

MANUAL FOR TRAINING ANALYSTS

LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

344 North Bedford Drive
Beverly Hills, California

Crestview 1-1368
Bradshaw 2-1434

Emelene Gerkes

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
Education Committee.	2
I. Training Analysts.	3
A. Procedure for Selecting Training Analysts.	3
B. Procedure for Reappointment of Training Analysts	5
C. Procedure for Appointment to Supervising Analyst.	6
D. Revocation of Training Analyst Status.	7
E. Duties and Responsibilities of Training Analysts	8
F. Duties and Responsibilities of Conducting Supervised Analyses.	10
G. Leave of Absence	11
II. The Clinic Case.	12
III. Function and Structure of the Education Committee.	13
IV. Committees of the Training School.	15
1. Admissions Committee	15
2. Curriculum Committee	17
3. Faculty Committee.	18
4. Committee on Child Analysis.	20
V. Additional Duties and Responsibilities of the Dean of the Training School.	21

The purpose of this Manual is to serve as a reference source for Training Analysts and for others seriously concerned with the various procedures and policies of the Education Committee and the Training School of the Los Angeles Institute for Psychoanalysis.

This Manual was originally compiled in October 1959 and distributed to the members of the Education Committee for their suggestions, revisions and corrections. Over the years, there have been many changes which have been inserted into this Manual. Recently, major changes were made in certain procedures and policies at the suggestion of an Ad Hoc Committee, consisting of Carel Van der Heide, M.D., Chairman, and David Brunswick, Ph.D. and Lawrence J. Friedman, M.D. The Education Committee has agreed this present compilation, as of 4/5/61, represents the current version of the policies and procedures of the Education Committee and the Training School of the Los Angeles Institute for Psychoanalysis. It is to be expected that further changes will be made since good education is not static but a growing and living thing.

Ralph R Greenson
Ralph R. Greenson, M.D.
Dean of the Training School

LOS ANGELES INSTITUTE FOR PSYCHOANALYSIS

EDUCATION COMMITTEE
Training and Supervising Analysts

Ralph R. Greenson, M.D., Chairman
436 N. Roxbury Drive
Beverly Hills, California
Crestview 1-4050

David Brunswick, Ph.D.
360 N. Bedford Drive
Beverly Hills, California
Crestview 4-2194

Herbert I. Kupper, M.D.
436 N. Roxbury Drive
Beverly Hills, California
Crestview 1-5805

Frances Deri
12415 Rochedale Lane
Los Angeles 49, California
Granite 2-4020

Ernst Lewy, M.D.
1585 Manning Avenue
Los Angeles 24, California
Granite 7-4767

Richard D. Evans, M.D.
123 N. San Vicente Blvd.
Beverly Hills, California
Olive 3-1193

Ivan A. McGuire, M.D.
404 N. Roxbury Drive
Beverly Hills, California
Crestview 5-8932

Hanna Fenichel, Ph.D.
490 Tigertail Road
Los Angeles 49, California
Crestview 6-0866

Leo Rangell, M.D.
405 N. Bedford Drive
Beverly Hills, California
Crestview 6-7573

Lawrence J. Friedman, M.D.
436 N. Roxbury Drive
Beverly Hills, California
Crestview 5-0741

Carel Van der Heide, M.D.
9730 Wilshire Blvd.
Beverly Hills, California
Crestview 6-6049

Robert H. Jokl, M.D.
563 N. Bundy Drive
Los Angeles 49, California
Granite 2-1477

Jack A. Vatz, M.D.
9735 Wilshire Blvd.
Beverly Hills, California
Crestview 5-6756

I. TRAINING ANALYSTS

A. Procedure for Selection and Appointment of Training Analysts

(a) In accordance with the standards of the American Psychoanalytic Association, in order to be eligible for appointment as Training Analyst, an analyst must have been a graduate of a recognized Institute for at least five years.

