Candidates' Handbook
Training Program

Toronto Institute of Psychoanalysis

General Information

1. Executive Committee

DIRECTOR Joseph Fernando, MD	ASSOCIATE DIRECTOR Stephen Leibow, MD
SECRETARY Christine Dunbar, MB,ChB	TREASURER Ronald Ruskin, MD

PAST DIRECTOR
Margaret Ann Hanly, PhD

ADMISSIONS Daniel Traub-Werner, MD	COMMITTEE ON INSTITUTE MEMBERSHIP Stephen Leibow, MD

2. Standing Committees

The Curriculum Committee and the Student Progress Committee organize the formal training activities of the Institute. The design and administration of all lecture courses and clinical seminars is the responsibility of the Curriculum Committee.

Curriculum Committee

Christine Dunbar, MD, BCh	CHAIR
Susan Moore, PhD	COORDINATOR, FIRST YEAR
Claire Lunney, MD	COORDINATOR, SECOND YEAR
Mary Kay O'Neil, PhD	COORDINATOR, THIRD YEAR
Rukhsana Bukhari, MD	COORDINATOR, FOURTH YEAR
Leslie Fleischer, PhD	MEMBER
Sarah Freke, MD	MEMBER
Jacinta O'Hanlon, MD	MEMBER
Gary Taerk, MD	MEMBER
Sharmeen Khan, MSW	THIRD YEAR CLASS REPRESENTATIVE
Nicholas Carveth, MSW	FIRST YEAR CLASS REPRESENTATIVE

Curriculum Planning and Overview Committee

Charles Hanly, PhD	CHAIR
Margaret Ann Fitzpatrick Hanly, PhD	MEMBER
Susan Moore, PhD	MEMBER

Student Progress Committee

Margaret Ann Hanly, PhD	CHAIR
Christine Dunbar, MB,ChB	MEMBER
Stephen Leibow, MD	MEMBER
Jacinta O'Hanlon, MD	MEMBER
Christopher Olive, MD	MEMBER
Mary Kay O'Neil, Ph.D.	MEMBER
Claire Lunney, MD	MEMBER
Douglas Weir, MD	MEMBER

3. Training and Supervising Analysts

George Boujoff, MD 1
Donald Carveth, PhD 1
Norman Doidge, MD 2
Christine Dunbar, MB, BCh 1
Joseph Fernando, MD 1
M. A. Fitzpatrick Hanly, PhD 1
D. Ray Freebury, MB, BCh 4
Ian Graham, MD 2
Charles Hanly, PhD 1
Harry Hardin, MD 4
David Kligman, MD 2,5
Stephen Leibow, MD 1
Joshua Levy, PhD 3
Rafael López-Corvo, MD 7
Elliott Markson, MD 4
Mary K. O'Neil, PhD 1
William E. Robinson, MD 4
Norman Rosenblood, PhD 1,6
Ronald Ruskin, MD 1
Angela Sheppard, MD 1,5
Gary Taerk, MD 1
Alex Tarnopolsky, MD 1
Daniel Traub-Werner, MD1

Notes:

1. Available to supervise and analyze candidates
2. Available to supervise candidates but not analyze them
3. Unavailable to supervise or analyze candidates
4. Retired
5. London, ON
6. Hamilton, ON
7. Out of country

4. Administrative Offices

Mrs. Jean Bowlby is the Administrator for the Institute. The office is located at 40 St. Clair Avenue East, Suite 203, Toronto. Email: institute@bellnet.ca

5. Tuition Fees for Academic Years 1–4

Total fee per year is $4000. Upon graduation, the candidate's name will not be put forward for membership without full payment of arrears.

6. Referral Service

The Referral Service Committee maintains a list of Society members and candidates who have indicated that they are available to take new patients.

7. Library and Access to the Building

Candidates may use the library at any time, and books may be borrowed for three weeks. The necessary door code will be available on request. A keyscan card is $35 for side-door building access after Toronto Public Library hours.

