeutic music to patients and/or residents of healthcare facilities or in-home care by a Certified Music Practitioner (CMP)®: or a student intern of MHTP.

The Music for Healing & Transition Program, Inc. trains and certifies musicians to provide live therapeutic music at the bedside to create a healing environment. We collaborate with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music in the healing process and the life/death transition.

The definitions listed below represent the Scope of Practice of a Certified Music Practitioner®.

### **1. Patient Interaction**

A CMP:

- A. Uses Unitative Listening or other suitable transpersonal process to be centered in oneself, open and receptive to the patient's physical, emotional and/or spiritual needs that may be supported with live therapeutic music.
- B. Approaches the patient from the stance of being of service, rather than as a performer.
- C. Assesses the patient and the patient's environment objectively and subjectively.
- D. Refrains from proselytizing religious or political beliefs through choice of music or speech during a therapeutic music session.
- E. Refrains from utilizing music or the musical instrument in a manner that solicits patient participation.
- F. Uses only simple statements for self-introduction, patient orientation to the therapeutic music session, and for obtaining the patient's permission when initiating the session and during the session.
- G. Refers patient needs to other members of the healthcare team when the needs are not within the Scope of Practice of a CMP.

### **2. Musical Proficiency**

A CMP:

- A. Plays or sings in tune, with good intonation, and appropriate musical expression and dynamics.
- B. Plays appropriate repertoire.
- C. Is able to improvise on modes, scales and chord progressions as appropriate to the instrument used and with appropriate transitions.
- D. Can extend and adapt musical pieces to differing rhythm, meter and tempo as required by the patient's condition in-the-moment.
- E. Has a basic understanding of music theory.
- F. Understands and uses silence as an integral part of each musical offering.

### **3. Ethical and Professional Behavior**

A CMP:

- A. Adheres to the MHTP Code of Ethics and Conduct.
- B. Practices within healthcare protocol, etiquette, and the facility's policies, structure and procedures.
- C. Demonstrates a responsible attitude about personal identification, documentation, scheduling, infection control, hospital equipment and privacy.
- D. Maintains patient rights, as well as confidentiality, within HIPAA rules.
- E. Works harmoniously and unobtrusively with the healthcare team.
- F. Obtains referrals following appropriate protocols.
- G. Responds appropriately to public inquiries about the profession of Certified Music Practitioner® and therapeutic musicianship.
- H. Conducts information-sharing sessions (in-services, etc.) providing accurate and appropriate information about, and within the scope of, therapeutic music, while always respecting the intellectual property rights of MHTP.

- I. Assesses one's own behavior and performance in the light of professional and ethical standards.
  - J. Regularly practices a form of self care which fosters self-development and self-understanding, and provides a method to relieve the emotional and physical stresses of working in a therapeutic environment.
  - K. Strengthens practice as a Certified Music Practitioner® through continuing education as strongly encouraged by MHTP.
4. Education:
- A. Courses of study include but are not limited to: understanding the basics of healthcare and terminology, clinical protocols, hospital etiquette, deepening perceptual awareness, physics of sound, fundamentals of music theory, the effects of sound and music on human physiology, understanding palliative and curative care and music presentation.
  - B. Having met the course requirements for graduation, CMPs are strongly encouraged to remain current on research and new developments in the field of therapeutic music. Forty continuing education credits every 4 years are recommended and acknowledged on the MHTP website CMP listing.

#### **Public Protection Mechanism and Disclaimer**

Any person representing him or herself as a Certified Music Practitioner® shall practice within the MHTP Scope of Practice as defined above and adhere to the MHTP Code of Ethics and Conduct. Any complaints made by the public against the CMP should be brought to the attention of the MHTP Board of Directors for investigation and possible disciplinary action.

Any person representing him or herself as a Certified Music Practitioner® must hold the credential awarded by MHTP, an international educational certification Program which is accredited through the National Standards Board for Therapeutic Musicians.

