



STUDENT HANDBOOK

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What is Myofascial Trigger Point Therapy?

Myofascial Trigger Point Therapy is a therapeutic protocol for relief and control of myofascial pain and dysfunction. The goal of treatment is the recovery from or a significant reduction in myofascial pain. The treatment goal is achieved through a systematic approach consisting of location and correction of perpetuating factors, trigger point release, passive and active stretch techniques and a comprehensive home program.

Success can be measured subjectively by the level of pain reduction experienced by the patient and objectively through increased range of motion, strength,

endurance and other measures of improved function.

Myofascial Trigger Point Therapy relies heavily on patient/therapist interaction. The Myofascial Trigger Point Therapist encourages the patient to assume a sense of personal responsibility for one's own improvement. Focus is placed on precipitating and perpetuating factors such as nutrition, stress, ergonomics, mechanical abnormalities and other physical components. Patient education is the key to a lasting outcome.

SPECIAL POINTS OF INTEREST:

- Licensed by Pennsylvania Department of Education Division of Private Licensed Schools
- Recognized by the National Association of Myofascial Trigger Point Therapists
- Graduates are eligible to sit for National Certification Board of the National Association of Myofascial Trigger Point Therapists.
- Member of Associated Body-work Massage Professionals
- The Pittsburgh School of Pain Management is a not for profit organization, 501(c)3, governed by a Board of Directors and seeks professional advice from an Advisory Board

What does the future hold for Myofascial Trigger Point Therapy?

Pennsylvania State Licensure is currently being sought for the recognition of Myofascial Trigger Point Therapy as a distinct discipline.

This goal will be accomplished by working with the Pennsylvania Body Therapy Association to create a common licensing board for all hands-on practitioners (such as Massage Therapists and Somatic Practitioners). Many states currently require body workers to be licensed.

Myofascial Trigger Point Therapy is currently recognized as a modality of treatment of myofascial pain and dysfunction by the American Academy of Pain Management.

Introduction to the Pittsburgh School of Pain Management (PSPM)

Pittsburgh School of Pain Management, originally The Academy for Myofascial Trigger Point Therapy, was founded in 1995 by Tasso Spanos. It is the only training program of its kind in regard to Myofascial Trigger Point Therapy based on the works of Dr. Janet Travell, former White House physician to John F. Kennedy, and Dr. David Simons, a USAF Flight Surgeon pioneering aerospace research.

PSPM's 650-hour program is designed to train Myofascial Trigger Therapists who will be eligible to sit for the National Certification Board of the National Association of Myofascial Trigger Point Therapists.

Students come from all over the country, and many even commute to Pittsburgh each week. The program is taught two days per week (Monday/Tuesday or Thursday/Friday), allowing students to continue with full- or part-time employment at home.

Philosophy & Mission

The Pittsburgh School of Pain Management provides quality instruction in the theory and techniques of managing myofascial pain and dysfunction.

Emphasis is on treating the cause of the patient's pain by treating the myofascial trigger points in a comprehensive manner. This is accomplished by learning postural patterns, perpetuating factors and actual treatment of the trigger point.

There is a specific emphasis on the principles of managing a Myofascial Trigger Point Therapy practice so that students graduate with not only the requisite skills for treating patients but also with the ability to handle day-to-day business of running a practice.

It is the mission of Pittsburgh School of Pain Management to train students in the art and science of Myofascial Trigger Point Therapy (MTPT), to prepare them for careers in the field of MTPT and to increase public awareness of MTPT.

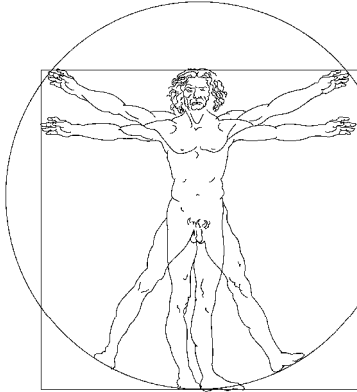
What kind of people are drawn to this specialized training?



