

SPSI ADMISSIONS COMMITTEE POLICIES AND PROCEDURES

GOALS:

The goal of the Admissions Committee is to recruit and select qualified applicants for the core programs in adult and child psychoanalytic training. The Admissions Committee is responsible for all recruitment activities. This ensures that applicants will receive accurate information about our programs. No applicant will be excluded on the basis of race, ethnicity, religion, age, gender, sexual orientation or physical disability.

COMMITTEE COMPOSITION:

The Admissions Committee is comprised of a chair and approximately seven to nine other members. The Chair of the committee is a graduate psychoanalyst. In addition to the Chair, the committee includes at least three graduate analysts and several clinical associates. Clinical associate members will be present for discussions of administrative issues only and minutes from the meeting will be distributed to them containing administrative issues only. Committee minutes can be in the form of a brief memorandum. The clinical associates on the committee assist with recruitment of applicants, provide information directly to applicants but do not participate in evaluating applicants.

At the discretion of the Chair, ad hoc members may also serve on the committee as needed to interview and evaluate applicants. The ad hoc members will be graduate and/or training analysts as appropriate.

FREQUENCY OF MEETINGS:

The committee will meet for the following purposes:

- During the academic year prior to the beginning of a new class to discuss dissemination of information about the programs, recruitment of applicants, planning for and organizing an Open House to describe the programs to potential applicants and following up by contacting potential applicants.
- To review completed applications after the applicant has been evaluated by four analysts.
- Committee meetings may also be scheduled for other administrative purposes.

RESPONSIBILITIES OF THE CHAIR:

The Chair of the Committee will coordinate all functions of the Committee. This includes the following:

- Responding to requests for information from potential applicants.
- Meeting with potential applicants.
- Scheduling and providing agendas for committee meetings.
- Conducting committee meetings, including taking or arranging for minutes. Minutes will be distributed, in advance of the next Admissions Committee meeting, with each page marked "Confidential."
- Assigning evaluation interviews to Committee members. Each applicant will have four evaluations, two by personal interviews by training analysts and two clinical competency interviews by graduate analysts. Applicants for the child program will have at least one

clinical competency interview with a child faculty member, who is a graduate of both child and adult psychoanalytic training programs.

- Responsibility for reporting the work of the Admissions Committee to the coordinating committee and faculty.
- After a determination has been made regarding acceptance or non-acceptance of an applicant, the Chair of the Admissions Committee will notify the applicant of the decision. In the event of acceptance, a letter will be sent with the signatures of both the Admissions Committee Chair and the SPSI Director. When an applicant is not accepted, a letter will be sent by the Chair simply stating the decision. In the event that there is a subsequent meeting between the rejected applicant and the Chair of the Admissions Committee, the Chair may not convey to the applicant the reasons for non-acceptance. The Chair may not suggest steps which may be taken by the applicant to attempt to meet the requirements for acceptance.

RESPONSIBILITIES OF THE ADMISSIONS COMMITTEE MEMBERS:

The members of the Admissions Committee are responsible for decisions which are vital to the career of individuals who seek to become psychoanalysts. Therefore, committee members are expected to attend meetings on a regular basis and agree to evaluate applicants.

Evaluators have discretion in determining the number of interviews necessary to arrive at a conclusion. Following completion of the interviews, the evaluator, without conferring with other evaluators, will prepare a report summarizing their meetings with the applicant. The report should conclude with a recommendation to accept or reject the applicant, or, if undecided, to indicate what issues need to be clarified and how this information might be obtained. The evaluator should specifically note the factors which led to their conclusion.

Committee members are responsible for evaluating an applicant's analytic capability and/or clinical competency. In general, 2 evaluations will address the issue of clinical competence and 2 that of analytic capability. When an applicant does not possess adequate clinical competency for assessment but is otherwise qualified for admissions to the core program(s), the four evaluators will be limited to assessing analytic capability and potential clinical competency.

The evaluator of clinical competency should attempt to determine diagnostic skills, the extent to which psychoanalytic orientation informs their clinical work, whether the applicant is capable of establishing and maintaining a therapeutic alliance, whether the applicant understands and utilizes transference conceptually and whether the applicant has the ability to use insight-oriented as well as supportive therapy and/or behavioral therapy. The evaluation of clinical competence includes an examination of the applicant's ability to make a differential diagnosis, biopsychosocial and psychodynamic formulation and their awareness of organic causes of mental illness and treatment of such conditions. The evaluator, thus, must ascertain by case material what type of process the applicant engages in with their patients. Does the applicant have a capacity for empathy? Is the applicant psychologically minded? How does the applicant relate to the evaluator?

One of the evaluators will assess analytic capability.

ROLE OF SPSI ADMINISTRATOR:

The SPSI Administrator will maintain a flow chart (see Appendix A) on all applicants. The Chair of the Admissions Committee will be notified when a completed application has been received. After the Chair has determined which analysts will serve as evaluators, the Administrator will notify the applicant, who will be asked to contact the evaluators for appointments. There will be no charge for evaluation interviews. When all evaluations have been received by the Administrator, the Chair will be notified.

REPORT TO ADMINISTRATIVE STRUCTURE (EDUCATION OR FACULTY COMMITTEE):

When the decision of the Committee reflects at least a 2/3 majority vote, the decision will not be subject to review by the Education Committee and will be final. The name of the accepted applicant will be reported to the Faculty. In the event of any decision, pro or con, reflecting less than a 2/3 vote, the findings of the Committee will be summarized by the Chair and presented to the Education Committee for consultation and recommendation.

