



**BOSTON GRADUATE SCHOOL OF
Psychoanalysis**

MANUAL for Therapy Center Students

Policies, Procedures and Forms for the Therapy Center



INTRODUCTION

The Therapy Center was established in 1978 at BGSP as an integral part of its psychoanalytic training program. The Therapy Center is a non-profit, community-oriented service that offers psychoanalysis and psychoanalytic psychotherapy to the general public on an affordable basis. Its purpose is two-fold: first, to provide advanced candidates, as part of their training in psychoanalytic practice and research, with practical experience in conducting psychoanalytic treatment. Second, the Therapy Center offers a low cost, high quality source of psychoanalytic services to the community. Advanced students are provided the opportunity to work with three or more patients under faculty supervision to deepen their understanding of psychoanalytic concepts and develop their clinical skills. The student's experience in the Therapy Center is intended to promote an ability to understand and skillfully employ the most advanced professional techniques appropriate to each patient.

LOCATION

The Therapy Center is located at 1581 Beacon Street, Brookline, Massachusetts, and is accessible via automobile and the MBTA Green Line (Line C--Cleveland Circle). There is parking on the street, both metered and non-metered.

HOURS

The Therapy Center is open:

Monday-Friday: 9:00 am - 9:00 pm.

Saturday: 9:00 am – 4:00 pm.

Note: The Therapy Center is closed: Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Therapy Center is also closed during the summer Cape conference, specific dates to be determined on a year-to-year basis.

ADMINISTRATION

The Therapy Center is administered by the Therapy Center Committee, which is made up of the Therapy Center Fellows and the Therapy Center Director, in consultation with the Clinical Studies Committee.

All student therapists are assigned to a Fellow who is in charge of various tasks such as assigning intake appointments, monitoring the intake process, supervising Therapy Center therapists in administrative requirements (such as paperwork, insurance, etc.) and providing case management and educational advisement to Therapy Center therapists. Each Fellow meets with the Therapy Center Director to discuss any concerns related to the effective operation of the Center. A faculty member is available for consultation each day if needed by the Fellow. The Intake Coordinator is in the Therapy Center office to assign intakes, schedule appointments and perform other administrative duties.

INTERNSHIP

When is a student eligible to apply to begin the Therapy Center Internship?

A student becomes eligible to apply to enter the Therapy Center after satisfactorily completing all the requirements of Level A of the Certificate/Doctoral Program, or completing the requirements for the Master's degree. A minimum of seventy hours (70) of analysis must be completed. It should be noted that more rather than less analysis is usually an advantage in preparing the student for the wide variety of patients who apply for treatment at the Therapy Center. Also, once a student has been accepted into the Therapy Center, the student is required to be in weekly analysis at a minimum.

How does a student apply to begin the Therapy Center Internship?

The student begins the application process by filling out the Application for Certificate/Doctoral Candidacy (Form 1A) and submitting it to the Dean of Graduate Studies. . Once the Dean has approved the application, the new candidate submits a written request for admission to the Therapy Center to the Director. The Therapy Center Committee reviews the request and, once approved, the student enrolls in a program that includes PT 2610 Case Management and PT 211 Supervision.

How does a student begin work in the Therapy Center?

The student begins an internship by consulting with the Therapy Center Director. Together, they discuss with which Fellow the student would like to work. During the first two years of the internship the student meets on a weekly basis with the Fellow. During these meetings the student becomes familiar with the policies and procedures of the Therapy Center, learns what paperwork and forms are due and when, masters the administrative aspects of his duties, and presents cases and discusses treatment management issues. In subsequent years the student meets with the Fellow for registration purposes, to review the summary of course evaluations from the previous semester, to see if the student's paperwork is up to date, and to discuss any other issues pertinent to the student's studies. Both the student and Fellow have the option at any time over the course of the semester to request additional meetings for whatever reason they deem appropriate.

How are cases assigned in the Therapy Center?

To be assigned patients in the Therapy Center the student submits a copy of the face sheet of a malpractice insurance policy to the Fellow who determines if the policy is suitable for the purposes of the Therapy Center. For the student to remain eligible to practice in the Therapy Center, a copy of the current insurance policy must be added continually to the student's file before coverage lapses. BGSP assumes responsibility for providing "premises liability" insurance (insurance which covers accidents of a physical nature which occur on the property).

