

Problem Solving Therapy Training:

What you need to begin audio recording your cases

1. Supplies

- Digital recorder: The models we use generally cost around \$40-60 each. Recorders need to have digital capability and a USB cord to plug it into the computer for uploading the recordings. The one we've been buying recently is the Sony digital voice recorder (ICD-PX820). It records MP3 version files, which are easy for uploading to the site. This recorder is also good because it is Mac and PC compatible.

2. Technology

We use a shared secure FTP site to access the digital recordings. Recordings will be uploaded to the site where they can be accessed for supervision. Detailed instructions will be communicated to the participating trainees (there is no cost).

3. Selecting Clients

Here are tips we have found to help ensure that you are certified in a timely and efficient manner:

- Think about any current cases you have that you think you'd like to try PST with **BEFORE THE TRAINING**. If you present the cases to the trainers ahead of time, we can help you decide which of those cases would be the best training cases.
- If you can't think of any current cases, and will be trying it on new cases, make sure you have time freed up on your caseload to see new PST cases **RIGHT AFTER THE TRAINING**. The longer you wait, the more information from the training you will forget.
- Your first case that you try PST with should be relatively straight forward – PST has been used successfully with these types of conditions:
 - a.) Depression (major, minor and dysthymia)
 - b.) Anxiety disorder
 - c.) Substance Abuse
 - d.) Pain management
 - e.) Any combination of the above.

While you can use PST for patients with psychosis and personality disorders, it's best for you to be comfortable with PST before trying to use it with more complicated cases.

4. Getting Started

Here are the steps to follow to get started with PST Supervision:

FIRST read the attached materials to help refresh and orient you to the PST preparation and implementation process (attached docs: PST Guidelines, PST-PC first session adherence form, and the PST-PC Adherence Scale session 2-6). Review these materials before your first session and make sure to contact your supervisor if you have any questions about any of the content).

- a) Identify your first client to be recorded for session #1. Supervisors are available to discuss whether or not a potential client would be appropriate before you officially begin PST.
- b) Email your supervisor when Session #1 has been scheduled and when the session will be uploaded to the FTP site. Every time you upload a session, please email your supervisor so s/he knows it is available to listen to. Make sure to upload the session to your specific folder in the FTP site and if possible, please create a folder within your program's folder for each clinician. Also, please label each session as follows:

Your name_client initials_session #_date. An example would be:

Alexandra_RO_S1_071210

So this is a recording is from clinician Alexandra with client RO meeting for session #1 on July 12, 2010. That way your supervisor can keep track of your sessions.

- c) Once your supervisor receives your email about the uploaded session, s/he will email you to set up an individual supervision time. Ideally this first supervision will be scheduled no more than a week after your first session with the client so you can implement any feedback received for your second session with the client.
- d) Note: You will only be sending your supervisor three recorded sessions (usually Sessions #1, #3, and #6). It is possible that you may meet with your supervisor on a weekly basis while you get started since you will be staggering your session #1s with 3 different clients. It is important that you receive feedback for each session #1 recording to make sure you are feeling comfortable with the model.
- e) Supervision will be tailored to meet each of your needs and you will come up with an individual supervision schedule with your supervisor after your first supervision appt.

5. Administrative Support

Administrative staff should ideally support trainees to make time for regular supervision for the trainees involved in training. In addition, administrative staff would ideally provide all recording supplies necessary to get started. They would assist trainees in connecting with an IT staff person if they encounter difficulties uploading their digital recordings to the secure FTP site. Program coordinators would also ideally help trainees recruit and identify potential training cases to expedite the selection process as this seems to create the most delay in getting started.