GUIDELINES FOR CASE HISTORIES

Candidates for Full Membership and the Diploma must present two (2) case histories for evaluation by two Board appointed assessors who mark it not knowing the identity of the candidate.

They must be typewritten on one side on A4 paper, double-spaced with a 25mm left side margin.

Two copies of each are required. The front cover sheet should have the title of the case history, identify the candidate, indicate the word count, be signed by the supervisor and the candidate should sign a statement that the case is all the candidate’s own work.

The minimum length is 2000 words and the maximum is 3000. That count does not include the references nor the appendix. If candidates want to include parts of scripts as essential for the evaluation of the case (and that is NOT always the case) they can be included in the appendix. That word count should be entered on the cover sheet.

The first page of the actual case history should have the title of it, but the candidate’s name should not appear anywhere on it nor in headers or footers.

Essentially the case history should be written as if it were being presented for consideration for our journal. The best case histories are indeed recommended for consideration by the Editor, who has the final decision.

It should be edited for typos and grammar. If the candidate’s supervisor cannot do that, the candidate should find someone with good English grammar skills.

The subject must be de-identified with a pseudonym and other identifying data like DOB, name of school, employer etc not specified.

Candidates are not expected to provide a lengthy theoretical overview on the issues in each case history. On the other hand, it may be appropriate in particular circumstances to justify a certain theoretical position by references to some of the relevant literature.

The headings to be used are

1. (3 marks) Abstract plus Search Terms
2. (3 marks) The nature of the presenting problem, including who referred and why.
3. (4 marks) A description of the subject’s presentation.
4. (8 marks) An outline of relevant personal history – psychological, social, medical, psychiatric, dental.
5. (10 marks) The suitability of the subject and the condition/problem for hypnotically based treatment.

6. (2 marks) How informed consent was obtained.

7. (15 marks) The therapy goals.

8. (15 marks) Rationale overview for the techniques chosen and how they are to be integrated with other treatments.

9. (20 marks) Session by session summary with comments on therapy progression.

10. (5 marks) Outcomes

11. (10 marks) Comments on conclusions and retrospect.

12. (5 marks) References

Candidates whose case history/histories fail to meet the pass mark of 75 will be advised of the situation and given the opportunity to address the deficiencies/problems identified by the assessors.

The Marking Sheet for the Case Histories has been revised to reflect these changes and markers will be advised that these sheets with their marks and comments can be made available to the candidate.

The Marking Sheet/s for those who have not passed will be made available to the Education Secretary/Director of Studies for a discussion with the Chair BOE regarding action to be taken.

For those whose case histories have been passed, some feedback can take place within the Viva Examination for which the Marking Sheets will be made available.

Those whose case history has been recommended for consideration for the Journal can also be advised about that in the Viva together with the necessary steps to take to pursue that opportunity for publication.

James Auld  Chair  Board of Education
Australian Society of Hypnosis Ltd
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