Student backgrounds are highly diverse. The student body has included a physician, many nurses and massage therapists, allied health professionals, fitness instructors, a professional model, a dairy farmer, a truck driver, photographers, artists and even a detective. The age range goes from young adult to over seventy years of age. Some students even come from out-of-state on a weekly basis to attend classes.

Many students have been chronic pain sufferers who have been helped by Myofascial Trigger Point Therapy when other approaches had failed – and who wanted, in turn, to help others.

The Interdisciplinary Team



The Myofascial Trigger Point Therapists are viewed as one part of an interdisciplinary team in the overall patient evaluation and treatment plan. Other professionals are referred to as medically indicated.

Although Myofascial Trigger Point Therapists are highly knowledgeable in the treatment of myofascial pain and dysfunction, they are not trained in medical diagnosis.

A Myofascial Trigger Point Therapist relies on medical clearance and support by appropriate clinicians before treatment begins. This helps protect the patient from delayed or contraindicated treatment. Myofascial Trigger Point Therapy is an integrated, professional approach to myofascial pain and dysfunction.

Student Insurance & Professional Memberships

Pittsburgh School of Pain Management requires that its students enroll as members of the National Association of Myofascial Trigger Point Therapists and either Associated Bodywork and Massage Professionals or International Massage Association. Members of these organizations acquire practice liability insurance and are listed in the national membership directories. Students should apply to the National Association of Myofascial Trigger Point Therapy immediately and either International Massage Association or Associated Bodywork Massage Professionals after 100 hours of study.



You can visit the NAMTPT on-line at www.myofascialtherapy.org for more information regarding membership

The Historic South Side of Pittsburgh & Student Housing Options



Pittsburgh School of Pain Management is located on the second story of a combined Chiropractic and Myofascial Trigger Point Therapy Clinic on East Carson Street in the Historic South Side, just 5 minutes from Downtown Pittsburgh. The school's facilities include a full kitchen, separate treatment rooms and a large room for both lecture and the demonstration of techniques.

Pittsburgh School of Pain Management does not provide housing at this time. Pittsburgh is a major city with ample housing and employment opportunities. The area contains several schools and universities and can handle the needs of a student population. Our website contains a link to local resources or just give a call to the office and someone on staff can send you some current housing resource materials.

Student Clinic

In the third and fourth quarters, student clinic is presented on Tuesday/Friday. The goal is for the student to work on many people with different conditions prior to graduation. Accumulated practical experiences will prepare the student for life in a Myofascial Trigger Point Therapy practice. The students are responsible for bringing in patients who have a referral or clearance from a doctor for this portion of the program. This helps the student learn to market themselves as well as prepare clientele and a reputation for themselves upon graduation. If inadequate numbers of outside patients are available, the students will utilize this time to treat each other.

Daily Schedule

Monday	9:00AM-6:00PM
Tuesday	9:00AM-5:00PM
Thursday	9:00AM-6:00PM
Friday	9:00AM-5:00PM

Lunch is offered from 12-1 PM.

There are several restaurants within walking distance and a full kitchen at the school. There is usually a ten minute break each hour.

Please see course descriptions for through explanation of class offerings



Financial Aid

Pittsburgh School of Pain Management is approved to receive funding from the Office of Vocational Rehabilitation and Career Link. If you are considering one of these types of funding, you should first contact your local office to determine your eligibility. For more information regarding tuition payments or payment arrangements call PSPM. All other tuition is the responsibility of each student.

Tuition Schedule

Application Fee	\$50.00
Deposit	\$100.00
First Quarter	\$3,000.00
Second Quarter	\$3,000.00
Third Quarter	\$3,000.00
Fourth Quarter	\$3,000.00
TOTAL	\$12,150.00

A \$50 non-refundable application fee is due with the Student Application.

A \$100 deposit is due with the Enrollment Agreement upon acceptance into the program.

The tuition for each quarter is due on the first day of that quarter. See **School Calendar** for dates.

A list of **Textbooks and Educational Materials** are listed on page 10.

