



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

**PROFESSIONAL BOARD FOR OCCUPATIONAL THERAPY, MEDICAL
ORTHOTICS & PROSTHETICS AND ARTS THERAPY**

**INTERNSHIP MANUAL
FOR
ARTS THERAPY INTERNSHIP IN DRAMA**

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INTERNSHIP MANUAL FOR ARTS THERAPY INTERNSHIP IN DRAMA

1. INTRODUCTION

It is important that all the Arts Therapy Internship in Drama role players study this manual and familiarise themselves with the content. Internships aim to prepare the candidate for registration as a qualified Drama Therapist (under Arts Therapy) and to fulfill their role in society within the context of psychosocial intervention. All role players are expected to sign a declaration of understanding to confirm that they are informed about the contents of this manual. Enquire ahead of time with your Head of Department on appropriate steps to follow if you are not satisfied with internship training and supervision.

Internships are carried out under certain conditions that have been approved by the Education Committee of the Professional Board for Occupational Therapy, Medical Orthotics & Prosthetics and Arts Therapy. Approval to commence with the internship is only granted to candidates who have successfully completed the pre-requisite basic qualifications, inclusive of the 400 hours of clinical and community-based observation and internship placement, as well as the required Research Report for the final degree. The intern must also have complied with the collaborating university and HPCSA registration forms and internship placement procedures,

The Internship will be constituted by the following requirements:

1. Minimum 1 year; minimum 600 hours
2. Clinical Individual and Group Drama Therapy
3. Community-based and, or education-based Drama Therapy
4. Advocacy through Drama Therapy

The Internship can take place within the following structure:

1. One formal clinical site that provides space for all of the above-mentioned requirements
- Or,
2. A combination of formal and informal clinical and or community-based and or education-based sites that provide space for all the above-mentioned requirements

The Internship will consist of the following core role players:

1. The collaborating HPCSA approved university
2. The HPCSA accredited Arts Therapy Internship in Drama Supervisor and Coordinator
3. The HPCSA Board Intern Coordinators
4. The HPCSA registered Clinical Supervisor
5. The on Site placement manager
6. The Arts Therapy Intern in Drama

Upon successful completion of the Internship, the Intern will be:

1. Awarded a **Certificate of Satisfactory Completion for the Arts Therapy Internship in Drama** by the collaborating university
2. Allowed to register with the HPCSA as an Arts Therapist, and practice within private and or public contexts, clinical and or community and or education formal or informal sites, as a HPCSA Arts Therapist.

2. ROLE OF THE COLLABORATING UNIVERSITY

The collaborating university will be required to act as the teaching and learning programme structure for the Interns and the liaison structure for the HPCSA Board Intern Coordinators. The collaborating university will appoint a HPCSA accredited Internship Supervisor and Coordinator to oversee the Internship programme, provide overall Drama Therapy supervision to the Interns, and to support the HPCSA Board Intern Coordinator.

3. THE ROLE OF THE ARTS THERAPY INTERNSHIP IN DRAMA SUPERVISOR AND COORDINATOR

The Internship Supervisor and Coordinator, appointed by the collaborating university, will be an HPCSA accredited Drama Therapist. The role of the Internship Supervisor and Coordinator will be to:

