

Psychotherapy Training: Transitioning to a New Site (May 2013)

Preamble: Transitioning to a new site and rotation involves looking after a number of administrative tasks. These include orienting to new core rotational learning objectives, site-specific logistics, and educational requirements. Residents, with the support of psychotherapy faculty, will need to arrange for long-term psychodynamic patients to transfer, and secure psychotherapy supervisors at your next site for other modalities.

Transitioning to a new supervisor for psychodynamic psychotherapy can enhance learning through the potential for a new perspective and discoveries about your patient. In order to facilitate this transition, the psychotherapy training program recommends that residents, with the assistance of their supervisors and psychotherapy site coordinators, follow the steps below.

Site-specific questions with regards to transitioning?

Any site-specific questions with regards to transitioning to a new site should be directed to the **psychotherapy site coordinator** at your current or new site.

Where do I find psychotherapy training documents online?

Psychotherapy Training Program documents pertaining to training requirements, charting, off-site supervision as well as other important educational resources are available online on the departmental website at www.psychiatry.utoronto.ca, postgraduate education, psychotherapy training.

What do I need to do before I transition to a new site?

Contact the psychotherapy site coordinator at the new site to discuss your supervisory needs, review your progress in terms of the required supervised casework, and ensure you continue to fulfill them. Note there is some variation to the breadth of modality specific supervision offered at each site and residents are encouraged to take advantage of the supervision available at each site. See the psychotherapy page of the departmental website for listings of supervisors and to review the requirements.

BEFORE you leave your current site:

- ✓ **TERMINATING or CONTINUING?** Decide whether you are terminating or continuing with your patient. Residents may continue with the same supervisor if you are conducting a time limited therapy and are close to concluding treatment. If you have just started a new case and supervision is available at your new site, starting with a new supervisor is recommended. **Please note:** If off-site

supervision is approved for you to complete your short-term case, please follow off-site supervision guidelines, available online on departmental website.

If you are **TERMINATING** with the patient:

- ✓ Write a termination note summarizing the patient's progress in therapy and any potential follow-up that you have arranged for the patient. This must be reviewed with your supervisor and sent to the referring physician.

If you are **CONTINUING** with your patient:

- ✓ **CONSENT FORM:** Please have your patient sign a consent form for disclosure of their personal health information pertaining to the therapy you are conducting – this will allow you to photocopy the **initial consultation note and end of rotation progress note** which should then be faxed or sent via mail to you at your new site. Photocopy the **consent form** as well to include with the package to go to your next site (see below for further details).
- ✓ **SUMMARY FOR CHART:** Write an end of rotation progress note in the chart summarizing the patient's progress and goals for ongoing therapy – please refer to charting guidelines for details of the note which are available online on the departmental website.

It is required that you review this summary note with your supervisor.

MAILED/FAXED to you (or another individual such as your supervisor/site postgraduate education administrative assistant) at your **new** site for your initial supervision sessions:

- ✓ Copy of the initial consultation note
- ✓ Copy of the end of rotation summary of patient
- ✓ Copy of the consent form signed by patient to disclose personal health information

The above documents should be included as part of the new chart you create at your new site.

CASE REPORT: If you have written a **PGY2 or PGY4 psychodynamic case report**, it is recommended that you share this report along with the feedback you received (reader's report) with your new supervisor. This case report should **not** be included as part of the chart. Please ensure that the patient's identity in the case report has been disguised.

REGISTER your patient at your new site and create a new chart.

What do I do with the confidential patient information before I have an office assigned to me at the new site?

In order to comply with regulations pertaining to patients' rights to **confidentiality**, it is not permitted to bring any documents from patients' charts home with you.

Either the administrative assistant for your primary supervisor or the postgraduate education administrative assistant should be able to hold on to the patient information until you are assigned a new office. At that time, the information can be mailed or faxed to you. Ensure that you have obtained **patient consent** before initiating the above process (see above for details).

A summary of the above process is included below.

Summary of Process to Transition to New Site:

