

Boston Graduate School of Psychoanalysis

FIELDWORK MANUAL

*Policies and Procedures for the Field Placement Program
Master's, Certificate, and Doctoral Programs*



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THE FIELD PLACEMENT PROGRAM

GENERAL PURPOSE

A theoretical understanding of schizophrenia developed in the 1940s and 50s with the work of Winnicott, Racker, Spitz, Searles, et al. leading to a psychoanalytic technique which has enabled subsequent practitioners to expand the frontiers of psychoanalytic research and practice to the earliest levels of human functioning. Understanding psychosis is central to the curriculum of the BGSP. Whether studying for a master's degree or pursuing a certificate in psychoanalysis, a BGSP student begins by stepping into the world of the deeply regressed hospitalized patient. By learning to be with these patients in a way that does not violate the patient's stimulus barrier, the student learns how psychotic defenses operate and how to read and respond to the patient's symbolic attempts at communication. This experience is fundamental to an understanding of the roots of human motivation.

THE PROGRAM

The two-year program is designed with flexibility so that students may proceed at a pace suited to their previous experience and program requirements. Students are required to take PT/CP 184 and PT/CP 186, Clinical Psychopathology I and II, three semesters of PT/CP 185, three semesters (with patients) of PT 111 and to be in a 400 hr. Field Placement concurrently with PT/CP 185 and PT 111. Counseling students should consult the Counseling Clinical Manual for clarification of additional Counseling Masters requirements.

Fieldwork students typically begin the clinical program at this level by enrolling in PT/CP 184, the prerequisite for entering the Field Placement. During this time, the student makes two informal visits to mental hospitals or other approved facilities, to

become acquainted with the general atmosphere and to explore reactions in brief papers which describe both the hospital environment and the student's experience of it.

By the second semester, students enroll in PT/CP 185 and the student begins the Field Placement. Many placement options are available (see appendix). All placements must be approved by the Fieldwork Coordinator. New placement options may be opened by special request to the Fieldwork Coordinator. During the second, third, and fourth semester, students are actively involved in the field placement (seeing patients, going to team meetings if available, and having regular meetings with the administrative supervisor at the placement). Students in BGSP contracted placements take PT 111 supervision. Counseling students should consult the Counseling Clinical Manual for clarification of additional supervision requirements. Students are expected to observe 3-4 patients over the year and a half. Students are encouraged to attend placements over summer break, provided they enroll in summer supervision. One is selected as the primary case. At the end of three semesters of field placement (usually in the 4th semester of the program), the typical full-time student makes the final case presentation in the PT/CP 185 class.

In the fourth semester, students enroll in PT/CP 186. They begin the study of the less regressed pathologies to complete their clinical classwork for the master's degree or to complete Level A.

SPECIFIC REQUIREMENTS

For Admission to Fieldwork

1. Minimum of 12 hours of analysis
2. The advisor's approval
3. A completed application (see appendix)
4. An interview with the Coordinator of Fieldwork, Ms. Tina Woolbert (781-894-0311, 617-216-3314)
5. Successful completion of one semester of Clinical Psychopathology (PT/CP184) or approved equivalency
6. Purchase of student professional liability insurance (see appendix for insurance information)

Once admitted to a field placement, the student submits a Statement of Field Placement (see appendix) to the Registrar and the Fieldwork Coordinator

At the Field Placement

1. A minimum of three sessions per week with patients
2. Regular contact with administrative staff
3. Attendance at one team meeting or equivalent per month, if available
4. Charting and recording if required by the hospital

For Completion of the Program

1. A written report to the PT/CP 184 instructor on the visits to two mental health facilities
2. Completion of 400 hours of clinical and training activities (logged on PT/CP 185 reports (see appendix)
3. Letters of evaluation and recommendation from the administrative supervisor at the placement.
4. A satisfactory oral presentation of field placement cases demonstrating an ability to integrate theory with the students experience of the patients.

Students submit the Completion of Fieldwork Form to document completion of the above requirements (see appendix).

GOING ON TO LEVEL B STUDIES (DOCTORAL OR CERTIFICATE PROGRAM)

After completion of the Fieldwork Program, many Master's students will be ready to apply to the Certificate or Doctoral program if desired, and many Certificate students will be ready to apply for Certificate Candidacy (Level B studies). Please consult the *Bulletin* and the Application for Candidacy form for information on Certificate Candidacy.