Classroom Evaluation

Oral and written examinations, observation, critique of performance, class attendance and self evaluation are the components forming the basis for grading. All courses are required to be completed with a passing grade to satisfy graduation requirements. If a student receives failing grades in more than 25% of classes attempted, he/she will be required to elevate those grades to passing before progressing through the program. Satisfactory completion is the responsibility of the student and can require repeating failed courses. A student is given letter grades in non-lab classes which must be passed with at least a grade of D. Please refer to **Standards of Satisfactory Academic Progress**, available in Administrative Office, for more details.

Grades are as followed:

A 90-100% **B** 80-89% **C** 70-79% **D** 60-69% **F** 59% or below

Lab courses are competency based. They are evaluated pass/fail with the student required to demonstrate the performance of the skills taught in that class.

Attendance Policy

As there is a great deal of information to be learned, students are expected to attend every class. Attendance is recorded. Students are expected to call to inform PSPM of their pending tardiness or absence. Two unexcused absences will result in the loss of a quiz grade and will have a percentage effect on the final grade. Two unexcused tardies are equal to one absence.

***** Veterans— See Page 7 *****

The responsibility for make-up work lies with the student. Lecture and discussion classes are often recorded by students. It is the student's responsibility to contact the instructor(s) to make satisfactory arrangements for make-up. A failing grade will be given for the course material not completed. Material missed in technique classes can often be made up during student clinic time. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

A leave of absence may be requested by the student. The director must approve a leave of absence. If the absence is of such length as to make catching up unlikely, the student may return to a class at the level withdrawn and continue from there forward.

See enclosed [School Calendars](#) for upcoming classes and [Course Descriptions](#) for class content!



The specialized training at PSPM covers problems affecting the entire musculoskeletal system from top to bottom, both inside and out.

Graduation Requirements

To graduate from the myofascial trigger point therapy program at Pittsburgh School of Pain Management, the student must complete all required courses with a passing grade, satisfy all outstanding financial obligations to PSPM, and have maintained a satisfactory level of professional standards (held to the Professional Ethics for Myofascial Trigger Point Therapists). Graduates will receive a diploma from Pittsburgh School of Pain Management upon graduation from the program. Graduates of PSPM are eligible to sit for the National Certification Examination for Myofascial Trigger Point Therapists.

Student Services

Pittsburgh School of Pain Management will arrange for counseling services in regard to academic guidance, tutoring and career advising, if requested by a student.

PSPM currently does not guarantee employment upon graduation from its program. However, PSPM frequently receive requests for trained therapists and these opportunities are made known to our current students and graduates.

PSPM currently does not have an elevator on site for wheelchair/mobility assistance.

Probation & Dismissal Policy

Pittsburgh School of Pain Management reserves the right to place a student on probation or dismiss a student based on the decision of a majority of the Director and of the instructors at PSPM. Failure to maintain a "C" average will result in a student being placed on probation for the following quarter. Failure to bring the grade up to a "C" after two (2) quarters is grounds for dismissal. Reasons for probation and/or dismissal include:

- Violations of the enclosed NAMTPT Principles of Professional Ethics
- Failure to pay tuition
- Destruction of property
- Unprofessional behavior (poor grooming, foul language, etc.)
- Any action deemed to be in violation of school policy and ethics.
- Failure to maintain passing grades
- Poor attendance record
- Disorderly behavior
- Harassment of students, faculty or patients
- Sexual misconduct

Those dismissed for unsatisfactory progress may be admitted upon satisfying the Director and the instructors of the failed classes that the reasons for the poor progress have been dealt with and that a plan is in place to allow for appropriate academic progress. The student will be admitted and must demonstrate academic progress for a one quarter probationary period.

Program Withdraw Policy

A student can cancel enrollment prior to the first day of class. All tuition moneys will be refunded to one withdrawing prior to the first day of class and within five calendar days of signing the Enrollment Agreement. Withdrawal must be done in writing. One who withdraws by other means must confirm this request within five calendar days. All registration and or tuition money will be refunded within thirty calendar days of the student leaving the program.

