



**NSWIPP**

NSW Institute of  
Psychoanalytic  
Psychotherapy

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## **TRAINING MANUAL**

### **INTRODUCTION**

This training manual has been developed to provide information to trainees about the policies and procedures involved in the training course in psychoanalytic psychotherapy offered by the NSWIPP. While every attempt has been made to document all relevant information, some aspects of the course are covered in more detail than others. Furthermore, in the spirit of continued development of this course, some changes may be made from time to time and, if so, you will be informed.

#### **1. THE ADULT TRAINING ADVISORY BOARD (ATAB)**

The ATAB is one of a number of Advisory Boards to the Executive Committee of the NSWIPP. The training course is overseen by the ATAB.

##### **1.1 Functions of the ATAB**

- 1.1.1 To develop, plan, and review the structure and content of the training course and the policies and procedures for the implementation of the course.
- 1.1.2 To put in place a Training Agreement with each trainee. (See Appendix 1)
- 1.1.3 To confirm that each trainee has appropriate Professional Indemnity Insurance, membership of a relevant Professional Association and has commenced therapy according to the training requirements. (See Appendix 2)
- 1.1.4 To appoint a Trainee Adviser for each trainee.
- 1.1.5 To appoint a member of the ATAB to be a group liaison person for each training group.
- 1.1.6 To assess the progress of trainees throughout the course. This is done by Progress Subcommittee in consultation with supervisors, seminar leaders and Trainee Advisers.

- 1.1.7 To offer feedback and information to trainees regarding overall progress, particularly via Trainee Advisers and Supervisors.
- 1.1.8 To determine when a trainee has satisfactorily completed all requirements of the training course, and to advise the trainee and the Executive of the NSWIPP of this completion.
- 1.1.9 To advise the Membership Advisory Board of the NSWIPP of the trainee's eligibility to apply for membership.

## **1.2 Membership of the ATAB**

- 1.2.1 All members of the ATAB are full members of the NSWIPP.
- 1.2.2 If a trainee is in therapy with a member of the ATAB, that member will absent themselves from any discussion regarding that trainee.
- 1.2.3 The ATAB is represented on the Executive of the NSWIPP by the Chair of the ATAB.

## **1.3 Other Administrative Matters**

- 1.3.1 An account will be sent at the beginning of each term for seminar fees, payable upon receipt.
- 1.3.2 Trainees will receive an abbreviated NSWIPP newsletter every couple of months containing those issues of relevance and interest to trainees.
- 1.3.3 The updated website, [www.nswipp.org](http://www.nswipp.org), will be available for information about NSWIPP, administrative matters, online resources and a trainee forum.
- 1.3.4 The NSWIPP library (The Mayer-Katz Library) is available for the use of trainees.

## 2. STRUCTURE OF THE TRAINING COURSE

The course consists of four components-

1. Personal Psychoanalytic Psychotherapy or Psychoanalysis
2. Infant Observation
3. Individual Supervision of approved psychoanalytic cases
4. Clinical and Theoretical Seminars

### 2.1. Personal Therapy

2.1.1 Trainees are required to undergo psychoanalytic psychotherapy or psychoanalysis with a therapist approved by the ATAB. The therapist will be a member of either the NSWIPP or the Sydney Institute for Psychoanalysis (SIP). Therapy must be at least twice weekly, and it is strongly recommended to have been established by the time of application for the training. One reason for this is that being in therapy can assist greatly during the application process, the beginnings of training and throughout the process of the psychoanalytic psychotherapy training. The minimum requirement is that the therapy, as above, is established on acceptance into the training at the discretion of the Selection Committee, and continues until all training requirements have been completed. In other words, it is to be concurrent with all other components of the course, reflecting the central importance of this aspect of the training.

2.1.2 Trainees are required to inform the ATAB via the Trainee Adviser if there is an intention to terminate therapy or reduce the frequency of sessions to less than twice weekly. In such cases, the training status of the trainee will be reviewed by the ATAB.

2.1.3 Currently, it is a NSWIPP requirement that upon acceptance into training, **fees** for therapy for trainees are not claimed from Medicare.

