



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

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

GUIDELINES REGARDING INTERN ARTS THERAPISTS IN DRAMA AND TRAINING OF INTERN ARTS THERAPISTS IN DRAMA

DEFINITION OF TERMS:

Board Internship Committee – A sub-committee of the HPCSA board for occupational therapy, medical orthotics and prosthetics and Arts Therapies is responsible for all internship processes and procedures across the professions. There are two Arts Therapy representatives on the Internship Committee – the Arts Therapies representative to the Board and a Co-opted Professional member.

The clinical supervisor - The supervisor who takes responsibility for ensuring that internship requirements are met and reports directly to the collaborating University and the Board Internship Committee

Collaborating university - The accredited tertiary institution that is the support structure for internship.

On Site Internship Manager – the person who is responsible for administratively managing the internship on site

The Collaborating University Arts Therapy Internship in Drama Supervisor and Coordinator

- The HPCSA accredited Drama Therapist who will be appointed by the collaborating university to;
- Establish and maintain relationships with internship sites and on-site managers;
- To provide interns with the information of available internship sites;
- To assist with the administrative processes and procedures.
- To coordinate and facilitate four three-day workshop processes over the course of the year where the interns will engage in Drama Therapy group supervision, peer supervision and case study presentations on site at the collaborating university. This will be done with the additional support of adjunct HPCSA accredited Drama Therapy Supervisors, appointed by the collaborating university.

1. INTRODUCTION

- i. These guidelines should be read in conjunction with the Regulations relating to the registration of intern drama therapists and in conjunction with the **AT-IN manual**.

... to become a professional drama therapist in South Africa, i.e. registered with the Professional Board for Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy, the formal academic requirements stipulated for professional training in drama therapy must have been completed. This includes 1000 hours of supervised clinical training. Where the full number of clinical hours are not included in the Masters training, completion of an internship is required in order to register as a drama therapist. Full certified documentation is essential for registration. Where a Masters training in drama therapy does not include the full 1000 supervised clinical hours and internship is, therefore, necessary, the following applies:

- iii. Universities are obligated to provide candidates entering a Masters degree in drama therapy with details concerning registration at the time students enter the degree programme. Upon registration as intern drama therapists an applicant has to submit proof of having completed the drama therapy Masters training. Universities must remind candidates of the registration requirements towards the end of the final year of the Masters course since intern drama therapists are legally required to register with the Professional Board for Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy prior to commencement with the internship.
- iv. The intern drama therapist and the collaborating university internship coordinator are jointly responsible for ensuring registration with the HPCSA prior to the commencement of the internship.
- v. Registration as a drama therapist will only be possible if a person holds registration as an intern drama therapist.
- vi. Registration as a **professional drama therapist** is possible only after –
 - a) The candidate has completed the relevant Honours degree in drama therapy (this Honours degree includes a percentage of the supervised clinical hours required to meet the minimum standards of training),
 - b) The candidate has then also completed the Masters degree in drama therapy as well as psychology up to third year level (including the award of the degree or written confirmation by the Registrar of the University that the Masters is to be awarded),
 - c) The internship has been satisfactorily completed. By the end of the internship a total of 1000 supervised clinical hours must have been completed throughout the period of education and training.
 - d) The duly completed intern duty certificate (Form 27) has been submitted.

2. INTERNSHIP REGISTRATION

- a. Registration as an Intern Arts Therapist in Drama is possible after;
- b. The candidate has completed the relevant Honours degree in drama therapy (in the situation where this Honours degree includes a percentage of the supervised clinical hours required to meet the minimum standards of training)
- c. The candidate has then also completed the Masters degree in drama therapy as well as psychology up to third year level.

- d. The Collaborating University has signed off the Master's student's clinical placements and does not require the student to complete any additional placement hours.
 - e. Before commencing the internship, the candidate is obliged to register with the HPCSA as an Intern Arts Therapist in drama.
- ii. The intern is required to register with the HPCSA within three months of the completion of their Drama Therapy Masters degree
 - iii. A period of three months is allowed for completing the registration (i.e. by the end of the first month of internship the candidate must be registered as an intern with the HPCSA).
 - iv. When the registration fee is rendered, the exact date of commencing the internship must be clearly stated. It is the applicant's responsibility to ensure that the payment for registration is received by the HPCSA. Late registration and non-payment of registration fees could lead to disciplinary action.
 - v. All applications for internships must be accompanied by the following documents:
 - a) Forms 26 AT IN and 26A AT duly completed
 - a) A letter from the accredited Drama Therapy Supervisor, stating that he/she is willing to act as supervisor for the intern and stating the period of the internship involved and a letter from the Head of Department of the supervising University confirming the final submission of the intern's research report. The letter must indicate that the department will ensure that the training is undertaken in accordance with the approved Internship programme.
 - b) Current registration fee. Please attach proof of payment
 - c) A copy of identity document or birth certificate.
 - d) A copy of my marriage certificate (should you wish to register in your married surname).

3. ACCREDITATION OF SUPERVISORS

- i. The requirements for accreditation as a collaborating university internship coordinator and Drama Therapy supervisor are
 - a) a recognised Master's degree in drama therapy
 - b) registration with the HPCSA
 - c) five year's work experience as a registered drama therapist
 - d) completion of a SANATA approved supervision course
 - e) the ability to network and supervise within a diverse range of settings.
- ii. Submission of Form 23-AT (Accreditation of supervisors for Arts Therapy Internship in Drama Supervision) along with supporting documentation to the Board Internship Committee for review and accreditation.
- iii. Supervisors must be accredited by the Board prior to the beginning any supervision.
- iv. Accreditation is for a period of five years.
- v. Accreditation of the clinical supervisors may be withdrawn at any stage if the supervisor is

not fulfilling his/her supervisory obligations.