#### **SOME FREQUENTLY ASKED QUESTIONS**

##### ***How does MHTP define healing?***

MHTP defines healing as the restoration, realization, and/or maintenance of physical, mental, emotional, and/or spiritual wholeness. MHTP makes a distinction between "healing" and "curing," with no claims to cure illness with music, even though research indicates that music is useful in a healing environment.

##### ***What patients do MHTP students and graduates serve?***

MHTP students and graduates serve the critically, chronically, and temporarily ill, elderly, children, birthing mothers, the dying, and any others who may benefit. Patients are of all ages and are found in any clinical care, hospice, or home care setting.

##### ***Who is accepted to study in the MHTP?***

MHTP accepts amateur and professional musicians who are serious about learning how to provide live therapeutic music as a service. Voice and many melodic acoustic instruments are appropriate in MHTP at the discretion of the Registrar and/or other appropriate staff.

Since MHTP is a professional training organization, and since effectively working one-on-one with ill, dying, and other persons requires life experience and maturity, MHTP considers only applicants who are 18 years or older for participation in the Program.

For students to gain the highest benefit from classes and to be able to participate fully in them, MHTP requires that all students be able to properly tune, and keep in tune, their instrument, and to be able to play smoothly, rhythmically, and expressively before attending their first Module. Vocalists must be able to sing songs that demonstrate melody and rhythm. Simple toning is not sufficient. Due to the nature of this profession, not all people are suited for work as CMPs. MHTP reserves the right to make this assessment at any point during the student's course of study. Candidates are screened by the staff for appropriate musical and interpersonal skills during their course of study and prior to graduation.

##### ***What is the Program Grievance Policy?***

Students may express concerns and request clarification of MHTP policies and procedures from their Advisor at any time. During classes, an Area Coordinator and teachers are available to answer student questions and concerns. If a student does not feel that his/her concerns have been satisfactorily addressed by his/her advisor, a teacher or the Area Coordinator, the student

may then address the concern to the Advisor Administrator, or nrxt, the Executive Director. MHTP expects a student to comply with the policies and procedures set forth in this Student Program Handbook. Non-compliance may be cause for dismissal from the Program.

***How long does it take to complete the Program?***

MHTP prefers that the Program be completed in two years and requires that it be completed within three years after taking the first Module. A student unable to complete Program requirements within this time-frame may request a maximum of two 6-month extensions. The student must pay \$100 to his/her Advisor for each 6-month extension requested. If the Program is not completed with two requested extensions, the student will be required to re-apply to the Program and meet any new requirements.

***How much repertoire must each graduate have?***

A student must develop a repertoire of approximately 90 minutes appropriate for all patient conditions, as presented in the MHTP curriculum, in order to graduate. Improvisation is acceptable as an important part of a CMP's repertoire and skills. MHTP does not require specific prescriptive music, but does instruct students as to what is considered appropriate music for their style and level of skill.

***How exactly does music influence healing?***

Answers to this question are still being explored, but studies have shown that the use of music can lower blood pressure and respiration rates and affect basal metabolism. Music can increase production of endorphins, which reduces the perception of pain. Salivary immunoglobulin, which speeds healing, may also be increased. Music may reduce infection, can affect heart rate, and may aid digestion and reduce stress. Music is also becoming a part of drug and alcohol detoxification therapy. It is used with Alzheimer's and comatose patients and as an aid for those with learning disabilities.

***Can I make playing therapeutic music my career?***

CMPs find jobs or create practices of their own. CMPs are employed in a variety of healthcare settings such as hospitals, nursing homes, and residential and in-home hospices. A CMP works independently and MHTP does not control his/her job or income.

***Is MHTP religiously oriented?***

MHTP recognizes and supports religious and spiritual freedom. MHTP does not discriminate on the basis of religion, ethnic heritage, race, age, sex, or sexual orientation. MHTP's educational program addresses and fosters respect for religious and cultural differences among students and patients. The organization does recognize and support the fact that many students and patients consider music to be a spiritual experience, and that spirituality is often a component of healing. MHTP also recognizes and supports those who do not make spiritual connections with music. In order to be certified as a CMP, a graduate of MHTP must agree to refrain from proselytizing religious beliefs through choice of music or speech during a therapeutic music session.