Exception: If a member of the Los Angeles Psychoanalytic Society shows unusually high qualifications of therapeutic skill, scientific achievement and personal integrity, and if such a member is not a graduate of an approved and recognized Institute of the American Psychoanalytic Association, the Education Committee may request the Board on Professional Standards to make an exception and grant the right to appoint him a Training Analyst.

(b) The prospective Training Analyst must satisfy the Education Committee of the Los Angeles Institute for Psychoanalysis that he has maintained a consistent interest in the scientific goals and ideals of psychoanalysis, that he has achieved a high degree of therapeutic skill, that he has taught on the Faculty of the Institute, and, in addition, that he is of good character and free from disabling neurosis.

(c) The Education Committee would consider it highly desirable that a prospective Training Analyst should have some additional analysis after graduation, and preferably with an analyst other than the original Training Analyst.

(d) When an analyst has met the requirements of (a) and (b), the Education Committee may then invite him to apply for appointment as Training Analyst.

(e) The prospective Training Analyst will then be asked to select a psychoanalytic case from his current active practice and to have his work ~~supervised by~~ ^{discussed with} two supervising analysts of the Los Angeles Institute in joint supervisory session. The Education Committee will select the supervisors for the cases to be supervised. The supervising analysts will report back to the Education Committee within a three month period their evaluation of the applicant's ability to perform psychoanalysis.

A. Procedure for Selection and Appointment of
Training Analysts (continued)

(f) If there is uncertainty about the readiness of the prospective Training Analyst's capacity to perform therapeutic psychoanalysis, the Education Committee may pursue the following additional procedure:

The Education Committee may request that the Training Analyst/applicant present a case to the entire Education Committee for a number of hours.

(g) The Education Committee will consider all the information on the therapeutic skill and scientific work of the Training Analyst/applicant. A vote on the appointment will be taken at a meeting of the Education Committee of which notice and agenda will be mailed to the members at least two weeks prior to the date of the meeting. Voting shall be by secret ballot and a vote of three-fourths of the Total Number of Active Training Analysts entitled to vote shall be required for appointment.

(h) The initial appointment to Training Analyst status is for three years.

(i) The Board on Professional Standards of the American Psychoanalytic Association is notified of all appointments to Training Analyst status.

B. Procedure for the Reappointment of Training Analysts

(a) At least two months prior to the date on which the term of appointment of a Training Analyst will expire, an Ad Hoc Committee to advise on the reappointment will be established. It shall consist of three members of the Education Committee, two of whom will be appointed by the Dean, the third member to be chosen by the Training Analyst concerned; or if the latter does not wish to use this prerogative, all three members to be appointed by the Dean. This Ad Hoc Committee will poll all Training Analysts regarding the reappointment, it will invite expression of opinion and study the views, reports and data so gathered; it will discuss the matter of reappointment and its various aspects with the Training Analyst considered for reappointment, and present its conclusions and recommendation to the Education Committee in a meeting at least one month in advance of the date of voting on the reappointment.

(b) A vote on the reappointment will be taken at a meeting of the Education Committee of which notice and agenda will be mailed to the members at least two weeks prior to the date of the meeting. The vote shall be by secret ballot, and a majority vote of the Total Number of Active Training Analysts entitled to vote shall be required for reappointment.

(c) Reappointment is for a period of five years.

(d) If a Training Analyst is not reappointed, arrangements will be made to protect the candidates from being penalized by the discontinuation of the appointment.

C. Procedure for Appointment to Supervising Analyst

(a) In accordance with the standards of the Board on Professional Standards of the American Psychoanalytic Association, appointment to status of Supervising Analyst is separate from appointment to Training Analyst.

(b) There is no specific time limit requirement between Training Analyst appointment and appointment to Supervising Analyst status. It is suggested that a Training Analyst desirous of being appointed to status of Supervising Analyst listen in on the supervision of an experienced Supervising Analyst for a period of time.

(c) At a regular meeting of the Education Committee, the qualifications of the applicant for supervisory status will be reviewed. A majority vote of the Total Number of Active Training Analysts entitled to vote is necessary for appointment.

