

ISAPZURICH

GUIDELINES FOR THE CONDUCT OF SUPERVISED CASEWORK

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CONTENTS

GUIDELINES FOR THE CONDUCT OF SUPERVISED CASEWORK	3
Preamble.....	3
1 Prerequisites.....	3
2 Ethics Code	3
3 Emergency Measures.....	4
4 Acquisition of Casework	4
4.1 Advertising and Publicity.....	4
4.2 Minimum Duration	4
5 Basic Orientation for Analysands.....	5
6 Measures in Fulfillment of the Duty of Confidentiality	5
7 Individual Supervision and Case Colloquia.....	6
8 Registration of Case Work.....	6
9 Case Reports.....	7
9.1 Recipients and Deadlines.....	7
9.2 Length and Format	7
9.3 Contents	7
10 Evaluation of Supervised Case Work & Supervision Hours and Confirmation of Hours of Supervision, Case Work and Case Colloquia	8
11 Special Reports and Release from Confidentiality.....	9
12 Analytical Fees and Billing.....	9
13 Work Permits for International Diploma Candidates	9
14 Grievance & Recourse Procedures	10
15 Malpractice Liability	11
16 Disclaimer.....	11
17 Agreement to Uphold the <i>Guidelines</i>	12

GUIDELINES FOR THE CONDUCT OF SUPERVISED CASEWORK

Preamble

In these Guidelines the term “analysand” applies to any individual who undertakes a course of analysis and/or psychotherapy with a diploma candidate of ISAPZURICH. Reference to the conduct of “analysis” in the conventional Jungian sense may include Jungian-oriented psychotherapy.

Diploma Candidates who aim to begin supervised work with analysands are required to read these Guidelines and sign the attached form that confirms the agreement to uphold them.

1 Prerequisites

- Confirmation of promotion to the status of diploma candidate, in writing by the Admissions Committee (previously known as the Selection Committee);
- confirmation of permission to undertake casework under supervision, in writing by ISAPZURICH or the C. G. Jung Institute Zurich;
- participation in the Orientation Meeting organized by the Director of Studies to address the beginning and conduct of supervised casework.

2 Ethics Code

Diploma candidates agree to uphold the ethics code as follows: The concern and goal of the analytical process is the well-being of the analysand. Accordingly, the diploma candidate obligates him/herself to apply his/her psychological knowledge and therapeutic interventions to serve the analysand’s interest and well-being. He/she respects the analysand’s personal integrity. He/she may not abuse any trust that arises out of the analytical relationship. In particular the diploma candidate is forbidden to enter sexual relations with an Analysand, to subject an Analysand to any kind of coercion, or to try to indoctrinate an Analysand politically, religiously or otherwise.

As already agreed in writing upon admission to training, all candidates are bound to uphold professional confidentiality.

3 Emergency Measures

Prior to beginning work with analysands, diploma candidates are obliged to thoroughly acquaint themselves with potential emergencies, and to be well informed about the available support resources. In particular candidates must be alert to signs of the possible need for psychiatric intervention and prepared to take proper action. Included here would be, for instance, signs of suicidality or other significant self-harm; signs of significant threat to others; other signs of substantial psychological distress that cannot be resolved in the context of analysis and supervision. Candidates must therefore have immediately at hand:

- the name and telephone number of a psychiatrist who can evaluate the analysand and if necessary, prescribe medication and/or arrange for hospitalization;
- telephone numbers for near-by hospital emergency services, for crisis intervention services and the like.

It is imperative that candidates inform their supervisors of any suggested signs or actions taken in the foregoing sense.

4 Acquisition of Casework

Diploma candidates are essentially responsible for acquiring their own casework. However the analysts of ISAPZURICH and the head of the Counseling Service will be helpful wherever possible. Apart from this candidates are encouraged to personally contact local medical doctors, hospitals and churches where the personnel may be ready to make referrals.

Under limited conditions international students may conduct supervised casework in their country of origin (see Regulations of Study).

4.1 Advertising and Publicity

Diploma candidates are not permitted to advertise their services. They are permitted to announce their services in personal contact with individuals who may be in a position to refer Analysands. They may also gain publicity by holding courses. If the courses are offered through the services of an appropriate person or organization, the flyers and advertising of the organizer may contain the Candidate's name. Under all such circumstances the candidate must be identified as a student of ISAPZURICH.

4.2 Minimum Duration

For casework to be counted toward the fulfillment of graduation requirements the duration of analysis must amount to no less than 20 hours, which is not to say that shorter or prematurely terminated analytical cases have no learning

value. An „analytical hour“ consists of at least 50 minutes. (For the total number of supervised case hours required for graduation, refer to the Regulations.)