APPENDIX

1. List of some field placement options
2. Application for Fieldwork (Form 1)
3. Statement of Field Placement (Form 2)
4. Record of Fieldwork Activities (Form 3)
5. PT/CP 185 Instructor's Report (Forms 4A, 4B, 4C)
6. Supervision Form-Process Notes (Form 4D)
7. Administrative Contact Evaluation Form (Form 5)
8. Completion of Fieldwork Form (Form 6) – 2 pages

Counseling students should consult Counseling Clinical Manual for counseling documentation requirements.

9. Student Professional Liability Insurance Information

BGSP MENTAL HEALTH & FIELD PLACEMENT SITES

PAST FIELD PLACEMENT SETTINGS:

MAINE:

Augusta Mental Health Institute, Augusta

MASSACHUSETTS:

Lemuel Shattuck Hospital, Boston
Medfield State Hospital, Medfield
Memorial Veterans Hospital, Bedford
Santram House, Worcester
Taunton State Hospital, Taunton
Worcester State Hospital, Worcester

RHODE ISLAND:

Eleanor Slater Hospital, Psychiatric Units, Cranston

VERMONT

Merry Meadow Farm, Bradford

PRESENT FIELD PLACEMENT SETTINGS:

MASSACHUSETTS:

Westboro State Hospital
Corey Hill Nursing Home
Coolidge Corner Convalescent Center
North Suffolk (group homes & day treatment)
Framingham Rehab & Nursing Center
Mt. Ida Nursing Home
Eikos (group homes & day treatment)
Wellmet Project (group homes)
Embassy House
Bay Cove (group homes & day treatment)

BOSTON GRADUATE SCHOOL OF PSYCHOANALYSIS
APPLICATION FOR FIELD PLACEMENT PROGRAM

NAME _____ DATE _____
ADDRESS _____ ENTERED BGSP _____
PHONE: HOME _____ OFFICE _____

I wish to be considered for the BGSP Field Placement Program, to begin with the _____ semester.

BGSP COURSES COMPLETED

Course #	Sem./Date	Course #	Sem./Date	Course #	Sem./Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Have you had clinical experience? Yes _____ No _____

If yes, please describe: _____

Current Training Analyst: _____ Sessions to date*: _____

Analyst's Signature _____

Applicant's Signature _____ Date _____

Advisor _____ Date _____

Dean of Graduate Studies _____ Date _____

Coordinator of Fieldwork _____ Date _____

*15 sessions required.

STATEMENT OF FIELDWORK PLACEMENT

To be filed with the Fieldwork Coordinator at the beginning of the placement

Please Print

Name of Student _____

Name of Placement _____

Address of Placement _____

Administrative Contact _____

BGSP Clinical Supervisor _____

Counseling Program Individual Supervisor _____

Date Placement Began _____

Summary of Duties _____

Student Signature Date _____

BGSP Supervisor Signature Date _____

Fieldwork Coordinator Signature Date _____

BGSP PT/CP 185 Record of Fieldwork Activities

Semester _____ PT 185 Instructor _____

Name _____

Placement _____ Date Began _____

PT 111 Supervisor _____ Placement Supervisor _____

Week 1	Hours	Week 2	Hours	Week 3	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 4	Hours	Week 5	Hours	Week 6	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 7	Hours	Week 8	Hours	Week 9	Hours
PT/CP 185	_____	PT/CP 185	_____	PT/CP 185	_____
PT 111	_____	PT 111	_____	PT 111	_____
Observe Pts.	_____	Observe Pts.	_____	Observe Pts.	_____
Adm. Super.	_____	Adm. Super.	_____	Adm. Super.	_____
Team Mtgs.	_____	Team Mtgs.	_____	Team Mtgs.	_____
Chrt/Rec.	_____	Chrt/Rec.	_____	Chrt/Rec.	_____
Weekly Total	_____	Weekly Total	_____	Weekly Total	_____
Overall Total	_____	Overall Total	_____	Overall Total	_____

Week 10 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 11 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 12 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 13 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 14 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 15 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Week 16 Hours
 PT/CP 185 _____
 PT 111 _____
 Observe Pts. _____
 Adm. Super. _____
 Team Mtgs. _____
 Chrt/Rec. _____
 Weekly Total _____
 Overall Total _____

Notes:

Turn in to Fieldwork Coordinator at the end of each semester.