***How much does the Program cost?***

Tuition is \$420 each for Modules 1 through 4 and \$525 for Module 5, plus a \$10 materials fee per Module. Modules 1 through 4 are each 15 hours of instruction, and Module 5 is 20 hours, for a total of 80 hours. With the one-time non-refundable registration fee of \$25, \$150 Administrative and Advisor Fee that accompanies the Student Application, and materials fee for each Module, the total MHTP instructional cost is \$2430. Not included in this cost are optional private music lessons, books on the required reading list, and additional meetings with the Advisor that may be scheduled at the option of the student. Some scholarship funds are available after a student is accepted and has paid and successfully completed one Module, and there are four different tuition payment plans to choose from, with payment of the entire tuition in advance reducing the cost.

***Upon completing the Program, are graduates called music therapists?***

The Music for Healing & Transition Program does **not** lead to a degree in music therapy. Our graduates **may not** call themselves music therapists, harp therapists, or any other title used by programs from which they have not graduated. The title of a graduate of MHTP is Certified Music Practitioner (CMP)<sup>®</sup>.

***Does MHTP require Continuing Education to maintain Certification?***

The MHTP Board of Directors has developed a flexible policy on Continuing Education for graduates. CMPs are encouraged to remain current on research and new developments in the

use of therapeutic music. Forty continuing education units (CEUs) every 4 years are required for recognition of compliance.

## **BECOMING AN MHTP STUDENT**

To apply to the Program, please submit the following as a single packet to:

Application Registrar, 632 Ringgold St., Peekskill, NY 10566. Email: harpy9@optonline.net

- A Student Application form, which may be obtained either from the MHTP website [www.mhtp.org](http://www.mhtp.org) (the website also contains the most current registration information and class schedules) or by contacting the MHTP Central Office ([mhtp@mhtp.org](mailto:mhtp@mhtp.org)) or a local Area Coordinator.
- Two reference letters describing your personal qualities and musical abilities. These should come, for example, from a supervisor, music teacher, or clergy person. They may be emailed or postal-mailed directly by the writers to the Application Registrar.
- A one-time fee of \$175, which includes a non-refundable registration fee of \$25, and Administrative and Advisor Fee of \$150.
- The Statement of Agreement with the applicant's signature (see final page of the Application).

When the Application Registrar receives the entire Application packet (Student Application, application fee, and two letters of reference) the information will be carefully reviewed and assessed.

If accepted, the student will be sent a welcome packet and a tuition payment agreement, and will be assigned an Advisor. The student must return the tuition payment agreement to the MHTP Central Office within 10 days. That address is: PO Box 127, Hillsdale, NY 12529 Fax: 518-325-3089.

## **MODULE REGISTRATION**

MHTP strongly recommends that students begin study with Module 1, and take all Modules in order. Occasionally students may enter at Modules 2, 3, or 4, at the discretion of the Application Registrar. Modules 1 through 4 **must all** be completed before taking Module 5. A student must register for each Module at least one month in advance of the Module date by sending a Module Registration Form to the MHTP Central Office. There is a \$30 late fee for registrations and tuition payments mailed after the one month cut-off, except for first-time registrations.

## **OTHER MODULE CONSIDERATIONS**

- Being a Certified Music Practitioner is joyful, challenging, serious, and inspiring work for which the best preparation is imperative.
- Students **must** bring an instrument, music stand, and sheet music (if sheet music is needed) to each class and should be prepared to sing or play at least four selections from their repertoire.
- Students must play any instrument that they wish to be certified in during at least one Module for teacher assessment.
- By their third Module, students must have decided upon all instrument(s) in which they wish to be certified. Students wishing to be certified in multiple instruments must receive approval for *each* instrument from their Module 5 teacher.
- Students must attend the entire Module to receive credit. They should not plan to arrive late or leave early for any Module. If this is unavoidable, they should consider taking the Module in a different area or waiting until it is offered another time.
- Each class in the Program covers a separate topic. Medical classes focus on medical subjects, and music classes focus on music subjects. However, classes are integrated and music is woven into all. It is important to complete the entire course of study to gain a perspective on the entirety of Music Practitionership.
- Course titles, schedules, hours, and tuition are subject to occasional updating.
- After registering for a Module, the student will receive information from the Area Coordinator as to class hours, directions to the Module site, what to bring, housing, and other pertinent information.