8. Obligations of Candidates

a. All students are required to sign an obligation not to call themselves psychoanalysts until they are so authorized by virtue of their election to a Component Society of the International Psychoanalytic Society, i.e., Canadian Psychoanalytic Society.

b. At the time candidates are accepted for training, they are required to pledge not to undertake during their training to treat a person by psychoanalysis without having ensured that the physical and mental condition of the analysand has been adequately considered. An assessment with a supervisor before accepting a patient as a control case is required.

c. All students are required to abide by the Code of Ethics of the Canadian Psychoanalytic Society and the International Psychoanalytic Association.

d. On admission to the Institute, candidates should provide evidence of professional standing. Candidates who are licensed practitioners should submit particulars of the licensing body and registration number. Candidates who are not licensed practitioners but who hold academic appointments should provide a letter from the university confirming their position. Other candidates should submit a university transcript of their degree.

9. Candidate's Agreement

Throughout training there are requirements for candidates, seminars, personal analysis, and supervised work. It is understood that the entire training period is probationary. Upon acceptance for training, candidates are required to sign an agreement acknowledging their probationary status.

10. Suspension of Training

The Training Committee reserves the right to recommend the suspension of training of any student should he or she prove unable to meet required standards of progression.

11. Interruption of Training

If students interrupt their training for more than one year, the Training Committee may terminate their status as candidates of the Institute, and re-application will be required.

12. Scientific Meetings of the Toronto Psychoanalytic Society

Candidates are eligible to receive pre-circulated papers and to attend the Scientific meetings of the TPS.

13. Election of Class Representative

Each class is responsible for annually electing a representative to sit on the Curriculum Committee. The name of the class representative is forwarded to Jean Bowlby.

14. Malpractice Insurance

All candidates must provide proof of malpractice insurance coverage.

15. Training in Child Psychoanalysis

Training in child analysis is available through the Montreal QE Branch of the Canadian Institute of Psychoanalysis, as recognized by the International Psychoanalytic Association.

The Training Program

In this program, which involves four years of small group seminars and intensive supervised clinical psychoanalysis, students learn all aspects of psychoanalytic theory and practice, with an emphasis on applying the theory in carrying out in-depth, four-times-a-week psychoanalytic treatment of psychological disorders.

After fully participating in this course candidates will be able to:

a. describe and demonstrate a good understanding of the major psychotherapy concepts, and psychoanalytic theories of mental dynamics, psychological development, and psychopathology;
b. assess potential patients in terms of their suitability for psychoanalysis, safety, and suitability for referral to other forms of psychotherapy or treatment;
c. engage with patients in establishing and clarifying the necessary framework and psychological conditions for carrying out in-depth psychotherapy;
d. apply a deep and integrated knowledge of diagnosis and formulation using the full range of psychoanalytic theories to understand and manage transferences from various patients, carefully using the counter-transference and the psychoanalytic process, to craft useful interventions, such as clarifications and interpretations in order to facilitate change in the patient; and
e. manage a helpful psychoanalytic process with patients displaying varied symptoms, personality types, and severity of psychological pathology.
f. understand their responsibilities in regard to the Ethics Codes and Practice Standards of the International Psychoanalytic Association, the Canadian Psychoanalytic Society and the Ontario College of Psychotherapy.

1. Lectures and Seminars

a. Format

Courses are arranged in two terms per year for four years, and are designed to teach students the fundamentals of assessment and how to establish an ethical and competent psychoanalytic practice.

b. Attendance and Missed Seminars

Upon acceptance into the program, candidates will be notified as to the timetable and outline of didactic instructions. An attendance of 90% per cent is required in all seminars. When, due to circumstances beyond control, candidates miss more than the allowable number of seminars, they are required to make special arrangements with their instructors in order to make up the missed instruction before credit will be given for the course. Students may make up the missed seminars by using any or a combination of the following options:

a. A written report based on the readings

b. Presentation of an oral report based on the readings

c. A series of meetings with someone designated by the Curriculum Committee

d. Some other method acceptable to the instructor in that course. Instructors will be asked to report to the Student Progress Committee on the satisfactory completion of the work.

