

# **SPSI PROGRESSION COMMITTEE POLICIES AND PROCEDURES**

## **GOALS:**

The goals of the Progression Committee are to evaluate and to foster the progress of Clinical and Academic Associates during their time in the core programs for adult and child psychoanalytic training.

## **COMMITTEE COMPOSITION:**

It is recommended that the Committee consist of 6-8 diverse faculty members including Child and Adult faculty. The Committee Chair is a SPSI psychoanalyst faculty member. There is one Clinical Associate member who can be present and vote on decisions regarding policies and procedures but not for discussion or decision-making on Clinical Associates. The chair and faculty members of the committee serve for three year terms. Nominations for the Chair are brought by the Nominating Committee to the faculty for the faculty's approval. Faculty members of the Committee are brought to the Nominating Committee by the chair and the Nominating Committee brings them to the Faculty for approval. The CA member is elected by the CAAO for a three year term. All members may serve more than one term. If a member chooses to extend their term it must be approved by the committee, the nominating committee and then by the Faculty.

## **FREQUENCY OF MEETINGS:**

The Progression Committee meets monthly during the academic year, or as often as necessary to accomplish its goals.

## **RESPONSIBILITIES OF THE CHAIR:**

At the beginning of each academic year the Chair assigns new Clinical Associates to a file reviewer and ensures that each Clinical Associate is reviewed at least once during the academic year.

The Chair's responsibilities include 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 Committee meeting.

## **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

Each Committee member serves as file reviewer for several Clinical Associates as assigned by the Chair. Committee members are expected to attend Committee meetings on a regular basis.

## **ROLE OF SPSI ADMINISTRATOR:**

The SPSI Administrator will maintain Clinical Associates' files in binders stored in a locked cabinet in the SPSI office. The administrator will add documents, including reviews, reports, letters, evaluations, and other relevant paperwork to the files as such documents are received.

**PROCEDURES:****Functions of the Committee and Progression Requirements:**

The Progression Committee gives approval for the following situations for Clinical Associates' advancement through the training program:

- to begin control cases,
- to begin a third case,
- to receive credit for cases,
- for promotion to senior clinical associate status,
- for graduation.

**Procedures for Clinical Associates' File Review Meetings:**

The Progression Committee reviews the didactic and clinical work of all CAs and didactic work of all AAs. It keeps them informed of their standing and of the faculty's evaluation of their work. If Associates are not in attendance at meetings where decisions are made about their standing the file reviewer contacts them with that information.

- Individual reviews include Committee members, the file reviewer, consultants, and the Associate.
- Prior to each review, the file reviewer summarizes the Associate's evaluations from their didactic course instructors, reviews written reports from the consultants, and reviews the CA's case write-ups. The file reviewer tallies numbers of consultation hours and analytic sessions and submits a report that is included in the Clinical Associate's file. (see Appendix 1)
- Reviews begin with the file reviewer and consultants (who may attend the meeting by phone) briefly summarizing the Associate's progress, including discussion of the Associate's strengths as well as concerns or problems that have been noted.
- The Associate is then invited to join the meeting and their work is reviewed in more depth with time for discussing questions or concerns the Associate and/or the Committee may have.
- When a decision about any aspect of progression is requested, the Committee members will vote on the request. A majority is needed to decide the vote. The Associate will be informed of the Committee's vote in a timely manner.
- File reviewers are encouraged to offer a personal meeting prior to each review, to review the clinical associate's progress in achieving their educational goals.

**PROGRESSION TIMELINE FOR CLINICAL ASSOCIATES:****Permission to begin control cases:**

A Clinical Associate is eligible to begin two control cases after:

- completing the first trimester of didactic courses,
- six months of training analysis, or waiver
- obtaining written recommendation from their psychotherapy consultant (see Appendix 2)
- approval by the Committee.

The Clinical Associate will write a letter to the Chair with a copy to their file reviewer indicating that they have met the above requirements, including the start date of their training analysis.

Potential control cases must be approved by two training or consulting analysts before the analysis begins.

If one or both of the Clinical Associate's first two cases interrupt before being credited, the CA does not need to request approval to replace those cases.

**Permission to take a third control case:**

Prior to beginning a third control case the CA will request approval from the Committee. The CA's file must be current before the Committee will consider the request.

Files need to include:

- evidence of continuing progress in the CA's work as documented by their consultants' reports,
- instructor evaluations, and
- up to date six-month summaries.

**Consultations:**

Clinical Associates are required to have weekly consultation for their first and second control cases from a SPSI training/consulting analyst (or other approved consultant).

Beginning with the third control case, the Committee will consider requests to reduce the frequency of consultation for well-established treatments. Consultation should continue until the patient terminates or the CA graduates.

**Credit for Cases:**

Requirements include:

- a minimum of one year of analysis conducted at 4 or 5 sessions per week,
- evidence of an analytic process and progress in the analysis,
- at least 50 hours of consultation for each case.
- one case may be seen at a frequency of 3 times a week

When the CA and consultant agree that the case should be credited, the consultant will send a written recommendation to the Progression Committee. The actual crediting is done by the Committee.

It is expected that once the case is credited, the CA will continue to keep write-ups current until the patient terminates or the CA graduates.

**Promotion to Post Didactic Clinical Associate Status:**

Clinical Associates achieve this advancement when they have completed the didactic part of the the program. Post didactic CAs may start new analytic cases without consultation by petitioning the Progression Committee. If the CA wishes to include a new case as a control case, they need to begin consultation before the case can be considered a control case.

