



**NEW YORK**  
STATE OF  
OPPORTUNITY™

**Manhattan  
Psychiatric Center**

# **MPC Internship Requirements**

## **Attend daily Morning Rounds, Team Meetings, and at least one TC Meeting per week.**

Each Ward has Daily Rounds which typically begin at 8:30-8:45 and go until around 9:30. At these Rounds, the Team reviews the ward's Acuity Report, which is an electronic database of relevant patient activities, from the last 24 hours. It's important to be at these meetings EVERY day as it is your opportunity to become up-to-date on the latest events on the ward. If you cannot be present on a given day, you need to get your supervisor's approval first.

In addition, each Team has 2 weekly Team Meetings in which several patients' Treatment Plans are reviewed and updated. As the year progresses, you will become integrated and integral members of your Teams and be very involved in Treatment Planning and Primary Care leadership on your wards. You need to attend these meetings on your ward, preferably both, but at least one per week. They typically run from 3:30-4:30 2 x's/week.

Finally, each ward has 1 TC Meetings per week, which are meetings in which the entire ward (both patients and staff) meet in order to discuss issues relevant to the ward, build cohesiveness, and hopefully have fun! You are part of the Team, so make sure you attend this meeting. They take place as part of the Treatment Mall schedule and you can find out exactly when the Meetings on your particular ward take place from your supervisor.

Additionally, Interns are required to set aside at least one hour per week interacting as part of the ward milieu. (Note that on D6 there may be an increased need for presence within the ward milieu. Any increased time required can count toward individual psychotherapy requirements).

## **“Observation” group**

The “observation” group is a unique training experience in which you will have the opportunity to run a process oriented group together with a senior group leader while being observed by your colleagues. This group will run once/week and will be followed by a supervisory session in which you will have the opportunity to “process” the group, as well as review didactic materials related to group psychotherapy.

## **Individual Psychotherapy**

Your individual psychotherapy patients can be patients from your ward or from any other wards throughout the hospital, although the first pt you start with should be from your ward. As soon as you get onto your wards and begin reviewing charts and learning about the patients, be thinking about possibilities for individual psychotherapy. Your supervisors can also supply you with names, as can the Director of Psychology. You are required to see your patients at least weekly and to maintain a caseload of at least 3 cases throughout the Internship year, with no more than 5 weekly hours. You are also required to write regular (at least monthly, but as often as clinically indicated) progress notes for each of your patients, have them signed by your supervisors, and provide verbal feedback to Teams on an as needed basis re: your patient's progress in psychotherapy. At the end of the year, you must complete a detailed summary of treatment for each of your patients.

One of your “therapy slots” should be set aside for a short-term case—one in which you will see a patient for no more than 6 weeks.

**Complete all assigned Intakes**

Intake assessments are assigned on a rotating basis, but expect to be assigned one every 10-15 days. These include a number of culturally-oriented items, as well as items relating to their experience of their illness and understanding of recovery. You have 5 days from the date of admission to complete the Psychological Assessment and any associated Screen tools, and this includes the date of admission (so, for example, if a pt. is admitted late on a Wednesday, the assessment is due Sunday evening). These time lines are monitored by Utilization review and are not negotiable. Your ward supervisor will be supervising these assessments. Please note that you can expect to be assigned Intakes until the last week of the Internship.

**Complete at least six general, referral-based testing batteries**

Interns must complete six complete testing batteries over the course of the training year. We do not subscribe to the idea of a “standard battery;” rather, each battery should be tailored to meet the needs of the patient and to answer the referral question. This includes administration, scoring (we have several e-scoring programs both at MPC and Kirby), interpretation, write-ups and feedback to both the patient and to the patient’s Team. All referrals for testing are sent to the Director of Psychology, so speak to him if you are looking to start testing a patient. Testing can include cognitive, neuropsychological, academic, and personality testing, and a comprehensive testing library is maintained on M1A for your use. All test reports must be co-signed by your supervisor and a copy must be placed in the patient’s chart. All raw data, as well a copy of the report, must be placed in the file cabinets in the Testing Library. Please note that at least 3 of these batteries must be completed by mid-year.

**Complete all required paperwork**

All on-going Psychotherapy requires at least monthly progress notes. However, notes must be written any time there is relevant information that the patient’s Treatment Team needs to know. In addition, Monthly progress notes are required for every patient in one of your groups. These progress notes are important because you will often be treating patients who are not on your assigned ward. These communications are the only reliable way to ensure that your pt’s Treatment Team knows about progress.

Termination notes/ summaries must be written on every pt whom you treat in individual or group psychotherapy.

You will be required to complete one Comprehensive Treatment Plan/month on your ward.

**Involvement with all group-based treatment**

All Interns will either run a TRY group (once/week). Additionally, all Interns will run the Observation/Psychotherapy group described above. Interns will run 2 Crossing the Bridge groups (one inpt and one outpt) for half the year and 2 DBT groups for half the year. Interns will run one TC meeting/week (described above), and a Cognitive remediation group for ¼ of the year. Finally, Interns can choose from ONE of the following to lead: Life Matters, RAP, Poetry, Voices and Visions, Homeward Bound, Women’s Issues, Life Matters, Affirmations, PATH, Seeking Safety, or Negative Sx’s.

Thus, all together, plan on running 6.25 groups throughout the year.

**Attend all required supervision**

Weekly, individual supervision occurs with your 1) ward supervisor, 2) individual psychotherapy supervisor, 3) testing supervisor. Interns are required to attend and be prepared for all scheduled supervisory meetings.

In addition, there is either weekly or bi-weekly supervision for all group-based treatment, including Supervision of externs and the crossing the Bridge group (these supervision times alternate).

**Attend weekly seminars**

There is a weekly Seminar time throughout the Internship year-- Thursdays at noon. Once a month, during this time slot, you will be discussing Neuropsychological Testing with Dr. Susan McGurk. Once a month, during this time slot, you will be discussing Psychopharmacology with Dr. Marissa Kaminsky. And once a month you will be discussing Cognitive substrates of Mental Illness with Dr. Tony Ahmed. The other times will be used for various other "mini-series" seminars throughout the year, such as ethics, multi-cultural issues, professional development, psychopathology, program consultation, etc.

**Monthly Clinical Discussion**

On the 4<sup>th</sup> Tuesday of the month the entire Department meets for a clinical discussion of a pre-determined topic. Interns are expected to attend, as well as to present, throughout the year. The Department of Psychology also meets on the 2<sup>nd</sup> Tuesday of the month for an administrative meeting. Interns are not required to attend this meeting.

**Supervision of externs**

Each Intern will supervise an Extern throughout the year in testing. Additionally, we will meet twice per month for "Supervision of Supervision."

**Case Conference**

There is a Case Conference scheduled at MPC in the Learning Center on the 3<sup>rd</sup> Tuesdays of the month from 3:30-4:45 PM. Interns are required to attend this Conference, and also to present at this conference twice throughout the year (once presenting a historical overview of a patient and once presenting a testing of a patient). You will work on this together with your ward supervisor and another Intern).

**Attend Intern "Process" Group**

Participate in a weekly process groups for Interns to process their experiences while on Internship, gain support, etc. Interns are required to attend this group EACH week, but you cannot miss more than five sessions throughout the year.

**If anyone has any concerns with these requirements, please make sure to raise them to the DOT ASAP.**