

Why should you do the course *Professional Practice - Reiki Treatment Delivery & Practice Administration?*

So you've completed Reiki I and II, have enjoyed working on yourself and your family/friends, and probably pets too, and you're now wondering what you need to do to start your own professional practice. Or maybe you've been in professional practice for a while and you're unsure if you are actually meeting all your legal requirements for running your practice and dealing responsibly and ethically with your clients.

The introduction of the National Code of Conduct for Healthcare Workers means that there is an additional layer of legally binding responsibility now, on top of all the other things like record keeping, privacy and confidentiality, copyright law, the Health and Safety Act, Working with Children and more.

A simple way to ensure you are up to date and compliant, in both your client care and legal obligations, is to complete the Australian Reiki Connection Inc., the Association of Australian Reiki Professionals' endorsed course, *Professional Practice - Reiki Treatment Delivery & Practice Administration*. A group of you can opt for an in-person weekend intensive delivery (16+ hours, with pre-requisites - not scheduled at the moment while we determine where prospective students are based and how easily a group can be created), or you can undertake a distance education version of the course where you complete assignments and activities which are submitted electronically and assessed.

A blended or hybrid version of the course is available too, where students work together across a weekend, using Google Meet video conferencing for group discussion/activities, with some short sessions where you work on your own. We'll follow the same format as we would for an in-person intensive, including taking scheduled breaks. As long as you have reliable internet connection, and a webcam and microphone, you have everything you need. Some work will need to be completed as pre- and post-virtual intensive, but you will still complete everything significantly faster than self-paced via the portal.

The blended and online portal options are cost effective and provide you with practical skills and knowledge so that you meet the standards for professional practice required by insurance companies, professional associations, and of course, the legally binding obligations imposed by State and Federal Governments for Healthcare Workers. In addition, you will be guided on small business and clinic administrative skills, the various forms of State and Federal regulations that govern business activities, and have the opportunity to create materials that you will be able to use in your practice.

You will even learn how to set up your clinic or treatment space so that it is a welcoming and professional environment - a good place for you to work and for clients to visit.

There is much more to professional practice than simply getting a client up on the treatment table and getting hands on. This course addresses the missing, but required, skill elements.

Which Study Method is Right for You?

If you want to start immediately, you can choose from the online portal or blended delivery (Google Meet and online).

There are benefits to the online portal option...

- You complete your assignments and activities in your own time at the pace that is right for you.
- Course materials are provided in sections, and you complete each section before moving on to the next, building on the skills and knowledge acquired in the earlier sections.
- Submission of completed assignments and activities is easily done via e-mail.
- Your facilitator is available by e-mail, Google Meet, or phone to assist you - if you are unsure of anything you can always ask.
- Coursework can be slotted in around family and other work commitments.
- It is somewhat cheaper than face-to-face weekend intensives or blended delivery, and you can start at any time.
- If you find it easy to remain self-disciplined in order to complete tasks, this training method will suit you.

Doing the blended/hybrid version also has benefits...

- You will complete the course faster
- You'll still be able to work closely with others to complete much of the material (for some people, learning with others is pivotal to their motivation)
- You still cover all the same material - there is no compromise on content.

I'm Already a Professional Practitioner - why Should I do this Course?

- You will be sure you comply with relevant, current legislation that affects you as a Healthcare Worker.
- The course provides valuable on-going professional development.
- It helps you retain currency with your clinic and administrative skills.
- It is reassuring to clients to see that you have professional training in addition to your modality training.
- You receive excellent materials that you can refer to when needed.
- As you are already in a healthcare occupation, your fees for this course may be tax deductible.

How are the assessments handled?

Assessments involve written activities, documented practice sessions, demonstrations and so on. Distance students will need to submit some material using photographs and/or video, which can be uploaded to Dropbox or e-mailed. Virtual intensive students are assessed during observed practice sessions, and will also submit written responses to some assessment tasks.

You can re-do activities/receive assistance on anything you find difficult in order to ensure success - but most people find that the way the course material is presented, while thought-provoking, isn't difficult.

What topics are covered in the course?

Sue Lake-Harris facilitates the course, tailored to suit the practices acknowledged as genuine forms of Reiki by the Australian Reiki Connection Inc (ARC - a peak body for practitioners in Australia). Due to her background in course design and education, Sue was the author of the course which has already been used by a number of CARO member organisations, as well as by the Usui Reiki Network and ARC. In the process of developing the course, Sue consulted with long-standing professional practitioners and her colleagues.

Certificates of successful completion are not provided until all assignments are assessed and deemed as meeting the industry standard.

There are a number of course pre- and/or co-requisites...

20 full treatments to various people of at least 50 minutes duration, to be recorded in a log book and signed off by the recipients as being satisfactory. These should be completed before you submit Assignment 4 - about the half way point in terms of assignment submissions. Information on logbook formats is provided via the portal along with your course materials.

You must have completed Reiki I & II (or complete level II before you submit Assignment 4, and you must do at least 10 of your 20 logbook treatments using the second level).

You must hold a current Senior First Aid Certificate (incorporating Cardio Pulmonary Resuscitation or equivalent), or be able to provide proof that you have completed such training prior to the submission of your fourth assignment.

If you are already in a healthcare occupation, your fees for this course and first aid, may be tax deductible. Ask your accountant.

Module Outline

By the end of your course, you will have received resources on, and practical experience in, the following (*Items marked with an asterisk [*] are legal obligations*):

- How to start your practice, ensuring you comply with legal requirements at state and federal levels, including relevant Codes of Conduct*, Working with Children* checks etc.
- Pointers on administrative and book-keeping requirements*
- Setting up and furnishing your practice premises
- Taking a thorough case history*
- Maintaining client records and ensuring privacy and confidentiality*
- Obtaining informed consent*
- Communicating with your clients (being compassionate, objective, and realistic without getting personally involved)
- Treatment hygiene, for yourself and the client*
- Occupational/Workplace health and safety*
- Explaining Reiki and giving a first treatment session*
- Adapting treatment strategies to deal with client needs (dealing with advanced pregnancy etc)
- Dealing with healing crises/responses
- Scheduling subsequent sessions
- What to do if asked to liaise with other health professionals
- Post-treatment support - what is appropriate, and how much is too much
- How to deal with difficult clients
- When to refer a client elsewhere

Note: "Clients" may refer to animals as well as human beings should you intend to include animal treatment options within your practice.

How do I enrol?

E-mail is preferred - reiki@suelakeharris.com. Let Sue know if you are interested in the online portal distance education option, or a virtual intensive/blended delivery version.

Sue will provide the relevant course links and payment options. If you want to go on the waiting list for an in-person weekend, please lodge an expression of interest, your nearest major city, and Sue will contact you when dates are scheduled.

Payment options are easy, and can be handled via instalments or a single full payment. Direct deposit is preferred, but PayPal can be utilised for credit card payments.

Any additional questions are most welcome.

I thoroughly enjoyed the ***Professional Practice – Reiki Treatment Delivery and Practice Administration*** course conducted by [Sue Lake-Harris](#).

I chose the option of learning by correspondence which was particularly helpful for me and gave me time to think, not only about the answers, but how I would treat a variety of people with different issues.

This very comprehensive course covered Codes of Ethics and government regulations in starting a practice. As well, the information given for each assignment was very relevant to opening and maintaining a Reiki practice.

I would thoroughly recommend this course to anyone wishing to start their own Reiki practice, I found it very enjoyable and thought-provoking. Sue's feedback was very reassuring and positive.

Pam E., Sydney