

**MEDICAL FAMILY THERAPY PROGRAM
DEPARTMENT OF FAMILY AND COMMUNITY MEDICINE**

POLICIES & PROCEDURES FOR PRELIMINARY DEGREE EXAMINATION PORTFOLIO

The doctoral degree in medical family therapy is a degree representing advanced scholarly and clinical attainment and knowledge. We, the faculty, believe that the Ph.D. requires the student to demonstrate scholarly competence, engage in self-directed inquiry, and demonstrate the ability to conduct and report research. We therefore require a preliminary degree examination where students are able to demonstrate their ability to integrate and synthesize ideas learned from program coursework.

A set of procedures and standards have been set up to evaluate student proficiency in the areas of knowledge, scholarship, research, supervision, and clinical practice. Scholarship can be demonstrated through accomplishments in publishing and presenting research, teaching, and outreach. Additionally, Medical Family Therapy is a clinical degree which implies that doctoral candidates are outstanding clinicians with both clinical skills and expertise in the art and science of medical family therapy.

As a method of determining that students have demonstrated excellence in their chosen discipline, it has been determined that a portfolio of specific papers, presentations and other accomplishments will be required for students. This portfolio serves as a partial fulfillment for the doctoral degree in Medical Family Therapy and will constitute the Preliminary Degree Examination

Expected accomplishments and documentation requirements are outlined below. These requirements are a substantive portion of the student outcome assessment conducted through TaskStream and are contained in the PhD in Family Therapy Directed Response Folio program in TaskStream. *The grading criteria, methods and rubrics for each of the requirements are found in TaskStream.*

Students may use portions of this portfolio to prepare a public portfolio that may be disseminated to potential employers or other interested individuals. However, the evaluations, grades and any confidential material that has not been authorized through a signed release will not be available or disseminated to the public; they will be securely kept in the Directed Response Folio in TaskStream.

Timely progress in fulfilling these benchmarks will be evaluated on an ongoing basis; including a review at the time of the student's Personal and Professional Development Interview at the end of their second semester in the program, informal reviews with the advisor/mentor and through annual evaluations at the end of each academic year. Since many of the required papers and presentations are connected to courses, appropriate feedback and guidance will occur within that context. Failure to accomplish the expected outcomes connected to those courses will be noted and reviewed by the advisor/mentor in consultation with the appropriate faculty member.

With the exception of the submission of the second manuscript and the Dissertation Proposal, all portions of the Portfolio are to be completed, evaluated and approved prior to application for internship and administration of the Oral Examination. It is the student's responsibility to meet with his or her mentor to review the portfolio and for the mentor to inform the department of completion of the requirements. **This must be accomplished at least three weeks prior to the scheduled Oral Examination.** All portions of the Portfolio must be completed prior to scheduling the student's final dissertation defense. Any exceptions to this policy require the consent of both the mentor and program director.

The Portfolio will contain the following materials:

CURRICULUM VITAE: A résumé of educational, employment, professional and personal accomplishments will be submitted. Required documentation includes:

- ◆ Education
- ◆ Work Experience
- ◆ Areas of Specialization – clinical and research
- ◆ Scholarly Publications
- ◆ Scholarly Presentations
- ◆ Professional Service and/or Accomplishments (e.g., board memberships, abstract reviewer)
- ◆ Community Outreach
- ◆ Personal Accomplishments – awards, commendations, scholarships, recognitions
- ◆ Professional Memberships (e.g., AAMFT, NCFR. Approved Supervisor)
- ◆ Licenses held or specialized training

The C.V. should be submitted by the end of the first semester in the program and updated annually. The student's advisor/mentor will evaluate the vita on an annual basis.

PUBLICATIONS: A minimum of **two (2) articles will be submitted to peer-reviewed journals**. It is expected that the doctoral student will be the first author on one of these submissions. The student's dissertation cannot be used in fulfillment of this requirement. However, these submissions may constitute a portion of the dissertation if the student selects the Three Paper Dissertation format. Required documentation includes:

- ◆ Complete citation in APA format (submitted, revised for resubmission, accepted for publication, date of publication).
- ◆ The complete manuscript.
- ◆ All correspondence with the journal including editorial feedback.
- ◆ Documentation that the journals are peer-reviewed.
- ◆ Institutional Review Board authorization letter if applicable.
- ◆ Verification of review of the manuscript prior to submission by the student's mentor if there is no faculty author of the manuscript. (The manuscript review form is available in TaskStream.)