A student leaving after beginning the program will receive a refund of tuition within thirty calendar days following the last date of attendance, according to the following schedule:

1. For a student withdrawing from or discontinuing the program during the first seven days of the term, the refund will be 75% (\$1,812.50) of the tuition for that term.
2. For a student withdrawing from or discontinuing the program after the first seven days, but within the first 25% of the term, the refund will be 55% (\$1,329.17) of the tuition for that term.
3. For a student withdrawing from or discontinuing the program after 25%, but within 50% of the term, the refund will be 30% (\$725.00) of the tuition for that term.
4. For a student withdrawing from or discontinuing the program after 50% of the term, no tuition charges will be refunded.

*** Veterans— See Below ***

Information for Veterans Receiving VA Educational Assistance Allowance

Credit for Previous Training: Individuals past educational and professional experience will be evaluated and appropriate transfer credit given. The length of the program will be decreased accordingly and the clock hours will be reported to the VA.

Probationary Period: Regardless of the institution's written probationary policy, Department of Veterans Affairs (DVA) will be notified if any individual's probationary period exceeds either one (1) quarter or 25% of the total length of the program. If the institution has shorter probationary period, then DVA must be notified when the individual exceeds that period. This statement does not imply any action concerning when an individual should be terminated from the program/institution. It simply states the policy for notifying DVA.

Pro-Rata Refund Policy: In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length. Registration fee for Veterans will not exceed \$10.

Make-up Work: Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

Tardiness/Class-Cuts: Tardiness and Class Cuts are not permitted and shall be recorded as absences.

***Veterans please contact your Veteran's Administration to review any benefits that you are entitled to.



PSPM graduates are trained to help patients with a number of chronic and acute muscular pain conditions

Conduct & Code of Ethics

A student is expected to conduct him/herself as a responsible adult and act professionally throughout training. Guidelines for appropriate behavior include following the rules of Pittsburgh School of Pain Management and the following Principles for Professional Ethics for Myofascial Trigger Point Therapists taken from the NAMTPT by-laws, which are as follows:

CODE OF ETHICS

PREAMBLE – These principles are intended to maintain a high level of ethical conduct for members individually and collectively. These principles are the standards by which a member or a recognized judicial body of the National Association of Myofascial Trigger Point Therapists may determine the propriety of their professional relationships

SECTION 1 – The principle objective of our profession is to render service with respect and dignity. Members should merit the confidence of their patients by rendering to each, a full measure of service and dedication.

SECTION 2 – Members should strive continually to improve their professional knowledge and skill.

SECTION 3 – Members should practice methods of treatment based on current scientific principles of Myofascial Pain and Dysfunction.

SECTION 4 – Members should observe all federal, state and local laws, uphold the dignity and honor of

the profession and accept the therapeutic limitations of the profession. Members should report, without hesitation, illegal or unethical conduct of fellow members to appropriate NAMTPT officers.

SECTION 5 – The National Association of Myofascial Trigger Point Therapists strongly recommends its members render a course of care to patients who have had proper clearance/differential diagnosis from a health care practitioner licensed to diagnosis, to rule out conditions for which treatment is contraindicated or not appropriate. Members are expected to report progress to referring health care practitioners and/or members of the interdisciplinary team.

SECTION 6 – Patients should be advised of fee schedules prior to treatment. Members may not receive or provide compensation, in any form, for patient referrals. Members may provide educational materials and/or ancillary products, which enhance therapeutic goals for the patient

SECTION 7 – Members may not reveal the confidences entrusted to them in the course of treatment or any information including any perceived deficiencies they may observe in the character of patients unless required to do so by law.

SECTION 8 - Members shall refrain under all circumstances, from initiating or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a patient.

Can I transfer these classes to another training facility?

Due to the unique course offerings of the Pittsburgh School of Pain Management, we are not aware of other programs to which our credit hours would be transferred. Our curriculum is specific to training Myofascial Trigger Point Therapists.

PSPM does not accept credits from any other institutions. An exam can be taken to place out of the First Quarter courses with proper documentation. See Course Descriptions for details.

Admission Requirements

Applicants to Pittsburgh School of Pain Management must meet minimum requirements and exhibit the leadership potential and professional capabilities needed to perform effectively in the field of Myofascial Trigger Point Therapy.