4. TIMING OF INTERNSHIP

- I. Registration as an intern drama therapist is permitted for a maximum period of two years. Internship is a continuous process (whether a full time or part-time schedule) and a break of more than two months is not permitted within this two-year period. At the completion of the internship a total of 1000 clinical hours must have been attained (including hours incorporated within the degree component of the training).
- II. Timing of internship (for example, full time or part time) must be negotiated clearly with the collaborating university internship coordinator and drama therapy supervisor and onsite manager upfront and communicated to the Board Internship Committee (this must be included in the letter from the collaborating university internship coordinator and onsite supervisor to the Board Internship Coordinator).
- III. The internship may only commence after completing the prerequisite formal academic requirements; experience which predates the formal academic requirements will, therefore, not be recognised as part of the internship.
- IV. 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 Internship Coordinator and the Board Internship Committee supports the application in writing and the Board finds the motivation acceptable.

5. TRAINING AND SUPERVISION OF INTERNS

- i. All internship supervision placements will be overseen by the Collaborating University Arts Therapy Internship in Drama Supervisor and Coordinator in collaboration with the intern. Training of interns may only take place under the supervision of an accredited supervisor. A ratio of three interns to each clinical supervisor may not be exceeded.
- ii. The Board accredits the clinical supervisors and the Collaborating University Internship Coordinator and Supervisor. The list of accredited supervisors will be available through the Board Internship Committee and the Collaborating University.
- iii. 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.
- iv. The Collaborating University Internship Supervisor and Coordinator accredited by the Board will be required to ensure that the intern follows the stipulated programme of training as provided for in the F160 AT IN manual.
- v. All interns are required to attend a compulsory orientation meeting at the start of their internship which will form part of their first of four three-day workshop series with the Collaborating University Internship Supervisor and Coordinator.
- vi. The onsite manager and clinical supervisor must ensure that the intern receives suitable and adequate exposure to a variety of client groups and practice settings (as stipulated in the F160 AT IN manual).

6. COMPLETION OF INTERNSHIP

An internship must be completed within two years from date of first registration as an intern drama therapist.

- i. Continuous evaluation must be carried out by clinical supervisor and the Collaborating University Drama Therapy Supervisor and Internship Coordinator according to the criteria for intern training as stipulated in the F160 AT IN Manual. The intern must be kept informed of his/her progress based on this evaluation and copies of the progress reports must be retained by the Board Internship Committee. The clinical supervisor will submit a final report as requested in the AT IN Manual to make the recommendation for registration of the intern.
- ii. Extension of internships: Internship training may not be extended beyond the two-year period without prior approval of the Board.
- iii. An intern may not perform any professional acts unless it forms part of the formal internship period or approved extended internship.
- iv. Upon completion of internship, the intern will be signed off by the Board Internship Committee if the committee finds all documentation to be satisfactory. The intern will receive formal communication from the Board regarding the outcome of the meeting. The Internship Committee meets in January, August and October annually. All required documentation must be submitted to the committee one month prior to the meeting date,
- v. The documentation to be submitted to the Board Internship Committee is as follows;
 - a) The Mid Way assessment report (midway through the internship year)
 - b) The Final Narrative Report (upon completion of the internship)
 - c) The Intern Attendance spreadsheet (upon completion of the internship)
 - d) The Intern Duty Certificate (upon completion of the internship) (Form 27 AT) (Available on HPCSA website)

Once formal communication from the Board has been received the intern is then required to register as an Arts Therapist with the HPCSA. No professional acts may be performed prior to registration as a practitioner.

7. UNSATISFACTORY PERFORMANCE OF THE INTERN

- i. In the event of unsatisfactory performance of an intern, a written report should be submitted timeously by the Collaborating University Internship Coordinator to the Board Internship Committee with recommendations for either:
 - a) the termination of the internship at a given date; or
 - b) an extension of the internship with clearly specified objectives.
- ii. Should an intern become mentally or physically impaired to perform Drama Therapy as required professionally, the matter should be reported to the Health Committee of Council. The Health Committee will investigate the circumstances and will provide guidance on the treatment and rehabilitation of the intern medical orthotist and prosthetist. The internship committee will decide on an ad hoc basis about the management of an impaired intern's internship.

8. PERFORMANCE OF PROFESSIONAL ACTS BY INTERN DRAMA THERAPIST

- i. An intern shall perform professional acts only under the supervision of a registered drama/ arts therapist or registered psychologist/ community counselling psychologist / educational psychologist as prescribed for this purpose and in accordance with these guidelines.
- ii. An intern shall limit acts referred to in (4.1) to acts related to his or her education and training as part of a structured internship programme.
- iii. Interns shall be subject to all the rules of professional conduct prescribed by the Board for Occupational Therapy, Medical Orthotists and Prosthetists and Arts Therapists.
- iv. An intern has to act under direct or indirect supervision at all times shall not act as a locum or conduct an independent private practice.
- v. An intern who has completed his or her internship shall not perform any professional acts until he or she has satisfied all the requirements for registration as a drama therapist and has been registered as such.

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