- Run the Internship Programme on behalf of the collaborating university's Drama Therapy Programme
- To report to the HPCSA Board Intern Coordinator on behalf of the Head of the collaborating university's Drama Therapy Programme
- Establish and maintain ethical relationships with internship sites and on site managers
- To provide Interns with the information of available internship sites
- To assist the Intern and Clinical Supervisor with the HPCSA and collaborating university administrative processes and procedures, including requirements and submission procedures of all clinical and supervision reports
- To coordinate, facilitate and supervise four three-day intensive workshop processes over the course of the year where the Interns will engage in Drama Therapy group supervision, peer supervision and case study presentations (with supporting written submissions). This will be done with the additional support of adjunct HPCSA accredited Drama Therapy Supervisors, appointed by the collaborating university. The workshops are constructed to nurture the developing role of the Intern Drama Therapist, enhance the practice of the Intern Drama Therapist, and instill up to date knowledge about the field and its relationship to other fields
- To monitor and evaluate the progress of the Intern, with specific reference to quarterly reports, On Site Clinical Supervisor quarterly reports and participation in the four two-day intensive Drama Therapy workshops, inclusive of Drama Therapy supervision.
- To submit quarterly reports to the HPCSA Board Intern Coordinator for monitoring and evaluation purposes
- To award or deny the Intern with an approved collaborating university **Certificate of Satisfactory Completion of Arts Therapy Internship in Drama;**
- To submit the intern's reports and required forms to the Board Internship Committee for final approval for HPCSA registration as a Drama Therapist (under Arts Therapy), or to submit a comprehensive report detailing why a candidate is denied a Certificate of Satisfactory Completion.

The Internship Supervisor and Coordinator, and all adjunct Drama Therapy Supervisors, are required to complete a HPCSA/SANATA accredited supervision course and to register with the HPCSA Board as a Supervisor. In order to act as a collaborating university, the university must offer the recognized qualifications in drama therapy, inclusive of the initial 400 hours of clinical and community-based observation and placements.

The collaborating university should alert students to the required intern registration in advance to ensure that they are aware of the statutory requirements pertaining to internships.

4. THE ROLE OF THE BOARD INTERN COORDINATORS / INTERNSHIP COMMITTEE

The organizational function of the HPCSA Board Intern Coordinators involves continuous liaison between the collaborating university Internship Supervisor and Coordinator. It also involves monitoring and evaluating the quarterly Internship progress reports submitted by the collaborating university Internship Supervisor and Coordinator. The Board intern coordinator/s will sit on the Board Internship Committee. The Board Intern Coordinators are the Arts Therapy Board representative and the professional member coopted to serve on the Board Internship Committee.

In collaboration with the Internship Supervisor and Coordinator the Board Intern Coordinator/s helps mediate remedial action in the case of non-compliance.

The Board Intern Coordinator/s, together with the collaborating university's Internship Supervisor and Coordinator, will ensure that the internship programme is undertaken in accordance with the syllabus as stipulated within this manual.

It is the responsibility of the Arts Therapy Internship in Drama Coordinator and Supervisor to ensure that progress reports are received and submitted timeously and that the progress of the intern is monitored on a regular basis.

The Board Intern Coordinators report directly to the Chair of the Board Internship Committee

4. THE ROLE OF THE CLINICAL SUPERVISOR

This HPCSA document acknowledges the pioneering role of Drama Therapy in South Africa. There are no established Drama Therapy roles within official government health care systems. There are limited Drama Therapy interventions within established clinical formal and informal institutions. There are, however, several active and potential informal sites for Drama Therapy interventions. And there are a limited number of registered Drama Therapists who qualify to become accredited HPCSA supervisors. Within this context, it is understood that there is a need to recognize the following:

Formal clinical sites

1. There are potential formal clinical sites that would welcome an Arts Therapy Intern in Drama.
2. These formal clinical sites can provide an Intern with the opportunity of meeting all their internship requirements
3. These formal clinical sites do not have permanent supervisors
4. These formal clinical sites do have experienced HPCSA clinical supervisors, many of whom may be willing to act as the onsite manager.
5. On site placement managers would benefit from an induction to Drama Therapy and the HPCSA requirements for Drama Therapy

Informal clinical and community-based sites

6. There are many active and potential Drama Therapy / Arts Therapy long-term projects and short-term interventions within the formal and informal sector
7. These clinical, education and community-based sites may be facilitated by current registered Drama Therapists / Arts Therapists
8. These Drama Therapists / Arts Therapists could play an important role of On Site Managers for Drama Therapy Interns for these complex socio-cultural and economically challenged sites
9. These Drama Therapists / Arts Therapists or other on site managers would benefit from a Drama Therapy Clinical Supervision Course accredited by the HPCSA

The Clinical Supervisor, regardless of the nature and kind of site/s, is tasked with taking responsibility for ensuring that internship requirements are met. The Clinical Supervisor is an HPCSA registered Arts Therapist / Psychologist/ Counselling Psychologist or Educational Psychologist

The Clinical Supervisor will report directly to the collaborating university Internship Supervisor and Coordinator.

