



Minnesota State University, Mankato  
Cornerstone: A Collection of Scholarly  
and Creative Works for Minnesota  
State University, Mankato

---

All Graduate Theses, Dissertations, and Other  
Capstone Projects

Graduate Theses, Dissertations, and Other  
Capstone Projects

---

2012

## Interning as an Outpatient Therapist: Developing a Comprehensive Training Manual Grounded in the Professional Knowledge Base

Katie Stadheim  
*Minnesota State University Mankato*

Follow this and additional works at: <https://cornerstone.lib.mnsu.edu/etds>



Part of the [Counselor Education Commons](#), and the [Social Work Commons](#)

---

### Recommended Citation

Stadheim, K. (2012). Interning as an Outpatient Therapist: Developing a Comprehensive Training Manual Grounded in the Professional Knowledge Base [Master's capstone project, Minnesota State University, Mankato]. Cornerstone: A Collection of Scholarly and Creative Works for Minnesota State University, Mankato. <https://cornerstone.lib.mnsu.edu/etds/570/>

This Other Capstone Project is brought to you for free and open access by the Graduate Theses, Dissertations, and Other Capstone Projects at Cornerstone: A Collection of Scholarly and Creative Works for Minnesota State University, Mankato. It has been accepted for inclusion in All Graduate Theses, Dissertations, and Other Capstone Projects by an authorized administrator of Cornerstone: A Collection of Scholarly and Creative Works for Minnesota State University, Mankato.



# Interning as an Outpatient Therapist: Developing a Comprehensive Training Manual Grounded in the Professional Knowledge Base



Counseling Services  
of Southern Minnesota

## Purpose

❖The purpose of this Capstone Project is to develop an intern orientation manual that is effective in training outpatient therapy interns. The manual needs to be supported by the literature in developing orientation training manuals and in the orientation needs of therapy interns. The manual needs to be easy to use and learn from, particularly when a supervisor is not available for training. A completed intern orientation manual will be presented to the stakeholders and directors of Counseling Services of Southern Minnesota to be used with future interns at their discretion.

## Methodology

**Phase One:** A systematic review of the literature was conducted to analyze intern orientation manuals that have been identified to be implemented in similar mental health agencies.

❖Utilization of professional academic journal databases were consulted:

- PsycINFO
- Academic Search Premier
- ERIC

❖Internet search and various orientation manuals were gathered from the MSU library for guidance in the development of this project.

**Phase Two:** Components of orientation manuals were identified and compared. Identified components were presented to agency therapists and were given a survey requiring their expertise in identifying what they believed to be crucial components to be included in an effective training manual for interns.

**Phase Three:** Based on the literature and suggestions of agency therapists, four to six manuals were identified and developed into a comparative table

**Phase Four:** Based on the findings, a best-fit was identified and an orientation manual developed

**Phase Five:** The intern orientation training manual was presented to the directors of Counseling Services of Southern Minnesota to implement at their discretion.

Katie Stadheim, MSW Student  
Agency Supervisor: Tom McNeely, MSW, LICSW  
Field Liaison: Carol Goodemann, MSW, LICSW  
Academic Advisor: Nancy Fitzsimons, MSW, PhD  
Department of Social Work  
Minnesota State University, Mankato

## Manual Components

### INTRODUCTION

- ❖Historical Perspective
  - Mission Statement and Values
  - Program Description and Structure

### JOB RESPONSIBILITIES

- ❖Job Description
- ❖Office Expectations
- ❖Productivity Policy/Expectations
- ❖Code of Conduct
- ❖Interviewing Other Employees
- ❖Team Philosophy

### INTERN EXPECTATIONS

- ❖Observation
  - Diagnostic Assessments
  - Outpatient Therapy
  - Joint Session
  - Supervisor Observation
  - Working Independently
- ❖Supervision
  - Role of the Supervisor
  - Role of the Supervisee
- ❖Consultation
  - Presentation of Cases

- ❖Documentation
  - Treatment Process
    - Diagnostic Assessments
    - Treatment Plans
    - Treatment Implementation
    - Discharge

- ❖Billing
  - Codes
  - Logs
  - Flexibility/Responsibility
- ❖Timesheets
- ❖Screening Tools
  - Adult Screeners
    - PHQ-9, GAIN-SS
  - Child Screeners
    - SDQ, CASII, ECSII, ITSEA
  - Social History

- ❖Training
- ❖Research

### POLICIES AND PROCEDURES

- ❖Emergency Procedures
- ❖Aggressive Client

### APPENDICES

## Goals

As a result of the orientation training, interns will:

- ❖Understand the agency's expectations of an outpatient therapy intern.
- ❖Be able to refer to the orientation manual when a supervisor is not available for training or questions and effectively fulfill their role as an intern by finding the answers within the manual.
- ❖Gain an understanding of the structure of the agency and the outpatient therapy process.

## Limitations of Research

The limitations are:

- ❖More studies to depict the importance of orientation manuals in the success of interns in mental health settings
- ❖Lack of resources defining how to write an intern orientation manual
- ❖Lack of information regarding addressing diversity during intern orientation training.

## Implications & Recommendations for Practice

❖The intern orientation manual may not be generalizable it to all other outpatient therapy agencies, but strives to provide an easy-to-follow general guide for interning in an outpatient therapy setting. Research was conducted to find the most relevant information on developing orientation resources for interns. Much of the research found had to be generalized and adjusted to fit the standards of this manual. However, without a manual or consistently available supervisors to aid in training, the intern is not likely to know what steps to take in beginning to practice in the role of an outpatient therapy intern in their practicum agency unless they have had some prior experience in the therapy process. In addition, this manual orients based upon the policies, procedures, and expectations at CSSM.

## Manual Comparison Chart

	Historical Perspective	Mission	Job Description	Office Expectations	Code of Conduct	Team Philosophy	Program Description and Structure	Emergency Procedures	Observing/Being Observed	Supervision	Consultation	Documentation	Research	Trainings	Billing	Treatment Process	Screening Tools
Equine Practitioners										X	X	X				X	X
Lehnert	X	X					X					X		X			
Mayo Clinic Health System		X	X	X	X	X		X									
Occupational Therapy		X	X	X	X	X	X		X	X		X		X		X	
Traczyk	X	X	X	X	X	X	X			X	X	X		X		X	
Virginia Tech		X	X			X	X		X	X			X	X			X
Volunteer Center		X	X		X	X	X	X									

## References

References are available from the author upon request.