If a Medicare rebate has been claimed prior to an individual embarking on training, this must cease no later than the date of accepting an offer of a position into the training course.

### 2.2 Infant Observation

Infant Observation involves following the week to week development of an infant from birth within his/her family relationships and in the home environment.

The observation is usually for one year but could be extended to two years if negotiated with the family as a possibility at the outset.

The trainee is required to visit the mother/family and infant weekly for one hour usually on the same day and time.

After each visit the observation is written up in detail and the observations are shared and discussed in weekly seminars with a seminar leader and group members. Seminars are held on days and times to be determined by the seminar leader. The seminar is usually a small group of three to five people and runs for 1½ hours. Seminar breaks occur when the seminar leader takes a break.

**Fees** for each seminar are currently \$120 plus GST and are reviewed annually.

The aim of the seminars is for trainees to have an experience of an infant's development during the first year of life in the context of his/her family relationships. It is an opportunity to reflect on how attachment might be developing, how the infant's mind might be developing and experiencing the impact of being a 'participant observer'.

The early weeks and months involve talking about how to find a suitable couple soon to have a baby, selecting a suitable family and talking about what is involved in doing an observation. Time is also spent looking at readings about infant observation.

Although the experience has parallels to the frame and technique of psychotherapy, the trainee will need to avoid using usual professional methods which would be inappropriate and find a way to be a "participant observer". The discipline of being an attentive observer of the infant and parent and their developing relationship, which involves intense feelings, provides a solid foundation for involvement with emotional states evoked in the clinical situation.

When the infant is six months old, and again when twelve months old, the trainee is required to write a report about their observation and their experience in the group.

If the trainee has not yet begun to observe a baby six months after beginning in the seminar group and again at twelve months, the trainee will be required to write a report commenting on his/her experience in the group in relation to the observations presented by other group members.

The seminar leader will meet with the trainee at the time of each trainee report and will also write a report at 6 months into the observation and again when 12 months of observation has been reached and the observation is concluded. This will be discussed with the trainee before being sent to the Admin Officer, who forwards it on to the Progress Subcommittee, the Trainee Adviser, and the Chair of the ATAB.

Trainees are expected to remain in their Infant Observation group until the end of the term when their baby turns 12 months of age. As this is a group experience it is hoped that where possible trainees will remain with their group until all babies have turned 12 months old.

When the infant is a year old and at the conclusion of all reports, the seminar leader will communicate to the ATAB his or her assessment as to whether the trainee is ready to commence his or her first training case.

At this point the Chair of the ATAB will send a letter of confirmation to the trainee and give permission for the trainee to commence supervision with an approved supervisor, if this has not already occurred, and to begin looking for a first training case.

### **2.3 Individual Supervision**

After successful completion of the Infant Observation stage and upon the recommendation of the Infant Observation Seminar leader and confirmation by the ATAB, the trainee proceeds to the clinical stage of training. The trainee is required to conduct psychoanalytic psychotherapy with two patients, under the supervision of a Member of the NSWIPP, approved by the ATAB. A list of approved supervisors is available from the Trainee Adviser, who will facilitate the trainee in the process of engaging an appropriate supervisor. A different supervisor is required for each case.

Trainees will establish a working relationship with the supervisor prior to finding a training case to enable the supervisor to be involved in the assessment of the patient.

Case requirements are:

- First case: seen at least twice weekly for 200 hours, or over two years, whichever is longer, and supervised once weekly.
- Second case: seen at least twice weekly for 100 hours, or for one year, whichever is longer, and supervised once weekly.
- One case is to be with a female patient, and one a male patient.

The Progress Subcommittee may consider cases being seen in reverse order under special circumstances or to both cases being of the same gender.

In certain circumstances the Progress Subcommittee may recommend that the trainee undertake an extra case or see a current case for a longer duration under supervision.

#### **Contract with Supervisor:**

A contract (or agreement) between each supervisor and trainee will be negotiated and established. This will include a specific meeting time, the form of presentation of clinical material and an outline of expectations, including fee structure and procedures.