Clinical Supervisors are required to monitor and train interns during the internship. There will be a need for discussions on all aspects of the therapeutic relationship, including relationships with clients and colleagues. It is, therefore, important for all parties to understand the role and responsibilities each will serve.

The Clinical Supervisor is required to submit mid-way and final Intern reports to the Internship Supervisor and Coordinator.

Problems of non-compliance and, or unsatisfactory performance as a Drama Therapy Intern, must be addressed by the Clinical Supervisor with the Drama Therapy Internship Supervisor and Coordinator and HPCSA Board Intern Coordinators.

The major roles of the clinical supervisor will be to:

- Liaise with all relevant personnel to facilitate the achievement of the internship training
- Make necessary arrangements for an orientation programme for the intern
- Hold regular discussions with the intern
-)
- Maintain up-to-date record of information
- The supervisor has a managerial role to oversee the work of the intern on a day-to-day basis. They must ensure that the intern is given instruction and guidance on local health and safety regulations as they affect the work of the intern. They also have the responsibility for liaising with the Internship Supervisor and Coordinator and reporting on progress. The Clinical Supervisor should request the assistance of the collaborating university as the need arises
- The Clinical Supervisor has the responsibility to be available for consultation with the intern during any interdisciplinary meetings
- The On Site manager should be aware that the final responsibility for all clients rests with the clinical supervisor for work performed by interns during the internship

THE ROLE OF THE ON SITE PLACEMENT MANAGER

- The onsite manager may be an HPCSA registered Arts Therapist / Psychologist / Occupational Therapist etc. OR an employee of the site who is requested to hold the managerial responsibility.
- The onsite manager **is not responsible** for clinical supervision
- The onsite manager is responsible **for**;
- coordinating Internship Orientation
- overseeing that the intern is given referrals and a working space
- signing monthly duty registers
- ensuring that the intern is attending relevant meetings and engaged in relevant onsite activities
- meeting with the intern regularly to address any administrative matters

6. THE ROLE OF THE ARTS THERAPY INTERN IN DRAMA

Interns are required to successfully complete an Internship programme obtaining experience by treating clients within individual and group clinical settings, community-based and, or educational settings and through advocacy work.

Interns are required to display competency in the following areas over the course of their internship;

- Ability to work in an ethical and professional manner
- Ability to maintain confidentiality in line with the requirements of the internship site and institution where the work will take place
- Ability to organize own time and use it effectively
- Ability to take the initiative in routine departmental procedures
- Ability to form a working alliance
- Ability to utilize appropriate Drama Therapeutic assessment strategies
- The ability to consolidate appropriate treatment goals and comprehensive treatment plans
- The ability to distinguish between various developmental, psychological and medical conditions; their symptoms and effects and the progression of disease or disorders
- The intentional use of the therapeutic relationship in service of the client including transference and counter-transference
- Ability to create a safe and containing therapeutic environment with an ability to hold boundaries
- A consideration and understanding of the processes involved at the beginning and at termination of therapeutic work
- Ability to apply theory to substantiate drama therapeutic or verbal interventions
- The ability to draw on a range of theoretical concepts as needed and to apply learnt theoretical skills in context
- The ability to intentionally make use of drama therapeutic methodologies in ways which enable the client to communicate and enhance psychological health and well-being
- The use of an appropriate Drama Therapeutic approach which may include or integrate, but are not limited to the following:
 - Role Method
 - The Integrative Five Stage Model
 - Development Transformations
 - The Sesame Approach to Drama and Movement Therapy
 - Theatre as Therapy etc
- The presentation of treatment progress and strategies through case studies; team meetings and ward rounds.
- Ability to maintain coherent, accurate and appropriate records in keeping with onsite protocol and procedure
- The ability to engage in clinical supervision transparently and critically.
- The ability to respond positively to constructive criticism
- The ability to work effectively and in an integrated manner as a part of a multi-disciplinary team
- An ability to relate well to patients, patients' relatives, support staff and other professional staff
- The ability to communicate appropriately and professionally through verbal reporting in dealing with clients and colleagues.
- Critical engagement with reference to the diversity of culture, race, gender, sexual orientation, age, religion, education and disability and an awareness of how to work appropriately within a diverse context
- The ability to conduct oneself in a professional and ethical manner in all professional contexts
- The ability to realistically evaluate one's personal performance; to be self-aware and reflective.

