



living systems

Counselling, Education, Training and Research

Clinical Internship Program in Marriage and Family Therapy and Pastoral Counselling

Policies & Application Requirements

Admission Policy

Applicants either have or are pursuing a Masters degree in the social sciences or related fields, or they demonstrate a combination of life and work experience that, in the judgment of the Director of Training, will enable them to function successfully in the program. Such applicants must demonstrate an ability to reflect objectively on their own functioning in family and professional relationships and skill in helping others through formal or informal counselling. The Director of Training will make these judgments during the admissions interview and from letters of evaluation by others who know the candidates personal and professional functioning. At least as important as educational preparation is the individual's openness to learning a new way of thinking about human functioning and the ability to manage him or herself with reasonable maturity in their relationships with others. Adequate fluency is required if the student expects to counsel English-speaking families.

Clinical Residency. Trainees must satisfactorily complete the first two years of the training program and receive approval of the Director to continue training as a Clinical Resident.

Clinical Internship Prerequisites

1. Educational: First consideration will be given to applicants with or working toward a Master's degree level of education in the health or social sciences, theology, or related helping professions. All applicants must have a solid base level of preparation in their chosen profession.
2. General: At least as important as educational preparation is the individual's openness to learning a new way to think about human functioning, and having the ability to manage him/herself with reasonable maturity in relationship connections.

Although Living Systems is a pastoral counselling centre, it does not require applicants to have a particular faith orientation or theological background. However, as part of their training, interns are asked to examine their own beliefs, the way they inform -or do not inform - their life and work.

Admissions Requirements

Applicants for the Clinical Internship Program must include all of the following material:

1. Name, address, and phone number, age, marital/relationship status, and present family make-up
2. A copy of your criminal record check that is less than one year old.

3. Work, education and general health history
4. A copy of the highest degree obtained and the academic transcript for that degree.
5. Copies of all relevant supervisory or evaluative reports you have received
6. A statement as to whether or not you want any of your program hours to be used for meeting the qualifications of any particular programs or organizations
7. Two letters of evaluation (not just a letter of recommendation – it should include weaknesses as well as strengths) from two different people who have observed your abilities and/or work
8. A statement indicating what factors led you to apply for this program, and what you expect to get from it.
9. A brief autobiographical sketch including family of origin diagram, parent sibling positions and contact with extended family, historically and presently, etc.
10. Applicants either have or are pursuing a Masters degree in the social sciences or related fields, or they demonstrate a combination of life and work experience that, in the judgment of the Director of Training, will enable them to function successfully in the program. Such applicants must demonstrate an ability to reflect objectively on their own functioning in family and professional relationships and skill in helping others through formal or informal counselling. The Director of Training will make these judgments during the admissions interview and from letters of evaluation by others who know the candidates personal and professional functioning. At least as important as educational preparation is the individual's openness to learning a new way of thinking about human functioning and the ability to manage him or herself with reasonable maturity in their relationships with others. Adequate fluency is required if the student expects to counsel English-speaking families.
11. The application fee is \$95 (\$85 will be refunded if you are not interviewed for a position in the program). This fee covers the cost of processing and interviewing applicants and does not apply to program tuition.
12. Clinical Residency. Trainees must satisfactorily complete the first two years of the training program and receive approval of the Director to continue training as a Clinical Resident.

Applications and all materials for both programs are required by July 1st.

Late applications may be considered if space in the program is available.

A personal interview (or negotiated equivalent if distance precludes this) will be arranged with all applicants who are being considered for training on the basis of their written materials. Interviews will be completed by the end of July.

Please address inquiries and applications as follows:

Randy Frost, Director of Training & Research,
Living Systems, #209, 1500 Marine Drive,
North Vancouver, BC, V7P 1T7
(604) 926-5496, Ext 304, livingsystems@telus.net

Attendance Policy

Trainees are expected to attend classes. They can have up to two absences during the first year and one absence in the second year and residency years. Each absence after two in the first year and one in the second year and residency years has to be made up.

Dismissal Policy for Reasons of Ethical Violation(s)

Suspension Pending Investigation of Alleged Ethical Violation(s)

In the event that there are any allegations that the AAPC Code of Ethics has been violated by a trainee, the Director of Training, at his or her discretion, may suspend any clinical activity by the trainee that involves clients of Living Systems, pending a determination of the alleged violation(s).

Investigation of Alleged Ethical Violation(s)

The training director may, at his or her discretion, appoint a person to conduct an investigation into the alleged violation(s) and to provide a summary of his or her findings and recommendations to the Director of Training.

Determination of Alleged Ethical Violation(s)

Written submission by all relevant parties, including the trainee under investigation shall be given to the training director or to his or her appointee. The Director of Training or his or her appointee, will review all the relevant material including any material prepared by an investigator, and will then provide a written decision on whether or not the trainee should be dismissed from the training program. The trainee will be notified in writing of the decision.

In the event that a student is dismissed for ethical violation(s), the effective date for the purpose of calculating refunds of tuition shall be the date on which the trainee was suspended.

Dispute Resolution Policy

In the event that a trainee has a dispute with a supervisor, instructor, or the business administrator, the trainee will first attempt to resolve the matter with the person with whom they have the dispute. If the matter is not resolved, the next step is to take the dispute to the Director of Training. If the matter is still not resolved, then the student may appeal to the President of the Board of Directors of Living Systems. The President may, at his or her discretion, appoint a committee to decide the matter.

If a trainee has a dispute with the director of training, the trainee will first attempt to directly resolve the matter with the director of training. If the matter is not resolved, the trainee may appeal to the President of the Board of Living Systems. The President may, at his or her discretion, appoint a committee to decide the matter.

Withdrawal Policy

Students may withdraw from the Clinical Internship or Residency Program and receive refunds in accordance with the student contract signed by the student and the Director of Training. If

students are seeing clients of the Society, trainees should allow enough time for an orderly transfer of clients to another intern or counsellor. Interns must also complete all the requirements described in the “Existing Checklist” before they can officially withdraw.

Instructor Professional Development Policy

Instructors are expected to remain current in the field, to attend conferences and workshops as they become available and to review yearly their professional development with the Director of Training.

Privacy & Personal Information Policy

Only the Director of Training and Supervisor and Program Manager has access to student administrative files. Each supervisory group maintains strict confidentiality of student presentations of their own family and clinical work. There are no discussions outside the group of work presented in group supervision.

The student’s personal information collected by the institution will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student expressly consents otherwise.

Under the *Personal Information Protection Act*, you are entitled to access your student file.

Safety Policy

When interns or residents have appointments with clients in the evening or on weekends, the entrance to the building is always locked. Trainees are expected to ensure it is their client at the door before unlocking the door to let them into the building. All interns and residents are expected to carry a cell phone in case of an emergency. Female residents may wish to schedule first appointments with male clients during regular office hours. If residents or interns feel personally uncomfortable or threatened by a client they should contact their supervisor immediately for consultation.

Special Equipment List

Each counselling office has a videotape camera.

Required Resources and Materials List for each Program

There is a library of pertinent books, articles, videotapes and DVD resources.