The first article should be submitted by the end of the fall semester of the second year for full time students and the end of the fall semester of the third year for part-time students; the second should be submitted prior to the dissertation defense. The student's advisor/mentor will be responsible for evaluating this requirement in TaskStream.

PRESENTATIONS: A minimum of two (2) presentations (lecture, workshop, or poster) are expected to be submitted, accepted and completed at meetings of national/international or regional/state academic/professional organizations. One of the two presentations must be completed at a national/international meeting. Single author or first author status is expected for at least one of these presentations. Required documentation includes:

- ◆ Citations of presentation in APA format.
- ◆ A copy of acceptance letters.
- ◆ A copy of presented power point, overheads, graphs, handouts or other media used in the presentation.

- ◆ A copy of the program outline or overview of the conference indicating the presentation.
- ◆ A copy of evaluations (or a statement from the organization that they were not collected/are not available).

It is suggested that the first presentation should be completed during the student's first year in the program and the second presentation must be accepted by the conference's sponsoring organization or completed before the application for internship is submitted. The student's advisor/mentor will be responsible for evaluating this requirement in TaskStream.

PROFESSIONAL PAPERS RELATED TO THEORY AND PHILOSOPHY OF MEDICAL FAMILY THERAPY: Four professional papers are required in this section of the portfolio. These papers are outcome products for courses and evaluated according to specific rubrics provided by the primary professor for the course. These papers include:

- ◆ Personal Philosophy of Therapy/Theory of Change. (MFT 682)
- ◆ Philosophy of Supervision. (MFT 669)
- ◆ Treatment of a Specific Problem in MFT Selected as an Area of Clinical Specialization. (MFT 665)
- ◆ Treatment of a specific problem in MFT from a multicultural competence and social justice perspective. (MFT 672, Spring Semester)

DISSERTATION PROPOSAL (Oral Examination): The presentation of the dissertation proposal serves as Saint Louis University's Oral Examination, required for admission to candidacy and signifying readiness to undertake the dissertation. An approved proposal for the preliminary degree examination portfolio should consist of the following:

- ◆ A copy of the proposal presented to the examining committee.
- ◆ An aggregated summary of the committee's assessment of the oral and written presentation (provided by the department).
- ◆ A copy of the admission to candidacy from the Graduate Education Office.

The dissertation proposal must be completed before beginning the internship. The student's mentor will evaluate this requirement in TaskStream based upon the committee's assessment.

COMMUNITY OUTREACH: A minimum of two professional level outreach activities are required. Teaching university or college classes may be used to meet one of these requirements. Outreach activities constitute educational activities such as workshops, seminars, and trainings where your expertise and knowledge as a professional are presented to interested parties such as mental health agencies, schools, community groups, church groups, support groups, etc. While in a broad sense they are professional service they are distinguished by this educational emphasis. During these presentations you will be a representative of the Medical Family Therapy Program in the Department of Family and Community Medicine and the Center for Counseling and Family Therapy. Document that two community outreach programs have been presented.

- ◆ Citation of document
- ◆ Append most recent copy of power point slides, handouts, materials, questionnaires, etc.
- ◆ Append peer and/or audience evaluations.

The first outreach activity should be completed during the first year in the program with both activities completed prior to submitting an application for internship. The student's advisor/mentor will be responsible for evaluating this requirement in TaskStream.

TEACHING: Teaching is viewed as an important component in the professional lives of Medical Family Therapists. To help establish a basic foundation of effective teaching, students are required to complete the Foundations Certificate in University Teaching Skills through the Reinert Center for Transformative Teaching and Learning . Those students that are considering academia as a possible career are encouraged to complete the more comprehensive certificate, the *Certificate in University Teaching Skills*. Decisions regarding which certificate to pursue should be made in consultation with your advisor/mentor. For information on the certificate programs see: www.slu.edu/ctl/programs-and-services/certificate-programs. The following documentation should be provided:

- ◆ A copy of the certificate for the program selected.
- ◆ The student's teaching portfolio if the Certificate in University Teaching Skills is selected.
- ◆ A teaching reflection and philosophy paper if the Participation Certificate is selected.

The teaching requirement should be undertaken early in the program in order to complete the required number of workshops and activities required for the certificates (approximately 6 workshops are offered per academic year) and must be completed prior to submitting the internship application. The student's advisor/mentor will be responsible for evaluating this requirement in TaskStream.