Organization and Management

The most essential components of internship are to foster the development of the intern towards client-centered services, clinically orientated expertise and approaches appropriate to specific communities or contexts.

The Intern is required to;

- Register and pay the required fees with the collaborating university for the short course **Certificate for the Satisfactory Completion of the Arts Therapy Internship in Drama**
- Register as an Arts Therapy Intern in Drama with the HPCSA prior to beginning the internship
- Report directly to the Internship Supervisor and Coordinator at the collaborating university
- Finalise internship placement with the Internship Supervisor and Coordinator and the proposed site/s
- Report to the Clinical Supervisor once the internship begins
- Report on a daily basis, or agreed upon, to the On-Site Placement Manager
- Liaise with the Clinical supervisor for the achievement of the above Drama Therapy Intern goals
- Engage in Drama Therapy group and peer supervision and case study presentations with the collaborating university Internship Supervisor and Coordinator four times over the course of a year
- Partake in necessary preparation such as site orientation programmes
- Engage in ongoing assessment through case study presentations and observation
- Be exposed to intern assessment and written reports/logbooks
- Maintain up-to-date record of information on clinical work
- Partake in planned meetings, courses, workshops or seminars for relevant personnel for the smooth operation of internship.
- Interns are required to submit the required reports and evaluations as detailed in the latter.

Interns will be producing a real service within the site. A monitoring process forms part of the internship training in order to ensure that interns become fully qualified Drama Therapists.

5.1 INTERNSHIP REGISTRATION

- The Intern must register and pay the required fees for the Short Course **Certificate of Satisfactory Completion of the Arts Therapy Internship in Drama** that will be awarded by the collaborating university on satisfactory completion of internship
- The intern is required to register with the HPCSA, with evidence of completed research report in the form of their graduation letter.
- The intern is required to register as an Intern directly with the HPCSA
- The internship is to be completed within two years from the date of registration and in no less than one year from the date of registration. A break of more than two months is not permitted within this two-year period
- The internship is **ONLY** complete once the intern has completed their 600 hours of clinical internship within the required fields as stipulated in the latter part of this document with the approval of the various role players and HPCSA
- An internship must commence within eighteen months of completing the final year of the Master's degree. In exceptional circumstances the Board may allow an extension, provided that the Collaborating University Drama Therapy Internship Supervisor and Coordinator and the Board Intern Coordinator supports the application in writing and the Board finds the motivation acceptable.
- The Intern is required to submit proof from the educational institution that the intern has completed his/her degree and will be graduating on the completion and submission of corrections to his/her research report.

