

FIELDWORK MANUAL

Policies and Procedures for the Field Placement Program



CMPS

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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, Spotnitz, Searles, et al. led to a psychoanalytic technique that has enabled subsequent practitioners to expand the frontiers of psychoanalytic research and practice to the earliest developmental levels of human functioning. Understanding psychosis and narcissistic regression is central to the curriculum of CMPS. A student begins by stepping into the world of the deeply narcissistically regressed 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, somatic, and ego 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 fieldwork placement offers direct contact with regressed patients in supportive living programs, day treatment programs, psychiatric units, or comparable settings, giving students the opportunity to observe extremes of pathology and the earliest levels of fixation or regression, including psychosis, schizophrenia, impulse disorders, and psychic responses to trauma. . Prerequisites include 15 sessions of approved individual analysis and satisfactory completion of PT 184, Primitive Mental States.

After consulting with their educational advisors, students begin the CMPS Clinical Studies sequence by enrolling in PT 184 Primitive Mental States. This course imparts a psychodynamic understanding of the symptoms, core conflicts, and characteristic defenses inherent in primitive mental states. Students become familiar with the differences between psychoanalytic and psychiatric diagnoses by studying the typical symptoms, onset, course, and prognosis of the major mental disorders, and the core conflicts and primitive defenses inherent in them. During the first six weeks of PT 184, students planning to begin their fieldwork placement in the following semester complete an **Application to Begin Fieldwork Placement** (see Form 1, p. 9) and schedule an interview with the CMPS Fieldwork Placement Coordinator. While a student in PT 184, the student visits three mental health facilities to become acquainted with the general atmosphere of these institutions. As part of the course requirements, the student writes a paper describing the settings' environments and the student's experience of them.

Following completion of PT 184 and approval of the **Application**, the student begins the placement by enrolling in the first of three semesters of PT 185 Clinical Experience in Institutional

Settings and PT 111 Fieldwork Placement Case Supervision. The CMPS Fieldwork Placement Coordinator assists the student in selecting one of the available placement options or in developing an alternative placement. Students should be prepared to devote ten or more hours weekly to the placement program. This includes time spent with patients, in administrative supervision at the placement, in case observation supervision at the Center, in attendance at clinical courses, and in preparation of process and seminar reports. The fieldwork placement requirement consists of a minimum of 400 hours in these placement-related activities. Over the three semesters and one intervening summer of the placement, students are expected to observe three mental health patients. At the end of the third semester, students ready to complete fieldwork obtain a letter from their administrative supervisor (at the placement) recommending the student for advancement in the CMPS program, and they make a presentation of their work at the placement to fellow students and fieldwork faculty. Students who have not terminated with their patients or who wish to have a longer fieldwork placement may, if space permits, with the permission of the instructor, continue fieldwork placement, PT 111, and PT 185 for one or more additional semesters.

During the semesters they are participating in the fieldwork placement, students take PT 185 Clinical Experience in Institutional Settings, a seminar designed to help students to integrate theory with observations and to understand basic psychoanalytic psychopathology, including the vicissitudes of primitive conflicts and defenses. Students discuss their externships, examining all aspects of placement life, including understanding the meaning of apparently irrational behavior. In addition, students meet weekly PT 111 Fieldwork Case Supervision with a supervisor and two other students to discuss observations from the fieldwork placement. Here students submit and study case summary reports as part of the process of learning to understand and identify dynamics through listening and observation. Before beginning at the placement, students attend at least one meeting of PT 185 and one meeting of PT 111.

After successfully completing two semesters of the fieldwork placement and PT 185, students in the third semester of PT 185 may additionally take PT 186, Beyond Psychosis: Typology of Conflict and Defense, focusing on the pathologies likely to be encountered at the Consultation and Referral Service.

Psychoanalytic training is more meaningful when students participate concurrently in theory, development, history, and research courses while in the fieldwork placement. It is recommended that students consult with their educational advisors so that by the end of their field placement they will have completed the courses required for Level 2, Certificate Candidacy.

SPECIFIC REQUIREMENTS

Requirements for Admission to Fieldwork Program:

1. Minimum of 15 sessions of **approved** individual analysis. (This can be clarified with your advisor)
2. Your academic advisor's approval
3. A fully completed **Application to Begin Fieldwork** (see Form 1, p. 9) signed by your advisor
4. Your résumé or c.v.
5. The name and phone number of three character references (contact information only)
6. **An interview with the Fieldwork Placement Coordinator. This interview is scheduled during the first six weeks of the semester *prior* to the semester you plan to begin fieldwork.** Bring the above three items to the interview (completed application, résumé, and references).