Applicants are required to:

1. Be 18 years of age or older and/or have parental/guardian consent to begin program.
2. Provide diploma/GED or signed attestation of graduation. Post secondary transcripts should be provided if available.
3. Provide a letter from your physician stating that there are no medical contraindications to giving or receiving Myofascial Trigger Point Therapy (Form included)

Procedure:

1. Complete and mail the application form. Incomplete application forms applications sent without application fees will be returned. You need not return other documents such as the physician's evaluation and school transcripts. Return the application to hold your seat while the balance of the requirements are being met. Acceptance is not final until all documents have been returned and reviewed.
2. Attend a screening interview. You will be contacted by a representative of Pittsburgh School of Pain Management to schedule your interview once your application materials are received and reviewed.
3. Submit all required documents.
4. Complete an Enrollment Agreement.

Pittsburgh School of Pain Management will determine final acceptance or rejection.

Please mail all enrollment correspondence to: Pittsburgh School of Pain Management
1312 East Carson Street
Pittsburgh, PA 15203

If you have any questions, please contact our Admissions Consultant, Mary Jane Lutz at (724) 744-4235

Non-Discrimination Policy

Pittsburgh School of Pain Management accepts students regardless of race, national origin, creed, sex or age.

Textbooks and Other Educational Materials

The required textbooks for the program are listed below. The books are listed in the order in which they are used throughout the program.

- | | |
|---|----------|
| • Memmler's—Structure and Function of the Human Body (Cohen & Taylor) | \$45.00 |
| • Clinically Oriented Anatomy: 5th Edition (Moore & Dalley) | \$73.00 |
| • Myofascial Pain and Dysfunction: The Trigger Point Manual Vol. 1&2 (Travell & Simons) | \$200.00 |
| • Back Trouble (Caplan) | \$18.00 |
| • A Massage Therapists Guide to Pathology (Werner) | \$45.00 |
| • Anatomy Trains (Myers) | \$43.00 |
| • Anatomy of A Business Plan: 6 th Edition (Pinson) | \$20.00 |
| • The Ethics of Touch (Benjamin and Sohnen-Moe) | \$30.00 |
| • Heating Pad | \$20-80 |

The students will be strongly encouraged to purchase other relevant books and to attend various seminars. Students will also be required to purchase a treatment table. The purchase of audio tapes, video tapes, and wall charts are strongly recommended however, not required. Our web site contains links to on-line bookstores where these textbooks can be purchased. Our web address is www.painschool.com.

An Introduction to the Faculty & Staff of PSPM

Richard Finn CMT, PTS, CMTPT is a graduate of the Academy of Myotherapy and Physical Fitness. He earned his CMT at the Colorado School of Healing Arts and served as a Physical Therapy Specialist in the Army Reserve. He is a Board Certified member of the National Association of Myofascial Trigger Point Therapists, and served as president from 1992-94. He is currently the Director and a core instructor at PSPM and serves on the Board of Advisors of the Fibromyalgia Research Foundation, and on the Executive Committee of the National Association of Myofascial Trigger Point Therapists. He has coauthored a set of wall charts of muscle length tests with C. M. Shifflett and a textbook Myofascial Pain Syndrome: Manual Trigger Point & S-EMG Biofeedback Therapy Methods with Gabriel Sella MD.

Lynn Young, Administrative Assistant, has worked in an administrative capacity since the early 70's. While serving in the Women's Army Corp and the PA Army National Guard, she worked in several areas of administration in the fields of military police/CID, personnel office, supply, accounting, and chaplain. Lynn had special training in office organization. After the service, Lynn worked in insurance, medical and legal settings. Lynn was an Emergency Medical Technician for over 10 years.

Brandon J. Wentzel, DC, majored in pre-chiropractic medicine at the California University of PA and graduated in 2001 with a bachelors of science, he continued on to graduate from New York Chiropractic College in 2004. Dr. Wentzel opened his own practice in Robinson Township, PA in June 2005 where he practices Chiropractic Medicine. He is currently the Pathology Instructor for the PSPM.