## **MHTP MODULE OVERVIEWS**

### **Module 1**

#### **Patient Assessment for Live Therapeutic Music**

The CMP must be able to choose appropriate music based on a patient's condition and environment. Additionally, a CMP must be flexible enough to change the music according to a patient's immediate needs and response to the music. Instruction, discussion, demonstration, and practice are given for matching conditions of patients to suggested types of therapeutic music, as well as processes that develop the student's intuitive and objective assessment abilities. Students are expected to participate fully in class exercises.

#### **Injury Prevention for Music Practitioners**

Because the prolonged playing of musical instruments and singing can lead to chronic physical discomfort and injury, this class is designed to educate the musician in the pitfalls of poor posture and stressful uses of voices and instruments. It includes explanation, demonstration, and experiential learning of neutral posture and relaxation techniques to prevent potential problems.

### **Module 2**

#### **Music as a Language**

Students will learn the language of music as it applies to being a CMP, while delving into music theory, improvisation, composition, memorization, and experiential playing. When the "moving" language of music is fundamentally understood, appropriate uses of music may be applied to meet the immediate needs of a patient. By breaking down the elements of music and realizing each element's power, each student learns to appreciate the simplicity of this work as a CMP. Students learn that music is a human birthright which naturally elicits responses in the human body.

### **Module 3**

#### **Paradigms of Healing**

This class is an exploration of the scope of practice, methods, and attitudes of both alternative/complementary and conventional medical practices that CMPs are likely to encounter as they interact with their patients and healthcare professionals. Students will understand how practice as a therapeutic musician fits into the wide spectrum of the healing arts, and the unique contribution CMPs make in conventional medical settings.

#### **Music, Sound and Healing**

This class is the exploration and experience of the basic physics of sound and music, its effect upon the human body, and multi-cultural approaches to the use of music for healing the human being. Students will learn the uses of music as a healing art through the ages; review the basic elements of music, and how these elements can be used for healing body, mind, spirit, and soul. Students will learn how to understand and how to find current music research to form a logical and persuasive justification for this work. With this background, the student can confidently approach the community to provide service as a CMP.

### **Module 4**

#### **Etiquette & Internship**

The focus of this class is planning for internship, doing patient assessments, and learning about clinical protocol and expectations by caregivers, patients, and their loved ones. The class includes role-playing by all students using instruments and voices, with debriefing afterwards. Students will explore rules of conduct via role-playing in clinical situations in which CMPs will be singing and playing live music at the bedside. The class presents key methods for introducing and maintaining a therapeutic session and addresses the decision as to what music should be sung or played first for a patient.

#### **Profession of Music Practitioner**

The student will learn where the CMP fits into the healthcare community and in the hierarchy of other clinicians and healthcare workers. The student will learn what defines a CMP, and how to go about starting one's own practice including promotional strategies and sample documents to use in obtaining paid work as a CMP. Students will learn how to address the practical aspects of CMP work: setting fees, creating networks, approaching institutions, giving presentations,

marketing, and more.

## **Module 5**

**Note:** Modules 1 through 4 **must** be completed before taking Module 5.

### **Alterations in Health**

This class is an introduction to major diseases and injuries, symptoms, and treatments, as well as commonly used medications and how they affect the body, mind, behavior, and awareness of a patient. This knowledge helps the CMP understand a patient's response to therapeutic music. It also helps with the selection of appropriate therapeutic music for an individual patient, and is directly related to the Patient Assessment for Live Therapeutic Music class in Module 1.

### **Care of the Dying**

This class explores palliative care issues, including expectations of the dying, survivors, and medical staff. An important part of this class is discussion of the issues CMPs might have with care of the dying. This includes grief, signs and symptoms of approaching death, gifts the dying may bring, and coping with stress, loss, and death. Students will learn about hospital policies, advanced care directives (e.g., living wills), Do Not Resuscitate (DNR) orders, ethics, legal documents, insurance issues, patient privileges, and issues for healthcare choices. This will help the CMP understand end-of-life choices made by patients and their families. Appropriate therapeutic music repertoire will be reviewed.