Note: You are not required to begin fieldwork in the semester following completion of PT 184. Many students do not. When these students are ready to begin fieldwork, they contact their academic advisors, complete the **Application to Begin Fieldwork** (see Form 1, p. 9), and schedule a meeting with the Fieldwork Coordinator by the **sixth week** of the semester *prior* to the one in which they plan to begin fieldwork.

Students who have been interviewed for placement but who then decide to postpone fieldwork placement are required to notify the Coordinator of Fieldwork Placement and their Advisor *immediately*.

All interviews must be completed and arrangements for field placement made by the end of the semester *prior* to the one in which the student begins the externship.

At the Field Placement:

1. A minimum of three meetings per week with patients of the mental health facility;
2. One meeting per week with an administrative supervisor;
3. Attendance at one team meeting or equivalent per month, if required, primarily for de-briefing;
4. Charting and recording as required by the placement facility; and
5. Any immunizations, screenings, fingerprinting, or training required by the facility.

Fieldwork is taken concurrently with PT 185 and PT 111. Further responsibilities of the student at the placement are listed on page 6.

Requirements for Completion of the Program:

1. Students remain active at their placement until the end of their third semester of PT 185 and PT 111.
2. Completion of a minimum **400 hours of clinical and training activities** logged on PT 185 reports (see Form 2, pp. 10-12);
3. Successful completion (i.e. a passing grade) in three semesters of PT 185.
4. Successful completion (i.e. a passing grade) in three semesters and one summer of PT 111.
5. **A letter from the administrative supervisor** at the placement attesting to regular attendance and direct observation of members of the program (see description p. 8)
6. A satisfactory **oral presentation** demonstrating an understanding of theory as it relates to the fieldwork experience.
7. Completion of the “Completion of Fieldwork Form” (Form 3, p.13), including signatures of the **PT 185 instructor** of the student’s final semester in fieldwork and the **Fieldwork Coordinator**.

PROFESSIONALISM AT THE FIELDWORK PLACEMENT

Fieldwork provides the student with an opportunity to observe at least three regressed patients weekly for an extended period of time. It is an opportunity to experience extremes of pathology and the earliest levels of fixation and regression with the support of supervision, individual analysis, and fellow students and instructors in PT 185.

At the placement, the fieldwork student is treated as a staff person and as such is expected to behave in a professional manner. Fieldwork students are expected to respect the rules and norms of the organization in which they are working and to maintain appropriate standards of confidentiality about their work.

Fieldwork students discuss the dynamics of their interactions with patients with the PT 111 supervisor and their co-supervisees in PT 111. The role of the weekly meeting with the on-site administrative supervisor at the placement is different: it is primarily for debriefing and sharing any information that suggests that there is a possibility of danger or harm coming to anyone involved. Part of the fieldwork student's task is to learn what and how much to share with the on-site administrative supervisor. The fieldwork student discusses any difficulties regarding the placement in the PT 185 classroom, with the PT 111 supervisor, and, if necessary, with the Coordinator of Field Placement.

Responsibilities of the fieldwork student:

- a. The fieldwork student is expected to be at the placement every week. The on-site administrative supervisor and PT 111 supervisor are notified of all absences, vacations, and changes in schedule. The fieldwork experience encompasses, at minimum, **three semesters and one intervening summer**: fall-spring-summer-fall or spring-summer-fall-spring.
- b. The fieldwork student is expected to adhere to the policies, procedures and working hours that apply to the professional and administrative staff of the agency.
- c. The fieldwork student is expected to establish a good rapport with supervisors, co-workers, and other members of the agency
- d. The fieldwork student is a guest in the host agency and a representative of CMPS or NYGSP. Appropriate and professional attire is expected.
- e. The safety and well-being of the fieldwork student is a top priority. Any situations which alarm or frighten the student, or situations which strike the student as dangerous, are discussed promptly in PT 111 and PT 185.

Liability Insurance

It is now necessary for *all* students doing their field placement to have malpractice insurance in the amount of \$1,000,000/\$3,000,000. This insurance is very reasonable and can be obtained under “student counselor” status. CMPS students who have an MSW or PsyD and who currently have liability insurance for their private practice may be able to obtain student coverage through their current provider at no additional cost.