REVIEW OF APPLICATION PROCEDURE:

Each evaluator will briefly summarize their report, stressing both the applicant's strengths and liabilities, regardless of their ultimate conclusion. The evaluators will share the reasons for their conclusions. Evaluators will refrain from sharing their thoughts and conclusions until all four evaluators have had a chance to interview the applicant and come to their own conclusions. If all four evaluations are positive, the chair will submit the application for vote electronically. If any of the evaluators recommend rejection or want to raise questions about the decision, the committee will meet to consider the decision in person.

A vote of 2/3 of voting members present will constitute a final decision. Ad hoc members will have a vote, but only on the applicant they evaluated.

If a 2/3 majority vote is not obtained, at least two additional evaluations may be scheduled. A meeting to review the applicant will then be called. This process will continue until a 2/3 consensus is achieved. If a 2/3 vote remains unobtainable, the Chair will request consultation and direction from the Education Committee.

REVIEW PROCESS:

There is no stipulated time required between non-acceptance and reapplication. Applicants who have been denied admission may reapply at their discretion. This should not be considered an "appeal" process, because a new application will again require four new evaluations. At the discretion of the Chair, one or two of the original evaluators may be included in the new evaluative process.

The Admissions Committee is willing to reconsider any decision an applicant deems incorrect, inappropriate, or unwarranted. To request such a review, the applicant must submit in writing their reasons for taking exception to the decision which was reached by the Admissions

Committee. The Admissions committee will review their decision in light of an applicant's request for reconsideration in the following manner:

- 1) The applicant's request will be reviewed by the committee.
- 2) The process employed to come to the committee's original decision on the applicant will be reviewed in light of our policies and procedures.
- 3) The applicant's grounds for reconsideration will be considered in reference to the procedures followed to come to the committee's original decision as well as in light of any new explanatory or clarifying information that has come to the committee's attention.
- 4) The committee will then vote to uphold or reject the 2/3 majority committee's original decision on the applicant.
- 5) If the committee votes to reject the original decision, it will specify a course of action to take to reconsider the applicant's application.
- 6) As an oversight review to ensure fairness, the process of review and the conclusions reached from that review will be sent to the Education Committee for review and confirmation.

Reports on applicants are confidential. As such, they may not be released to anyone except as provided by law.

PREREQUISITES FOR ADMISSION:

Minimal requirements for admission to the Seattle Psychoanalytic Society and Institute Core Program(s) will conform to the current standards of ACPE, Accreditation Council for Psychoanalytic Education. To be eligible to undertake psychoanalytic education, a candidate will possess a health care degree and postgraduate training or education adequate for licensure or certification for independent practice of a core mental health profession at the highest clinical level. Exceptions may be made on a case-by-case basis for individuals who are in the process of obtaining one of these degrees or who are in postgraduate training programs, with the requirement that they will have the appropriate degree and certification or licensure prior to graduation from the institute or program.

Applicants must show evidence of integrity, professional and personal maturity, reasonable evidence of analytic capability, and indications of clinical aptitude.

Applicants are required to be appropriately licensed mental health practitioner in the state in which they are practicing.

Applicants for training in psychoanalysis are required to complete an application form and all information requested to be sent to the Institute office. This material includes:

- 1) An autobiographical sketch -- personal narrative.
- 2) Curriculum vitae: A detailed presentation of the individual's educational and professional achievements, and experience from undergraduate school to the present. It is suggested that research, teaching, and clinical experience be included. If applicable, the applicant should give details of clinical training including field placements, pre-doctoral and post-doctoral internships and description of setting and accreditation. The professional activities

of the applicant should be described (for example, individual, group, couples, adult, or child). Additional clinical training or experience by the applicant should be described including frequency, length, and nature of supervision with names and qualifications of supervisors.

- 3) Proof of residency and internship (where applicable) or transcripts of graduate, postgraduate, or post-doctoral training, where applicable.
- 4) License: States, dates, and number. Board certification(s) and date(s), if applicable.
- 5) Professional affiliations, honors, awards: The applicant should include a list of professional organizations to which they belong and any other items of interest regarding achievement in their field.
- 6) Letters of recommendation and character references: The applicant should arrange to have the Institute receive from references three letters of recommendation from psychoanalysts, psychiatrists, psychologists, social workers, or teachers in their field who are familiar with the applicant's work and/or character. Statements from clinical supervisors and from teachers concerning actual or potential ability to do psychotherapy are particularly useful.
- 7) Bibliography: In addition to a bibliography, the applicant may submit up to four professional articles, reviews, or other kinds of publications that they may have authored. A graduate thesis, if relevant, may also be submitted.
- 8) Professional practice profile: The applicant should include a case summary of the last eighteen months of professional work with the case summary including a case number, age, sex, diagnosis, frequency of sessions, dates treatment began and completed or interrupted.
- 9) Case summaries: The applicant must submit two case write-ups of ongoing or terminated cases. There must be two cases representing at least two genders, including the full spectrum of gender identification. An adolescent case may be substituted for one of the adult cases. Each write-up should not exceed twenty double-spaced pages.
- 10) The applicant will submit a non refundable application fee of \$200 with the application materials.

In addition to the foregoing, each applicant will provide general information to include:

- 1) Personal experience with psychotherapy and/or psychoanalysis.
- 2) Disciplining or legal matters: the applicant will give details to include any disciplinary actions as well as any past or pending litigation which raises malpractice and clinical integrity in any manner.