### **Clinical Practicum**

This is an introduction to, and experience of, clinical work in a nursing home, hospice, or hospital. Students will be oriented to clinical work in a healthcare facility, learn about infection-control, safety and confidentiality policy and requirements as part of the healthcare team, and will sing or play for patients in a clinical setting under supervision of their instructor, Area Coordinator, and/or an experienced CMP. There will be opportunities for post-clinical discussion and evaluation.

## **OTHER REQUIREMENTS FOR GRADUATION**

### **Self-Nurturing**

MHTP students are required to practice daily some form of self-nurturing, such as meditation, guided imagery, journaling, contemplation, exercise such as walking, running, Tai Chi, yoga, aerobics, or whatever best suits each individual. This requirement is for stress management, self-discovery, and the well-being that is essential in effective healing work. The student's Advisor may be able to recommend self-nurturing programs to help fulfill this requirement.

### **Music Lessons**

If the student is not yet musically ready to play or sing for patients, lessons with a teacher are required. This decision may be made by the staff of MHTP, during the student's course of study. If the student is uncertain as to whether or not lessons are needed, his/her Advisor and MHTP staff will assist in making that decision. A student is responsible for his/her own lessons.

### **Required Module Pre-work**

Before taking Module 2: The workbook *Alfred's Essentials of Music Theory*, by Andrew Surmani, Karen Farnum Surmani and Morton Manus (ISBN # 0882848976) is required.

### **Required Reading**

Students should choose two books from selections listed below for each of the five Modules. (Note that for Modules 2 and 3, one of the two books is required. The student should read that book, plus one other from that Module's list.) The two books must be read before each Module. A 300-word review of each book must be sent by mail or email to the student's Advisor. In the review the student might discuss what was learned from the book. Was it exciting, enlightening, inspiring? What was useful (or not)? Would the student recommend it to other readers? MHTP strongly encourages students to complete the book reviews before each Module to enhance class participation.

## **MODULE 1**

*Making Music for the Joy of It* by Stephanie Judy  
*You are Your Instrument* by Julie Lyon Lieberman  
*A Soprano on Her Head* by Eloise Ristad  
*Effortless Mastery* by Kenny Warner

## **MODULE 2**

*The Power of Sound* by Joshua Leeds (required book)  
*The Mozart Effect* by Don Campbell  
*Free Play: Improvisation in Life and Art* by Stephen Nachmanovitch  
*The Musical Life* by W.A. Mathieu

## **MODULE 3**

*The Relaxation Response* by Herbert Benson – 2000 updated version (required book)  
*Quantum Healing* by Deepak Chopra  
*Molecules of Emotion* by Candace Pert  
*Music is Healing* by Dr. Frances le Roux  
*The Field* by Lynn McTaggart

## **MODULE 4**

*Body, Mind and Music* by Laurie Riley  
*Music, the Brain and Ecstasy* by Robert Jourdain  
*How Can I Help?* by Ram Dass and Paul Gorman  
*Taking the Hell out of Healthcare* by Nicholas Jacobs

## **MODULE 5**

*Who Dies?* by Stephen and Ondrea Levine  
*Final Gifts* by Maggie Callahan  
*The Needs of the Dying* by David Kessler  
*The Grace In Dying* by Kathleen Dowling Singh

The student's Advisor or Area Coordinator may have the books available to lend; however, MHTP recommends purchasing them for reference. Most of the books can be ordered from [www.amazon.com](http://www.amazon.com) and are available in less expensive, used editions. They may be available from your library as well. Some books may be available as books-on-tape/CD.