(d) Reappointment as Supervising Analyst will be automatically considered when Training Analyst status is up for decision.

(e) Henceforth, in this Manual, the term Training Analyst is meant to include the function of Supervising Analyst.

D. Revocation of Training Analyst Status

(a) In the event of known violation of the Constitution and By-Laws of the Los Angeles Institute for Psychoanalysis by a Training Analyst, or in case of information or belief to the effect that a Training Analyst has engaged in activities prejudicial to the best interests of the Institute, charges may be preferred by any three members of the Education Committee to the Chairman, in writing, specification of the charges not being required.

(b) The Chairman of the Education Committee then will appoint an Ad Hoc Committee, which shall consist of members of the Education Committee, two of whom will be appointed by the Dean, the third member to be chosen by the Training Analyst concerned; or, if the latter does not wish to use this prerogative, all three members to be appointed by the Dean.

(c) The Ad Hoc Committee will hear the members who preferred the charges, investigate as far as is feasible, confront the Training Analyst concerned with their questions, study their findings and report to the Education Committee, presenting a recommendation with reasons.

(d) A three-fourths vote of the Total Number of Active Training Analysts entitled to vote is necessary to revoke Training Analyst status.

(e) If status as Training Analyst is revoked, arrangements will be made to protect the candidates from being penalized by the discontinuation of the appointment.

E. Duties and Responsibilities of Training Analysts

(a) The Personal Analysis

(1) All Training Analysts are required to conduct at least two personal analyses for the duration of their appointment, to commence as soon after appointment as is practicable.

(2) It is to be stressed that the personal analysis should give the candidate an opportunity to experience at first hand the standard and classical methods and procedures of psychoanalysis.

(3) The personal analysis should be conducted until the candidate/patient has experienced in the transference neurosis the revival of his infantile neurosis and has experienced the effects of working through. Symptomatic and characterological changes should have been experienced by the candidate.

(4) The analysis should be continued until the more severe effects of neurosis have been overcome and the candidate is able to meet the arduous emotional demands required in working effectively with analytic patients.

(5) Whenever possible, analytic sessions should be carried out five times weekly since this has proven to be the optimum frequency. Frequency of less than four times weekly for a prolonged period is to be reported to the Board of Professional Standards Committee on Exceptions in Training.

(6) It is highly desirable that the personal analysis continue throughout the first years of the candidate's supervisory work since supervision often brings to light hitherto unknown difficulties.

E. Duties and Responsibilities of Training Analysts
(a) The Personal Analysis (continued)

(7) If the analyst considers the candidate unsuitable for a career in psychoanalysis, this should be brought to the attention of the Education Committee. The candidate will be afforded an opportunity for personal analysis with a second Training Analyst. Failure in the second analysis will be considered final.

(8) If, in the course of the personal analysis, the Training Analyst feels it might better serve the interests of the candidate's analysis to have him forego any part of the training program, this matter should be brought up before the Education Committee.

(9) Candidates may be placed on inactive status for any suitable period of time without interfering with the personal analysis.

(10) All changes in status of the candidate should be discussed at the Education Committee meeting.

(11) The Training Analyst is to fill out a monthly report stating the number of analytic hours for each of the candidates undergoing personal analysis with him.

(12) The matter of fees for a personal analysis is an individual one and shall be arranged by the Training Analyst and the candidate.

F. Duties and Responsibilities of Conducting Supervised Analyses

(a) All Supervising Analysts are required to conduct a minimum of two and preferably more supervisory analyses.

(b) The candidate shall receive permission from his personal analyst and from the Education Committee for each case he intends to take in supervision, as well as for each case he treats unsupervised, as long as he is in candidate status.

(c) Whenever possible, the prospective patient undergoing analysis in supervision should be discussed by the candidate and the Supervising Analyst prior to final acceptance of the patient for analysis.

(d) In accordance with the Board on Professional Standards, supervisory sessions should be held on a once weekly basis for at least the first year. Thereafter, if the candidate has demonstrated competent therapeutic ability, the supervisory sessions may be reduced to a bi-weekly basis, or less, as required.