**Fees** are paid directly to the supervisor.

## Reports:

### 1. At the commencement of supervision:

- a) **the trainee** should, with the help of the supervisor, provide reports as follows:
  - i. An initial report that provides identifying information as above (that is, name of supervisor and supervisee and an outline of the contract (or agreement) established for the supervision).
  - ii. Six-monthly reports that speak to the progress of supervision if awaiting a training case.

The trainee provides copies of these reports to the supervisor, and to the Admin Officer who forwards copies to the Trainee Adviser and Progress Subcommittee.

- b)
  - i) At the commencement of supervision of a training case, **the supervisor** communicates to the Trainee Adviser and the PSC (via the Admin Officer) that a contract has been established with the trainee for supervision and that the patient is a suitable training case. The date of commencement of twice weekly therapy should also be noted.
  - ii) The **trainee** provides a report that details the psychoanalytic assessment of the client/patient and an outline of the psychotherapeutic frame and contract.

### 2. On-going Reports of a training case

- a) **the trainee** is required to provide a progress report every six months (preferably in discussion with the supervisor) detailing:
  - i. Areas of development, as well as those areas requiring further work.
  - ii. A formulation of the client's psychodynamic functioning.
  - iii. An account of the process of the therapy during the previous six-month period.

The trainee provides copies of these reports to the supervisor, and to the Administrative Officer who will forward them to the Trainee Adviser and Progress Subcommittee. The document that contains guidelines for supervision should be used to assist with the writing of reports.

- b) **Supervisors** must communicate regularly and promptly with regard to their trainee's progress. This is by way of six-monthly reports. Copies of

the report go to the Admin Officer of NSWIPP where in liaison with the Chair of the ATAB or a representative of the ATAB, copies will be sent to the Progress Sub-committee and the Trainee Adviser. Another copy is made available to the trainee by the supervisor directly.

### **3. Sharing of Reports**

The trainee's and supervisor's reports are to be written separately but it is highly recommended that this is after some discussion. In this sense, they are collaborative reports and part of a learning experience.

### **4. Progression to second case**

a) Permission is required to commence a second case experience. As this depends on progress, the trainee needs to write to the PSC with their request. The PSC will consider the request and make a recommendation to the ATAB. The ATAB will then notify the trainee.

b) The timing of the request by a trainee will vary depending on circumstances and the progress of the case. All going well, this would be routine after 18 months to 2 years duration, of the first case. However, requests will be considered after 12 months duration of the first case, provided all reports have been submitted.

c) As well as supervisor reports, it is helpful to have a report from the Trainee Adviser for these requests. A TA report is expected if a trainee is requesting special consideration.

## **2.4. Clinical and Theoretical Seminars**

2.4.1 For the purposes of this course, clinical seminars refer to those seminars where trainees will present their own case material which will then be discussed by the seminar leader and the group. Each trainee will be expected to present a number of times during the course. To help trainees prepare for their presentations, they are asked to refer to Appendix 4, "Guidelines for Clinical Presentations".

2.4.2 Theoretical seminars refer to all other seminar content and cover such things as the technique of psychoanalytic psychotherapy, the development of psychoanalytic theory from an object relations perspective, and clinical studies. These are further described in the curriculum outline. Trainees are expected to have fully read the specified references, many of these being available online or in the NSWIPP library and others being mailed directly to trainees. It is important to note that in these seminars, too, there is ample opportunity for seminar leaders and trainees alike to refer to clinical work, and indeed this is encouraged as the essence of this course is its clinical basis.

- 2.4.3 Seminars are conducted on Wednesday evenings at the NSWIPP's premises, 123a Mitchell Street, Glebe. They are held from 6:00pm till 9:00pm with a half hour break in the middle, as indicated by each term's program. Currently, the first half of the evening is theoretical and the second, clinical. Some Saturday seminar days might be scheduled. The terms correspond to the public school terms but are likely to be 8-week terms.
- 2.4.4 It is expected that trainees will attend all seminars. However, there is a minimum requirement of attendance at 80% of seminars for satisfactory completion of this part of the course. If trainees expect to be absent for a significant number of weeks, it is required that this will be discussed with the Trainee Adviser.
- 2.4.5 Some trainees may not have completed their case requirements by the end of the 4th year of the theoretical and clinical seminar program. These trainees will be expected to attend regular clinical seminars until they have completed all case requirements. The frequency and form of the ongoing seminars will arise from discussion between the trainees and ATAB representatives. Trainees, who have completed their case and seminar requirements, are encouraged to also attend ongoing seminars with their training group colleagues.

