

## **Reiki Federation Ireland Teaching Guidelines for Reiki Practitioner Module**

Agreed by members present at RFI EGM September 2007, EGM February 2008 and AGM 20th April 2013

### **The complete module for Reiki Practitioner would include**

- Reiki Level One
- Reiki Level Two
- Reiki Practitioner Training
- Duty of Client Care
- Professional Conduct
- Clinical Practice
- Membership of Professional Body
- Continued Professional Development
- The Importance and Practice of Self-Care
- A minimum of 14 hours supervised training by a Reiki teacher is necessary for this module
- Case Studies (minimum 16 hours hands-on healing plus 4 hours recording)
- A minimum of two follow up meetings (minimum 2 hours) specific to the Reiki Practitioner Module is necessary between 3 weeks and 6 months, to include questions and answers, opportunity for the group to share experiences, the giving and receiving of Reiki \*
- Course manual to be given
- Reiki Practitioner Certificate to be given on successful completion of the course. Information on the Reiki Certificate for Reiki Practitioner Level to Read: This certifies that (Name: eg. Jane Doe) has received the necessary practice, theory and case studies to complete Reiki Practitioner Level.

\* **Note:** some Teachers may teach the Reiki Practitioner Module through a Mentoring system, where Teachers teach and mentor Students on a one to one basis or in a group class basis over a period of time. Teachers must ensure that a minimum of 14 hours supervised training + 2 x 2 hr follow up meetings (minimum 18 hours) is covered and Case Studies (minimum of 16 hours hands-on healing plus 4 hours recording) is complete.

### **Reiki Practitioner Training**

- Review of First Level Reiki
- Review of Second Level Reiki

#### **Application of Reiki to the following:**

- Duty of Client Care as outlined in Section 1
- Professional Conduct as outlined in Section 2
- Clinical Practice as outlined in Section 3
- Anatomy & Physiology as outlined in Section 4
- First Aid as outlined in Section 5
- Business Awareness as outlined in Section 6
- Membership of Professional Body as outlined in Section 7
- Continued Professional Development as outlined in Section 8
- The Importance and the Practice of Self-Care as outlined in Section 9
- Case Studies as outlined in Section 10
- Health & Safety & Fire Regulations as outlined in Section 11

The Reiki Practitioner course certifies the student as a Reiki practitioner. Basic First Aid, CPD Log Card, current malpractice insurance cert, Tax Returns and Health & Safety & Fire Regulations are the responsibility of the Reiki Practitioner.

## **Section 1      Duty of Client Care**

- Greeting and briefing the client
- Communication skills, client/practitioner interaction
- Boundaries
- Creating Client Consultation Forms
- Review Client Consultation Forms
- Client Record Keeping
- Consent to treatment - (to include gaining consent from legal guardian, consent age 16)
- Consent to treatment - (palliative care in hospital in special care)
- Explaining the treatment to client
- Helping onto and off the plinth
- Ensuring client's comfort - need to use supports, chest, head, knees etc.
- After treatment feedback and assessment
- Home care advice
- Referral procedure - GP
- Explaining the Holistic Approach
- Basic understanding of other complementary therapies - as detailed on the FICTA website [www.ficta.com](http://www.ficta.com)
- Client confidentiality. Confidentiality shall be respected while also complying with the law of the land
- Developing trust
- Health & Safety relative to client care (see Health & Safety module Section 11)

## **Section 2      Professional Conduct.**

- Code of Ethics and Conduct (See Code of Ethics and Code of Practice)
- Boundaries for the practitioner (See Code of Practice)
- Communication skills
- Confidentiality
- Working in harmony and respect with other Complementary Therapists and other Health Care Professionals (eg. Social Workers, Doctors, Palliative Care etc.)
- Respect for self, client, other Reiki practitioners, masters/teachers and Reiki
- Hygiene - personal, premises, plinth, equipment
- Professional appearance and conduct
- Never physically touching the genital and breast area
- The client remains clothed during treatment (see Code of Practice)
- Diagnosis - The Reiki practitioner must never diagnose
- The Reiki practitioner must never promise cures

## **Section 3      Clinical Practice.**

- Inform client of treatment procedure
- Client be informed of the cost and of the length of time of the Reiki treatment prior to the Reiki treatment
- Course of treatments based on individual clients needs
- Treatment considerations for babies, young children and elderly, pregnancy, serious illness
- Considerations working within the health care setting (see Appendix 1)
- Understanding of other holistic therapies and how they work - as detailed on the FICTA website [www.ficta.com](http://www.ficta.com)
- Referral procedure
- Full treatments given by each student: observed, supervised and discussed
- Introduction to Case Studies (see Case Studies Section 10)
- In order to practise Reiki professionally, Reiki practitioners must have successfully completed all the Reiki Practitioners Modules
- Non discrimination
- Non judgement
- Therapy room preparation to include: heating, lighting, atmosphere, security, free from outside disturbance that you can control, appropriate music, cleanliness
- Possible reactions: people may experience an emotional release, detoxification symptoms, increased need for sleep, relaxation
- Contraindications - The use of alcohol and/or mind altering substances is strictly forbidden when practising or teaching Reiki (see RFI Constitution)
- Special Recommendations - Practitioners reserve the right, at their discretion, to refuse Reiki to members of the general public for reasons of personal safety, including the abuse of alcohol and mind altering substances (see

RFI Constitution)

