

## STUDENT PROGRESS COMMITTEE

### MANDATE

The Student Progress Committee monitors the candidates' progress in the training program by receiving and evaluating reports on supervised cases, and by collating data from lectures, attendance forms, seminar leaders, supervisors and readers, to communicate details of each candidate's progress to the Training Committee.

The Student Progress Committee receives written case reports from candidates, and supervisors' reports on supervision. Each member of the SPC reads a number of candidates' reports and writes an extended comment on these reports. The SPC forwards readers' comments on candidates' case reports to the candidates and supervisors. The SPC puts forward its recommendations to the Training Committee concerning the candidates' cases: when cases may begin, the need for a fourth case, completion of the programme and readiness for graduation. The Training Committee discusses and votes on the recommendations of the SPC. The Training Committee then sends letters to candidates with permission to proceed with another case, with other progress comments or with permission to graduate.

### PROCEDURES

#### 1. Beginning of Supervision

After a year of Seminars, the candidates are advised by the Student Progress Committee to undertake analytic treatment of a suitable patient, making an assessment for suitability for psychoanalysis or referral for other treatment, with a supervisor.

#### 2. Choice of Patients for Control Cases

The Three Supervised Cases must include a male and a female case. Patients will be selected and assessed by the candidate and offered analysis with the agreement of the supervisor. The readers on the Student Progress Committee will read Candidates' Reports in the light of a patient's suitability for analysis, and risk assessment, and will hold a meeting with the Supervisor and Candidate if there are questions about issues of suitability or safety. The Chair of Student Progress Committee will bring any such review process to the attention of the Institute Training Committee twice yearly when the progress of each candidate is reviewed by the Training Committee. The supervisor, after an adequate period of work, with the candidate, will re-assess the patient's potential to engage in the analytic process at four times a week, as part of the Candidate's reporting process.

#### 3. 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 (as judged after discussion by the Student Progress Committee and further discussion in the Training Committee), the analysis of a second patient, and in turn, a third

patient will be permitted. Permission to start a new control case must meet with approval of all supervisors for a Candidate. The supervisors' recommendations are submitted to the Student Progress Committee, which makes a recommendation to the Training Committee, which votes to give final approval.

Generally, six months of satisfactory supervision with the first case is required before permission to commence a second case is considered. This timing would also apply to the starting of a third case. The Student Progress Committee Reader Reports and Supervisor's Reports are guided by transparent.

#### **4. Case Reports**

Candidates who have started cases with a Supervisor are required to report the beginning date to the TIP Administrator. They must then submit two case reports each year, on October 15 and April 15. The Required Components of each Report are Patient History, Mental Status, Diagnosis, Course of Psychoanalysis (with Verbatim data from sessions and indicators of change and no change in the patient and the analytic process) Transference, Countertransference, Formulation, Prognosis. 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 the case supervisor. When possible, the same reader in the Student Progress Committee follows the case from the beginning of the supervision to the point at which the candidate has satisfactorily completed the supervision. Candidates are encouraged to contact the readers for discussion of their comments.

Candidates are responsible for submitting reports on cases that terminate prematurely.

#### **5. Attendance and Missed Seminars**

The Chair of the Student Progress Committee will receive information from the Chair of the Curriculum Committee provided by the attendance records filled out by Seminar leaders. Upon acceptance into the program, candidates will be provided with the timetable of Courses, Seminars and Group Supervision/Technique Courses. An attendance of 80 percent is required in all Seminars. When candidates miss more than the allowable number of seminars, they are informed by the Chair of the Student Progress Committee that they must make special arrangements with two selected Training Analysts in order to make up the missed sessions by using any or a combination of the following procedures:

- a. written report based on the readings, with questions set by the TA's.
- b. an oral presentation on the readings in answer to questions set by the TA's.

The selected Training Analysts who guide the Candidate's in demonstrating mastery of the Course content will be asked to report to the Student Progress Committee on the satisfactory completion of work.

## **6. Evaluation of the Candidates' 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.
- e. The TIP is a non-reporting institute. A candidate's personal analyst (their training analyst) does not report on anything about their analysis nor about them in any way (for instance, not about their performance in a seminar the training analyst has taught) to the training committee or other TIP committees. They absent themselves from any discussion of their analysands who are students of the TIP, and from any votes related to evaluations and progression, as they do during any discussions regarding admissions of applicants to the TIP who are their analysands.

f. If a student has a complaint about any aspect of their education, including progression and graduation, they can access the TIP Academic Ombudsperson. The Ombudsperson is a member of the TIP, appointed by the training committee for a 4 year term, and is mandated to be independent of it in assessing student complaints. The ombudsperson will judge the complaint, talk to both sides, and come up with a decision. (There will be an alternate Ombudsperson appointed who will hear the complaint if there is a conflict of interest for the main Ombudsperson, or if the main Ombudsperson is the treating psychoanalyst of the complainant(s).) The Ombudsperson's decision can be appealed by either side, in which case the TIP Director will strike a 3-member panel of analysts, 2 from the TIP, one non-TIP member from the Toronto Psychoanalytic Society, to hear the appeal and hand down a binding decision. None of the members of the panel will be connected with the substance of the complaint, nor will they be the personal analyst or supervisor of anyone connected with the complaint.

### **7. Feedback to Candidates Concerning Their Training**

A letter is sent to each Candidate informing them of the decisions made by the Training Committee following the biannual Student Progression Meetings about the next steps in their progression. Candidates whose work shows that they are experiencing difficulties are asked to arrange a meeting with the Chair of the Student Progress Committee and another Training Analyst.

### **8. 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.

## **9. Completion of Training**

The Student Progress Committee recommends and the Training Committee votes on the completion of the training requirements and readiness for graduation of each Candidate. The Administrator of the TIP notifies the Canadian Institute of Psychoanalysis, by late January, which, in its March Meeting reviews the data from all proposed branch Institute graduates, to see that all IPA and CIP requirements have been fulfilled, and votes to accept candidates for graduation from CIP. The Administrator of the Canadian Institute prepares lists of graduated Candidates for the Membership Committee of Canadian Psychoanalytic Society, which reviews requests for membership from Candidates who have graduated via the CIP, a vote is taken at the Annual General Meeting of the CPS, and the CPS/CIP Administrator sends out a ballot to all Members of the CIP for final vote.

## **10. Obligations of Candidates**

- a. 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 appropriate risk assessment has been made, and the supervisor has agreed with the selection of the patient.
- b. All students are required to be aware of and to abide by the Code of Ethics of the International Psychoanalytic Association.
- c. Candidates must remain in personal analysis for at least four years with the same analyst and/or until the successful completion of a major portion of their clinically supervised control cases.
- d. Individual circumstances, which are not adequately covered by the procedures should be addressed to the Director of the Institute who in turn will consult with the Student Progress Committee, the Supervisors and the Training Committee.

## **11. Suspension of Training**

The Training Committee reserves to itself the right to recommend the suspension of training of any student should he or she be unable to fulfill the requirements of the Program, or if any ethical or standards of practice problem be proven after correct Procedures have been taken. A Candidate may be reinstated if the problems leading to the suspension are rectified.

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