### **Module Exam**

This is a written exam that covers information from all the Modules and is mandatory for graduation. It is taken immediately upon completion of all Modules and before beginning the internship. When the student has completed all Modules, the student informs his/her Advisor. The Advisor reviews the student's Module evaluation forms and ensures that the student has satisfactorily completed all Module requirements. The Advisor Administrator then mails or emails the exam to the student, who returns the completed exam to the Advisor Administrator. After reviewing the exam, the Advisor Administrator sends it to the student's Advisor. The student must make needed corrections before beginning their internship.

### **Clinical Internship**

Students are required to complete all five Modules, submit all ten book reviews, submit a Repertoire List, and successfully complete the Module Exam *before beginning* their clinical internship. The Advisor and Module 5 Practicum supervisor will determine if the student's musical skills are adequate for internship. The MHTP Clinical Internship is an unpaid, independent study that must meet all of the required parameters described in this Handbook and taught in the MHTP Module 4 Curriculum. Students must have a pre-internship interview with their Advisor to assess their readiness for internship.

- For graduation, 45 hours of clinical experience in a medical facility playing/singing for patients at the bedside are required. At least twenty hours of internship must be completed in a hospital.
- MHTP students are provided with an Internship Packet in Module 4. This packet contains a copy of various forms needed by an intern and materials to be presented to healthcare facility personnel where the student is interning.
- MHTP Patient Logs are to be kept by the student. Copies of the logs, in batches of 10, are to be submitted in a timely manner to his/her Advisor during the course of their internship. The Advisor must assess the first 10 logs and advise the student before he or she may proceed in the internship. Failure to submit logs appropriately may result in rejected internship hours. Students should read Patient Log instructions carefully so that each log is completed

appropriately. One Patient Log is completed for each session with each patient. Students may not use more than 3 visits to one patient toward internship hours unless given special permission by their Advisor.

- Upon completion of the internship, a form will be filled out by the intern's On-site Liaison and sent to the Advisor Administrator to assess the intern's performance at the facility.
- Responsibilities of students to internship sites:
  - The student should act in a responsible and professional manner, such as arriving on time, being prepared, and interacting well with the staff.
  - The student should display the ability to be compassionate and caring with patients and families.
  - The student should adhere to all policies and procedures of the facility.
  - The student must adhere to the MHTP Code of Ethics and Conduct and Scope of Practice.

### **Repertoire List**

- This list should be organized according to the patient conditions and therapeutic music types taught in the MHTP Modules.
- At least 90 minutes of playing time must be learned and practiced regularly for the patient conditions.
- This list may include music that has been lengthened through repetition or improvisation. Some overlap may occur from one type of music to another. At least one patient condition may be chosen as the student's area of specialty.
- The list must be sent to their Advisor after the completion of all Modules, and the Advisor will assess it before the student's internship is begun.

### **Graduation Recording**

- This recording is a CD, about 30 minutes long (but no longer), of good sound quality, with the music clearly discernible.
- The recording should demonstrate the student's ability and understanding of therapeutic music as taught in MHTP Modules, rather than the extent of the student's repertoire. It should be expressive, with suitable dynamics, but does not have to be mistake-free.
- The recording should include music of all patient conditions equally.
- Improvisation may be used as long as understanding and ability are demonstrated in each of the patient conditions.
- The recording should be labeled with the student's name and the student should include a list of its contents, including each patient condition and titles of pieces in each patient condition.
- The recording should be sent to the student's Advisor **after** completion of the internship. The Advisor will approve the recording or discuss with the student any changes that may be needed.
- Students must demonstrate proficiency in **all** instruments in which they wish to be certified by including these instruments on the Graduation Recording. These instruments must also have been assessed by a teacher during a Module.

### **Final Summary Report**

- This is a one-page report summarizing the student's experiences with MHTP.
- This report should contain what has been learned; a description of self-nurturing practices, and any constructive criticism or feedback the student might have for improving the Program.
- The Final Summary Report should be submitted to the Advisor and a copy sent to the MHTP Central Office.

### **Final Approval & Certification**

- When the student has completed all Modules, internship hours and logs, On-site Liaison Report(s), book reviews, graduation recording, repertoire list, Module Exam, Final Summary Report, and has received a favorable evaluation interview report from his/her Advisor, the Graduation Committee will advise the Board to issue the Music Practitioner Certificate.