5.2 INTERN ASSESSMENT

The intern supervisor uses the following forms to assess the intern mid-way and at the end of the internship process:

SUPERVISOR'S MID WAY ASSESSMENT FORM AND REPORT

NAME OF INTERN:
HOST INSTITUTION:
NAME OF SUPERVISOR:
NUMBER OF HOURS COMPLETED TO DATE:
DATE:

	Excellent 4	Good 3	Adequate 2	Unsatisfactory 1
Ability to form a working alliance				
Creation of a safe and containing therapeutic environment with an ability to hold boundaries				
Formulation of appropriate assessment strategies, treatment aims and evaluation of therapeutic outcomes.				
Distinguishing between various developmental, psychological and medical conditions; their symptoms and effects and the progression of disease or disorders				
The use of drama therapeutic methodologies in ways which enabled clients to communicate and enhance psychological health and well-being				
Integration of a range of theoretical concepts as needed and to the application of theoretical skills in context				
Awareness of systemic issues and how these may impact client work				
Consideration and understanding of the processes involved at the beginning and at termination of therapeutic work				
Critical engagement with the diversity of culture, race, gender, sexual orientation, age, religion, education and disability and the ability to work appropriately within a diverse context				
The ability to engage in clinical supervision transparently and critically.				

A: Drama Therapy Clinical / Community Practice Competency Rating**B: Professional Development**

	Excellent 4	Good 3	Adequate 2	Unsatisfactory 1
The presentation of treatment progress and strategies through case studies; team meetings and ward rounds				
Maintenance of coherent, accurate and appropriate records in keeping with on site protocol and procedure				
Maintenance of confidentiality in line with the requirements of the internship site and institution where the work will take place				
Professional and ethical conduct in keeping with HPCSA codes of ethical practice and Scope of Practice				
Realistic evaluation one's personal performance				
Capacity to be self aware and reflective				

C: Inter-Personal Relationships and Communication Skills

	Excellent 4	Good 3	Adequate 2	Unsatisfactory 1
Work in an integrated manner as a part of a multi disciplinary team				
Relating to patients, patients' relatives, support staff and other professional staff				
Appropriate and professional communication through verbal reporting in dealing with clients and colleagues.				

E: Organization and Management

	Excellent 4	Good 3	Adequate 2	Unsatisfactory 1
Initiative in routine departmental procedures				
Attendance and time-keeping				

Please can you comment on the intern's overall performance:

Please comment on the trainee's/intern's particular areas of strength, areas to develop and any areas of concern.

Intern's Comments:

Supervisor's Signature: _____

Date: _____

Intern Signature: _____

Date: _____

The intern's performance will be recorded on the following scale by the intern supervisor. The following descriptions are provided for guidance in ascribing ratings:

84 points	Performance outstanding against all criteria (Outstanding).
74-84 points	Performance excellent against all criteria (Excellent).
63-74 points	Performance against all criteria is at a high level (Very good).
54-63 points	Performance against some criteria is at a high level and acceptable against all other criteria (Wholly satisfactory).
42-54 points	Performance against all criteria is at an acceptable level (Barely Satisfactory).
34- 42 points	Performance against some criteria to an acceptable level and weaknesses should be eliminated with experience and help (Barely adequate).
22-34 points	Performance against only a few criteria is acceptable and it is unlikely that weaknesses can be overcome with experience and regular guidance (Weak).
21 points	Performance against no criteria is acceptable and it is highly unlikely that weaknesses can be eliminated with experience and extensive help (Inadequate / Unsatisfactory).

63 – 84 points	PASS
42- 63 points	PASS with recommendations
22- 42 points	PASS with additional hours required
21 points	FAIL

In the case of an intern failing the mid-way assessment this should be reported to the Board Internship Committee timeously. An intern who has failed the mid-way assessment will not continue the internship process.

SUPERVISOR'S FINAL NARRATIVE REPORT:**NAME OF INTERN:****HOST INSTITUTION:****NAME OF SUPERVISOR:****NUMBER OF HOURS COMPLETED TO DATE:****DATE:**

The supervisor is required to submit a narrative report to the Collaborating University Internship Coordinator on the completion of the internship; in which he or she provides comprehensive and consolidated feedback on the intern's. The CUIC will then submit this to the Board Internship Coordinator

The narrative report should include detail on the following criteria;

- Competence as a practitioner of Drama Therapy in clinical and community settings
- Professional development as a practitioner of Drama Therapy working within a multi-disciplinary team within an institution / clinic / NGO
- Contribution to the site and the team
- Communication skills, inter-personal relating and management on site
- Integration and response to supervisor's feedback from mid way report
- Overall recommendations and suggestions

5.6 INTERN**Internship Site/s**

Interns need to complete all clinical requirements with regard to case reporting, presentations, rounds et al. as per requirement of the site/s.