5 Basic Orientation for Analysands

Upon assuming a case the diploma candidate must disclose that the analysis is conducted under the auspices of training at ISAPZURICH, which encompasses the requirement to conduct the analysis under the supervision of recognized ISAP supervisors. The analysand must be informed that supervision and colloquia entail regular discussion of the candidate's work. Within these contexts contents of the analysis may be disclosed, while the candidate's duty to protect identity is upheld and the supervisors and participating candidates are bound to confidentiality. Candidates shall likewise orient their analysands as to the following points:

- method and setting of analysis
- projected length of the analysis
- financial conditions (e.g. honorarium, question of billing for missed hours)
- availability of ombudsperson(s)

6 Measures in Fulfillment of the Duty of Confidentiality

Diploma candidates must obtain the analysand's permission ahead of time to present supervised casework in colloquia and in any other context apart from that of individual supervision. This applies for instance to the mention of casework in the candidate's diploma thesis, in writings that may be elsewhere distributed or published, in lectures or seminars.

In the presentation of case material, be it verbal or written, it is imperative to protect the identity of the analysand and all persons mentioned in connection with the case. This can be achieved in a variety of ways. For instance persons, places and dates should be designated only with neutral or fictional names. Details that are unessential for understanding the case, and that could reveal the analysand's identity, are to be excluded. If absolutely necessary, details such as the analysand's profession can be given as long as the identity has been well protected by all other measures.

The analysand's identity is to be likewise protected in discussion with fellow students. All proper protection aside, discussion of case material is not to take place in public places (e.g. in the train, in restaurants, on the street). Also requiring the utmost protection are materials such as the diploma candidate's case notes, his/her notes on dreams, the analysand's letters and pictures. Actual names that appear on such materials must be covered or disguised, especially if the materials are to be carried outside of the practice.

From the legal standpoint, all materials submitted by the analysand remain to be his/her property and must be returned at any time upon request. These include the likes of dream notes, letters, pictures. Therefore the candidate is advised to keep such materials with care and to refrain from marking them with personal notes (apart from dates). This will allow an eventual return in good condition.

7 Individual Supervision and Case Colloquia

Within 3 weeks of assuming a case, diploma candidates are required to report to an ISAP Supervisor. From this time and until graduation, the candidate must attend regular sessions of supervision (recommended: 1 hour of supervision per 4-5 hours of analysis).

Diploma candidates are obligated to inform their supervisors and eventually also the Officers Committee of extraordinary circumstances. Extraordinary circumstances include, for instance, signs of suicidality; signs of other self-injurious behaviour or violence to others; other signs of severe psychological disturbance.

Supervised Case Colloquia: The attendance of case colloquia is mandatory. In the rule colloquia take place during the semester, and regular attendance is required. In the course each candidate must present at least 5 cases. Colloquia may be attended by and accredited for candidates who are qualified to conduct analysis but who do not have casework to present. Candidates are urged here, as in the individual hours of analysis and supervision, to keep careful notes on the discussion of cases.

8 Registration of Case Work

ISAPZURICH maintains records of all analyses carried out under its charge. Therefore within 4 weeks of assuming a case diploma candidates must register with the ISAP secretariat. Registration entails the provision of the analysand's name, date of birth, address, and telephone number. The secretariat holds this information under strict confidentiality and releases it only in the case of emergency and in the best interest of the analysand.

Upon registering each case the candidate receives a case number, and also the so-called Overview, that is the form which is to be filled out with the basic case information. Here the case number shall appear in replacement of the analysand's actual name. The submission of this record is obligatory for graduation and may be requested for interim consideration by supervisors and the Admissions Committee. Candidates are therefore urged to maintain this record from the start with diligence.

The case number shall also be used when tallying up the number of hours of analysis that apply toward the fulfillment of requirements for graduation or licensing.

9 Case Reports

9.1 Recipients and Deadlines

A written report is required for each case conducted under the auspices of training. The candidate must submit these reports in duplicate to the Secretary to the Director of Studies at the date at which he/she applies for the second part of the diploma exams. In addition, candidates are to provide each supervisor with copies of the reports on cases conducted under his/her supervision.

The Secretary to the Director of Studies chooses a reader for the evaluation of case reports. Readers of case reports must be ISAP Training Analysts. The reader is competent to require rewriting or correction of the case reports, or to reject them. The reader meets with the student for a one-hour discussion of the reports. This meeting is obligatory and free of charge.

9.2 Length and Format

The candidate must hand in a 10-20 page report for each of three cases, and for each of the remaining cases brief reports of 2-3 pages. All case reports are to be typed on A4 paper and submitted in loose leaf form, that is, not bound or stapled. Each page must be numbered and individually identifiable. The Overview form is to be used as a cover sheet.