**Fees** will be charged for these seminars.

- 2.4.6 Fees for the seminars are currently \$135 plus GST per evening, with an additional fee for any photocopied material. Fees are reviewed annually.



### 3. CURRICULUM OUTLINE

The following is a broad outline of the curriculum of the seminar program. In order to respond to the individual nature of each trainee group, some changes may be made during the course of the training.

Please note that the years refer to the course years not the calendar years. For example Term 1 Year 1 may commence at the beginning of the fourth public school term.

#### YEAR ONE

- **Infant Observation**
  - Weekly presentation of observation data in a small group
- **Orientation to the training**
  - Includes seminars on Ethics and Values, the Psychotherapeutic Frame and Assessment

#### YEAR TWO

- **Completion of Infant Observation**
- **Introductory Seminars**
  - Further on Ethics and Values
  - Further on the Psychotherapeutic Frame
  - Assessment
  - History of Psychoanalysis
  - Becoming a therapist
  - Infant Development and the Inner World
  - Neuroscience and Psychoanalysis
  - Process of Therapy
  - Transference and Countertransference
  - Frequently encountered clinical challenges
- **Further Seminars**
  - Psychoanalytic technique
  - Major Theorists – Freud, Klein, Winnicott, Bion
  - Trainees presenting Clinical work
- **At some point during Year 2 commencing supervised case work on successful completion of Infant Observation**

### **YEAR THREE**

- **Supervised case work continues**
- **Ongoing Seminars**
  - Major theorist seminars continuing
  - Clinical Studies (e.g. understanding personality from a psychoanalytic perspective, specific syndromes and character-types, psychotic processes, trauma)
  - Other Major Theorists and Schools (e.g. Attachment Theory, Post-Kleinians, Self-Psychology, Relational Psychoanalysis)
  - Technique

### **YEAR FOUR**

- **Supervised case work continues**
- **Ongoing Seminars**
  - Further Clinical Studies (e.g. impasses, sexuality, suicidality, perversity, regression, money)
  - Technique (e.g. use of countertransference, interpretation)

#### 4. THE TRAINEE ADVISER

Upon acceptance into the training course, each trainee is assigned a Trainee Adviser who represents the ATAB. The Trainee Adviser is ideally on the ATAB but members outside the ATAB may be appointed. The role of the Trainee Adviser is to establish and maintain an advisory, supportive and liaison relationship on behalf of the ATAB with the trainee for the duration of his/her training. This will be done through face-to-face meetings, generally once a term. Here issues and questions about the trainee's progress through, and best use of, the training can be raised on each side. The ATAB is kept informed of the trainee's overall training experience through this personal contact.

Specific tasks of the Trainee Adviser:

1. On acceptance into the course, the Trainee Adviser will contact the trainee for a meeting to:
  - a. clarify his/her role
  - b. clarify the detail of procedures of training
2. At the point of readiness for the first training case, the Trainee Adviser will discuss procedures about contacting a supervisor and obtain formal agreement from the supervisor on behalf of the ATAB including undertakings from the supervisor.
3. The same procedure follows for contacting the second supervisor with readiness to proceed to each stage of training determined by term review meetings with the Trainee Adviser.
4. The Trainee Adviser will:

activate six-monthly reports from each supervisor who will send a copy to the Admin Officer to forward to the Trainee Adviser and the Progress Subcommittee.

