

RAMS 2009-2010

Practicum Orientation Schedule



FIRST WEEK

Wednesday, September 2, 2009 **Introduction and Welcome to RAMS**

9:00-10:15	ALL RAMS STAFF MEETING	Kavoos Bassiri, LMFT, CGP RAMS CEO	Conference Room
10:30-12:00	In-service Training: Adult Case Conference	Presenter: Elvira Kitrar, MFTi Discussant: Holly Gordon, DMH	Conference Room
12:00-1:00	Welcoming Luncheon Hosted by RAMS	Interns, Trainees, Supervisors, RAMS Management and Staff	Conference Room
1:00-1:30	Administrative Issues	Katelynn Luong HR Benefits Specialist	Conference Room
1:30-3:00	What Will Your RAMS Training Year Be Like?	German Cheung, Psy.D. , OPS Staff Psychologist & Practicum Supervisor and a Group of Former Trainees/Interns	Conference Room
3:00-3:30	RAMS Mini Tour	Kristina Bang, OPS Office Manager	Front Office (Balboa entrance)
3:30-4:00	Instruction on the use of RAMS phone and voicemail system	Kristina Bang, OPS Office Manager	Training Center
4:00- ...	<ul style="list-style-type: none"> ✓ Get settled at your desk and set up your voicemail ✓ Contact your supervisors to set supervision time ✓ Review cases assigned to you 	Self-directed	Training Center

Please note that **you are not expected to see any clients during the first two weeks** of your RAMS training.

Make good use of the time: familiarize yourselves with the cases assigned to you, get to know the clinic and each other, and, most importantly, **learn our extensive and confusing paperwork.**

Focusing on the paperwork early in your training year will allow you to devote your full attention to your clients and clinical learning later on. Conversely, if you are still trying to figure out the paperwork issues while working with a full caseload, you will find it quite overwhelming.

SECOND WEEK

Tuesday, September 8, 2009

9:00-10:00	<i>Working Relationally at RAMS</i>	Thomas Zurfluh, Psy.D., OPS Staff Psychologist & Practicum Supervisor	Conference Room
10:30-12:00	<i>The Rat, the Therapist, and the Ratatouille: Mutual Healing in Treatment with a Psychotic Woman</i>	German Cheung, Psy.D. OPS Clinical Staff	Conference Room
12:00- 1:00	Lunch		On your own
1:00-2:30	<i>Working with Children and Families at RAMS: Introduction to Children's Services</i>	Nira Singh, Psy.D. Director of Outpatient Child, Youth & Family Services	Conference Room
3:00-4:30	<i>Child Case Presentation and Discussion</i>	Sharif Okasha, Psy.D., CYF Staff Psychologist & Practicum Supervisor	Conference Room
4:30- ...	<ul style="list-style-type: none"> ✓ Review charts assigned to you ✓ Call clients & start scheduling appointments (for next week and on) 	Self-directed	Training Center

Wednesday, September 9, 2009

9:10-10:30	<i>Working with Adult Clients at RAMS: Culture and the Use of Self in Clinical Settings</i>	Sachi Inoue, Ph.D., Director of Adult OPS Clinic	Conference Room
11:00-12:00	<i>RAMS OPS Intake Procedures & Initial Paperwork: Risk Assessment Form; HIPAA Form; Consent for Treatment and Grievance Information; Episode Opening and Client Registration Form; Patient Financial Information (PFI)</i>	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
12:00-1:00	Lunch		On your own
1:00-3:00	<i>Clinical Documentation for Ongoing Adult Cases: Letter about Working under Supervision; Clinical Assessment & Annual Assessment Update Authorization to Release Information (done annually); Treatment Plan of Care (Initial and Annual); PURQC Treatment Authorization Request; Request for Medical Evaluation; Progress Notes & ongoing maintenance of records</i>	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
3:00-	Clinical work according to your own schedule: <ul style="list-style-type: none"> ✓ Continue working with charts & studying paperwork ✓ Continue scheduling client appointments 	Self-directed	Training Center

Make sure you set aside time to review your clients' charts and all their paperwork (the opening paperwork, the ongoing records and the annual updates). Use your notes and handouts from the orientation sessions. Ask your individual Clinical Supervisors, Director of Training and any other clinical staff for help.

If you have any clients who need to be contacted ASAP (it says so on the transfer form) you will need to call them this week and to schedule an appointment for the end of the month.

When you make first appointments for new clients, **make sure to spread them out**, so you will not be seeing too many clients during your first weeks here.

Before you make an appointment, always confirm that there is a treatment room available and, after you have made an appointment, sign up for a room. Members of the Training Group will take turns managing the Training Center Room Schedule through the year. **Please do not plan to see many clients on Tuesday and Wednesday**, when the demand for treatment rooms is the greatest.

By the end of the third week, you will need to contact all your clients and schedule your first clinical appointments with them.