Bob Metz, BA earned his Brown Belt in Ryu-Kyu Kenpo in 1996. After his instructors death in 1997, Bob began training in the Filipino martial art of Kali-Silat and is now a Lakan Guro (1st Degree Black Belt). Bob has been professionally teaching soldiers, law enforcement officers and select civilians since 1984. Bob also earned his BA from the University of Pittsburgh graduating Cum Laude at an accelerated time of only two and a half years. His graduate studies at Carnegie Mellon University were interrupted when he was mobilized for military service in 2003. Bob is now offering movement education within the Anatomy & Physiology portion of the program.

Jeff A. Lutz, CMTPT, received his training at PSPM. He has a private practice in Greensburg, PA He teaches the Anatomy section in our Anatomy and Physiology course. He currently serves as the Vice-President of the National Association of Myofascial Trigger Point Therapists and teaches seminars in Myofascial Therapy at area Massage Schools.

Erika Alkhdour, MEd, received her bachelors in biology from California University of Pennsylvania and then continued on for her masters degree in Secondary Education. Erika teaches within the Anatomy and Physiology class offered at PSPM.

Priscilla J. Brown is a Certified Alexander Technique Teacher. She trained in Philadelphia at the Alexander Alliance, and is a teaching member of Alexander Technique International. Priscilla is certified as a Registered Somatic Movement Therapist and Educator. She holds a BA in biology and is a registered medical technologist. Presently she teaches Alexander Technique and T'ai Chi.

Tanya L. Chaney, BA, CMTPT, is also a graduate of PSPM. Currently, Tanya works at UPMC Passavant Hospital part-time and owns and operates a private practice. She teaches our Neurology and Business Skills courses. In addition, Tanya serves as the President of the National Association of Myofascial Trigger Point Therapists. Tanya is also an instructor at the Community College of Allegheny County.

Kathryn Day CMT, CMTPT, received her massage training at Pittsburgh School of Massage Therapy and is a 2003 graduate of PSPM. Kathryn is also a graduate of LaRoche College and operates a private practice in the North Hills of Pittsburgh. She currently supervises the Student Clinic.

John Zeiner, BS, EMT-P, became an American Heart Association Basic Cardiac Life Support Instructor for the Health Education Office of the Student Health of the University of Pittsburgh in 1999. John became an Instructor trainer in 2003, though which he could train people to teach CPR. John also graduated from the University of Pittsburgh in 2003 with a Bachelor of Science in Biological Sciences. John teaches CPR at PSPM.

Information above is subject to change, without notice, at the discretion of Pittsburgh School of Pain Management and changes will be reflected as soon as possible

An Introduction to the Board of Directors at PSPM

Pittsburgh School of Pain Management is a 501(c)3 not-for-profit organization incorporated in the Commonwealth of Pennsylvania in 1997. PSPM is governed by a Board of Directors.

President: Robert Xides, Esq

Treasurer: David Tobiczky

Secretary: Sidney McCandless, PA, CMTPT

General Members: Gregory Dixon, DC; Tasso Spanos, CMTPT; Eleanor Borland, CMTPT, Robert Metz (Faculty Representative), Sherry Detore (Student Representative)

Advisors: Shannon Goossen, AP, CMTPT; Elaine Lennox, RN, CMTPT; Hal Blatman, MD; John Lowe, DC



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Student Handbook

V I S I T O U R W E B S I T E A T W W W . P A I N S C H O O L . C O M

Teaching a

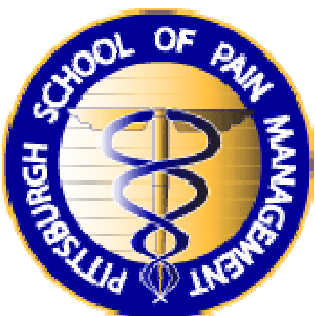
Unique Therapy to

Release Pain,



Restore Function,

Change Lives



Pittsburgh School of Pain Management

"Specializing in Myofascial Trigger Point Therapy"