- While Reiki is not contra-indicated to any medication we advise that clients' medication may need to be reassessed by their GP as Reiki can enhance the clients' rate of recovery
- No other therapy may be practised as part of the treatment without client consent

## **Section 4 Anatomy & Physiology.**

Understanding of the structures being worked over and their function:

- The Cellular System
- The Skeletal System
- The Muscular System
- The Skin
- The Circulatory, Cardiovascular & Lymphatic Systems
- The Neurological System
- The Endocrine System and Chakras
- The Respiratory System
- The Digestive System
- The Urinary System
- The Reproductive System
- The Nervous System

## **Section 5 Basic First Aid**

(Provided by Basic First Aid Providers, See RFI Website for suggested providers)

- Contents of First Aid Box
- Teaching on how to deal with First Aid emergencies in professional practice
- Necessity for an accident book.
- Correct first aid procedures for the following:
  - Fainting
  - Burns/scalds
  - Epileptic fit
  - Bleeding
  - Hysteria
  - Heart attack
  - Unconsciousness
  - Ankle sprains and strains
  - Asthma attack
  - Diabetic coma
  - Nose bleed
  - Insect sting
  - Hyperventilation
  - Migraine
  - Dizziness
  - Recovery position
  - Knowing how to call for medical assistance
  - CPR
  - Gun shot wounds
- Suggested providers of First Aid Courses: Order of Malta, St. John's Ambulance, Red Cross

## **Section 6 Business Awareness**

- Comply with all relevant National, EU legislation and Directives as applicable, including but not limited to local authority bye-laws (see RFI Constitution)
- Practitioner and public liability insurance
- Registering and establishing a business
- Types of Business - Sole Trader, Partnership, Limited Company - seek legal advice
- Home visits
- Tax Returns

- Accounts - including income, expenditure and VAT ( legal requirement keep records for 7 years)
- Bank Accounts
- VAT
- Marketing - Leaflets, Flyers, Health Shows, Interviews
- Advertising - Newspapers, Social Media, Radio, Talks, Leaflets, Mail Shots, Word of Mouth
- Contract of Employment - Terms & Conditions
- Costing & Pricing
- Scheduling appointments, telephone manner, customer service, taking money and lodging payments
- Communication skills, presentation skills, planning a talk
- Security - premises, confidential client records, equipment, stock, people
- Health & Safety & Fire Regulations

## **Section 7      Membership of Professional Body**

- Benefits (on RFI website)
- The importance of having Constitution, Code of Ethics and Grievance Procedure (see RFI Constitution)

## **Section 8   Continued Professional Development (CPD)**

Further training in professional development as a Reiki therapist

This may include:

- Further Reiki and Holistic Training
- Knowledge and awareness of research in the Reiki and complementary therapy field
- Reiki share groups or workshops
- RFI AGM's or events
- AGM's or events of relevant Professional Bodies
- Workshops, Talks, Health Fairs
- Reading, Books, Videos, Audiotapes, CD's, DVD's
- Further related educational training (computer skills, business skills, etc.)
- Avail of supervision made available by Reiki master teacher
- See RFI website for details of CPD scheme and CPD Log Card

## **Section 9      The Importance and the Practice of Self-Care**

- Reasons why Self-Care is important
- Self-Care and boundaries/protection
- The awareness and practice of Self-Care

## **Section 10      Case Studies**

- Complete RFI Reiki Client Consultation Form
- Review RFI Reiki Client Consultation Form
- Evaluating and reviewing the Reiki treatment programme
- Recording client's feedback and experience , detailing how the client felt during and after the treatment
- Results of treatment
- Details of how the therapist conducted the treatment
- Details of home care advice given to client
- Overall conclusion of each case should be recorded
- Reflective practice - students should reflect on their own professional practice and learning outcomes of each case study
- Case Studies: (minimum 16 hours hands-on healing plus 4 hours recording)
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## **Section 11 Health & Safety & Fire Regulations**

Abiding by Health & Safety & Fire Regulations is a legal requirement

- Fire prevention and Fire Regulations
- Types of fire fighting equipment required in the workplace
- Health & Safety Statement template (Contact RFI 087-9819366 re: same)
- Keep a record of any accidents even a cut finger

Health & Safety Legislation may be sourced from the following website: [www.irishstatutebook.ie](http://www.irishstatutebook.ie)

## **APPENDIX (1) of Reiki Practitioner Module.**

### **GUIDELINES FOR REIKI PRACTITIONERS WORKING IN A HOSPITAL SETTING**

This is a short guideline for Reiki practitioners working in a hospital setting to provide a Reiki treatment:

- Remember you are a guest in the facility.
- On arrival speak with the charge nurse on duty. Introduce yourself and state your purpose for being there.
- Check with the charge nurse on duty that there are no procedures scheduled that would conflict with your client receiving a Reiki treatment.
- Introduce yourself to your clients care nurse.
- On arrival to your clients room introduce yourself (if you are unknown).
- Allow any activities with the client to complete before you begin the Reiki treatment.
- Provide Privacy.
- Protect your client's confidentiality, especially if you are in a ward.
- Always comply with the directions from medical and hospital staff.
- Always remember that hospital activities and treatments for your client must come first as they are there for an acute process.
- When you are finished thank the client and nurse on duty.

The above guidelines are based on the belief that this is a scheduled Reiki treatment and all necessary permissions from physicians and hospital have been obtained.