

# DBT Practicum Handbook At California Lutheran University

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# Preface

Welcome to the DBT Practicum at CLU! The following pages include some procedures and tips for the successful completion of the practicum.



Figure 1: Welcome To DBT at CLU!



# Chapter 1

## Individual Therapy Session Tips

The following are some tips for the first and initial sessions for all clients.

### 1.1 First Session

1. Review Jamie's Safety Planning Presentation.
2. Review the logistics at the very beginning
  - Set fee and require client to bring in proof of income
  - Do not bring up or mention reduced fee option. Defer and say that you can talk to your supervisor
  - Collect Fee
  - Remind them of 24-hour policy for missed sessions or they will be charged. Charges occur regardless the reason. If they have even a slightly itchy throat then they should cancel.
  - Review confidentiality and privacy. Are they hoping their records will be used for anything in the future? Would they like for you to talk to someone important to them?
  - Remind them they will complete the OQ before every session. Orient them and make sure they are set up with a userid and password. Help your client with this and they will have less difficulty completing it.
  - Confirm the phone number on file and ask if you can leave a message on their phone if you have to call about logistics.
  - Remind them that you start at the top of the hour and sessions last 45-minutes. You can tell them that you manage time and will look at the clock and comment on time as you proceed. The goal is to make sure they are getting what they want out of the session and are covering everything they intended to have covered.

### 1.2 Continuing Sessions

1. Start on-time and end on-time.
2. Set the recording up early. Minimize the screen or turn off the monitor.
3. You might have a therapist in the room before you that ends their sessions late. Ask them if they plan on continuing to do that in the future. If so, try to find another room. If there is no other room, or you'd rather not have that option, talk to the office staff.
4. Do not fall behind on your notes more than *one* week.





## Chapter 2

# Phone Contact with Clients

1. If a client misses a session then call the client and leave a voicemail.

- do not mention



## Chapter 3

# Contact with Internal and External Providers

*General Information:* You are responsible for maintaining the confidentiality of your clients' records. Please do not view records or discuss cases with other providers.

### 3.1 Conversations

It's a natural urge to want to discuss clients in the clinic. Please avoid doing so with your team and with other clinicians. The time for consultation is in supervision or on team.

*General Tips*

- Do not leave titanium unattended in any work area.
- Do not look in files that are not assigned to you.
- If you uncover protected health information (PHI), then do your best to protect the information and alert staff.
- Do not talk about your clients with other providers.
- If someone asks you about a client say: *"Sorry, I can't talk about my clients without consulting my supervisor"*

### 3.2 Email and Printed material

- Never include your clients name in an email.
- Do not discuss your client in any detail in an email or text message. Instead, email or text that you'd like to talk about a client.
- Never take material related to the client outside of the office.

### 3.3 Phone Conversations

When you call a client or if someone calls you about a client, you cannot confirm that you know the client without a release of information.

Someone calls you: *"I hear your concern, I cannot confirm that someone is or is not a client in the clinic."*

You call the client and someone else picks up: *“Hi. Is there? No, no message. I’ll try again. I can’t say who this is but thank you. I’ll try again”*

It’s all incredibly awkward and is why it’s best to establish phone contact rules at the first session.

## Chapter 4

# DBT Skills Training Tips

The following is content that can be included in the teaching portion of your class. Feel free to use any of the ideas in your agenda. The majority of material is taken directly from the teaching manual. I do my best to adhere to the following points:

1. Context through which the skill is being taught.
2. In-Class Demonstrations
3. Homework Assignments
4. Random Tips

### 4.1 Distress Tolerance

#### 4.1.1 Handout DT1: Goals

Survive Crisis Situations Backstory: In the urgency of the moment, we want to solve the problem. At the same time, in solving the problem we are vulnerable to saying or doing things that we could regret or make things worse.

- Highlights that the problem is valid. You're upset for a reason.
- When we try to solve problems in an emotional state what can happen?
- Problem remains with additional problems to solve.
- Elicit Examples.

### 4.2 Emotion Regulation

### 4.3 Mindfulness

### 4.4 Interpersonal Effectiveness



## Chapter 5

# Final Words

We have finished a nice book.





## Chapter 6

# Professionalism



# Bibliography