9.3 Contents

Candidates are free to organize their case reports as they see fit; the reports should however contain the following contents:

- a) Identifying Data
Age, sex, marital status, and religion (when relevant), occupation, and any other items of direct clinical importance. The identifying data should be brief and to the point.
- b) Chief Complaint
The analysand's reasons for seeking analysis are to be stated in his/her own words.
- c) History of Present Complaint
This is a detailed chronological description of the events and circumstances leading up to the problem or concern for which the person has come to analysis. This should include the diploma candidate's initial impressions.

d) Past History / Anamnese

A survey of the significant events and relationships in the analysand's life, to include a subsection on family history, social history (culture, education, marital history, history of relationships), medical history and current medical issues/treatments, prior experience with analysis, other kinds of therapy, psychiatry (treatment/hospitalizations for mental disorders and substance abuse problems).

e) Course of Analysis

Description of the course of analysis to include:

- Discussion of issues presented
- Course in reference to outer events (relationship to family and other people, career or school)
- Mention of any substantial interruption in the course of analysis
- Transference/countertransference: observation of one's own reactions
- Symbolic material: analysis of material from the unconscious, such as symbols and dreams; reflections on the Analysand's associations, feeling tones and changes in this regard
- Ego strength
- Complex structures
- Consideration of the self-regulating psyche and prospective aspects

f) Provisional Diagnosis, Prognosis

- Psychodynamic formulation and provisional psychiatric diagnosis
- Summary of the issues presented in analysis
- Potential for development
- Prognosis for further course

10 Evaluation of Supervised Case Work & Supervision Hours and Confirmation of Hours of Supervision, Case Work and Case Colloquia

When the candidate has reached a total of 150 hours of case work he/she shall obtain evaluation forms from the secretariat and provide one of these to each of his/her supervisors. Each supervisor in turn uses this form to record an evaluation of the candidate's analytical work, and to confirm the number of supervision hours. Likewise the candidate presents each supervisor with a form for the confirmation of the number of hours of supervised case work. The supervisor returns these forms to the secretariat in due time, c/o the Admissions Committee.

Shortly before graduation the Secretary to the Director of Studies sends each supervisor a second form for the recording of a final evaluation of the candidate's case work, as well as to confirm the total number of supervision hours. Also shortly before graduation the candidate shall present each supervisor with a form for the final confirmation of the number of hours of supervised case work.

Confirmation of a candidate's participation in case colloquia is obtained when the secretariat sends a form to the colloquium leader and receives his/her confirmation of the candidate's hours of attendance and number of case presentations.

11 Special Reports and Release from Confidentiality

With the agreement of the supervisor and the analysand, diploma candidates may submit reports, if necessary, to psychiatrists, physicians, clinics, hospitals and/or other persons or institutions involved with the analysand. In such cases, mention of the analysand's name may be unavoidable. However here as elsewhere, all care must be taken to protect the identities of individuals who are involved with the analysand and mentioned in the report.

If at all possible the analysand should provide his/her written agreement to release the candidate from the duty of confidentiality, stating also the specifically relevant circumstances and limits of the release. Under the same conditions a report may be sent when an analysand transfers from one diploma candidate to another.

Supervisors are entitled to receive verbal as well as written reports at any time during the course of training upon request and without the specific consent of the analysand.

12 Analytical Fees and Billing

The hourly analytical fee charged by diploma candidates is ordinarily no less than SFr. 25.- and may not exceed SFr. 60.- per hour. Please bear in mind that low fees can work to the candidate's advantage by appealing to analysands who may be otherwise unable to afford analysis.

Diploma candidates are to bill their analysands directly for analytical sessions. The bill must clearly contain a statement to the effect of, "This analysis is conducted under the supervision of ISAPZURICH as a component of the diploma candidate's training program." The designation "Diploma Candidate ISAPZURICH" must follow the Candidate's name, and ISAP's address must appear on the bill (ISAPZURICH, Hochstrasse 38, CH-8044 Zürich).

13 Work Permits for International Diploma Candidates

International students whose residence in Switzerland requires a student visa, and who wish to conduct supervised case work in Zurich, must abide by the following law and related procedures:

According to immigration law supervised case work stands as a source of earned income and requires a work permit.

Therefore, within 4 weeks of receiving permission to conduct supervised case-work the candidate submits a copy of his/her student visa to the Secretary to the Administrative Director. ISAPZURICH will then apply to the Zürich Immigration Office for your work permit. The Immigration Office routinely grants permission to work at least 300 hours with analysands, and to invoice this work within the fee limits given above. Please be aware that this work permit applies only for the Canton of Zurich. It is up to the candidate to inform him/herself about requirements for work permits in other Cantons; ISAPZURICH will be of help in such regard where ever possible.