THIRD WEEK

Tuesday, September 15, 2009

9:00-10:30	Overview of the Training Program: Logistics, Self-care and Survival Tips Training Schedule; Room Schedule; Signing for Intakes; Case Assignment and Monthly Clinical Updates; PURQC Procedure; Chart Closing; Supervision; Trainee/Intern Evaluations; Feedback on Supervision and Training; Grievance and Performance Remediation; Vacations and Vacation Coverage; Helping Each Other to Work, Learn and Grow	Alla Volovich, Ph.D., Director of Training	Conference Room
11:00-12:00	Crisis and Mandatory Reporting: Legal, Ethical and Clinical, Considerations	Sachi Inoue, Ph.D., Director of Adult OPS Clinic	Conference Room
12:00-1:00	Lunch		On your own
1:30-2:30	Billing for Services: Case Registration Paperwork (Opening and Closing) Billing Slips (TDs), Codes, and Procedure	Natalie Quan, BIS Staff	
3:00-5:00	Initial Diagnosis - What, How, and What for?	Anastasia Glezerman, Ph.D. Assessment Supervisor	Conference Room

Wednesday, September 16, 2009

9:10-10:30	Beginning of Treatment: Establishing Therapeutic Frame and Contract	Sasha Zinchenko, Ph.D. OPS Supervising Psychologist	Conference Room
11:00-12:00	RAMS Clinical Documentation for Child Clients: CANS: Initial Assessment & Six-month Update; Plan of Care (Initial and Update)	Ellen Nichols, LMFT OPS Clinician and Supervisor	Conference Room
12:00- 1:00	Lunch		On your own
1:00- 3:00	RAMS CYF Clinical Documentation for Child Clients: Letter about Working under Supervision; Authorization to Release Information; PURQC Treatment Authorization Request; Request for Medical Evaluation; Progress Notes & Ongoing Maintenance of Records.	Ellen Nichols, LMFT OPS Clinician and Supervisor	
3:00-...	Clinical work according to your own schedule: ✓ Continue working with charts and learning paperwork	Self-directed	Training Center

Thursday, September 17, 2009

10:30-12:00	Group Supervision	Sasha Zinchenko, Ph.D.	Room G
9:00-7:00	Clinical work according to your own schedule	Self-directed	Training Center

Friday, September 18, 2009

9:00-4:00	RAMS Psychoanalytic Scholar Seminar Series: A Day with Neil Altman	Neil Altman, Ph.D.	Conference Room
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By the end of the third week, please make sure to fill out the Regular Weekly Schedule form and to give it to your supervisors, Director of Training and to the Front Office. This is your schedule for the year. To change it, you will need to get your primary supervisor's approval, fill out the form again and give the new schedule to your supervisors, Director of Training and to the Front Office.

Please remember that **once you start seeing clients and signing up for intakes, you are expected to be at RAMS during all times indicated on your schedule.**

If you have to take time off unexpectedly because of an illness or personal emergency please notify all your clients, the Front Office, Director of Training and all supervisors. In the event of a planned leave of absence, you need to fill out a request for leave time, get it approved by your primary supervisor and submit it to the Director of Training. She will notify the Front Office; you will still need to notify all other supervisors (if you are missing any supervision/training time). Any time taken off will count as part of your allotted leave time and can not exceed 90 hours for the training year.

FOURTH WEEK

Monday, September 21, 2009

9:00-7:00	Clinical work according to your own schedule	Self-directed	Training Center
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Tuesday, September 22, 2009

9:10-10:10	<i>RAMS Mission and Philosophy of Care</i>	Kavoos Bassiri, LMFT, CGP RAMS CEO	Conference Room
10:25-11:55	Trainee/Intern Seminar: Psychodynamic Therapy and Community Mental Health	Alla Volovich, Ph.D. Director of Training	Conference Room
11:00- 12:00	<i>Billing for Services: Patient Financial Information Form; Client Insurance Status, UMDAP (Amount, Collection and Adjustment)</i>	Elsa Burger, BIS Analyst	
12:00-1:00	Lunch		On your own
1:00-....	Clinical work according to your own schedule	Self-directed	Training Center

Wednesday, September 23, 2009

9:10- 10:30	Attacks on Frame and Clinical Uses of Projective Identification	Sasha Zinchenko, Ph.D. OPS Supervising Psychologist	Conference Room
12:30- 2:00	Group Supervision	Elizabeth Weisz, Ph.D.	Room G
2:00-....	Clinical work according to your own schedule	Self-directed	Training Center

Thursday, September 24, 2009

9:00-7:00	Clinical work according to your own schedule	Self-directed	Training Center
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Friday, September 25, 2009

9:00-5:00	Clinical work according to your own schedule	Self-directed	Training Center
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Please note that there will be a city-wide orientation to *the San Francisco Community Behavioral Health System* conducted by the San Francisco Department of Public Health. It's tentatively scheduled for September 30th. The date and place are to be confirmed. Attendance is recommended.

Starting next week, you will follow the regular training schedule