2. Supervised Clinical Work

a. Permission to Start Supervision

At an appropriate time, an Assessment for Readiness to begin supervision takes place for candidates who have completed one year of seminars and at least one continuous year of analysis with a training analyst.

b. Selecting a Supervisor

Control cases must be supervised by a training analyst; candidates may select the supervisor of their choice from among those listed on page of this handbook. A different supervisor is required for each control case, and a candidate's personal analyst may not act as a supervisor for the candidate's control cases.

c. Fees for Supervision

Fees for supervision are a matter for arrangement between candidate and supervising analyst.

d. Supervisor's Responsibility

The supervisor will be present for weekly sessions to discuss the control case and the candidate's developing skills in psychoanalysis. Twice yearly the supervisor will review the candidate's reports and will write reports on the candidate's developing strengths and areas in need of improvement to be submitted to the Student Progress Committee and will review and discuss these reports with the candidate.

e. Choice of Patients for Control Cases

Candidates in the TIP will have a minimum of three supervised cases, with the recommendation that the third case have predominantly neurotic level functioning. Male and female cases are required. The assessment with a Training Analyst, of a prospective analytic patient is an important part of an analytic education, and as such is a requirement before offering a patient four times a week psychoanalysis.

f. Recommendations for Starting a Second and Third Case

When the candidate has shown an ability to cope with the problems encountered in the analysis of the first patient, analysis of a second, and later a third case is advised. Permission to start a new control case must meet with the approval of the attending supervisors of cases presently in supervision; their recommendations are

submitted to the Student Progress Committee; the SPC recommendations receive final approval from the Training Committee

Generally at least six months of satisfactory supervision with the first case is required before permission to commence a second case is considered. This timing also applies to the starting of a third case.

g. Case Reports

Candidates who have started cases are required to submit two case reports per year, on October 15 and April 15. These case reports are read by the members of the Student Progress Committee, and the comments of the reader are sent to the student and to the case supervisor. When possible, the same reader follows the case from the beginning of supervision to the point at which the candidate has satisfactorily completed the necessary number of supervisory hours. Candidates are encouraged to contact the readers of the reports for discussion of their comments. Candidates are responsible for submitting reports on cases that terminate prematurely.

h. Charges for Uninsured Fees

The Institute recommends that physician candidates not charge their control cases for uninsured services. If a candidate wishes to charge for an uninsured service, he or she may do so only in complete conformity with the Ontario Medical Association guidelines. The uninsured service charged for must be fully defined and itemized as per the Ontario Medical Association's current Edition Physician's Guide to Third Party and Other Uninsured Services. As well, the candidate must satisfy the Toronto Institute of Psychoanalysis that the rendering of the uninsured service is in conformity with good psychoanalytic practice.

3. Evaluation of a Candidate's Progress

Candidates are evaluated on their ability to understand and to integrate concepts and clinical theories in learning to establish the ethical and competent practice of psychoanalysis in the following ways:

a. Seminar Leaders' Evaluations focus on a candidate's participation in seminars, demonstrated professional and analytic attitude, and development of clinical skills. Assessment of a candidate's participation in seminars is based on observable understanding of key psychoanalytic concepts and ideas in Course Readings, and their application to clinical practice in meaningful contributions to seminar discussions. Seminar Leaders use a variety of seminar activities to evaluate a candidate's learning and understanding: group discussion, candidate-led presentation, critical reflective response, or presentation of clinical vignettes or verbatim from analytic sessions. Seminar Leaders fill out an Evaluation Report on each candidate's participation at the conclusion of each Course, and the reports are sent to the Chair of the Student Progress Committee.

b. The Training Committee sets an Examination on the knowledge and clinical application of core concepts and standards of practice, at the end of each term of the curriculum.