CLINICAL CASE PRESENTATION: A written and oral presentation of clinical work in medical family therapy will be presented by each student to demonstrate their clinical expertise. Students and faculty in the program will be invited to attend. A case presentation day will be scheduled each fall and spring semester. Students will need to contact the department 30 days prior to that date to be placed on the schedule.

It is expected that the student has completed a minimum of 200 clinical contact hours during the doctoral program prior to preparing the clinical case presentation. If the clinical hours database maintained by the program (and that you submit reports for each month) indicates that you will have accrued 200 hours by the end of the month in which you do your clinical case presentation you will have met the requirement. The estimation of meeting the requirement will be based on the average monthly hours for the quarter prior to the month in question. *For example: Joe has 140 hours of clinical contact. Over the past three months he has averaged 30 hours per month. The end of the month in which he wishes to do his clinical case presentation is 6 weeks away. The estimated hours would be 45 giving him 185 hours in the month of the clinical case presentation. Mary has 140 hours. Over the past three months she has averaged 50 hours per month. The estimated hours would be 75, giving her 215 hours in the month of the clinical case presentation. Mary can present her clinical case, Joe will prepare for the next semester.* Unless you have more than 200 hours an

estimation of hours must be approved by your advisor. Your advisor will send a message to Peggy confirming your readiness to submit your clinical case presentation.

Evaluation of the case presentation will be the responsibility of a minimum of three MFT faculty members. **The written materials associated with the presentation should be given to the faculty at least two weeks before the oral presentation. A sixty (60) minute presentation is expected.** The Written Case Presentation, Oral Presentation powerpoint, video clips, and all supporting materials should be submitted in TaskStream 24 hours prior to the presentation.

There are two parts to the Clinical Presentation; (1) a Written Case Presentation paper and (2) an Oral Case Presentation. The rubrics used to evaluate the Written Paper as well as the Oral Presentation may be found in TaskStream.

The Written Case Presentation (fewer than 20 pages) will be included in the student's portfolio and should include the following:

- ◆ Introduction of the case with evidence of release of information and willingness on the part of the clients to be presented to faculty as part of the Preliminary degree examination.
- ◆ One supervisor of the case has stipulated that the student conducted the therapy under supervision and that the student was effective in treatment of the case including case management requirements.
- ◆ Written presentation of theory underlying treatment of the case which includes elements unique to the theoretical approach being used. This might include information such as:
 - Treatment modality with a brief outline of theory. There is no need to explain basic tenets of the model unless it is one with which you believe the committee to be unfamiliar.
 - Discussion of how your views on diversity (gender, race, ethnicity, social class, sexual orientation, age, religion, ability status) informed the way you proceeded in this case
 - Treatment plan including presenting problems and/or symptoms, goals for individual and system, diagnosis, and interventions
 - Genogram and system patterns variables

- Five axis diagnosis for all involved in the case
 - Ethical implications of your work with the case, including any ethical dilemmas that developed and how you resolved them.
 - Assessment and outcome measures other criteria used in treatment or to measure change variables
 - Summary of the process and outcomes of therapy. This should be a brief description of the course of therapy.
 - Criteria for termination
- ◆ Make sure that the written material (that will be uploaded as part of your doctoral portfolio) is worded so as to protect the confidentiality of your clients.

The Oral Presentation of clinical expertise should include discussions of the above noted topics and be integrated with evidence of clinical competencies. These competencies are found in the grading rubric in TaskStream. While it is impossible to adequately deal with all issues presented in a case in 60 minutes, it is expected that the most important elements will be addressed and presented in such a way as to demonstrate the therapeutic expertise of the presenter.

- ◆ The presentation should include details related to the:
- Relationship between the presenting problems and the treatment plan formulation—including how the presenting problem(s) affect(s) other family members
 - Description of the goals for each phase of treatment – beginning, middle, and end
 - Identification of factors that facilitate and inhibit change including strengths and limitations of the individuals
 - Relationship of selected techniques to theory including detailed explanation of how the technique is carried out in a therapeutic manner
 - Discussion of the importance of “self of the therapist” in this case

- ◆ Videotape/DVD segments or clips:
 - Provide documentation that the client has signed a Release of Information. A release of information specific to this requirement is available in the CCFT. Provide a brief explanation of each clip. These should be edited so that they are contained on one DVD or incorporated into a Power Point Presentation rather than attempting to use the original recordings.
 - The segments should demonstrate the progression of the case from beginning to end (e.g., joining, interventions, confrontation, enactments, homework assignments, termination), as well as the student's ability to intervene, engage successfully with clients or system, and appropriately confront clients.