(e) In order to receive full credit for supervisory work, a candidate shall have supervised a suitable case for a minimum of 50 supervisory hours. A suitable case refers to a psychoneurosis, which is treatable according to the classical psychoanalytic method without modifications or deviations.

(f) It is required for membership in the American Psychoanalytic Association that each candidate will carry at least one case through the terminal phase of psychoanalytic treatment under supervision. In the event that the candidate graduates prior to this, he should be encouraged to continue supervision until this has been accomplished. If a graduate has no

F. Duties and Responsibilities of Conducting Supervised Analyses (continued)

suitable case which he may bring through the terminal phase, he may arrange with a supervisor to go through the terminal phase with a case heretofore unsupervised.

(g) The supervising analyst must fill out a monthly form showing the number of hours he has supervised each candidate.

(h) The matter of fees for supervision is a personal and individual one and shall be arranged between the supervising analyst and the candidate, except in the instance of the Clinic case. (see heading "The Clinic Case")

G. Leave of Absence

(a) If a Training Analyst or Supervising Analyst is unable to fulfill his duties for a period longer than six months, he shall request a leave of absence from active status.

(b) A leave of absence shall be granted for a period not to exceed two years. Extension of leave of absence, as well as reinstatement to active status, require action by the Education Committee and a majority vote of the Total Number of Active Training Analysts entitled to vote.

(c) A Training Analyst on leave of absence shall have no vote.

II. THE CLINIC CASE

(a) Each candidate has signed a pledge upon his acceptance for training that he will undertake the psychoanalysis of a patient from the Psychoanalytic Clinic for a minimum of 300 hours without fee. It is expected that the Supervising Analyst will supervise such a case without fee to the candidate.

(b) Supervising Analysts participating in the Clinic program will be compensated at a rate to be determined by the Board of Trustees in accordance with the current financial situation.

(c) When a patient who has been treated as a Clinic case undergoes a change in financial status which would make it possible for him to pay a private fee, he will continue, nevertheless, as a Clinic case, i.e., all fees will accrue to the Clinic account and the case will continue as heretofore.

III. STRUCTURE AND FUNCTION OF THE EDUCATION COMMITTEE

(a) The Education Committee of the Los Angeles Institute for Psychoanalysis is identical with Education Committee of the Los Angeles Psychoanalytic Society.

(b) The Education Committee of the Los Angeles Institute for Psychoanalysis is responsible for all of the training activities of the Institute, which is designated "The Training School" of the Institute. Only Training Analysts recognized by the American Psychoanalytic Association and members of the Los Angeles Psychoanalytic Society are eligible for membership in the Education Committee.

(c) All Training Analysts of the Los Angeles Institute for Psychoanalysis constitute the Education Committee.

(d) At all meetings of the Education Committee, a majority of the Total Number of Active Training Analysts entitled to vote shall be considered a quorum; only members present at the meeting shall vote except when any of the following matters are on the agenda: the appointment and reappointment of Training Analysts; the revocation of Training Analyst status; the election of a Dean; and alterations of voting rules as contained in this Manual. On these issues, an absent member may cast his vote, by either giving it directly to the Chairman, or by giving his proxy to any member. In either case, he will do so in writing which shall be in the hands of the Chairman prior to the meeting and which shall specify the particular item (or items) concerning which the member delegates his vote.

(e) A newly appointed Training Analyst has no vote for the first year of his appointment.

(f) The Education Committee shall elect its Chairman from among its members by secret ballot. A majority vote of the Total Number of Training Analysts entitled to vote is required. The procedure for selecting a Chairman may be facilitated by the appointment of a Nominating Committee selected by the acting Chairman of the Education Committee.

III. STRUCTURE AND FUNCTION OF THE EDUCATION COMMITTEE (continued)

The Chairman of the Education Committee shall serve concomitantly as Dean of the Training School of the Los Angeles Institute for Psychoanalysis. The term of office for both positions is to run simultaneously for a period of three years. Since these two positions overlap and interweave, they shall be considered together.

