

**THE NEW YORK INSTITUTE  
FOR PSYCHOTHERAPY TRAINING**  
*in Infancy, Childhood and Adolescence*



**Guidelines on Clinical Consultation  
2011-2012**

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## **Clinical Consultation Provided**

1. All candidates are offered weekly clinical consultation for 11 months per year (from the beginning of September and running through to the end of July), and are expected to attend all 40 sessions to discuss clinical issues, whether they have clinical cases or not. Any deviation from this should be discussed with administration.
2. All candidates are expected to have an experience of clinical consultation with three different clinical consultants over the course of three years in the Training Program. Exceptions to this will be made on an individual basis, for good reason.
3. If a candidate has spent less than 6 months with a consultant, if requested, the candidate may continue into a second year.

## **Vacation**

Candidates are allowed 4 weeks vacation in an academic year. Allowances are made for Holidays and religious observance.

## **Missed Sessions**

1. Consultants are encouraged to make every effort to offer a make-up session when given at least 24 hour notice.
2. \*New Policy\* Candidates are responsible for paying for consultation if an appointment is cancelled with less than 24 hours notice or is broken (without a phone call). A fee of \$30.00 will be paid directly to supervisor and NYIPT will not be charged for the session (extraordinary circumstances are excluded).
3. If it becomes clear that attendance is a problem, consultants must address this as a clinical issue. The evaluation committee, headed by Mary Tirolo, NYIPT Dean of Students, and the Administration should be apprised as soon as possible to address the situation.

## **Evaluations**

1. At the mid-year point (around January) candidates and consultants are encouraged to do an Informal Mid-year Evaluation to assess strengths and weakness, to discuss concerns, and to set goals for the remaining clinical consultation sessions. If any problems come to light for either party, Administration should be informed.
2. At the end of the year (in July) consultants are required to submit a written evaluation for each candidate. It is recommended that candidates and consultants evaluate the year's experience together, and that both consultant and candidates sign off on the annual written evaluation of the candidate. All candidates also complete evaluations on consultants.

## **Non-compliance**

If a candidate is not complying with these guidelines, the Administration and Evaluation Committee must be apprised early into the problem, to offer the maximum opportunity for resolution.

## **When Additional Clinical Consultation is Required**

If a candidate's graduation is delayed for whatever reason, he/she may be required to continue clinical consultation into a 4<sup>th</sup> year. In this case, a weekly fee will be paid by the candidate directly to the consultant until all Program requirements are met and certificate is awarded.