Once the student's insurance policy is on file, the student consults with the Fellow on the hours he or she will be available to see patients at the Therapy Center. This information is recorded in the 'Therapists' Availability' book, and used for assigning new patients. It is incumbent on the student to update this information with either the Intake Coordinator or Fellow. The student also provides the phone numbers at which he or she may be contacted and which of those phone numbers may or may not be given to patients. Once a patient calls to set up an intake a room assignment is made and both a phone message and a written message (including intake paperwork) are forwarded to the student. Upon receiving notification of the referral, the student confirms the referral. Any problem is discussed with the Fellow before the patient is contacted.

Should a patient request a change of appointment time or day, the therapist should contact the Fellow of that day or The Therapy Center office at least 24 hours in advance to assure that a treatment room can be made available. The Fellow or Intake Coordinator will then register the change accordingly in the treatment room Day Book.

Where do I meet with patients?

All Therapy Center patients are seen on Therapy Center premises during normal Therapy Center hours, when a Fellow or faculty or administration person is available. This is for the protection of both patient and therapist. The Therapy

Center policy is that people be seen in person. Any exception should be discussed in advance with the supervisor and Fellow.

Are other locales possible?

A possible exception may be made when the student and/or patient commute from out of state. After the student has seen at least three patients for weekly sessions for a minimum of two years, the possibility of seeing patients at another location may be considered. This arrangement is thoroughly discussed with the supervisor, and a written application is submitted to the Fellow who consults with the Therapy Center Committee.

Who takes care of the therapy rooms?

When a student is finished using a Therapy Center office, it is expected the room will be left in good order with pillow napkins, trash, etc. thrown in the wastebasket, furniture and cushions moved back to original positions and lights turned off. It is expected that the last student to use an office on any given day will see that the husher is turned off. BGSP has a firm policy prohibiting any smoking or consumption of food or drink in Therapy Center offices.

How does a patient contact the student analyst outside of sessions?

The patient should be given appropriate phone numbers where the therapist can be contacted. The request for such information should be explored with the patient and discussed with the supervisor.

What telephone may be used for personal calls?

The pay telephone next to the student lounge is to be used for all personal calls.

What is the objective and procedure of the initial intake?

The initial meeting between the student therapist and the patient is usually considered to be a consultation or information gathering session, requiring only one or two sessions. Although the consultative process may require as many as four sessions, this would be very unusual. The initial intake provides the patient with an opportunity to discuss what sort of help he or she is looking for and the nature of the problem. The patient may also want to talk about what kind of therapist he or she would like to work with and what his or her goals are for the therapy. At the same time, the therapist has the opportunity to assess the appropriateness of analysis for this patient, what might be the optimal amount of contact for the patient, and what his or her presenting diagnosis is. Further, it also provides the therapist an opportunity to consider whether he or she is the right therapist for this patient, and what problems he or she may anticipate in the treatment if the therapist and the patient ultimately decide they would like to try to work together.

An intake fee of \$25 is collected by the therapist from the patient at the first session (the patient should have been advised of the fee when his consultation was scheduled). Checks are made out to "BGSP Therapy Center." The fee can be given to the Intake Coordinator or any Fellow in the Therapy Center. They will document in the intake book that the intake fee has been received.

The student therapist advises his Fellow within 24 hours of the intake session as to the outcome of the session. The Fellow records this information in the Intake Book. If the therapist and the patient decide to work together, they work out the details of the contract (frequency, hours, and fee). The student therapist also fills out a Case Information Form (Form 2A) and a Continuing Intake Form (Form 3A), and submits them to the Fellow. These forms, along with other needed forms, are kept in the Active Case File during the course of the patient's treatment at the Therapy Center. A consultation folder with these forms is prepared in advance by a Fellow and placed in the student therapist's mail box prior to the intake.

If a student decides, after a consultation with the supervisor and with the Fellow, not to work with a patient, the Fellow will make a reassignment. The intake therapist may be the one to follow up with the patient to offer the reassignment. If there is a need for further diagnostic evaluation, such as a psychiatric examination, the case should be referred to the Therapy Center Committee for discussion.

How are fees set with a patient?

The fee is part of the treatment contract, and the process of setting the fee is part of the treatment process itself. The goal for the therapist at this stage is to determine both what fee he wants for himself and what fee will be most therapeutic for the patient. Determining both of these things can be accomplished, apart from direct discussion with the patient, in supervision, clinical class presentations, and in discussion with the Fellow. Students may not accept payment from insurance companies as reimbursement for treatment they provide to any patient. A patient's request to use insurance as payment for therapy should be discussed with the Fellow.

How many initial consultations are assigned?