(g) The Dean of the Training School may be the same person as the Director of the Institute. If the Director of the Institute be someone other than the Dean of the Training School, the Director of the Institute is obligated to recognize the Dean as chief of the Training School and responsible only to the Education Committee and the Board of Trustees, and not responsible to the Director of the Institute.

(h) The Dean of the Training School shall serve as Chairman of the Education Committee and has duties and responsibilities in regard to all educational matters concerning the training of candidates, the selection of all teaching personnel, curriculum, etc. In addition, the Dean of the Training School is to maintain a close liaison with the Director of the Institute and with the American Psychoanalytic Association in order to coordinate the Training School with other functions of the Los Angeles Institute and with the other Institutes of the American Psychoanalytic Association.

(i) The Dean of the Training School may appoint from among the Training Analysts, subject to ratification by the Education Committee, an Assistant to help him with his duties for a period not beyond his own term of office.

(j) The Dean of the Training School shall appoint all chairmen of the Standing Committees of the Training School as well as all Ad Hoc Committees, subject to confirmation by the Education Committee. These appointments may not extend beyond the term of office of the Dean of the Training School.

(k) Any changes in the voting rules of this Manual require action in a meeting of which notice and agenda be mailed to the members at least two weeks prior to the date of the meeting. Voting shall be by secret ballot and a two-thirds vote of the Total Number of Training Analysts entitled to vote shall be required.

IV. COMMITTEES OF THE TRAINING SCHOOL

The Dean of the Training School will appoint the Chairman and other members of the Admissions Committee, Curriculum Committee, Faculty Committee, Committee for Child Analysis, and such other committees as are considered necessary for the operation of the Training School. The Dean of the Training School is ex officio member of all standing committees of the Training School.

1. Admissions Committee

(a) The Admissions Committee has the function of conducting the necessary individual interviews required of all applicants for admission to the Training School.

(b) The Admissions Committee will consist of five members of the Education Committee plus the Dean of the Training School who shall be the ex officio Chairman. Membership of the Admissions Committee will be rotated alphabetically so that the entire Education Committee participates in this work. Each appointment is for one year.

(c) The Dean of the Training School will interview the prospective applicant first whenever possible in order to rule out any obviously unqualified applicants.

(d) Each of the five members of the Admissions Committee will interview the applicant for training and submit a written report which will be circulated among the various members of the Admissions Committee.

(e) The Chairman of the Admissions Committee will schedule a meeting of the Admissions Committee prior to the meeting of the Education Committee when the applications will be presented.

1. Admissions Committee (continued)

(f) At the Admissions Committee meeting, the Committee will arrive at its recommendation as to whether an applicant is to be accepted, to be rejected, or to be deferred. These recommendations of the Admissions Committee will be presented to the Education Committee for confirmation.

(g) Special instances:

(1) The Admissions Committee may ask the Education Committee for additional interviews in helping to arrive at a decision.

(2) In other instances, two members of the Admissions Committee may decide in collaboration with the Chairman of the Admissions Committee that five interviews are not necessary if the applicant is grossly unsuitable for psychoanalytic training.

2. Curriculum Committee

(a) The Curriculum Committee shall consist of:

(1) Chairman, a Training Analyst who is a member of the Faculty and is experienced in teaching within the Los Angeles Institute for Psychoanalysis.

(2) One member who shall be a member of the Faculty Committee.

(3) One non-Training Analyst who is experienced in teaching within the Los Angeles Institute for Psychoanalysis.

(b) The Curriculum Committee is responsible for the establishment and maintenance of an adequate curriculum covering the theory, clinic and technique of psychoanalysis.

(c) It is the responsibility of the Curriculum Committee to assign and schedule seminars and lectures for each academic trimester far enough in advance to insure proper preparation.

(d) In cooperation with the Faculty Committee, the Curriculum Committee will assist in the selection of lecturers and seminar leaders.