c. Training Analysts who are Seminar Leaders in the Group Supervision/Technique Courses #1-#7 make reports on each candidate's contributions to the discussion of each case: its assessment, formulation, and clinical strategy. Candidates are assessed on their developing understanding of core clinical concepts, current clinical theory and research, as applicable to the presented cases.

d. Assessment of a candidate's developing conceptual and clinical competencies is made in the Supervisory sessions, weekly, and reported every six months in the Supervisors' reports sent to the Student Progress Committee and to the Training Committee to be read at the TIP Biannual Meetings dedicated to full discussion of each candidate. In the Supervisor's reports, Student Progress Committee Reports and in the Training Committee's discussions, specific references are made to the TIP Competencies to describe a candidate's areas of strength and areas in need of improvement, in a transparent process of regular feedback. The Supervisors' knowledge of a candidate's work as reported to the candidate and to the Training Committee over the several years of supervised cases, as well as the Student Progress Committee Reader's reports comprise the heart of the in-depth evaluation of each candidate's progress and ultimately, of their readiness or not for graduation.

4. Feedback to Candidates Concerning Their Training

A letter is sent to all candidates apprising them of their progress. Candidates experiencing difficulties are asked to arrange a meeting with the Chair of the Student Progress Committee. Every effort is made to assist candidates.

Theoretical differences between report readers, supervisors, and candidates are to be viewed in their aspect as educational experiences rather than as demanding dogmatic agreement.

5. Supervision Requirements for Graduation

The Student Progress Committee reviews the hours of Supervised cases, reported in the Supervisor's Reports submitted to the SPC twice yearly and recommends progression to the next case when required supervised hours are attained and sufficient progress in required competencies is demonstrated, based on the Supervisor's reports, the readers' reports, which in turn are based on the transparent TIP Competencies criteria.

a. to complete two supervisions of two years in length, meeting once weekly for at least forty weeks in the year, of a candidate's psychoanalytic Cases A and B conducted at four times a week.

b. to complete a third supervision of at least one year in length, meeting every other week for at least forty weeks, of a candidate's psychoanalytic Case C, conducted at four times a week.

c. to participate adequately in the Group Supervision/Technique Courses #1-#7.

The Student Progress Committee may recommend and/or the Training Committee vote that a fourth case be undertaken by the Candidate or may require an extended supervision on a case, based on a review of competencies and an assessment that further competencies in theoretical and/or clinical work are needed before graduation.

When a Candidate is put forward for graduation to the CIP by the TIP, the Candidate's name and data on the candidate's supervised cases, must be submitted to the CIP by February 1 each year. The Candidates' readiness for graduation is reviewed at the TIP December meeting each year.

6. Completion of Training

Candidates who have completed the training requirements are eligible for graduation, subject to the recommendation of the Student Progress Committee. The Training Committee then advises candidates that their training is completed and that they are eligible to apply for membership to the Canadian Psychoanalytic Society.

Personal Analysis Requirements

1. Frequency of Personal Analysis

Accepted candidates are required to undertake personal analysis with a Training Analyst of the Toronto Institute of Psychoanalysis. The analysis shall not be less than four times a week. Five times a week is recommended for a period during the time the student is seeing patients under supervision.

2. Duration of Personal Analysis

While the end of the analysis is decided between the training analyst and the candidate, under normal circumstances the Institute requires that the analysis continue until the end of the supervisions. However, a candidate must complete a minimum of four uninterrupted years of personal analysis with one training analyst before his or her name is put forward to the Membership Committee of the Canadian Psychoanalytic Society.

3. Termination of Personal Analysis

The termination of the personal analysis of a candidate will be decided by the candidate and his or her analyst, and the Training Committee will be apprised of the date of termination.

4. OHIP Coverage of Personal Analysis

The Ontario Health Insurance Plan (OHIP) does not cover psychoanalysis that is carried out in order to fulfil a course of study. Psychoanalysis may be covered by OHIP in cases in which a trainee is diagnosed as having a psychological pathology, in which psychoanalysis is therefore medically necessary apart from the requirements of the course of study.