- This certificate indicates to healthcare professionals that the student has the clinical and musical knowledge necessary to do CMP work effectively and appropriately.
- MHTP certification is restricted to the instrument or instruments used during the Module training, clinical practicum and clinical internship. The student will receive a CMP pin, certificate, and a packet of information from the Graduate Administrator.

### **THE MHTP ADVISOR PROGRAM**

The Advisor Program provides each student with professional guidance throughout his/her training. An Advisor guides a student through the Program, and ensures that the student completes all certification/graduation requirements in a timely fashion.

The Advisor Administrator assigns each student an Advisor after the Student Application and registration fee have been received by the Application Registrar. Advisors are qualified CMPs who work with the Advisor Administrator and with Area Coordinators and teachers of MHTP Modules.

#### **Responsibilities of the Advisor to the Student**

The registration fee submitted with the Student Application pays for the Advisor's initial consultation and guidance throughout the student's study. If additional meetings are needed, the cost is \$30 per hour, to be paid by the student directly to his/her Advisor. A student's Advisor:

- Holds an initial consultation with the student by phone and reviews the Student Application.
- Helps the student create and define his/her goals for completing the Program in a reasonable length of time and reviews student's learning plan.
- Provides guidance, through conversations/email/postal mail, so that the student understands proper procedures for registering for classes, etc.
- Monitors the student's progress as all Modules are completed.
- Reads and evaluates the student's book reviews.
- Notifies the Advisor Administrator when the student has completed all five Modules, and is therefore is ready to receive the Module Exam from the Advisor Administrator.
- Guides the student throughout his/her internship, provides advice and support as needed, and reviews the student's Patient Logs.
- Makes the initial assessment of the student's musical ability with advice from MHTP teachers who observe the student's playing and/or singing during Module training, and recommends additional musical study if necessary.
- Assesses the student's Graduation Recording and Repertoire List.
- Reviews all student materials.
- Informs the Graduation Committee that the student is ready for graduation upon completion of all requirements.
- Advises the student of his/her graduation from the Program.

#### **Responsibilities of the Student to the Advisor**

The student:

- Answers emails/letters/ phone calls from the Advisor in a timely fashion.
- Accepts direction from the Advisor in a respectful manner.
- Notifies the Advisor of the date and location of each completed Module.
- Sends copies of all book reviews to the Advisor prior to beginning the Module for which the reading is required.
- Sends their Repertoire List to the Advisor prior to beginning the internship.
- Sends the first 10 Patient Logs to the Advisor, pausing in the Internship until those first Logs are assessed by the Advisor.
- Sends subsequent completed Patient Logs in groups of 10 to the Advisor as internship progresses in a timely manner.
- Sends the Graduation Recording to the Advisor.
- Sends the Final Summary Report to the Advisor and a copy to the MHTP Central Office.
- Sends the completed MHTP Intern Completion of first 20 hours of Internship form to the

- Advisor at the appropriate time.
- Notifies the Advisor 30 days in advance of intended completion of all requirements.
- Keeps the assessment sheet to track his/her progress through all MHTP course work and requirements.
- Corrects the Module Exam as recommended by the Advisor.
- Notifies the Advisor in writing if the student chooses to withdraw from the Program.

### **WHAT THE STUDENT CAN EXPECT FROM MHTP**

The end result of completed study in this Program is empowerment in the use of each student's innate ability to create a therapeutic musical link with ailing patients, and education in the necessary skills to work responsibly and effectively in clinical settings. The necessary skills in which a student will be educated include:

- Ability to develop appropriate therapeutic music from his/her own repertoire.
- Ability to distinguish and play appropriate therapeutic music for patient conditions.
- Understanding of self-care and its importance in healing work.
- Preparedness in assessing patient and family needs.
- Preparedness in working with other disciplines in the healthcare arena.
- Basic knowledge of sound and music as they apply to healing therapies.
- Using applicable methodologies to begin/maintain therapeutic music sessions.
- Familiarity with curative and palliative care environments, medical conditions, and issues.
- Familiarity with integrative/comfort care healing modalities.
- Training and preparation to assist the student in locating and securing work as a Music Practitioner.