It is expected that the student will work with a minimum of three weekly patients for a period of at least two years. With that in mind, patients are assigned accordingly, although as more potential patients become available a student's caseload may increase. Student therapists are advised that if they want more than the minimum number of patients it is to their advantage to provide as many hours of availability as possible. Patients who attend sessions less frequently than once per week may also be assigned to help the student get more experience, and with the hope that they may increase their frequency. It is the responsibility of students to keep their Fellow fully advised of their patient load, hours and room use, their availability for referrals, and their need for additional referrals.

If a Therapy Center patient makes a direct referral to a student analyst, the student may work with the patient, as a Therapy Center patient, but not as a private patient. There may also be circumstances when a prospective patient requests the name of a Therapy Center therapist for some reason other than direct referral (as the result of outreach efforts, for example), and calls to request a meeting with that student. In that case the student may also meet with the prospective patient for an intake, and, if they agree, they may continue to work together, but again, with the understanding that the patient is a Therapy Center patient.

What is covered by the Therapy Center Fee (Lab Fee) required at registration?

The \$500 lab fee covers five hours of access to Therapy Center consulting rooms during any given week. These hours are calculated on a monthly basis. Any hours used in a period of four consecutive weeks above 20 hours are billed at \$10 to the student therapist. This fee is paid to the Therapy Center and is given directly to the Fellow. These additional hours are provided on a space available basis only. Students should discuss the additional use of hours with their Fellow for approval.

How do I handle requests for patient information from outside sources?

All requests for information related to any Therapy Center patient are discussed with the Fellow and supervisor. After consultation with the Fellow and supervisor the student will be better able to decide if and how to broach the matter with the patient. If it is agreed that the information should be provided as requested, the patient provides authorization by signing a Release of Information Form (Form 4A). A copy of the form, along with the information being provided, is filed in the student's Therapy Center file. Use of Therapy Center stationery must be approved by the Fellow and the supervisor.

How should problems with a patient be handled?

There are times when serious problems unexpectedly arise such as suicidality/homicidality. In such cases the student should make every effort to reach the supervisor, Fellow, or the clinical class. Timely notice about such problems enables the supervisor or Fellow to bring the situation to the attention of the Therapy Center Committee.

How are vacations handled?

The student is responsible for providing timely notice of any planned vacation both to Therapy Center patients and the Therapy Center. Any clinical issues or questions can be discussed with the supervisor. The dates of vacations and contact information should be provided to the Fellow.

May private patients be brought into the Therapy Center?

To bring a private patient into the Therapy Center, a student submits a written request to the Therapy Center Committee, along with a diagnostic case summary and a Request to Transfer Patient from Private Practice form (Form 5A). The case

summary should include date and source of referral, age and gender of patient, presenting problem, pertinent diagnostic history (including medical history, medications, and previous therapies), and a summary of the course of treatment, and the student's impression of the patient's suitability for psychoanalytic treatment and his reasons for wanting to make the transfer. Problems such as potential for homicidal or suicidal acting out or legal problems should be noted. After the Therapy Center Committee has considered the request, and assuming it has approved the request, the case must then be discussed with the supervisor regarding possible clinical issues involved in making the transfer.

What supervision is appropriate and/or required?

The usual course of clinical studies, and the sequence of supervisions, is outlined in the BGSP Bulletin. Questions may be discussed with the advisor or the Fellow.

How is Supervision to be documented?

During the first two years in the Therapy Center, the candidate is required to submit six Process Notes (Form 6A) per semester per patient. Copies of these Forms are given to the Fellow and the supervisor at the end of each semester, and are filed in the student's confidential Therapy Center File. After a year of PT211 Supervision, the student may apply for admission to PT311 (Form 7A).

Once a PT311 is begun, the following paperwork is required. A Case Summary form (Form 8A) for each Therapy Center patient is submitted to the Fellow at the end of each semester. These forms are also filed in the student's confidential Therapy Center folder. Students in 311 Supervision are also required to submit a Summary of Experience in Supervision - PT 311 (Form 9A) signed by the supervisor at the end of each semester. Students are also required to submit Monthly Progress Notes (Form 10A) for each patient they see which must be initialed by the supervisor.

Control Analysis (PT411) is begun with the recommendation of the Fellow and approval by the Dean (Approval to Begin PT411 Form 11A). Students having a patient in a PT411 supervision are required to submit a Summary of Experience in Supervision - PT 411 (Form 12A) signed by the supervisor at the end of each semester. Students are also required to submit Monthly Progress Notes (Form 10A) for the 411 patient, which must be initialed by the 411 supervisor.

It is highly recommended that the student keep copies of all of these forms, since they are effectively his documentation of his clinical experience and his fulfillment of some of the requirements for graduation. However, because of the new rules and regulations covering the protection of the privacy of patients recently promulgated as HIPPA, it is best to consult with the Fellow about the appropriate storage of these materials.