Total hours to date: _____

BGSP PT/CP 185 Report

NAME _____ REPORT # _____

INSTRUCTOR _____ SEMESTER _____

PLACEMENT _____ PLACEMENT SUPERVISOR _____

PT/CP 185 CLASS LOG:

DATE OF CLASS _____

To be submitted in each PT/CP 185 class meeting

BGSP STUDENT'S CASE PRESENTATIONS IN PT 111

NAME _____ DATE OF PT 111 _____ REPORT # _____

SUPERVISOR _____

SUPERVISEE #1

SUPERVISEE #2

MY OWN SUMMARY

form 4C

Summary of Placement Administrative Supervision (if available)

NAME _____ REPORT # _____

Date of Supervision at Placement _____

Summary:

Other Experience at Site Placement: Staff, Site Environment, Patient Review, Diagnostic Team Evaluations, Seminars, etc. (Describe and indicate dates)

BGSP SUPERVISION FORM

PT 111

Student _____ Supervisor _____

Supervisor Section _____ Date of Supervision _____

Patient's Initials _____ Date of Session _____ Session # _____

PROCESS NOTES

Boston Graduate School of Psychoanalysis
1581 Beacon Street
Brookline MA 02446
617-277-3915

form 5

FIELDWORK PLACEMENT EVALUATION FORM
(to be given to site contact)

Student: _____

Supervisor: _____

of Client Hours on Site Per Week: _____

of Additional Hours on Site Per Week: _____

Please write a brief evaluation of the student's work at your institution or agency.

Name and Address of Placement

Placement Start Date: _____

Placement End Date: _____

Signature: _____

Date: _____

COMPLETION OF FIELD WORK FORM

STUDENT'S NAME _____ DATE _____

FIELD WORK PLACEMENT

Name of Placement Site _____

Name of Placement Site Contact _____ Phone # _____

Patients' Initials _____

<u>Description of Activities</u>	Total # Hrs from Form 3
----------------------------------	-------------------------

1. PT/CP 185 Classes at BGSP _____

2. PT 111 Case Supervision at BGSP _____

3. Observing Patients at Placement _____

4. Admin./Supervision at Placement _____

5. Team Meetings at Placement _____

6. Charting and Recording _____

7. Other (Describe) _____

Total # of Hours _____

Number of Semesters in PT/CP 185 _____

Final Evaluation by Site Contact Received Yes_____ No_____

Field Placement Coordinator Signature _____ Date _____

Fieldwork Presentation

Oral Case Presentation Date _____ Passed Yes____ No____

Comments _____

PT/CP 185 Faculty Signature _____

(signature indicates presentation disposition)

STUDENTS NAME _____

DATE _____

TRAINING ANALYSIS

Analyst's Name _____

Analytic Hours to Date _____
(Individual Analysis, Not Estimated)

Analyst's Signature _____

COURSEWORK

20 Courses Completed To Date (list)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Educational Review:

Advisor's Signature _____

Date _____

Student Professional Liability Insurance

All Level A and Master's students who are participating in any field, practicum, or internship placements are required to carry low-cost individual student professional liability insurance.

In addition to the school's policies and the site's policies, having individual insurance provides the best protection for students working clinically on-site.

THE AVERAGE COST FOR STUDENT INSURANCE IS \$35 PER YEAR. One agency that is recommended is the American Professional Agency, Inc. www.americanprofessional.com. You must also join the Society of Modern Psychoanalysts to be eligible for this insurance, which you may do easily by visiting their website at SMPUSA.org. You will join as a STUDENT, and there is no fee to join at this level. This is the insurance also recommended for candidate students at Level B who see clients in the Therapy Center, and it specifically recognizes modern psychoanalysis and the SMP.

There are other companies that offer this type of insurance, and are acceptable for coverage, and the average cost is similar.

Students submit a copy of the coverage page of the policy you choose to the Fieldwork Coordinator.