

Supplementary Guidelines for the Conduct of Supervised Case Work rev, Dec. 2011

CONTENTS

1	PREREQUISITES	3
2	ETHICS CODE	3
3	EMERGENCY MEASURES	3
4	ACQUISITION OF CASEWORK	4
4.1	Advertising and Publicity.....	4
5	INITIAL ORIENTATION FOR ANALYSANDS	4
6	MEASURES IN FULFILLMENT OF CONFIDENTIALITY.....	5
6.1	Analysands' Consent	5
6.2	Protection of Identity.....	5
7	CASE REGISTRATION.....	6
7.1	Basic Requirement	6
7.2	Procedures.....	6
8	INDIVIDUAL SUPERVISION AND CASE COLLOQUIA.....	6
9	COMPOSING CASE REPORTS.....	6
9.1	Submission Format	6
9.2	Contents.....	7
10	SPECIAL REPORTS AND RELEASE FROM CONFIDENTIALITY	8
11	ANALYTICAL FEES AND BILLING.....	8
12	WORK PERMITS	8
13	GRIEVANCES & APPEALS: PROCEDURES	9
13.1	The Ombudspersons.....	9
13.2	Referral to the Admissions Committee.....	9
13.3	Sanctions.....	9
13.4	Candidates' Appeals: AGAP Ethics Committee.....	9
14	MALPRACTICE LIABILITY AND INSURANCE	9
14.1	Supervisors.....	9
14.2	Diploma Candidates	10
14.3	Disclaimer.....	10
14.4	Statute of Limitations	10
15	AGREEMENT TO UPHOLD THE GUIDELINES	10

SUPPLEMENTARY GUIDELINES FOR THE CONDUCT OF SUPERVISED CASEWORK

Basic Terms These *Guidelines* supplement the chapters on case work, supervision and colloquia found in the *Training Regulations*, and replace the previous *Guidelines* with immediate effect. 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.

Consent Before beginning supervised case work diploma candidates familiarize themselves with the related chapters of the Training Regulations and these Guidelines, and consent to uphold them by returning the adjoining form, with original signature, to the Studies Secretary.

1 PREREQUISITES

- Confirmation of promotion to the status of diploma candidate, in writing by the Admissions Committee;
- confirmation of permission to undertake casework under supervision, in writing by ISAPZURICH;
- 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 candidates apply their psychological knowledge and therapeutic interventions to serve the analysands’ interest and well-being. They respect the analysands’ personal integrity. They do not abuse any trust that arises out of the analytical relationship. In particular they refrain from entering sexual relations with analysands, from subjecting them to any kind of coercion, and from trying to indoctrinate them 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 thoroughly acquaint themselves with potential emergencies, and inform themselves about the available support. 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.

In precaution for such cases candidates must 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 immediately and precisely inform their supervisors and eventually the Director of Studies of any signs of suicidality or other significant self-harm, signs of significant threat to others, or other signs of grave psychological distress.

4 ACQUISITION OF CASEWORK

Diploma candidates are responsible for acquiring their own casework. However 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.

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.

5 INITIAL ORIENTATION FOR ANALYSANDS

Upon assuming a case diploma candidates must disclose to the analysand that the analysis is conducted under the auspices of training at ISAPZURICH, and that this 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 analytical work. Within these contexts contents of the analysis may be disclosed, while the candidates' 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 duration of the analysis
- financial conditions (e.g. honorarium, question of billing for missed hours)
- availability of ombudsperson(s)

6 MEASURES IN FULFILLMENT OF CONFIDENTIALITY

6.1 Analysands' Consent

Diploma candidates obtain their analysands' permission ahead of time to present their analytical work in colloquia and in any other context except those of individual supervision and the required written case reports. This applies for instance to the mention of casework in the thesis, in writings that may be elsewhere distributed or published, in lectures or seminars.

6.2 Protection of Identity

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 are designated only with 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 candidates. 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 case notes, 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 one's practice.

All materials submitted by analysands remain to be their property and must be returned upon request up to 10 years following termination of analysis. These include the likes of dream notes, letters, pictures. Therefore candidates store such materials with care and to refrain from marking them with personal notes. This will allow an eventual return in good condition.

7 CASE REGISTRATION

7.1 Basic Requirement

As stated in the Training Regulations: All analytical work carried out by Diploma Candidates in the context of training is under ISAP's legal authority. Therefore Candidates must register their cases with the Studies Secretary immediately upon beginning a case. Unregistered cases, regardless of their duration, are outside of ISAP's authority and are neither creditable nor covered by ISAP's malpractice liability insurance.

7.2 Procedures

Registration entails the provision of: the analysand's name, gender, date of birth, address, telephone number; date and place of first analytical session, name of supervisor. ISAPZURICH 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.