**Interpretation and Application of Progression Requirements:**

Consistent with the Committee's goal of facilitating progression and graduation, the Committee will exercise appropriate judgment and flexibility in determining whether progression standards have been met and in evaluating all aspects of the clinical associate's progress.

**Closed Cases:**

When the analysand in a control case is potentially identifiable to members of the SPSI community, the Clinical Associate and consultant will treat it as a "closed case." Reports on "closed cases" are only made to the consultant, who reports the CA's progress to the file reviewer without clinical details concerning the patient. The CA refrains from discussing the closed case during case conferences as well as in didactic courses.

**Clinical Conflicts:**

No committee member will take part in discussions on the work or qualification of any Clinical Associate with whom they have had a therapeutic relationship.

In the event that a Clinical Associate makes a formal complaint against a faculty member, that member will take no further part in discussion or decision-making concerning that clinical associate.

**Post-Didactic Continuous Case Conference:**

Associates are expected to attend continuous case conferences until graduation. However, in rare circumstances after an associate has completed the four-year didactic program, is in good standing as a CA/AA and has attended post didactic case conferences for several years, the Associate may petition the Progression Committee for a waiver from case conference attendance. A formal request for a waiver is made to the chair of the Progression Committee. A waiver may be sought, for example, when a post didactic CA/AA has attended case conferences for many years and has met most requirements for graduation.

**GRADUATION:****Graduation Requirements for Adult Psychoanalytic Training:**

- Completion of the didactic curriculum,
- A minimum of 200 consultation hours from at least three different consultants,
- At least one presentation on an on-going psychoanalytic case to a continuous case conference for one trimester,
- At least a six-month overlap of training analysis, control case consultations and didactic seminars, and
- Credit for either 3 or 4 control cases

The three options for completion of control cases for graduation:

- 1) Three credited cases representing at least two genders, including the full spectrum of gender identification. One of the adult cases must have completed analysis following an appropriate termination phase with a specific termination date.

- 2) Four credited cases representing at least two genders, including the full spectrum of gender identification. One of the adult cases must be in termination phase with a specific termination date.
- 3) The CA has four credited cases representing at least two genders, including the full spectrum of gender identification; at the time of graduation one of those cases must be well into the middle phase; all four consultants must attend a meeting with the Committee to discuss the CA's progress and approve graduation.

Child Clinical Associates may count one credited child or adolescent case toward graduation from the adult program. A child termination cannot substitute for an adult termination.

In collaboration with the four consultants, the Committee will either approve the CA's graduation or require the CA to continue with training. If graduation is approved, the CA will be strongly encouraged to continue consultation through the termination phase or to resume consultation during the termination phase.

**Graduation Requirements for Child Psychoanalytic Training:**

- Completion of the child psychoanalysis curriculum,
- A minimum of 200 consultation hours from at least three different consultants,
- At least one presentation on an on-going psychoanalytic case to a continuous case conference for one trimester,
- At least a six-month overlap of training analysis, control case consultations and didactic seminars, and
- Credit for either 3 or 4 control cases
- One case must be an adolescent (up to the 22 years of age).
- One case must be latency-aged child.
- The other case should preferably be a prelatency-aged child, but if such a case is unavailable, either another latency-aged child or another adolescent is usually adequate.

The three options for completion of control cases for graduation:

- 1) Three credited cases representing at least two genders, including the full spectrum of gender identification. One of the cases must have completed analysis following an appropriate termination phase with a specific termination date.
- 2) Four credited cases representing at least two genders, including the full spectrum of gender identification. One of the cases must be in termination phase with a specific termination date.
- 3) The CA has four credited cases representing at least two genders, including the full spectrum of gender identification; at the time of graduation one of those cases must be well into the middle phase; all four consultants must attend a meeting with the Committee to discuss the CA's progress and approve graduation.

**Graduation Requirements for Academic Psychoanalytic Training:**

The progression of each Academic Associate will be assessed annually by the Academic Training Committee in conjunction with the Progression Committee. Graduation from the Academic Program will be granted by a joint decision of the Academic Program Committee and the

Progression Committee upon successful completion of the core training program and the submission of a thesis.

**POLICY CHANGES:**

The Committee recommends changes in progression policy to the Faculty which then votes on whether to approve the changes.

**LEAVE OF ABSENCE POLICY:**

In the event of serious life circumstances an associate may request leave from a course or courses. These circumstances include but are not limited to:

- birth or adoption of a child,
- a serious health condition of the CA,
- spouse/partner, child or parent who has a serious health condition,
- a death in the family,
- other stresses that preclude a CA being able to participate actively in training.

Requests for LOA should be made to the Progression Committee Chair. An associate on leave may also request accommodation when returning to class. The associate and instructor(s) will work together to facilitate the associate's continued participation in training, with assistance from the Curriculum Committee. Decisions about how and when to make up work will be decided on a case-by-case basis with input from the Progression and Curriculum Committees, the associate and instructor(s).

Associates are asked to contact the Progression Committee as soon as they know that they want to take a leave. Except in cases involving emergencies, associates are asked to get requests to the Progression Committee Chair by the second Wednesday of the month prior to the start of the trimester during which the associate is requesting leave. This gives the Progression and Curriculum Committees time to get this matter on to their agendas, discuss and approve the request.

**CERTIFICATION REQUIREMENTS:**

Requirements for certification are different from the requirements for graduation and change from time to time. It is the responsibility of Clinical Associates interested in pursuing certification to find out the current requirements. Individual TAs and the TA Committee will be receptive to discussing, offering advice and helping with this matter for the CAs.