Internship Short Course Certificate Requirements (Minimum 1 Year) as determined by the collaborating university:

Interns will need to complete the following for the Short Course **Certificate of Satisfactory Completion of Arts Therapy Internship in Drama:**

- One individual Clinical Case Conference
- One group Clinical Case Conference
- One community-based or education-based Report Conference
- One advocacy Report Conference
- Four intensive drama therapy group supervision sessions
- One ethics workshop

These submissions will form part of the quarterly workshop processes. The Collaborating University Internship Supervisor and Coordinator is required to submit a brief narrative report for each of the case conference and report conference presentations to the Board Internship Coordinator with the onsite supervisor's narrative report on the completion of the internship.

Format for Individual and Group Case Study Presentations

Individual Case Study Presentation:

Length of presentation:

This will be a 30-minute presentation followed by a 20-minute discussion with the examiner and supervisor

This presentation must be accompanied by:

- detailed outline in the form of a written document. Maximum length: 2 Pages
- a thorough reference list

Case Study Outline;

Introduction:

- Brief explanation of the context of the institution
- Name/initial of the client and important information such as age, gender, how long they have been at this institution, any diagnostic features (integrate some literature), presentation (particularly relating to what you notice as a drama therapist about how the client presents in the world and engages with others – you can integrate some literature here too as you reflect)
- Reason for referral
- Duration of sessions and intervention

Summary of the therapeutic process:

- How you conducted assessment
- Main findings from the assessment and how this informed the formulation of the initial therapeutic goals
- Overview of the process and identification of main themes

Focus of the presentation:

- Bring focus to one or two main themes identified
- Integrate comprehensive theory
- It is vital that your presentation is not solely a descriptive account of your sessions.
- Consider your *subjective* experience (as you reflect, for example, on countertransference, projective identification, your own growth as a therapist etc.)

Conclusion:

- Summary of how you consider the client responded to the process
- Any recommendations

You will be assessed according to:

- The coherence and clarity of your presentation (if you feel you would like to incorporate some embodied reflection at some points where appropriate you are welcome to)
- Your reflexive thinking concerning assessment, your clinical decisions and the therapeutic process
- Your understanding of drama therapy as an intervention
- Your application of theory

Important Note: It is essential that within the 30-minute presentation you present some evidence in the form of EITHER video footage OR sound recording of the session. Minimum time required: 3 minutes

5.7 INTERN ATTENDANCE RECORD

The intern should use the following attendance record for each week of each month of the internship. This is to be signed by the intern supervisor.

Month: _____

Week	Mon	Tue	Wed	Thu	Fri	Sat
One						
Two						
Three						
Four						
Five						

Supervisors Signature: _____

Onsite Manager Signature: _____

Date: _____

6. DECLARATION

6.1 DECLARATION OF UNDERSTANDING

All interns need to complete the declaration of understanding on the Internship programme to be followed:

DECLARATION OF UNDERSTANDING - INTERN

I, the undersigned hereby confirm that I am familiar with the contents of this document and agree to abide by the rules and regulations and policies pertaining to internships in medical orthotics and prosthetics of the Health Professions Council of South Africa.

Strict standard procedures are applicable where rules and regulations are broken.

Full names and surname in bock letters (Intern)

.....
.....

Intern HPCSA number:

.....
Signature: Intern

.....
Date

.....
Signature: Parent/Guardian, or
Responsible Institution

.....
Date

NB: Return THIS form to the relevant HPCSA Accredited Training Centre

6.2 NOTES

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