8 INDIVIDUAL SUPERVISION AND CASE COLLOQUIA

Each case is individually supervised by ISAP Supervisors throughout its entire duration. In addition to individual supervision Diploma Candidates take part in at least two on-going Case Colloquia (supervision groups). See the Training Regulations for details.

9 COMPOSING CASE REPORTS

ISAPZURICH is required to maintain records of all analyses carried out under its charge. For this reason, among others, candidates submit written reports for each supervised case. See the Training Regulations for details. In addition:

9.1 Submission Format

All case reports are to be typed on A4 paper and submitted in loose leaf form, that is, not bound or stapled. Each page is numbered and individually identifiable. The Overview form is used as a cover sheet.

9.2 Contents

Candidates are free to organize their case reports as they see fit; the reports must 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 includes the diploma candidate's initial impressions.
- d) Family Anamnesis / Personal Anamnesis
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 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.

11 ANALYTICAL FEES AND BILLING

Candidates are expected to charge modest fees, thus allowing persons in financial difficulty to undertake analysis. This also helps to insure the number of clients needed to fulfill case requirements.

Diploma candidates 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).

12 WORK PERMITS

Candidates who foresee conducting case work in Switzerland, but who lack legal working rights, must obtain work permits prior to starting work. The permits are limited to the canton in which they are granted and in connection with ISAP's training. See the Training Regulations for details and application procedures.

13 GRIEVANCES & APPEALS: PROCEDURES

Grievance and appeals procedures refer to the means by which analysands may register complaints against diploma candidates, and by which diploma candidates may take recourse if sanctioned.

13.1 The Ombudspersons

Analysands may register complaints against diploma candidates first by speaking with ISAP's ombudsperson. Upon the analysand's request the ombudsperson's contact information shall be furnished by the diploma candidate, the Counseling Service or the Front Office of ISAPZURICH.

13.2 Referral to the Admissions Committee

If the complaint is of an ethical nature and/or otherwise 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.

13.3 Sanctions

If the subcommittee deems necessary the case shall be presented to the ISAP Council, 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.

13.4 Candidates' Appeals: AGAP Ethics Committee

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 ISAP Council are informed in writing of the final decision.

14 MALPRACTICE LIABILITY AND INSURANCE

14.1 Supervisors

As a rule, ISAP supervisors are legally responsible for insuring the proper conduct of analytical casework carried out by diploma candidates. Consequently supervisors are liable malpractice claims brought

against diploma candidates by analysands, and hold insurance coverage for this eventuality.

14.2 Diploma Candidates

However diploma candidates, too, can be held liable for malpractice claims. As stated in the Training Regulations: Provided that their cases are registered with the Studies Secretary, diploma candidates conducting case work within Switzerland, the rest of Europe and Turkey are covered by ISAP's malpractice liability insurance.

14.3 Disclaimer

Due to the limits of insurance coverage, AGAP and ISAPZURICH are compelled to deny all legal and ethical liability for candidates and supervisors working outside of the regions mentioned above. Candidates and their supervisors working outside of this area must provide the Director of Studies with evidence of adequate insurance, or the lack of need thereof.

14.4 Statute of Limitations

All candidates conducting analysis under ISAP's authority, irrespective of their current place of residence and/or future place of professional practice, is subject the rules as follow according to Swiss law:

Analysands are legally entitled to present malpractice claims within 10 years of terminating analysis/therapy. Within the same time frame the analysand is entitled to request the return of his/her materials (writings, pictures, etc.). For these reasons diploma candidates are legally required to retain materials submitted by analysands – and as well, to retain their own written records of sessions – for at least 10 years after the termination of cases.

15 AGREEMENT TO UPHOLD THE GUIDELINES

Prior to commencing case work diploma candidates sign the accompanying agreement to uphold these *Guidelines*, and send it to the Studies Secretary.

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

Complete and return to the Studies Secretary:

ISAPZURICH

Hochstrasse 38

CH-8044 Zürich

I hereby confirm that I have received and read the Supplementary Guidelines for the Conduct of Supervised Casework (specifically the *Grievances & Appeals: Procedures* found in Guidelines for Supervised Case Work 2011 [E] at website: <http://www.isapzurich.com/> under Documents) and I agree to conduct my cases in accordance with these guidelines.

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, I obligate myself to apply my psychological knowledge and therapeutic interventions to serve my analysands' interest and well being. I will respect the analysands' personal integrity. I will not abuse any trust that arises out of the analytical relationship. In particular I will refrain from entering sexual relations with analysands, from subjecting them to any kind of coercion, and trying to indoctrinate them politically, religiously or otherwise. I agree to uphold the duty of professional confidentiality.

In block letters: _____
Last Name, First Name

Place, Date Signature