The Trainee Adviser will provide six-monthly reports to the PSC (via the Admin Officer and ATAB Chair) which will describe:

- a. the trainee's overall professional development and relationship to the training
- b. any specific life circumstances which significantly affect the experience of training

## **5. GROUP LIAISON**

- 5.1 A Trainee Liaison Person [TLP] will be appointed by the ATAB for each trainee group prior to the commencement of the Training Course; the TLP will be a member of the ATAB.
- 5.2 The TLP will meet with the trainee group generally once a term.
- 5.3 The TLP will request trainees to nominate one of their group as a contact person for the group.
- 5.4 The TLP will be available to discuss with the group any concerns regarding:
  - the implementation and content of the weekly seminars
  - group process
  - administrative matters
  - any aspect of the training that is of concern to the group [rather than individual matters, which are to be raised with Trainee Advisers]
- 5.5 The TLP is responsible for arranging meetings between trainees and visiting guest speakers.
- 5.6 The TLP will report to the ATAB matters arising from these meetings and ensure appropriate follow-up as required.

## **6. ASSESSMENT PROCEDURES**

6.1 Each trainee's progress is regularly reviewed by the Progress Subcommittee of the ATAB, in consultation with supervisors, seminar leaders and Trainee Advisers. Feedback to the trainee is given, via the Trainee Advisers and supervisors, and to a lesser extent, seminar leaders. It is the responsibility of the ATAB to determine that a trainee has successfully completed a component or stage of the training and to recommend that a trainee proceed to the next stage, and to determine that a trainee has satisfactorily completed all training requirements.

6.2 The NSWIPP reserves the right to request that a trainee complete additional requirements if deemed necessary for the satisfactory completion of the course. It also reserves the right to suspend or terminate a trainee's participation in the training course.

Such actions shall be undertaken only after appropriate discussion with the trainee by the Trainee Adviser and the supervisors who will report to the ATAB. The ATAB is responsible for making such decisions which are then brought before the Executive of the NSWIPP for ratification.

6.3 A certificate will be issued to trainees upon the successful completion of the training.

6.4 Trainees are asked to use the Trainee Progress Log (See Appendix 3) to record the progress of their training, their attendance at seminars, and the occasions of their case presentations. This will be referred to in meetings with the Trainee Adviser.

6.5 If a trainee feels that their progress through the training, and decisions made about their training, have not been conducted professionally, ethically and in all fairness, and after all avenues of dialogue with the Trainee Advisers, supervisors and the ATAB to resolve such concerns have been exhausted, the trainee may approach the NSWIPP's Colleague Support and Mediation Resource. Trainees are reminded that both members and trainees are bound by the Code of Ethics and Conduct of the NSWIPP. (See Appendix 5).

## **7. PROGRESSION TO INSTITUTE MEMBERSHIP**

- 7.1 Following satisfactory completion of all requirements of the training program, the now former trainee is invited to join the Institute's Guest List, where you become more involved in the life of the Institute.
- 7.2 You may remain on the Guest List for up to one year.
- 7.3 During this time, you may apply, in writing, to the Membership Advisory Board [MAB] for full membership.
- 7.4 You will then be assigned a mentor [from the MAB]. You will meet with your mentor, who will guide and assist you at each point in the membership application process.
- 7.5 You are asked to nominate three sponsors from the membership of the Institute who have been involved in your training and can vouch for your readiness and suitability for membership. Sponsors provide written reports on your clinical work for consideration by the MAB.
- 7.6 Your mentor then discusses with you the next step to take. If a review of your progress indicates you are ready to present your clinical work to the membership, your mentor will offer you assistance in preparing for this.
- 7.7 Your Clinical Presentation is attended by members of the MAB and any other Institute members who wish to do so. Those present fill out an evaluation form to provide feedback on your presentation.
- 7.8 This feedback guides the MAB in deciding the outcome of your presentation. Your mentor will discuss the results of this with you.
- 7.9 The MAB makes a recommendation regarding your readiness and suitability for membership to the Executive Committee, which makes the final decision and notifies you of the outcome.

### **Acknowledgements**

In developing this Training Manual, the ATAB acknowledges the opportunity to refer to various training documents of the member bodies of the Psychoanalytic Psychotherapy Association of Australasia and the P.P.A.A. Training Committee guidelines.