



STUDY GROUP POLICIES AND PROCEDURES

Effective Date_____

Study Group is an continuing education forum implemented and supported by the Washington School of Psychiatry. Washington School of Psychiatry sees Study Groups as essential aspect of our offering an intellectual home to our many members. Study Groups come into being because a group of members of the Washington School of Psychiatry express an interest in meeting regularly or intermittently to study a particular topic or issue.

Each Study Group may determine its focus, schedule and membership. The Group may be ongoing or short-term, i.e., meet for several sessions prior to or after a specific conference or lecture. The Washington School of Psychiatry encourages members of its community to explore existing Study Groups or to form new ones. Consistent with our mission, members are invited to recruit non-members or, when appropriate, lay people to study with us. Members wishing to launch a Community Study Group with CEU/CME shall complete the WSP Event Planning Proposal to allow WSP to provide adequate institutional support.

There will be three different types of Study Groups:

1. **Community Study Group (without CEU/CME)**. Members of the School join together on an internally determined schedule. No CEU/CME credits are required. List of members must be provided and updated with the Registrar of the Washington School of Psychiatry.
2. **Community Study Group (with CEU/CME)**. This group has a study leader who is responsible for structure of the group and completes the following assignments in order for Study Group members to receive CEU/CME credits:
 - a. Study Group leader completes the standard Washington School of Psychiatry Event Proposal Form to outline the educational goals of the study group in order to support the provision of the CE credits.
 - b. Study Group leader provides the list of members to the Registrar and keep the School Registrar updated with any changes to the group membership or educational direction.
 - c. Following each group meeting, Study Group leader provides (via fax, mail or in person delivery directed to the attention of the Registrar):
 - i. list of attendees
 - ii. evaluation forms
 - iii. brief statement of content of discussion and reference of the book or paper studied
3. **WSP Study Group**. Washington School of Psychiatry will support Study Groups focusing on theory and practice of psychotherapy as well broad social issues consistent with the School's mission. These groups will carry a session fee and the Study Group leader will be reimbursed by the School for their work with the group. The responsibilities of the leader are the same as those under 2 (above).

Anyone who is a participant in a Study Group must be a member of the Washington School of Psychiatry at the Community Membership (at the minimum).

Continuing Education Credits

As of April 1, 2010, CEUs are charged at the \$10 per CEU for all WSP educational activities. Attendance and evaluation forms are required in order to be eligible to receive CEUs. Only the number of CEU/CME credits requested are payable.

Website/Brochures

Study Groups are currently listed on the WSP Website. Study Group information will be included in the Study Groups Brochure available at the School and for advertising purposes as available.