

IPHM Guide for Creating Your Own Course Manuals

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GUIDE FOR CREATING YOUR OWN COURSE MANUALS

As part of the accreditation process for IPHM (International Practitioners of Holistic Medicine), we require all learning resources that you provide to your students. This enables us to assess the quality of learning provision and ensure that the knowledge covered in the course will sufficiently equip learners with a high standard of skill and understanding to offer treatments successfully and confidently to the public.

High-quality learning resources not only ensure students have access to the right materials to fulfil their learning objectives but also make the process easier for the trainer/academy and ensure a standardised, consistent delivery of the training experience for all learners.

This guide will help you ensure your course manuals meet our required standards when accrediting with IPHM.

Course Manual Structure

Course manuals should be used alongside a lesson plan for every course. They are excellent resources to provide as e-manuals or hard copies for learners to study before, during, and after training.

Your course manual should include the following sections at a minimum:

1. Introduction

- Explain the context for the course (what is the treatment?)
- State clear aims and objectives - what will the learner be able to do upon completion?
- Describe how the course will be delivered (theory and/or practical)
- List the specifics of what will be covered.

2. Health & Safety

- Cover specific health and safety relating to the treatment.
- Include relevant safety regulations (e.g., COSHH)

3. Equipment and Products

- List all products, tools, consumables, and machines needed.
- Provide brief descriptions of their purpose, correct storage, and cleaning/sterilization procedures.

4. Preparation for the Treatment

- Describe how to set up the treatment area.
- List products/tools for trolley setup.
- State any client preparation and therapist hygiene steps.

5. Consultation

- Explain the importance of thorough consultation.
- Describe consultation methods (e.g., verbal discussion, manual and visual inspection)
- Explain how to record consultation information.
- Discuss data protection requirements.
- Provide examples of treatment-specific consultation forms
- Explain treatment plans and managing client expectations.

6. Contraindications

- List all contraindications relevant to the treatment.
- Describe how they may present and why they may prevent or restrict treatment.
- Explain when GP referral may be recommended.

7. Contra-actions

- List all contra-actions relevant to the treatment.
- Explain what could occur, why, and how to deal with each.
- Stress the importance of recording contra-actions.

8. Treatment Procedure + Step by Step

- List and describe the treatment procedure and techniques.
- Include diagrams or photos if necessary.
- Ensure this matches the process taught during practical training.

9. Aftercare

- List aftercare advice relevant to the treatment and explain why it's advised.
- Describe potential contra-actions if aftercare isn't followed.
- Explain how to record aftercare given.

10. Maintenance (and/or Removal)

- Describe any maintenance, removal, or follow-up treatments required.
- Explain the process for these.

11. Course Conclusion

- Summarize achieved aims and objectives.
- Outline next steps (e.g., follow-on training)
- Include contact details for support queries.

Lesson Plan

For all courses with direct tuition (face-to-face or online), include a clear lesson plan:

Introduction

- Cover housekeeping (e.g., fire evacuation, facilities)
- State break times
- Outline aims, objectives, and course content
- Explain assessment methods
- Introduce yourself and consider an ice-breaker activity

Body of the Course

- Break the course into manageable chunks
- Specify what each section will cover and how (e.g., demonstrations, practice sessions)
- Ensure all content is covered in sufficient depth
- Balance content with realistic learner expectations
- Allow flexibility for different learning paces

Conclusion of the Course

- Summarize content covered
- Confirm aims and objectives achieved
- Allow time for questions
- Explain follow-up steps (e.g., assessments, certification)
- Discuss any recommended follow-up courses
- Provide contact details for ongoing support

Remember, high-quality course manuals and lesson plans are key to successful accreditation with IPHM and, more importantly, to providing an excellent learning experience for your students.

TIPS TO MAKE YOUR COURSE MANUALS STAND OUT:

- **Visual Appeal:** Use high-quality images, infographics, and diagrams to make your manuals visually engaging.
- **Clear Structure:** Organise content with clear headings, subheadings, and bullet points for easy navigation.
- **Interactive Elements:** Include quizzes, case studies, and practical exercises to enhance learning.
- **Comprehensive Content:** Ensure that all necessary information is covered in detail, including step-by-step procedures and best practices.
- **Professional Design:** Use a consistent and professional design layout to reflect the quality of your training.

Additional Learning Resources:

- **Online Tutorials:** Provide links to video tutorials or webinars that complement the course material.
- **Reading Lists:** Suggest additional reading materials or textbooks for further study.
- **Supplementary Guides:** Offer supplementary guides or cheat sheets for quick reference.