Are children seen as patients in the Therapy Center?

Teenagers as well as adults are regularly treated in the Therapy Center. If treatment for a child of five or younger, is requested, the student consults with a supervisor before proceeding. Any person 17 years or younger, must have the permission of a parent or legal guardian before receiving treatment. The Consent Form to Treat Minors is available (Form 13A).

What if a patient terminates treatment?

When a patient terminates treatment, the student is required to inform the Fellow within twenty-four hours. The student then discusses it with the supervisor and reports back to the Fellow so that a determination may be made whether the Therapy Center should follow up. The student submits a Termination Report (Form 14A), which is placed in the patient's file. However, if a patient takes a temporary leave, interrupting therapy for a period of time, an Interruption of Treatment Report (Form 15A) should be submitted to the Fellow.

Taking a Leave of Absence or withdrawing from the Therapy Center

Before communicating intentions of leaving to the patient, the student consults with the supervisor so that a plan for each patient may be developed. Next, with these plans in mind, the student writes to the Therapy Center Committee formally requesting a leave of absence or withdrawal from the Therapy Center. This request should be made at least six weeks before the planned leaving. The matter should also be discussed with the student's clinical class and Fellow. The disposition of the student's cases will be made by the Fellow.

What is the Clinical Presentation?

The Clinical Presentation is an opportunity for students to demonstrate clinical expertise and theoretical understanding of transference and resistance in the practice of the modern psychoanalytic treatment of patients. They demonstrate competence in the understanding of the dynamics and skill in using induced feelings to formulate interventions.

The student is eligible to do the Clinical Presentation after completing a minimum of 25 hours of PT 411 Control Analysis with the recommendation of the PT 311 and PT 411 supervisors. The student initiates the process by asking the Fellow for a date to make the presentation. The Dean then meets with the student's Fellow to discuss the student's progress in the light of evaluations on file from supervisors and instructors.

The student typically presents three cases, one of which is the control patient, and invites questions and discussion from the Fellows and faculty attending. On what is usually the following class weekend, the faculty members who have been present meet to discuss the presentation and to consider what recommendations might be helpful to the student in furthering of his training. The student is then invited to

discuss the recommendations. Finally, the student meets with the Fellow to consider and discuss how the recommendations might be utilized.

When and how do I end my Therapy Center Internship?

Students are referred a minimum of three patients with whom they can work in depth over the course of at least two years meeting at least once a week. Students complete minimally a total of 510 direct client contact hours during the internship. Students also engage in minimally 200 hours of individual supervision (see bulletin for specific requirements). Students continue to work with their patients at the Therapy Center until their graduation from BGSP. Upon graduation students may refer their patients back to the Therapy Center, or they may continue working with them as private patients, no longer under the auspices of the Therapy Center. Patients who go with their therapists into private practice are asked to sign a Patient Consent Form to Transfer out of Therapy Center (Form 16A) indicating they are no longer patients of the Therapy Center. This form is filed in the Inactive Case File.

How do I prepare for graduation?

The documentation of a student's work with patients, as outlined above, plus the written summaries from the Fellow, will be reviewed during his preparation for graduation. It is the student's responsibility to ensure that all required paperwork is completed and submitted and properly filed at the Therapy Center. In consultation with his Fellow a student can determine if all the required documentation is included in his file. Application for graduation is made to the Dean of Graduate Studies. According to the American Board of Accreditation in Psychoanalysis (ABAP) students must accumulate at least 750 direct client contact hours. This requirement is fulfilled by counting 240 direct client contact hours in Fieldwork and 510 direct client contact hours in the Therapy Center. A minimum of three patients are seen for at least two years in person in the Therapy Center.

APPENDIX

The following Therapy Center forms may be found online under *Resources*→*Forms and Handbooks* (http://www.bgsp.edu/resources_formshandbooks.html):

- 1A Application for Candidacy
- 2A Case Information Form
- 3A Continuing Intake Form
- 4A Release of Information Form
- 5A Request to Transfer Patient from Private Practice
- 6A Process Notes Form – PT211
- 7A Request to Begin PT 311
- 8A Case Summary
- 9A Summary of Experience in Supervision PT 311
- 10A Monthly Progress Notes
- 11A Request to Begin PT 411
- 12A Summary of Experience in Supervision PT 411
- 13A Consent Form to Treat Minors
- 14A Termination Report
- 15A Interruption of Treatment Report
- 16A Patient Consent Form to Transfer out of Therapy Center
- 17A Record of Patient History
- 18A Patient Contact Information