These are the results of quality instruction with specially certified teachers using a comprehensive curriculum and bedside training, combined with appropriate musical skills and acknowledgment of the student's previous applicable education and experiences.

MHTP staff continually assesses the student's progress throughout the Program. If, at any time, MHTP staff has concerns about a student's musical ability, Module training, or interpersonal skills, the staff will communicate those concerns, which may include an Advisory Notice, and recommend corrective action to the student.

### **WHAT MHTP EXPECTS FROM THE STUDENT**

MHTP expects dedication and integrity of each student, expressed through:

- Development of the student's own learning plan (what class dates the student will attend, a timeline for reading and book reviews, a plan for approaching internship and completing it, and so on, according to all requirements in this Handbook).
- Development of appropriate musical skills, either through music lessons with a teacher of the student's choice, or with an MHTP-approved music teacher, as well as from MHTP classes.
- Willingness to be supportive of fellow Music Practitioners.
- Attendance of all class hours, fully prepared (required reading and pre-work completed, music prepared, etc.).
- Active, respectful and appropriate participation in group discussion, role-plays, and musical sharing during Module training.
- Communication of the student's own needs and concerns.
- Adherence to the policies and procedures in this Handbook.
- Recognition that what the student gets out of the Program is directly proportional to what he/she puts into it, and that achievement comes from within the student.
- Recognition and respect for the intellectual property of MHTP.

MHTP encourages a flow of communication among students, graduates, and staff. MHTP expects all communication to be free of offensive material and to be focused on topics regarding

the Program and therapeutic music. Communications of a personal nature should be agreed upon between the sender and the receiver. MHTP forbids use of our communication systems for personal gain or promotion.

### **STUDENT NON-COMPLIANCE WITH MHTP POLICIES & PROCEDURES**

MHTP expects its students to be familiar with the policies and procedures in this Handbook, and to comply with them. Advisory Notices may be issued to students by the Advisor Administrator or a teacher when non-compliance becomes an issue. Some examples of non-compliance are: non-communication with their Advisor, non-completion of book reviews in a timely manner, not following the internship guidelines (see internship section of this Handbook and curriculum materials), or inappropriate conduct during class. Repeated Advisory Notices may lead to a Disciplinary Notice and possible expulsion from the Program.

### **THE MHTP CODE OF ETHICS AND CONDUCT**

As a student or graduate of the Music for Healing & Transition Program, Inc. I agree to conduct myself in accordance with the following principles:

- I will conduct live therapeutic music sessions consistent with the process and curriculum as developed and taught by the Music for Healing & Transition Program, Inc.
- I will perform my work as a Certified Music Practitioner with integrity, always keeping the interest of the patient I am serving as my priority.
- I will obtain the patient's and/or family/caregiver's permission for a therapeutic music session or obtain permission from facility staff members.
- I will respect the patient's rights and dignity, providing therapeutic music based upon each patient's unique needs and with respect for individual patient differences.
- I will keep my interactions with people non-exploitive and will not discriminate against any patient based-on their nationality, race, creed, color, age, gender, sexual orientation, or status.
- I will work harmoniously with nurses, physicians, and other members of the patient's healthcare team and staff in those facilities where I serve.
- I will hold all information shared during a therapeutic music session as confidential and uphold all HIPAA requirements. I will refrain from incorporating other healing modalities into my therapeutic music sessions unless I have the qualifications to do so and unless I have the patient's and/or the family's/caregiver's permission.
- I will refrain from proselytizing my religious beliefs through choice of music or speech during a therapeutic music session.
- I will refrain from discussing my personal problems or issues with those seeking my professional services.
- I will strengthen my abilities as a Certified Music Practitioner® through continuing practice, education, and mentoring from my peers.
- I will be supportive of fellow Certified Music Practitioners®.
- I will not infringe upon the intellectual property of MHTP™ and will not inappropriately use any copyrighted materials from the MHTP™ curriculum, nor will I teach MHTP™ copyrighted materials to others. |