(e) The Curriculum Committee will incorporate revisions and changes in the curriculum and syllabus in accordance with the scientific developments of psychoanalysis. All major changes in the curriculum shall be presented for ratification to the Education Committee.

3. Faculty Committee

(a) The Faculty Committee shall consist of:

(1) Chairman, a Training Analyst, who has been active on the Faculty and in the Training School.

(2) One member of the Curriculum Committee

(3) One instructor who is a non-Training Analyst.

(4) One unofficial member, a senior candidate, who will be a representative of the candidates.

(b) The Faculty Committee has the following functions:

(1) The evaluation of teaching performances

a. At regular intervals, this Committee should ascertain the caliber of the teaching by questionnaires and other methods.

b. The Faculty Committee should meet at least once per year with the candidates in person.

(2) Selection of teaching personnel

a. To consider applications from Institute members who might be interested in becoming instructors.

b. To select and invite Institute members who might be potentially good teachers.

3. Faculty Committee
(b) functions, (2) selection of teaching personnel
(continued)

c. All new appointments as instructors in the Institute shall be for one year and successive appointments for a period of two years, subject to the majority confirmation of the Education Committee.

d. To suggest guest lecturers, etc.

e. In cooperation with the Curriculum Committee select the lecturers and seminar leaders for the curriculum of the Los Angeles Institute for Psychoanalysis.

(3) To suggest procedures for the training of new instructors.

(4) To suggest procedures for improving the teaching by appointed instructors.

(5) To arrange for regular meetings of the Faculty

a. To discuss problems of teaching with the Faculty

b. To meet with the Curriculum Committee and exchange ideas.

4. Committee on Child Analysis

(a) In addition to the Chairman, the Committee shall consist of all supervisory child analysts and additional personnel who have completed training in Child Analysis.

(b) The function of the Committee on Child Analysis is to establish and maintain lectures and supervision for all candidates in training as well as such work for those candidates interested in specialized training in Child analysis.

(c) The Committee on Child Analysis shall adhere to the rules, regulations and policies as established by the Board on Professional Standards for the Committee on Child Analysis.

(d) In the Los Angeles Institute for Psychoanalysis, all candidates are required to attend a series of seminars on "The Normal Development of the Child," prior to beginning the regular course of study.

(e) In the fourth academic year, seminars in child analysis are part of the regular academic curriculum.

(f) Special seminars for candidates interested in specialized training in child analysis will begin in the first academic year. Further seminars will be added as needed to make up a well-rounded program.

(g) Supervisory work with children may begin only after a candidate has successfully demonstrated his ability to conduct adult psychoanalysis.

(h) The Committee on Child Analysis may suggest consideration of various instructors and seminar leaders in child analysis to the Faculty Committee, who will then present this selection to the Education Committee for ratification.

V. ADDITIONAL DUTIES AND RESPONSIBILITIES OF THE
DEAN OF THE TRAINING SCHOOL

1. To hold monthly meetings of the Education Committee during the academic year unless special circumstances warrants additional meetings or the omission of a meeting.

2. Maintain all the training records of all candidates up-to-date, including in those records action taken at the different Education Committee meetings.

3. Discuss the selection of guest lecturers with the Education Committee and with the Chairman of the Program Committee of the Los Angeles Psychoanalytic Society.

4. Make regular reports on the activities of the Training School to the Board of Trustees, the Professional Committee, and the Los Angeles Psychoanalytic Society.

5. To represent the Los Angeles Institute as Fellow to the Board on Professional Standards whenever possible at the Annual and Mid-Winter meetings, as well as to maintain close communication by mail, etc.

6. To make a regular report in conjunction with the Director of the Institute and the Treasurer to the U.S. Public Health Service and other similar agencies.

7. To arrange for periodic special meetings of the Training Analysts and Faculty in order to familiarize Faculty and Training Analysts with the individual progress and problems of candidates in training.

8. To maintain liaison with the Candidates Committee in order to apprise them of pertinent information on the training program, as well as to report back to the Education Committee pertinent information arising from the Candidates Committee.

9. To maintain good public relations with other educational Institutes in the area.