14 Grievance & Recourse Procedures

Grievance and recourse procedures refer to the means by which an analysand can register a complaint against a diploma candidate, and by which the diploma candidate can take recourse if sanctioned. The procedures, which initially involve recourse to the ombudsperson, follow below. According to Para 5 above, diploma candidates will have oriented their analysands about the availability of the ombudsperson(s). The ombudsperson's contact information shall be furnished upon request by the diploma candidate, the Counseling Service and/or the secretariat.

An analysand can register a complaint against a diploma candidate first by speaking with ISAP's ombudsperson. If the complaint can not be settled by this means the ombudsperson shall refer the analysand to the Director of the Admissions Committee (AC). The Director appoints three AC members who are not part of the candidate's own AC. These members form a subcommittee of the AC, which is responsible for following through on the complaint in separate discussions with the analysand and diploma candidate. If the subcommittee deems necessary the case shall be presented to the Officers Committee, whose members consider the subcommittee's evaluation to decide if the candidate should receive a warning, if he/she should be provisionally suspended from training, or if he/she should be expelled from training.

A Diploma Candidate sanctioned with suspension or dismissal from studies may appeal to the AGAP Ethics Committee within two weeks of receiving the written sanction. For local review of the case the Ethics Committee may represent itself by appointing two ISAP Participants. The appointed analysts may not be involved in any way with the Diploma Candidate's training. The Ethics Committee is obligated to assess the correctness of the procedures that led to sanction, and as well, to assess evidence that was unknown or not considered in the original context. The Ethics Committee's decision as whether the original

sanction holds or is to be annulled is final. The Diploma Candidate and Officers Committee are informed in writing of the final decision.

15 Malpractice Liability

Insofar as a candidate receives ISAP's written permission to conduct analysis abroad, it is imperative that he or she informs him/herself about and complies with laws and regulations effective in the local region of practice. Every candidate conducting analysis under ISAP's authority is subject to Swiss law, irrespective of his/her current place of residence and/or future place of professional practice:

In Switzerland the law allows analysands to present malpractice claims within 10 years of his/her termination of analysis/therapy. Within the same time frame the analysand is legally entitled to request the return of his/her materials (writings, pictures, etc.). For these reasons the diploma candidate is required to retain materials submitted by analysands – and as well, to retain his/her personal notes on the sessions – for at least 10 years after the termination of cases. This applies irrespective of the candidate's place of residence or future professional practice.

As a rule, ISAP supervisors are legally responsible for insuring the proper conduct of analytical casework carried out by diploma candidates. Consequently supervisors are also liable for malpractice claims brought against diploma candidates by analysands. However diploma candidates, too, can be held liable for malpractice claims.

Within limits diploma candidates as well as supervisors are protected against malpractice claims by liability insurance. In ISAP's case the insurance policy is held by the Association of Analytical Psychologists (AGAP). AGAP's insurance policy is effective only for claims arising in the context of analysis conducted in Switzerland, in countries of the European Union, and in all of Scandinavia. Every student who is granted special permission to conduct analysis outside of these regions must obtain locally valid malpractice liability insurance, and must be prepared to provide proof upon request of having such coverage.

16 Disclaimer

Due to the limits of insurance coverage, AGAP and ISAPZURICH are compelled to deny all legal and ethical liability for candidates working outside of the regions mentioned above. Such candidates are required to have their own personal malpractice liability insurance, and must provide IASPZURICH with proof of coverage upon request.

17 Agreement to Uphold the *Guidelines*

Each diploma candidate is asked to confirm his/her receipt of and agreement to uphold these *Guidelines* by signing the accompanying form and sending it to Secretary of Administration at ISAPZURICH, Hochstrasse 38, CH-8044 Zürich.

**AGREEMENT TO UPHOLD THE GUIDELINES
FOR THE CONDUCT OF SUPERVISED CASEWORK**

Complete and return to the Secretary of Administration at ISAPZURICH, Hochstrasse 38, CH-8044 Zürich:

I hereby confirm that I have read the *Guidelines for the Conduct of Supervised Casework* and agree to uphold them in my conduct of analysis. In particular I agree to uphold the ethics code as follows:

Ethics Code for Diploma Candidates

The concern and goal of the analytical process is the well-being of the analysand. Accordingly, the diploma candidate obligates him/herself to apply his/her psychological knowledge and therapeutic interventions to serve the analysand's interest and well being. He/she respects the analysand's personal integrity. He/she may not abuse any trust that arises out of the analytical relationship. In particular the diploma candidate is forbidden to enter sexual relations with an analysand, to subject an analysand to any kind of coercion, or to try to indoctrinate an analysand politically, religiously or otherwise. The candidate agrees to uphold the duty of professional confidentiality.

Please write in block letters:

Last Name, First Name

Place, Date

Signature