Students entering Fieldwork must submit proof of coverage to Mrs. Lerner *before* entering their field placement and are responsible for updating their coverage as necessary.

The following organizations offer liability insurance for student mental health interns. CMPS and NYGSP students can recommend others.

American Professional Agency

800-421-6694

www.americanprofessional.com

Applicants are required to join either NAAP (National Assn. for the Advancement of Psychoanalysis) or SMP (Society for Modern Psychoanalysis) to receive coverage. Membership in SMP is complimentary for NYGSP and CMPS students.

American Psychological Assn.

<http://www.apait.org/apait/products/studentliability>

Applicants are required to join American Psychological Assn. (or document that they are in the process of joining)

CPH and Associates

<https://www.cphins.com/Portals/0/NSP%20Student.pdf>

No psychoanalytic associations are listed. Applicants can choose the category "no professional membership or association not listed"

Trust Risk Management

<http://www.trustrms.com>

Applicants are required to join American Psychological Assn.

ACA Insurance

<http://www.acait.com/students/index.cfm>

No assn. membership requirements

ADMINISTRATIVE SUPERVISION FINAL EVALUATION

Upon completion of the Field Work Placement and a satisfactory presentation, students completing Fieldwork must submit a brief letter on agency letterhead from the Administrative Supervisor which states the following:

- The length of the Internship (including beginning and ending dates)
- Description of the student's work (saw at least three patients with regularity)

Letters should be addressed to the Fieldwork Coordinator and submitted before the end of the final semester of the student's fieldwork.

APPLICATION TO BEGIN FIELD PLACEMENT

NAME _____ DATE _____

First semester at CMPS: _____

Home phone: _____ Work phone: _____ Cell phone _____

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

CMPS COURSES COMPLETED AND BEING TAKEN CURRENTLY

Course #	Semester	Course #	Semester	Course #	Semester

Are you currently working in a clinical setting? _____ If yes, describe:

Have you had previous clinical experience? _____ If yes, describe:

Current Training Analyst: _____ No. of Sessions to date*: _____

Applicant's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Coordinator of Fieldwork: _____ Date: _____

*15 sessions required. Please attach a PT 7 form (available from the registrar) if the PT 7 form you submitted at the beginning of the current semester indicated fewer than a total of 15 sessions as of that date.

Semester _____ PT 185 Instructor _____ Report # _____

Student's Name _____

Field Placement _____ Date Began _____

PT 111 Supervisor _____ FPP Supervisor _____

# of hours	Description of FPP Activities
	Observing Patients at FPP
	PT 185 at CMPS
	PT 111, Case Supervision at CMPS
	<i>Administrative Supervision at FPP</i>
	Clerical-Administrative Activities
	Meetings, Seminars at FPP
	Other (describe)
	TOTAL hours this week
	CUMULATIVE TOTAL: total hours to date

Date of Class Meeting _____

Date of Meeting _____

Field Placement Supervisor _____ Duration of Meeting _____

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

STUDENT'S CASE PRESENTATIONS IN PT 111

FORM 2. p.3

Name _____ Date of PT 111 _____ Report # _____

PT 111- _____ Day _____ Time _____ Supervisor _____

Supervisee #1

Supervisee #2

My own summary

COMPLETION OF FIELDWORK FORM

STUDENT'S NAME _____ DATE _____

FIELD WORK PLACEMENT

Name of Placement _____

Name of Placement Supervisor _____ Phone _____

Patients' Initials _____

<u>Description of Activities</u>	<u>Total Hours (from Form 3)</u>
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1. PT 185 Classes at CMPS	_____
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2. PT 111 Discussion Group at CMPS	_____
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3. Observing Patients at Placement	_____
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4. Admin./Supervision at Placement	_____
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5. Team Meetings at Placement	_____
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6. Charting and Recording	_____
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7. Other (Describe)	_____
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Total Hours	_____
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Number of Semesters in PT 185 _____

Final Evaluation by Placement Supervisor submitted to CMPS Field Placement Coordinator?

Yes____ No____

Field Placement Coordinator Signature _____ Date _____

Fieldwork Presentation

Presentation Date _____ Passed? Yes____ No____

PT 185 Faculty Signature _____ Date _____

Comments: