DOCTORAL PSYCHOLOGY
INTERN MANUAL
Training Year 2019.2020

Kathy Baur, PhD
Training Director, Doctoral Psychology Internship Training Program

Jefferson Center
70 Executive Center
4851 Independence St.
Wheat Ridge, CO 80033
303-425-0300

Jefferson Center
Doctoral Psychology Internship Manual
Policies, Procedures, and Guidelines

This Intern Manual describes the training program at Jefferson Center. Questions about the program are encouraged. This information is current and accurate at the time of printing but may be subject to revision.
Accreditation Disclosure Statement

Jefferson Center is accredited by the Office of Program Consultation and Accreditation American Psychological Association and participates in the APPIC Internship Matching Program. Applicants must complete the APPIC on-line APPI. This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.

Questions related to Jefferson Center Internship program accreditation status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation American Psychological Association
750 1st Street, NE, Washington, DC 20002
Phone: (202) 336-5979 / Email: apaaccred@apa.org
Web: www.apa.org/ed/accreditation

All other questions about the internship program may be directed to:

Kathy Baur, Ph.D.
Doctoral Psychology Internship Training Director
Jefferson Center
4851 Independence St.
Wheat Ridge, CO  80033

Email: KathyB@jcmh.org  or
Phone: 303.425.0300

Non-Discrimination Statement
Jefferson Center is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, physical or mental disability or any other legally protected category. Jefferson Center is a Drug-Free and Tobacco Free Workplace.
# Table of Contents

## Section 1: Internship Program

Program Overview........................................................................................................... 2  
Introduction.................................................................................................................... 2  
Training Philosophy....................................................................................................... 4  
Administration of the Internship.................................................................................... 4  
Training Program Description......................................................................................... 5  
Training Goals, Objectives and Competencies.............................................................. 6

### Training Program

- Training Schedule................................................................................................. 9  
- Major Rotations..................................................................................................... 9  
- Minor Rotations..................................................................................................... 10  
- Intern Training Plan............................................................................................... 11  
- Psychological Assessment Training.......................................................................... 11  
- Supervision............................................................................................................ 11  
- Didactics & Seminars............................................................................................. 11  
- Interaction with Internship Committee.................................................................... 12  

### Intern Performance Evaluation and Evaluation of Training Experience ........... 12  
- Initial Beginning of Internship Self-Assessment .................................................... 12  
- Formal Doctoral Psychology Intern Evaluation..................................................... 12  
- Evaluation of Doctoral Psychology Internship Program........................................ 13  
- Successful Completion of the Internship............................................................... 13  
- Post-Internship Survey........................................................................................... 14

## Section 2: Policies and Procedures

- Interns’ Rights & Responsibilities............................................................................ 16  
- Rights of Interns.................................................................................................... 16  
- Responsibilities of Interns..................................................................................... 17  
- Primary Psychologists Supervisors’ Responsibilities................................................. 17
- Due Process, Appeal and Grievance Procedures for Interns.................................... 19
- Progress and Performance Reviews......................................................................... 19
<table>
<thead>
<tr>
<th>Section/Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels of Notification/Remediation</td>
<td>21</td>
</tr>
<tr>
<td>Due Process and Appeal Procedures for Interns</td>
<td>23</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>25</td>
</tr>
<tr>
<td>Intern Selection and Academic Preparation Requirements Policy</td>
<td>26</td>
</tr>
<tr>
<td>Stipend, Benefits and Resources Policy</td>
<td>28</td>
</tr>
<tr>
<td>Bilingual Salary Differential</td>
<td>29</td>
</tr>
<tr>
<td>Financial and Other Benefit Support for Full Time Interns</td>
<td>29</td>
</tr>
<tr>
<td>Intern Evaluation, Retention, and Termination Policy</td>
<td>30</td>
</tr>
<tr>
<td>Confidentiality Policy</td>
<td>31</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Policy</td>
<td>31</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>32</td>
</tr>
<tr>
<td>Section 3: Appendices</td>
<td></td>
</tr>
<tr>
<td>A. Descriptions of Training Sites &amp; Populations for Rotations</td>
<td>34</td>
</tr>
<tr>
<td>B. Sample Training Schedule for Interns</td>
<td>37</td>
</tr>
<tr>
<td>C. Seminars &amp; Didactic Schedule 2014 - 2015</td>
<td>38</td>
</tr>
<tr>
<td>D. Multicultural Counseling Knowledge and Awareness Scale</td>
<td>56</td>
</tr>
<tr>
<td>E. Doctoral Psychology Intern Training Plan</td>
<td>61</td>
</tr>
<tr>
<td>F. Doctoral Psychology Intern Performance Evaluation Form</td>
<td>62</td>
</tr>
<tr>
<td>G. Supervisor Evaluation Form</td>
<td>70</td>
</tr>
<tr>
<td>H. Doctoral Psychology Internship Evaluation Form</td>
<td>73</td>
</tr>
<tr>
<td>I. Internship Completion Certificate</td>
<td>78</td>
</tr>
<tr>
<td>J. Post-Internship Contact Information Form</td>
<td>79</td>
</tr>
<tr>
<td>K. Post Internship Survey</td>
<td>80</td>
</tr>
<tr>
<td>L. Doctoral Psychology Intern Development Plan</td>
<td>85</td>
</tr>
<tr>
<td>M. Doctoral Psychology Intern Grievance Form</td>
<td>87</td>
</tr>
<tr>
<td>Section 4: References</td>
<td>89</td>
</tr>
<tr>
<td>Section 5: APA Ethical Code</td>
<td>91</td>
</tr>
<tr>
<td>Section 6: Receipt of Intern Manual and Due Process/Grievance Procedure</td>
<td>109</td>
</tr>
</tbody>
</table>
Section 1: Internship Program
Program Overview

Introduction

Jefferson Center is the not-for-profit community mental health center serving Jefferson, Clear Creek, and Gilpin counties since 1958. Our mission is to inspire hope, improve lives and strengthen our community by providing mental health and related solutions for individuals and families. We strive to create a community in which mental health matters and care is accessible to all.

We are partners with our community; working together to create a place that fosters mental health and supports those with mental health challenges. Our services are provided through numerous clinical locations in our three county service area, in addition to schools, nursing homes, senior centers, and other partner locations throughout our community.

Jefferson Center’s shared values are:

People First

Caring for those with whom we serve, work, and partner drives every single action and interaction. We strive to always act with integrity and intentionality that truly places people at the forefront of our organization and our decisions. We give people a voice, welcome their opinions and viewpoints, and encourage understanding and open-mindedness.

Empathy with Excellence

Our compassion brings a warmth and sincerity to our work. Yet, our empathy must be equally balanced with excellence. We hold ourselves accountable for achieving the best customer service and stewardship possible. Empathy with excellence, whether it relates to appointment availability or resource management, ensures our clients, employees, and partners receive our best, every day.

Collaborate to make Life Better

Our goals are best accomplished by working hand-in-hand with clients, family members, co-workers, colleagues, partners, community agencies, businesses, elected officials, and peer organizations throughout the state and nation. We embrace our leadership position, and we know that through meaningful cooperation and shared insights, we can help individuals live life better, while doing the most good for our community.
Community Minded

We take seriously our important role in strengthening and sustaining healthy communities. As creative problem solvers embedded in our community, we provide an authentic, local voice as we work to shape healthy communities one person at a time.

Anticipate and Evolve

We persistently, proactively seek better ways to serve our clients and communities. We bring energy and enthusiasm to meeting unanticipated challenges with unexpected solutions and lead the way to improve the health of our communities and our own organization.

Dignity for All

We treat everyone with respect and compassion regardless of their socioeconomic status, age, gender, culture, mental status, etc. When our employees, clients, and partners feel free from judgment, they are better able to become their best selves.

Jefferson Center's clinical programs are grounded in the values of resiliency and recovery, and the entire organization strives toward being trauma-informed in view of the high prevalence of trauma among the populations we serve. Jefferson Center services are person-centered and promote hope through care that supports achievable positive outcomes.
Training Philosophy

The Jefferson Center Doctoral Psychology Internship program seeks to train interns to become clinical psychologists with a firm foundation in health services psychology. Our philosophy is three-fold: (1) that training in health services psychology is a continuing developmental process, and (2) that providing a broad range of training opportunities is optimum for the growth of developing clinical skills, and (3) that clinical health services psychology is a science-based discipline and research should inform practice.

First, our philosophy emphasizes the continual professional development of our interns. Jefferson Center seeks to build on the skills developed during the intern’s doctoral education and practicum placements through systematic assessment and training. As interns progress through the internship rotations, they are given more and more complex cases in therapy and assessment. By the end of the internship year, interns should graduate as competent entry-level clinical psychologists who can function in a variety of settings and continue to develop professionally throughout their careers. Thus, our developmental approach ensures that training for practice in clinical psychology is sequential, cumulative, and graded in complexity.

Second, our philosophy provides a broad range of training opportunities to optimize development of clinical skill. Jefferson Center offers a broad range of training sites that cover the entire developmental spectrum. Through two major and four minor rotations, interns practice in a variety of settings that give them a diverse set of clinical experiences and prepare them for work in a variety of roles.

Finally, our philosophy is that clinical psychology must be a science-based discipline. We seek to further develop the appreciation of science as the foundation for the practice of clinical psychology throughout our training program. Research informs the practice of psychology at Jefferson Center, from our use of Partnership in Change Outcome Management System, to our use of evidence-based practices (EBP) throughout our programming, and ongoing outcome research in our Performance, Quality, and Effectiveness (PQ&E) Department. Our internship program exposes interns to ongoing use of research to inform treatment across all rotations and gives them experience in participating in designing and monitoring of outcomes research.

Administration of the Internship

The Internship Training Director directs and organizes the organizational and administrative aspects of the training program and its resources, ensures the integrity and quality of the program, including the provision of quality care to clients. The Training Director with the assistance of the Administrative Assistant, maintains the internships’ documents, maintains interns’ training records; monitors and evaluates the training program’s goals and activities and seeks to ensure that the training program consistently meets APPIC requirements.

The Training Director is responsible for the minutes of the quarterly meetings and
facilitating program changes that are identified during mid-year and end of year evaluations.

The Doctoral Psychology Internship Training Committee is comprised of the Training Director, Coordinator, and Primary Supervisors. The Training Committee meets quarterly for ongoing planning, quality improvement, and training needs of the interns. The Training Committee also meets extensively in November, December, and January to screen new applicants, participate in interviews, ranking and the selection of the new internship class. As committee members they are responsible for provision of primary supervision by a licensed psychologist (including clinical responsibility for all of the interns’ clinical work and cases), and for the operation of the training program, including the didactic training seminars.

The Administrative Assistant maintains all internship files. She facilitates the evaluation process to ensure all evaluations are done blind prior to providing feedback. The Administrative Assistance coordinates Internship activities, presentations, and meetings.

Training Program Description

Our internship program provides comprehensive training that is broad and general, developmental, and anchored in the practitioner-scientist model. Training focuses on profession-wide competency areas expected for entry-level practice and derived through a multi-step process. Ongoing evaluation of intern functioning in specific competency areas allows us to track progress and address areas that may require additional training. Interns are evaluated on their demonstration of appropriate knowledge, skills, and attitudes in the key competency areas.

Intern training is enhanced by early identification of individual training needs and interests. During the first month of training, all interns complete a self-assessment that forms the basis for the individualized training plan, which addresses not only individual differences in prior training, but also the intern’s clinical interests and career goals. Various training approaches are utilized across settings, including direct supervision by experienced clinical supervisor psychologists, direct observation (either live or video/electronic) of the intern, participation in co-therapy, utilization of role-play and enactment, observational learning, formal didactic training, and promotion of reflective practice through self-reflection and self-evaluation to facilitate continuous improvement of professional performance.

By incorporating a mentoring model coupled with experiential training under close supervision, our program is designed to nurture interns’ success. Training is sequential, cumulative, and increasing in complexity over the course of the internship. Interns are expected to move toward professional autonomy as they progress through the training year. This ensures that interns will be able to demonstrate the levels of competency that are necessary for entry-level practice or post-doctoral training at the end of their internship.
The program’s training model promotes appreciation and understanding of diversity by ensuring nondiscrimination in all training approaches, by addressing diversity as a competency area, and by creating an environment that nurtures success for all interns.

In addition to experiential training, didactic seminars focus on providing current research-based education on the above goals. Interns participate in seminars related to professional development, ethics, culture and practice, theories of assessment, treatment of psychological disorders, and the relationship between psychological and physical health.

Training Goals, Objectives, and Competencies

The Doctoral Psychology Internship Program at Jefferson Center is committed to training that emphasizes both the professional and personal development of interns in a community mental health setting.

The overarching goal of the Jefferson Center Doctoral Internship is to support, develop, and train psychology interns who, after completion of the internship year, will have the ability to integrate the knowledge, skills, and attitudes required for successful entry into the practice of professional psychology. Jefferson Center’s Internship Goals and Objectives are listed below. For competencies associated with the goals/objectives please see the Intern Performance Evaluation form in Appendix F.

**Goal 1: Interns will achieve competence appropriate to their professional developmental level in the area of Evidence-based practice in intervention**

*Objective 1.1*  
Interns show ability to effectively form case conceptualization and create appropriate treatment planning.

*Objective 1.2*  
Interns show the ability to implement therapeutic interventions.

*Objective 1.3*  
Interns show the ability to implement crisis interventions.

*Objective 1.4*  
Interns demonstrate fundamental therapeutic skills.

**Goal 2: Interns will achieve competence appropriate to their professional developmental level in the area of Evidence-based practice in assessment**

*Objective 2.1*  
Interns demonstrate diagnostic skill and clinical formulation.

*Objective 2.2*  
Interns demonstrate skill at instrument selection, administration, and scoring.
Objective 2.3
Interns demonstrate ability to accurately interpret assessment data.

Objective 2.4
Interns demonstrate ability to write cogent reports which communicate the salient aspects of the assessment.

Objective 2.5
Interns accurately communicate assessment findings to the referring party and client(s).

Goal 3: Interns will achieve competence appropriate to their professional developmental level in the area of Ethical and legal standards

Objective 3.1
Interns show knowledge of ethical, legal and professional standards as it relates to the practice of psychology.

Objective 3.2
Interns adhere to ethical principles and guidelines.

Goal 4: Interns will achieve competence appropriate to their professional developmental level in the area of Individual and cultural diversity

Objective 4.1
Interns show awareness of self and others as cultural beings within the larger context of diversity.

Objective 4.2
Interns take into consideration the effects of culture on clinical activities.

Objective 4.3
Interns use evidence-informed approach to cultural considerations.

Goal 5: Interns will achieve competence appropriate to their professional developmental level in the area of Research

Objective 5.1
Interns demonstrate ability to apply scientific knowledge to practice.

Objective 5.2
Interns can apply scientific knowledge to the process of program evaluation.

Goal 6: Interns will achieve competence appropriate to their professional developmental level in the area of Professional values and attitudes

Objective 6.1
Interns show professional awareness as evidence by their behaviors across settings.
Objective 6.2
Interns demonstrate self-awareness and engage in reflective practice.

Goal 7: Interns will achieve competence appropriate to their professional developmental level in the area of communications and interpersonal skills.

Objective 7.1
Interns show professionalism in interpersonal relationships and communications with others.

Objective 7.2
Interns demonstrate appropriate skills in clinical documentation.

Goal 8: Interns will achieve competence appropriate to their professional developmental level in the area of Consultation/interprofessional/interdisciplinary

Objective 8.1
Interns display knowledge of and appropriate use of multidisciplinary collaboration.

Objective 8.2
Interns display knowledge of and appropriate use of inter-professional collaboration.

Objective 8.3
Interns display knowledge of theories and methods of consultation

Objective 8.4
Interns display knowledge of and appropriate use of case management skills.

Goal 9: Interns will achieve competence appropriate to their professional developmental level in the area of Supervision

Objective 9.1
Interns demonstrate knowledge of theories and methods of supervision.

Objective 9.2
Interns demonstrate effective use of supervision.

Objective 9.3
Interns demonstrate effective provision of supervision.
**Training Schedule**

The internship training year starts in September and concludes the last week of August the following year (52 weeks, excluding Personal Annual Leave and holidays). Interns are expected to work 45 – 50 hours per week (approximately 20 hours per week or 50% of time is spent in face-to-face contact) and must complete 2000 hours for successful completion of the internship program. The schedule below provides an *approximation* of the number of hours interns will spend each week in the following activities:

- **Major Clinical Rotations**
  Each intern will participate in one 16 – 24 hour Major Clinical Rotation each six-month period. The Internship Program will attempt to match the interns with their major rotation of choice during each six-month rotation. In the event of competing interests, the desired rotations can be alternated at the end of the first six-month period, allowing interns to be matched with their area/s of interest. There may be consideration of individualized programs that include two three month rotations, for example, within the six-month block, depending on intern interest and program availability for a briefer rotation. Time for team meetings, group supervision, documentation and other paperwork is built into the rotation.

<table>
<thead>
<tr>
<th>Major Clinical Rotation Options</th>
<th>Description</th>
<th>Length of Rotation</th>
<th>Number of Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Services</td>
<td>Outpatient - Intakes, Individual and Group Therapy; Specialized programs in older adult, DBT</td>
<td>6 months</td>
<td>16 - 24</td>
</tr>
<tr>
<td>Family Services</td>
<td>Outpatient - Intakes, Individual, Family and Group Therapy Specialized service opportunities in home based, early intervention</td>
<td>6 months</td>
<td>16 - 24</td>
</tr>
<tr>
<td>Integrated Care</td>
<td>Brief behavioral health interventions in a primary care setting; psycho-educational classes on health and wellness</td>
<td>6 months</td>
<td>16 - 24</td>
</tr>
</tbody>
</table>
• **Minor Rotations**
  Each intern will participate in 3 minor rotations to provide experience in several key competencies of health services psychologists.

<table>
<thead>
<tr>
<th>Minor Rotation</th>
<th>Description</th>
<th>Length of Rotation</th>
<th>Number of Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access / Emergency</td>
<td>Behavioral health assessment, crisis and emergency assessment and intervention</td>
<td>6 months</td>
<td>8 – 10</td>
</tr>
<tr>
<td>Research</td>
<td>Outcome research experience using Center data to explore clinical issues impacting the Center and the clients</td>
<td>12 months</td>
<td>4</td>
</tr>
<tr>
<td>Psychological Assessments</td>
<td>Psychological evaluation (testing, report writing, consultation and feedback).</td>
<td>12 months</td>
<td>6 - 8</td>
</tr>
</tbody>
</table>

• **Supervision - 4 - 6 hours**
  - **2 hours** – Individual with primary supervisor
  - **2 hours** – psychological assessment supervisor
  - **1 hour** – Access rotation supervisor
  - **1 hour** – supervision of supervision

• **Didactic Training and Seminars – 2 hours**

• **Committee Involvement - optional**
  Interns are also encouraged to participate on one of several Jefferson Center committees, as an added value to their experience, time and interest permitting.

Jefferson Center uses multidisciplinary teams across all settings. Interns will have the opportunity to interact daily with staff from virtually all mental health disciplines including social work, psychiatry, nursing, licenses counselors, and peer specialists. On our Integrated Care rotation, interns will work across most medical disciplines.
Intern Training Plan

At the beginning of each rotation, the intern works with the primary supervisor to identify specific training needs of the intern. The Intern Training Plan identifies competencies of specific focus and training activities to support the acquisition of them. A copy of the Intern Training Plan can be found in Appendix E.

Psychological Assessment Training

The program recognizes that the ability to competently perform psychological assessments is one of the distinct features of the practicing psychologist’s role. Interns are expected to have acquired knowledge and technical skills in graduate school sufficient to accurately administer and score a full psychological battery of tests. The emphasis in the internship program is on further development of the intern’s ability to integrate data and to write succinct, high quality reports.

Each intern will be required to complete six integrative psychological assessments during the year. Referrals may come primarily from the outpatient teams. Assessments will generally include a clinical interview; administering, scoring and interpreting a full battery of intellectual and personality assessments, including projective and objective measures; writing a report; and providing feedback to the person being tested (for children, including parent/guardian) and referral sources.

Supervision

Interns will be assigned a licensed psychologist as their primary clinical supervisor who provides two hours per week of face-to-face, formal, individual supervision. After six months, interns will rotate supervisors in order to broaden their experience with supervisory styles. Supervision will focus on review of the intern’s caseload, discussion of specific cases, professional development, and evaluation of training progress. Interns will also receive two hours a week of psychological assessment supervision in a group setting. Depending on their major rotation, interns may also receive one to two hours of supervision from on-site supervisors in individual and/or group setting.

Didactics & Seminars

Interns will attend at least two hours per week of didactic training. There are 4 monthly seminars covering professional development, assessment, evidence-based practices and cultural / diversity topics. There are also weekly didactics which cover a wide range of clinical topics. (Please see sample schedules in Appendix C).

Each intern is required to present at a seminar during the training year. Two presentations will be research- centered and based on 1) the intern’s dissertation and 2) the intern’s outcome study from research rotation. Interns will also present formal case studies supported by an empirical or theoretical foundation. Agency staff is invited to attend these presentations.
Interaction with Internship Committee

The interns meet with the internship committee on multiple occasions during the training year. In addition to case study, dissertation, research, and assessment presentations, interns interact with the committee during the Professional Development Seminar, while providing evaluations of their rotation experiences, and other informal activities.

Intern Performance Evaluation and Evaluation of Training Experience

Initial Beginning of Internship Self-Assessment

In early September, interns’ skill levels and experiences to date are assessed by the Internship Training Staff in collaboration with the interns. The Doctoral Psychology Intern Evaluation Form is intended to provide a snapshot of interns’ strengths as well as directions for further development. Interns are familiarized with guidelines for goals and objectives in each area of training as specified on Doctoral Psychology Intern Performance Evaluation Form (see Appendix F). Interns, in discussion with supervisors, create initial training goals during this period.

As part of the self-assessment process, our Doctoral Internship Supervisors set aside time to learn about our interns’ background, interests, and learning style. More formally, we emphasize the importance of diversity by conducting self-assessment of cultural competencies with interns in the first month. This is done in the Cultural and Diversity group supervision, it is non-evaluative, and uses the Multicultural Counseling Awareness Scale – Revised (MCKAS) which can be found in Appendix D.

Doctoral Psychology Intern Evaluation Process

In addition to the initial baseline assessment to establish competency baselines in the first month of internship, interns are evaluated informally and informally by the internship Training Staff using the schedule below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Rotation</th>
<th>Time period covered</th>
<th>Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal</td>
<td>Mid 1st Rotation</td>
<td>3 months</td>
<td>End of November</td>
</tr>
<tr>
<td>Formal</td>
<td>Final 1st Rotation</td>
<td>6 months</td>
<td>End of February</td>
</tr>
<tr>
<td>Informal</td>
<td>Mid 2nd Rotation</td>
<td>3 months</td>
<td>end of May</td>
</tr>
<tr>
<td>Formal</td>
<td>Final 2nd Rotation</td>
<td>6 months</td>
<td>Mid-August</td>
</tr>
<tr>
<td></td>
<td>End of Internship</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Informal evaluations occur during the fall and the spring: mid-first rotation and mid-second rotation. Supervisors review progress with interns informally to ensure appropriate competency attainment throughout the training year. This allows the training staff to be more aware of each intern’s strengths and growing edges, and be on the same page in regards to the training needs of each intern. This will help members of the staff to more consistently provide the appropriate types of support, supervision, and assistance for optimally facilitate interns’ continued learning and growth.
Formal evaluation occurs twice during the training year; the end of the first rotation and the end of the second and final rotation. Interns and supervisors complete evaluation forms, engage in more substantial discussion of the evaluations, and at the 1st rotation evaluation, identify new or revised training goals arising from the evaluations.

During the informal and formal evaluations, the competency areas (see evaluation form in Appendix F) are reviewed and rated. At the formal evaluation, the interns also provide evaluation and feedback of supervisors (Appendix G) and the internship program (Appendix H). Interns are also encouraged and invited to provide ongoing formative feedback to supervisors/trainers and to the Training Director in regards to the internship program overall throughout the training year.

**Evaluation of Supervisors and Doctoral Psychology Internship Program**

The internship committee meets quarterly. At the midpoint of the training year, the committee determines any adjustments needed to the training program. Data for program review are:

- Interns’ mid-year and end of year evaluations by the supervisors;
- Interns' mid-year and end of year evaluations of the program;
- Supervisory evaluations and feedback from interns; and
- Rotation site supervisor feedback.

The Training Director also invites feedback throughout the year during internship meeting times, and through a formal discussion at the end of the internship year. Each year there are some small adjustments to the program. Occasionally more significant adjustments are made to the training program based on each year’s interns’ feedback. Feedback about the internship program is also obtained from the Center staff at the end of each internship year. Any substantive change to the program is reviewed carefully and reported to APA.

**Successful Completion of the Internship**

Minimum for each program goal/objective/competency is “3 – competent at an entry level psychologist level.” Appropriate termination and/or transfer of clinical cases are required by the week before the official ending date of the internship year, at the latest. If the intern’s actual last day in the office will be sooner, then arrangements must be made prior to the intern’s departure.

All clinically related documentation must be written, and reviewed, approved and “locked” by the appropriate supervisor before the intern’s last day at the office. If an intern leaves without having completed all paperwork, they should be aware that this will be reflected in any letters of recommendations given by Jefferson Center staff. The intern’s graduate program will be notified of this. Additionally, it is possible that the intern’s internship will not be considered complete, and may be reflected in any documentation requested (e.g. verification of internship completion to graduate program or state licensing agency).
In order for interns to maintain good standing in the program by the end of the first training rotation interns must:

- obtain ratings of at least a "2" (beginning mastery) for each goal/objective/competency area on their mid-year formal Intern Performance Evaluation; and
- not be found to have engaged in any significant ethical transgressions.

In order for interns to successfully complete the program they must:

- obtain ratings of at least a "3" (Entry Level Professional Mastery) on all items for each goal/objective/competency area on their end-of-year Formal Intern Performance Evaluation;
- complete 6 integrated psychological assessments;
- present a case study utilizing evidence-based interventions or assessments before the Doctoral Psychology Internship Training Committee and selected staff; and
- not be found to have engaged in any significant ethical transgressions

**Post-Internship Survey**

To continue evaluating the effectiveness of our training program in preparing interns for their transitions to becoming a professional psychologist, the internship committee gathers data from interns who have completed our program.

At the end of internship, interns will be asked for written permission to allow us to contact them in the future, in order to request that they complete our post-internship survey. This survey asks about their internship experiences and current professional position(s) and achievements.

The form for the Post-Internship Contact Information can be found in Appendix J and for the Post Internship Survey see Appendix K.
Section 2: Policies and Procedures
Interns Rights and Responsibilities

Rights of Interns:
In general, Jefferson Center will provide interns with the opportunity to work in a setting conducive to the acquisition of skills and knowledge required for a beginning professional health services psychologist and will provide training and supervision to support their acquisition of skills and knowledge.

More specifically, interns have the following rights:

- The right to a clear statement of general rights and responsibilities upon entry into the internship program, including a clear statement of goals of the training experience.

- The right to clear statements of standards upon which the intern is to be evaluated two times/year (see Intern Evaluation Form, Appendix G, page 58).

- The right to be trained by professionals, who behave in accordance with the APA Ethics Code and APA practice guidelines.

- The right and privilege to be treated with professional respect, as well as being recognized for the training and experience attained prior to participation as an intern at Jefferson Center.

- The right to ongoing evaluation that is specific, respectful, and pertinent.

- The right to engage in ongoing evaluation of the training experience.

- The right to initiate an informal resolution of problems that might arise in the training experience through request(s) to the individual concerned, the Internship Training Director, and/or the training staff.

- The right to due process to deal with problems if informal resolution has not been successful, or to determine when rights have been infringed upon (see Due Process section in this Manual).

- The right to request assistance in job search and application.

- The right to privacy and respect of personal life.

- The right to expect that the training staff will try to make accommodations to meet any special training needs to ensure the intern is able to fully benefit from training.

- The right to professional office space equipped with computers and telephones that allows for professional interaction and the delivery of clinical services.
Responsibilities of Interns

Jefferson Center doctoral psychology interns are trainees with a goal of becoming competent entry-level professional health services psychologists, and, as such, are expected to:

Behave according to the APA Ethics Code and other APA practice guidelines.

Behave in accordance with the laws and regulations of the State of Colorado and with HIPAA.

Act in a professionally appropriate manner that is congruent with the standards and expectations of each internship site, to integrate these standards as a professional psychologist into a repertoire of behaviors, and to be aware of the impact of their behavior on other colleagues.

Responsibly meet training expectations by fulfilling training goals and minimum criteria for internship completion.

Make appropriate use of supervision and other training formats (e.g., seminars) by, for instance, arriving on time and being prepared, taking full advantage of the learning opportunities, maintaining an openness to learning, being able to accept and use constructive feedback, and participating actively in discussions.

Manage personal stress by tending to personal needs, recognizing the possible need for professional help, accepting feedback regarding this, and, if warranted, seeking that help.

Give professionally-appropriate feedback to peers and training staff and to the training program with respect to their training needs and experiences.

Actively participate in the training, service, and overall activities of the Center, with the end goal of being able to provide services across a range of clinical activities.

Primary Psychologist Supervisor Responsibilities

1. The responsibility to act in a professional manner and in accordance with the APA Ethical Principles and Code of Conduct, Colorado State Psychologists Licensing Act, psychology staff policies and procedures.

2. The responsibility to ensure that interns are familiar with, and adhere to, the APA ethical guidelines, laws and regulations specified by the State of Colorado, psychology staff policies and procedures.
3. The responsibility to complete a training agreement which specifies each intern’s personal training goals and the professional skills to be acquired on each rotation. This training agreement will also identify the types of training experiences and supervisory assistance needed to accomplish the training goals. This agreement is passed to the next supervisor to ensure continuity in the training experience.

4. The responsibility to provide ongoing feedback to the intern and to complete a formal evaluation of the intern’s progress at the mid and end-point of each rotation. Written record of this evaluation will be maintained and a copy provided to the Director of Psychology Training.

5. The responsibility to provide a minimum of two hours of individual supervision per week and to be available to provide support/guidance to the intern outside of scheduled supervision times. The responsibility to provide guidance regarding all clinical, ethical, legal and professional matters. The use of observation of assessment and therapy sessions will be used to enhance the supervision process.

6. The responsibility to coordinate the training of the interns with appropriate team supervisors and to function as a liaison between the intern and other staff members.

7. Maintains overall responsibility for all supervision, including oversight and integration of supervision provided by other mental health professionals.

8. The responsibility to co-sign all of the intern’s written documentation in compliance with the business practice standards of Jefferson Center.

9. The responsibility to participate in the intern’s scheduled didactic training activities as needed.

10. The responsibility to participate as a member of the Psychology Training Committee and attend scheduled meeting to discuss the interns’ progress and to assist with ongoing program evaluation.

11. The responsibility to assure that each intern is afforded the best possible training experience.
DUE PROCESS, APPEAL, AND GRIEVANCE PROCEDURES FOR INTERNS

I. PURPOSE
To provide policy and procedures for fair and effective intern appeals, grievances, and remediation processes. All interns are evaluated in accordance with the procedures outlined in the Internship Training Manual/Evaluation section.

II. POLICY
This policy provides direction on doctoral psychology intern progress and performance reviews, corrective action, and appeals in view of Jefferson Center’s commitment to promoting professional development. Inasmuch as possible and consistent with the quality of care provided by the Center, the goal is to promote intern competency and foster intern performance consistent with Colorado State law, professional ethics, and organizational policy.

III. DUE PROCESS AND APPEAL PROCEDURES

Progress and Performance Reviews
Interns experience significant developmental transitions during the training period. One aspect of the training process involves identification of intern clinical performance and/or professional demeanor problems. A problem may be defined as a behavior, attitude, or other characteristic which may require remediation, but is not excessive or outside the domain of behaviors for professionals in training (Lamb, Baker, Jennings, & Yarris, 1983). Most problems are amenable to supervisory procedures and training. Some problems, however, may prove irremediable or serious, and actions that may be taken in these cases are noted below.

When problems persist despite supervisory feedback and guidance, more significant interference with professional functioning may emerge and lead to a more persistent problem in one or more of the following ways: 1) an inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behaviors; 2) an inability to acquire professional skills in order to reach an acceptable level of competency; and/or 3) an inability to control personal stress, psychological dysfunction, and/or strong emotional reactions which interfere with professional functioning (Lamb et al., 1983).

More specifically, problems will typically become identified as persistent problems if they include one or more of the following characteristics (Lamb, Presser, Pfost, Baum, Jackson, & Jarvis 1987):

- The intern does not acknowledge, understand, or address the problem when it is identified.
- The problem is not merely a reflection of a skill deficit that can be rectified by academic or didactic training.
- The quality of services rendered is negatively affected.
- The problem is not restricted to one area of professional functioning.
• The problem requires a disproportionate amount of attention by training staff and/or;
• The intern's behavior does not change as a function of feedback or remediation efforts after a period of time identified for effective remediation.

Should a supervisor or site staff person believe an intern is not performing in an appropriate/professional manner or is showing evidence of a performance problem, it is that person’s responsibility to provide feedback to the intern. Intern behaviors that are considered to be inappropriate or unprofessional include but are not limited to:

• Clinical performance problem: a failure to acquire sufficient clinical skills to reach an acceptable level of competency in the skill areas outlined as internship Goals and Objectives (see pages 5 - 7 of this Manual) during the training year.
• Professional demeanor concern: an inability to address personal stress, psychological difficulties, and/or strong emotional reactions such that they interfere with professional functioning.
• Scheduled evaluation times:
  o At mid rotation the primary supervisor meets with the intern and, using the Intern Performance Evaluation form as a guideline, reviews progress to date. This informal review process is documented in the supervisors’ supervision notes with particular attention paid to any competency that is below expectation. The following scores would trigger a Due Process:
    • At the midpoint of the first 6-month major rotation, should any competency be less than 1.5, the Due Process procedure is begun.
    • At the midpoint of the second 6-month major rotation, should any competency be less than 2, the Due Process procedure is begun.
  o At the end of the first rotation, should any competency be less than 2 on the Mid-term Evaluation Form, the Due Process procedure is begun.

The clinical supervisor should discuss the concern with the intern in a supervisory session. If another staff member has a concern, they should arrange a meeting with the intern. In such cases the staff person may (but is not required to) invite the intern’s supervisor or the Internship Training Director. In any event, whether the discussion is originated by a supervisor or other staff member, the discussion should be documented and placed in the primary supervisor’s supervisory file.

If after an informal discussion, the issue is not resolved, the intern may be given a verbal warning, followed by a written notice of competency concern when there is little or no progress met in addressing the concerns outlined in a verbal warning. The verbal warning should be documented and placed in the supervisory file. The written notice of competency concern should be placed in the Intern file. The Intern file is confidential and viewable only by the current supervisor and Internship Training Director.

Should the problem persist, the Internship Training Director will work with the site staff and intern supervisor to develop a written Development Plan to facilitate improvement in
the intern’s performance, using the model developed by the Council of Chairs of Training Councils (CCTC Guidelines for Communications, 2007). The Development Plan provides written documentation of:

- Concerns requiring remediation
- Criteria for remediation
- Deadline for completion of plan
- Action plan
- Consequences for failure to remediate

The intern, supervisor, and the Internship Training Director will sign and date the Intern Development Plan. A copy is given to the intern and a copy is placed in the intern’s file. The Director of Clinical Training at the intern’s academic program will also be given a copy of the Intern Development Plan.

If at any point during review of an intern’s performance it is determined that the welfare of the intern and/or any client has been jeopardized, the intern’s case privileges will either be significantly reduced or removed for a specified period of time. Also, the intern’s academic program Director of Clinical Training will be notified of this action. At the end of the specified time, the intern’s primary supervisor, in consultation with the site training staff, will assess the intern's capacity for effective functioning and determine if the intern’s case privileges can be reinstated or if the reduction/removal should continue for another specified period.

Should an intern commit a felony, have sexual contact with a client, or perform any other serious violation of ethical conduct, s/he will be placed on suspension immediately, with further disposition determined by the Internship Training Director and the Internship Training Committee. The Internship Training Director may report the incident to outside agencies if client welfare warrants.

Levels of Notification/Remediation

Once a performance or professional demeanor problem has been identified, it is essential that the intern be notified and opportunities to remediate the difficulty be made available. The following represent several possible actions, in order from least to greatest severity of the problem.

Verbal Warning
A verbal warning is appropriate for minor or moderate problems that may be remedied by an educative approach. A verbal warning is designed to be primarily educative in nature and is typically addressed with the intern in supervision. The intern is provided with a clear description of expectations for appropriate behaviors, attitudes, or other characteristics. Depending on the nature of the problem, supervision time might be increased and/or changed in format or focus, and case assignments may be changed. The supervisor will document the verbal warning and discussion of the problem and expectations in
their supervisory notes. This level of remediation is not formally documented in the intern’s file. The action of a Verbal Warning will be noted in the communication log without reference to specifics in order to document that the Due Process procedure was initiated.

**Written Notice of Competency Concern**
A written notice of Competency Concern follows a verbal warning when there is little or no progress met in addressing the concerns outlined in a verbal warning. It is primarily educative in nature with the purpose of increasing structure to help the intern address competency concerns. The intern is provided with a clear written description of expectations for the appropriate behaviors, attitudes, or other characteristics. As in the verbal warning, needed resources are identified and provided. The supervisor will document the written notice of concern and discussion of the problem and expectations in the intern’s file.

**Development Plan**
If the problem is not resolved through informal verbal or written warnings, or if the problem is serious (i.e. adverse client impact or the completion of internship in jeopardy are serious) the intern is notified of this level of concern and a Development Plan is written. The Development Plan includes a list of: concerns with respect to expected competencies; the date/s the problem/s was/were brought to the intern’s attention; who notified the intern of the concern; what, if any, steps were already taken to rectify the problem/s; expectations for improvement or remediation; the intern’s responsibilities; the staff/supervisor responsibilities; the measurable improvement in the competency(ies) required for the intern to be on track for successful completion of the internship; the timeframe for acceptable performance; the assessment methods; the dates of follow-up evaluation; and the consequences of unsuccessful remediation. This level of remediation is documented in the intern’s file and a copy is sent to the intern’s academic program Director of Clinical Training.

**Extension of the Internship or Recommendations for a Second Internship**
In situations in which the intern has made some but insufficient progress prior to the end of the internship, the intern may be required to extend his/her stay at the internship site (without additional stipend compensation) in order to complete the requirements. In some cases, the intern may be required to complete part or all of a second internship. In either case, the intern must demonstrate a capacity and willingness for full remediation. In such instances, the Director of Clinical Training at the intern’s academic program will be notified and consulted.

**Suspension or Dismissal**
Suspension or dismissal may be considered in cases involving: serious violations of the APA Code of Ethics or state, or federal regulations/statutes; imminent harm to a client; a preponderance of unprofessional behavior; evidence of impairment; or inability to remediate a performance problem. Suspension is a mandated leave of absence and release from all clinical duties for a designated
period. Dismissal is a permanent termination. In the case of suspension or dismissal, the intern is notified immediately of the decision, provided with documentation of the reasons, and referred to the procedure for appealing suspension and/or dismissal. A recommendation for dismissal must be approved by Jefferson Center's CEO.

If the decision is made to suspend or dismiss an intern, the Internship Training Director will send written notification to the intern’s academic program Director of Clinical Training within two working days of the decision. In the case of dismissal, the Internship Training Director will include recommendations to the academic program regarding professional development options.

Due Process and Appeal Procedures for Interns

Notice and Appeal
In the event an intern wishes to appeal notification of a performance or professional demeanor problem, they should avail themselves of the appeal procedure.

Typically, complainants should first take their concerns to the person(s)/body with whom they take issue and attempt an informal resolution. If this is not feasible or if the complainant is not satisfied with any proposed resolution, he/she should next speak with an internship supervisor, Center manager, or Psychology Internship Training Director and enlist this person’s assistance in facilitating informal discussion and conflict resolution.

The above informal processes do not constitute a formal appeal. If these informal approaches are not successful, the complainant may utilize the appeal procedures listed below.

Appeal Process
An intern may appeal any decision or action taken by a supervisor, the Training Committee, or the Training Director. All appeals are recorded in an Appeal Log. The Appeal log is kept in the locked Internship file along with documents related to complaints and grievances. All steps in the procedure should be carefully documented, with copies distributed to the intern and the Internship Training Director or, if the complaint is against the Training Director, the Director’s supervisor.

Appeal Procedures
a. The intern must promptly file a written appeal with the Internship Director (or, if the complaint is against the Training Director, the Director’s supervisor), within ten working days from the time the appealed decision/event/action took place. The appeal should include a statement of the reasons the intern is filing the appeal and proposed resolution(s). The intern should provide appropriate documentation regarding the decision/event/action given by the Supervisor or Training Committee for its decisions or actions, and why the decisions or actions should be reconsidered or withdrawn. To aid the intern
in the appeal process, he or she will be provided access to all documentation used by the Supervisor or Training Committee in deriving its conclusions.
b. Within five working days of receipt of the written appeal, the Internship Director (or, if the complaint is against the Training Director, the Director's supervisor), who chairs the Panel will appoint an Appellate Review Panel. The Panel will consist of the Chair, two supervisory staff members selected by the Chair, and two supervisory staff members selected by the intern.
c. The Chair is empowered to secure any and all materials and documents related to decision/event/action under appeal and to question persons who may have information helpful to Panel deliberations. A simple majority will decide all appeal decisions. The Chair will cast a vote only in the case of a tie. In addition to the written appeal, the intern may make a personal appearance before the Appellate Review Panel to present oral and/or written testimony or may choose to submit written testimony in lieu of personal appearance.
d. Within five working days of the adjournment of the Panel the Chair will present the findings and recommendations of the Appellate Review Panel in writing to the CEO of Jefferson Center.

Final Adjudication
The CEO of Jefferson Center will respond to the Appellate Review Panel's recommendations within five (5) working days of receipt of the report. The CEO may accept, modify, or overrule any and all of the Appellate Review Panel's recommendations. The CEO will advise the intern and the Internship Training Director of the final decision.
Grievance Procedures for Interns

I. PURPOSE
The purpose of this policy is to provide interns with procedures to grieve concerns they may have about the training program, persons in the training program, or other matters associated with their experience at Jefferson Center.

II. POLICY
It is the goal of the Jefferson Center to promptly resolve grievances in an informal manner if possible. If the intern complainant is not satisfied with attempts at informal resolution, the complainant may utilize formal grievance procedures. The goals of this policy are to provide procedures for processing intern grievances and to enhance the training environment at Jefferson Center.

III. PROCEDURE

Informal grievance procedures for interns
If an intern has a grievance about a general policy or practice in the internship training program or the Center, he/she should first address this with the immediate supervisor. If the intern is not comfortable approaching an immediate supervisor, he/she may bring the matter to the attention of the Internship Training Director. Interns may consult with their internship supervisor or the Internship Training Director on avenues for informal resolution. The informal complaint will be logged on the informal complaint log with the issue and resolution but without the intern’s name. The log is used in annual review of the program for improvements and training.

If the matter remains unresolved or if an intern is uncomfortable employing informal resolution, the intern may file a formal grievance.

Formal grievances should be submitted to the Internship Training Director or, if the grievance involves the Training Director, the Director’s supervisor, who serves as chair the Grievance Committee. The chair assembles a three-person committee in five business days of the grievance being filed. The committee will be composed of members from the Psychology Intern Training committee, one of whom is chosen by the intern and two of whom are appointed by the Chair. This committee will, in a timely fashion, gather information regarding the grievance, inform the intern of its findings, and offer recommendations to the Internship Training Director or, if the complaint involves the Internship Training director, that person’s supervisor. Should the intern contest this decision, s/he can take the issue to the Jefferson Center President and CEO. The CEO will review the information and render a final decision and communicate this decision in writing to the intern and to other persons or bodies responsible for executing any resolution.

The Internship Training Director records the outcome of the grievance review in a Grievance Log and includes documentation of the Grievance Committee proceedings, including minutes of any/all meetings. Minutes should include date/time of the meeting, people in attendance, definition of the grievance, solutions tried to date, and results of the review.
Intern Selection and Academic Preparation Requirements Policy

I. PURPOSE
To provide policy and procedures for the fair selection of interns and the academic preparation required for the application process.

II. POLICY
This policy provides direction regarding the selection process for interns applying to the internship at Jefferson Center.

III. PROCEDURE
There are two full-time openings for psychology interns. All complete applications from students in APA accredited programs in clinical or counseling psychology that are electronically submitted to us through APPIC by our deadline are reviewed by at least one member of the Training Committee. We are particularly interested in matching with interns who share our passion in working with traditionally underserved and disenfranchised populations. Jefferson Center is an equal opportunity, Affirmative Action employer. Jefferson Center and its Doctoral Psychology Internship Program are committed to the recruitment of culturally and ethnically diverse interns. We encourage inquiries and applications from all qualified individuals.

All completed applications are reviewed for the following requirements:
- Doctoral student in an APA-accredited Clinical or Counseling Psychology program or in a re-specialization training program in Clinical or Counseling Psychology within an APA-accredited program
- Approval for internship status by graduate program Training Director
- Academic coursework completed by the end of the academic year preceding the start of internship
- Cumulative GPA of 3.4 or greater
- Completion of 4 integrated psychological reports, including projective, objective and cognitive assessments:
  - minimum of 1 child/adolescent administered
  - minimum of 1 adult battery administered
  - minimum of 1 WISC or WAIS administered
  - preferred applicants with have a minimum of 2 Rorschachs administered, preferably to both an adult and child/adolescent (Exner scoring system preferred)
- Completion of at least 500 practicum intervention hours by the start of the internship including:
  - adults/older adults
  - children/adolescents
  - evidence based practices
- Approval of dissertation proposal by application deadline
- Dissertation defended by the start of the internship
- A de-identified psychological assessment report is required with the application

Applications are reviewed by members of the Training Committee. Our selection criteria are based on a "goodness-of-fit" with our practitioner-scientist model, and we look for Interns whose training goals match the training that we offer. The program looks not only at the total number of practicum hours but the quality of those hours in terms of the type of setting as well as experience with empirically supported treatments. If applicants have no Rorschach experience or limited Rorschach experience, they should note how they would obtain experience should they be matched with our site. All students who submitted a completed application will be notified of their interview status by early December.

Based on the quality of the application and the goodness of fit between the applicant’s training goals and the internship program, approximately twenty-five applicants are invited for an interview. Interviews are conducted in January and although on-site interviews are preferred, we accommodate interviews via Skype when travel is not possible for the applicant.

Following the completion of the interviews, the Training Committee meets to rank order applicants, which is based on both the submitted application and the interview. The final ranking order is determined by consensus of the Training Committee. This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant. Following the results of the APPIC Match, a letter confirming the match with Jefferson Center’s Doctoral Psychology Internship will be sent to the incoming intern with a copy to the DCT of their program.

Results of the APPIC Match constitute a binding agreement between the matched applicants and the program. However, as stated in our listing in the APPIC directory, final appointment of applicants to the internship at Jefferson Center is contingent on matched applicants passing a criminal background check.
Stipend, Benefits, and Resource Policy

I. PURPOSE
To provide policy and procedures for fair and effective supervision of psychology interns, including stipend, benefits and resources.

II. POLICY
This policy provides direction on the assignment of stipends, benefits, and the availability of resources.

III. PROCEDURE
Jefferson Center currently has two Doctoral internship positions budgeted. The current stipend for the internship is $25,000. In addition, the Center’s benefit package is available. Psychology interns receive a full benefit package, including the Center’s contributions toward health and dental insurance, a medical and dependent care flexible spending plan, life insurance, professional liability insurance, short and long-term disability insurance, an EAP program, 16 days of Personal Annual Leave (PAL) for vacation, personal, or sick leave, 4 “working” holidays (holidays when the Center is open and the individual may take that day or a subsequent day off in order to respect diversity of cultural/religious practice), and 8.5 holidays when the Center is closed.

Interns will have a primary office in our Independence facility location where observation of therapy or assessment feedback sessions can be done. The two doctoral interns share the space and occupancy is scheduled based on rotations so that there is equal access. For example, interns assigned to an outpatient service at the Independence office alternates days with the other intern who might be assigned to the intern office located at the West Colfax office. It is also the primary location for the research rotation.

Interns may have a second office depending on the rotations they choose. For example, interns doing the integrated care rotation will also be located at UCHealth HIV Clinic and may also have an office at the Independence office for testing. Interns are also provided with phones, voice mail, computers, printers, software and technical support. Jefferson Center uses centralized scheduling and interns receive administrative support from the front office staff for client appointments.

Interns have access to reference material for testing, current testing materials (e.g., WISC-V, WAIS-IV). In addition to the weekly didactics and professional seminars, interns have access to a substantial training library and in house training workshops. Professionals at Jefferson Center have extensive knowledge in areas of specialty care and based on interns’ interests and availability of staff and population, specific training experiences can be designed, for example, working with trichotillomania or specific phobias.
**Bilingual Salary Differential**
For interns who are bilingual and bicultural and doing a rotation with Centro Dones, there is a bilingual salary differential of 10%. The incentive is part of a broader framework by which Jefferson Center seeks to attract and retain employees who possess skills critical to serving diverse consumer communities with responsive, respectful and effective care focused on eliminating disparities related to access, retention, and outcomes for marginalized and/or non-English speaking communities.

<table>
<thead>
<tr>
<th>Financial and Other Benefit Support for Full time Interns (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Stipend/Salary for Full-time Interns</strong></td>
</tr>
<tr>
<td><strong>Annual Stipend/Salary for Half-time Interns</strong></td>
</tr>
<tr>
<td><strong>Program provides access to medical insurance for intern?</strong></td>
</tr>
<tr>
<td><strong>If access to medical insurance is provided:</strong></td>
</tr>
<tr>
<td>Trainee contribution to cost required?</td>
</tr>
<tr>
<td>Coverage of family member(s) available?</td>
</tr>
<tr>
<td>Coverage of legally married partner available?</td>
</tr>
<tr>
<td>Coverage of domestic partner available?</td>
</tr>
<tr>
<td>Hours of Annual Paid Personal Time Off (PTO and/or Vacation)</td>
</tr>
<tr>
<td>Hours of Annual Paid Sick Leave</td>
</tr>
<tr>
<td>In the event of medical conditions and/or family needs that require extended leave, does the program allow reasonable unpaid leave to interns/residents in excess of personal time off and sick leave?</td>
</tr>
<tr>
<td><strong>Other Benefits (please describe):</strong></td>
</tr>
</tbody>
</table>
Intern Evaluation, Retention, and Termination Policy

I. PURPOSE
To provide policy and procedures for the fair evaluation, retention and termination of interns.

II. POLICY
This policy provides direction regarding the evaluation process for interns, retention of interns, and termination.

III. PROCEDURE

Evaluation

Intern Performance Evaluation
The purpose of Intern performance evaluation is to track progress, provide feedback, and ensure mastery of expected competencies. There are 2 types of Performance Evaluations: Informal and Formal.

Informal evaluations occur during the fall and the spring. Supervisors review progress with interns informally to ensure appropriate competency attainment throughout the training year.

Informal Intern Performance Evaluations are completed at two time periods:
• Mid-first rotation evaluation at 3 months is done with primary, assessment, and minor rotation supervisors.
• Mid-second rotation evaluation at 9 months is done with primary, assessment, and minor rotation supervisors.

Formal evaluation occurs twice during the training year to ensure appropriate competency attainment. Interns and supervisors complete evaluation forms, engage in more substantial discussion of the evaluations.

Formal Intern Performance Evaluations are completed at three time periods:
• Baseline assessment done with primary supervisor
• Mid-year evaluation done by primary, assessment, and minor rotation supervisors.
• End of Year evaluation done by primary, assessment, and minor rotation supervisors.

Information from the Formal Performance evaluation is discussed with the intern prior to the evaluation being forwarded to interns’ Director of Clinical training. Signed evaluation forms are kept by the Training Director in the intern files. A copy of the Mid-year and End of Year evaluation are sent to the intern’s academic program.

Internship Evaluation and Supervisor Evaluations
The purpose of the Internship Evaluation and Supervisor Evaluations is to ensure the integrity of the internship experience and to make any necessary changes to the training experience. Internship and Supervisor evaluations are done by the interns who provide
the feedback directly with the Internship Coordinator and supervisors. The evaluations are then discussed in the Doctoral Internship Training Committee meeting so any needed action may be taken.

Internship Evaluations and Supervisor Evaluations are completed at two time periods:
- Mid-year after the completion of the first Major Rotation
- End of training year

Retention
Interns are retained for a 1 year period. Jefferson Center promotes the hiring of interns when the opportunity arises.

Termination
Upon successful completion of the training year, interns are no longer employed by Jefferson Center. Interns have the right to due process and grievance prior to termination for problems related to performance. Please see Due Process and Grievance Policy for details. Should an intern commit a felony, have sexual contact with a client, or perform any other serious violation of ethical conduct, s/he will be placed on suspension immediately, with further disposition determined by the Internship Training Director and the Internship Training Committee and may include reporting the incident to outside agencies. Should termination from the Internship Program and Jefferson Center be a recommended consequence, final disposition will be approved by Jefferson Center’s CEO and the DCT of the intern’s academic program will be notified in writing.

Jefferson Center Confidentiality Policy
Jefferson Center information about its clients is of a private nature and is therefore considered highly confidential. All individuals associated with the Center, including interns, are expected to value the position of trust they are placed in and should never breach the confidentiality of any client. Psychological assessment reports developed on a personal computer must be password protected, and the files must be deleted from the personal computer once work is completed. Any individual, including interns, who believes he/she may have breached confidentiality, should immediately bring the matter to the attention of a supervisor. Interns also have the right to confidentiality, although the Internship Program does keep the interns’ academic programs informed about their progress or performance problems. Intern records are kept in a locked file cabinet either in training staff or Human Resources offices.

Drug and Alcohol Policy
To ensure a safe and productive work environment Jefferson Center prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, or drug paraphernalia on any company premises or worksites. This prohibition includes company-owned vehicles or personal vehicles being used for company business or parked on company property. No intern or employee shall report to work or be at work with alcohol or any detectable amount of prohibited drugs in their system. (A detectable amount refers to the standards generally used in workplace drug and alcohol testing).
An intern or employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the person’s ability to safely perform his/her job duties. If the answer from the medical professional is yes, the person shall obtain a statement from the medical professional indicating any work restrictions and their duration. The person shall present that statement to his or her supervisor prior to going on duty. Illegal use of drugs off-duty and off company premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public and our customers in the company’s ability to meet its responsibilities. **Any violation of this policy will result in disciplinary action up to and including termination.**

**Non-Discrimination Policy**
Jefferson Center does not discriminate on the basis of race, color, national origin, religion, gender identity, pregnancy, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, service in the uniformed services, or status as a covered veteran. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, separation.
Appendices
Appendix A

Descriptions of Training Site & Populations for Rotation

The Doctoral Psychology Internship offers three major rotations, including a choice of specialty programs within the Family Services and Adult Outpatient rotations. There are three minor rotations.

Major Clinical Rotations

1. **Adult Outpatient – Independence Office**
   - **Population:** Adult Outpatient Services (AOP) is the largest clinical network at Jefferson Center. It provides individual and group therapy to adults 18 yrs. and older who have been diagnosed with a Serious Mental Illness or Severe and Persistent Mental Illness, and who meet a level of acuity appropriate for a relatively brief episode of treatment (approximately 35 sessions annually). The majority of consumers have co-morbid illnesses, including addictions, personality disorders, developmental disorders and medical illnesses, and treatment is integrated and comprehensive. In FY13, 2,661 clients were served, 97.5% adults and 2.5% children or adolescents. The race/ethnic breakdown of clients was: American Indian or Alaskan Native = 2.5%, Asian = 0.6%, Black or African-American = 2.9%, Hispanic/Latino = 18.3%, Native Hawaiian = 0.3%, White = 89.6%, and Other = 6.8%.

   The highest represented diagnoses were depression and bipolar disorders, the primary diagnosis breakdown was as follows: ADHD = 1.4%, Adjustment d/o = 4.8%, Anxiety d/o = 11.6%, Bipolar d/o = 20.6%, Depression = 45.9%, Organic/Development Disorder = 0.3%, Other = 7.8%, Other Childhood Disorder = 0.4%, Psychotic Disorder = 5.9%, and Substance Related = 1.3%.

   **Training experiences:** Interns are responsible for doing same-day intakes to assess needs. Depending on interns’ training needs, they may either follow the case or transfer it to another clinician. Interns provide evidence-based treatments for a variety of behavioral health disorders and have the opportunity to participate in a dialectical behavior therapy skills group. Interns participate in team meetings and group supervision.

2. **Family Services Outpatient – West Colfax office**
   - **Population:** Clients are children, adolescents and families. The number of clients enrolled in FY13 was 1,612, with 17.4% adults, and 82.6% children/adolescents. Ethnic diversity was: American Indian or Alaskan Native = 2.6%, Asian = 2.1%, Black or African-American = 6.5%, Hispanic Latino = 26.6%, Native Hawaiian = 0.6%, White = 90.6% and Other = 4.5%. The most frequent diagnoses were adjustment disorders, depression and ADHD. The primary diagnosis breakdown was as follows: ADHD = 18%, Adjustment d/o = 26.3%, Anxiety d/o = 13%, Bipolar d/o = 1.8%, Depression = 19%, Organic/Development Disorder = 0.8%, Other = 10.7%, Other Childhood Disorder = 8.5%, Psychotic Disorder = 1.5%, and Substance Related = 0.5%.
**Training experiences:** Interns are responsible for doing same-day intakes to assess the needs of children, adolescents, and their families. Depending on interns’ training needs, they may either follow the case or transfer it to another clinician. Interns provide evidence-based treatments for a variety of behavioral health disorders and can participate in a variety of groups. Interns participate in team meetings and group supervision.

5. **Integrated Care - MCPN**

**Population:** medical patients of Metro Community Provider Network (MCPN), the local Federally Qualified Health Center, co-morbid physical and behavioral health, mostly adult – some geriatric and few adolescent cases, diverse cultural backgrounds, underserved populations, Medicaid/Medicare common. The number of clients seen in FY13 in the internship program was 159, with 91.8% adult clients and 8.2% child/adolescent clients. The race/ethnic breakdown of clients was: American Indian or Alaskan Native = 0.6%, Asian = 1.9%, Black or African-American = 3.1%, Hispanic Latino = 17%, Native Hawaiian = 0%, White = 90.6% and Other = 5.7%. Depression was the most common diagnoses. The primary diagnosis breakdown was as follows: ADHD = 3.1%, Adjustment d/o = 18.2%, Anxiety d/o = 10.7%, Bipolar d/o = 1.9%, Depression = 25.2%, Organic/Development Disorder = 0%, Other = 35.8%, Other Childhood Disorder = 0%, Psychotic Disorder = 0.7%, and Substance Related = 1.3%.

**Training experiences:** Interns have direct contact with individuals with a variety of mental health issues for intake/evaluation, brief therapy, referral, care coordination, phone outreach and intervention, consultation with medical providers, and group/classes development and provision.

**Minor Rotations**

1. **Psychological Assessment – Independence office – primary location**

**Population:** Primarily child and adolescent clients with some adult assessments for the purpose of differential diagnoses and for treatment recommendations in complex cases.

**Training experiences:** Interns participate in assessment seminars and complete a minimum of 6 integrated batteries over the course of the year.

2. **Access/Emergency – Union Square office**

**Population:** children, adolescents and adults in Jefferson, Gilpin and Clear Creek counties. In FY 13 the population using Access/ Emergency services were 25.8% children or adolescents and 74.2% adults. The ethnic diversity was: American Indian or Alaskan Native = 2.2%, Asian = 1.1%, Black or African-American = 5.4%, Hispanic/Latino = 11.8%, Native Hawaiian = 2.2%, White = 94.6%, and Other = 0%.

The highest represented diagnoses were depression and psychotic disorders. The primary diagnosis breakdown was as follows: ADHD = 2.2%, Adjustment d/o = 10.9%, Anxiety d/o = 7.6%, Bipolar d/o = 9.8%, Depression = 28.3%,
Organic/Development Disorder = 2.2%, Other = 20.7%, Other Childhood Disorder = 1.1%, Psychotic Disorder = 16.3%, and Substance Related = 1.1%.

**Training experiences:** Interns provide thorough evaluations on clients in crisis at the Jefferson Center Access and Emergency office, at local hospital emergency departments, and at the Juvenile Assessment Center. These evaluations are used to determine appropriate level of care. Evaluations should be comprehensive and provide ample justification of their determinations and recommendations, which may include admitting the client to a hospital or alternative facility. Interns function as professionals alongside staff at these various facilities. Many of these crisis evaluations involve use of Motivational Interviewing and a Solution-Focused approach to helping the client develop a safety plan, manage their crisis, and plan for follow-up services. Interns collaborate with clients, family members, and/or other interested individuals. Interns also conduct intakes on clients referred from local psychiatric hospitals.

3. **Research – Independence office**

**Training experiences:** Jefferson Center’s internship program supports the continued development and refinement of interns’ research skills through promotion of their identity as practitioner-scientists and the integration of research skills with clinical experience. A minor rotation of 4 hours per week provides the intern with the opportunity to work in the area of program evaluation by participating in the Center’s Performance, Quality and Effectiveness team. Interns may assist in program evaluation for various evidenced-based programs within the Center.
## Sample Weekly Schedule

<table>
<thead>
<tr>
<th>Weekly Schedule</th>
<th>September – February (6 Months)</th>
<th>March – August (6 Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>16 - 24 HOURS</strong>&lt;br&gt;Includes staff meetings, documentation, etc.</td>
<td><strong>MAJOR ROTATION #1</strong>&lt;br&gt;Adult Outpatient – 18 -20 hours. There may be consideration of individualized programs that include two three-month rotations, for example within the six-month block, depending on intern interest and program availability for a briefer rotation.</td>
<td><strong>MAJOR ROTATION #2</strong>&lt;br&gt;Integrated Care– 20 hours</td>
</tr>
<tr>
<td><strong>8 HOURS</strong></td>
<td><strong>Access / Emergency Rotation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4 – 6 HOURS</strong></td>
<td><strong>SUPERVISION.</strong>&lt;br&gt;2 hours – Primary&lt;br&gt;2 hours – psych assessment&lt;br&gt;1 hour – Access/ER supervision&lt;br&gt;1 hour - Research&lt;br&gt;1 hour - supervision of supervision</td>
<td><strong>SUPERVISION.</strong>&lt;br&gt;2 hours – Primary&lt;br&gt;2 hours – psych assessment&lt;br&gt;1 hour - Research&lt;br&gt;1 hour - supervision of supervision</td>
</tr>
<tr>
<td><strong>2 HOURS</strong></td>
<td><strong>Didactic Trainings</strong></td>
<td><strong>Didactic Trainings</strong></td>
</tr>
<tr>
<td><strong>6 - 8 HOURS</strong></td>
<td><strong>Psychological Assessments</strong></td>
<td><strong>Psychological Assessments</strong></td>
</tr>
<tr>
<td><strong>4 HOURS</strong></td>
<td><strong>Outcome Research and Evaluation</strong></td>
<td><strong>Outcome Research and Evaluation</strong></td>
</tr>
</tbody>
</table>

* Each intern will be expected to complete 6 Psychological Evaluations (6 hours administer full battery, 4 hours to score & synthesize, 2 hours to review with supervisor, 4 hours to final write up; 1 hour to give feedback to client, 2 hours chart documentation, 1 hour to communicate with referral source = 20 hours total)
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/6/18</td>
<td>12 - 2pm</td>
<td>Tom Olbrich, LCSW</td>
<td>Legal and Ethical Issues in Psychology</td>
<td>Review of mandated reporting basics, including, JCMH procedures, with emphasis on application of Colorado reporting standards and discussion of exceptions to standard reporting situations. Review of APA ethical code as it relates to the practice of psychology.</td>
<td>1. Identify personnel responsible for reporting. 2. Apply knowledge to unusual client scenarios which might generate challenging ethical dilemmas. 3. Understand the application of APA ethical code in the practice of professional psychology.</td>
</tr>
<tr>
<td>9/11/18</td>
<td>1:00-5:00</td>
<td>Kathy Baur, PhD</td>
<td>Acceptance and Commitment Therapy (ACT)</td>
<td>Acceptance and Commitment therapy is a cognitive behavioral approach with the goal of creating psychological flexibility rather than symptom reduction. Looking at Relational Frame theory as the underpinning of ACT, learn how the processes relate to change and practice strategies in class.</td>
<td>1. Understand the underlying theory of ACT. 2. Define the 6 processes of ACT and how they relate to therapy. 3. Demonstrate application of ACT processes in therapeutic setting.</td>
</tr>
<tr>
<td>9/20/2018</td>
<td>9:00-2:00</td>
<td>Joseph Pachta</td>
<td>Partners for Change Outcome Management System (PCOMS)</td>
<td>PCOMS uses two brief scales, the Outcome Rating Scale (ORS) and the Session Rating Scale (SRS) to measure the client’s perspective of benefit and the alliance, respectively.</td>
<td>1. Understand how PCOMS can help improve the therapeutic relationship. 2. Learn how to integrate PCOMS into therapy sessions.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
<td>Learning Objectives</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>----------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 9/21/18      | 9:00 - 11:00  | Human Resources            | Safety Training                            | This training focuses on safety policies and procedures at the Center and addresses the specific concerns of clinicians.                                                                                     | 1. Learn the safety protocols of the Center.  
2. Identify resources at each location for safety questions or concerns.                                                                                                               |
| 9/27/18      | 9:30 - 12:00  | Human Resources            | Whole Health Integration                   | Review of the importance of integrated treatment to provide relevant services that address the full range of biopsychosocial needs of our clients.                                                           | 1. Review the biopsychosocial model of care.  
2. Identify ways to integrate whole health into treatment planning and client care.                                                                                                    |
| 10/4/18      | 1:00 - 2:00   | Dr. Kuenzler & Dr. Anderson| Transition from Graduate School to the Professional World | Open discussion of interns’ expectations for the training years and what to expect during this important transition year.                                                                                      | 1. Explore issues that commonly occur during the internship year.                                                                                                                                           |
| 10/11/18     | 12:00-2:00    | Kathy Baur, PhD            | Writing Recommendations That Work          | This two hour seminar will teach doctoral interns how to write targeted evidence-based recommendations based on testing results that encompass the whole person perspective of the client and answer the referral question. | 1. Interns will learn the systematic approach to treatment planning created by Groth-Marnat.  
2. Interns will learn how to write specific and individualized recommendations based on testing results.  
3. Interns will learn how to answer the referral question and provide evidence-based treatment recommendations that are targeted to the diagnosis/population.  
4. Interns will learn how to write recommendations that are holistic, culturally appropriate and trauma-informed.                                                                 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/18</td>
<td>11:30 - 4pm</td>
<td>Dr. Joshua Weil</td>
<td>2017 California Wild Fire Seminar</td>
<td>The NCR HCC is pleased to welcome Dr. Joshua Weil of Kaiser Permanente Santa Rosa and Santa Rosa Firefighter, Tony Niel, to speak on their experiences during the wild-fires. Dr. Weil, and his staff, successfully evacuated 122 patients from their facility while the fire burned at their back door.</td>
<td>Learn best practices, lessons learned, and tactics, all intertwined with personal stories from the front lines.</td>
</tr>
<tr>
<td>10/31/18</td>
<td>10:00 - 12:00</td>
<td>Roberto Gurza, LCSW</td>
<td>Cultural Relevance Quarterly Colloquium: Impacts of Faith, Culture, Language and Social Determinants on Understanding Health and Mental Health of Mexican-Americans and Mexican Immigrants</td>
<td>Our community includes a substantial proportion of Latin and Spanish-speaking residents and a larger proportion of the Medicaid and uninsured populations. While the &quot;Latin&quot; community is diverse, this presentation and discussion will highlight the ways in which faith, cultural and linguistic traditions impact conceptions of health by persons of Mexican and Mexican-American backgrounds. Attention will also be devoted to the impacts of social determinants of health on these communities.</td>
<td>1. Identify the intersectionality of faith, culture, and linguistics impact health in the Mexican and Mexican American population. 2. Understand the complexity and subtleties of culture when working with this population. 3. Discuss health disparities in this community and strategies to address it within clinical practice.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
<td>Learning Objectives</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 11/1/18      | 12:00 - 1:00p         | Kathy Baur, PhD        | Theories and Models of Supervision             | Review of current models of clinical supervision exploring similarities and differences. Learn the important differences in how clinical supervision differs from administrative supervision and how to strike a balance. Discuss supervisor transference and countertransference issues and how to explore them with supervisees.                                                                                               | 1. Identify the role of supervision in clinical work.  
2. Review existing models of clinical supervision.  
3. Explore developmental models of supervision.  
4. Understand the impact of culture and diversity factors in the supervision relationship.                                                                     |
| 11/1/18      | 1:00 - 2:00p          | Dr. Kuenzler & Dr. Anderson | After the Doctoral Internship                  | Post Docs Common Interviewing Mistakes How to Present your Skills, Experience and Strengths.                                                                                                                                                                                                                                   | 1. Identify experiences that enhance your CV's.  
2. Learn strategies to manage interview anxiety.                                                                                                                   |
<p>| Professional Development |                   | DU hosting             | Postdoctoral symposium for Colorado interns    | Panel discussion of available Post Doc positions in Colorado.                                                                                                                                                                                                                                              | 1. Identify post-doctoral opportunities and their requirements.                                         |</p>
<table>
<thead>
<tr>
<th>Date Time</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/8/2018 12:00-2:00 Psychological Assessment Seminar</td>
<td>Kimberly Bertelsen, PsyD</td>
<td>Culturally-informed testing and feedback considerations</td>
<td>Learn about the difference cultural considerations in psychological testing including: bias in testing materials, choosing an appropriate battery that fits the client's cultural background and utilizing language in the report writing that is appropriate. Interns will also consider how these cultures are best approached during feedback sessions.</td>
<td>1. Learn about the different bias inherent in the primary assessment measures utilized during internship. 2. Learn how to adapt testing sessions and feedback to be culturally sensitive to the client and/or their families. 3. Learn how to interpret testing materials within the context of the individual's life. 4. Specific focus to include: LGBTQ, minority populations and immigrants, linguistically diverse individuals.</td>
</tr>
<tr>
<td>11/15/2018 12 - 2pm Psychological Assessment Seminar</td>
<td>Kirsten Kloock, PsyD</td>
<td>DKEFS Part I</td>
<td>Presentation will cover how to administer and score the DKEFS as well as a discussion of what this tool measures.</td>
<td>1. Understand psychometrics of DKEFS. 2. Overview of subtests and what they are meant to measure. 3. Observe and practice administering subtests. 4. Scoring the DKEFS.</td>
</tr>
<tr>
<td>11/29/18 12 - 2pm Psychological Assessment Seminar</td>
<td>Kirsten Kloock, PsyD</td>
<td>DKEFS Part 2</td>
<td>Presentation will cover how to administer and score the DKEFS as well as a discussion of what this tool measures.</td>
<td>1. Understand psychometrics of DKEFS. 2. Overview of subtests and what they are meant to measure. 3. Observe and practice administering subtests. 4. Scoring the DKEFS.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>----------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 12/6/18      | 12:00 - 1:30pm        | Dr. Angela Green, PhD      | Professional Development                   | Psychologist Roles                                                                                     | 1. Review career paths in psychology.  
2. Learn about the field of behavioral medicine and integrated health care.                                                                                     |
|              |                       | Director of Behavioral    | “So you’re a psychologist; now what?”     | The field of psychology has grown and changed dramatically over the last decade. Dr. Green will address current career paths in the field with emphasis on behavioral services in medical settings.                                                                                                      |                                                                                                           |
|              |                       | Health, MCPN              |                                            |                                                                                                           |                                                                                                           |
| 12/13/2017   | 12:00-2:00            | Kimberly Bertelsen, PsyD  | Psychological Assessment Seminar           | This two hour seminar will extensively cover the primary areas of legal and ethical considerations for psychological assessments. Interns will walk away with a thorough understanding of APA’s ethical guidelines for testing including exploration of recent advances in the field. | Interns will learn primary components of the following: ethical/legal implications in psychological testing, competence/training, informed consent, confidentiality including a review of tricky issues such as custody arrangements, test taker rights, maintaining test security, access to testing and determining who the client is prior to testing. |
|              |                       |                            |                                            |                                                                                                           |                                                                                                           |
| 12/20/18     | 12:00 - 2:00          | Kathy Baur, PhD            | EBP Seminar                                | Consultation is one of the core roles of a clinical psychologist. An understanding of the underlying theories and models of consultation is critical to providing appropriate and effective service to the consultee. The importance of taking a contextual approach in consultation to provide culturally appropriate services will also be discussed. | 1. Learn the basic theories and models of consultation as they relate to psychologists.  
2. Understand the application of consultation in a behavioral health setting.  
4. Discuss cultural and diversity issues as it applies to consultation – liaison services.  
3. Identify perceptions of consultation by requesting parties in order to provide appropriate and effective service. |
<p>|              |                       | Tom Olbrich, LCSW          |                                            |                                                                                                           |                                                                                                           |
|              |                       | Roberto Gurza LMFT         |                                            |                                                                                                           |                                                                                                           |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/27/2018</td>
<td>Computer based Training</td>
<td>TF-CBT</td>
<td>TF-CBT addresses the multiple domains of trauma impact including but not limited to Posttraumatic Stress Disorder (PTSD), depression, anxiety, externalizing behavior problems, relationship and attachment problems, school problems and cognitive problems. TF-CBT includes skills for regulating affect, behavior, thoughts and relationships, trauma processing, and enhancing safety, trust, parenting skills and family communication.</td>
<td>1. Complete online training to be certified in TF-CBT.</td>
</tr>
<tr>
<td>12/27/2018</td>
<td>Computer based Training</td>
<td>CPT</td>
<td>CPT is a manualized therapy used by clinicians to help people recover from posttraumatic stress disorder (PTSD) and related conditions. It includes elements of cognitive behavioral therapy (CBT) treatments. CPT has proven effective in treating PTSD across a variety of populations, including combat veterans, sexual assault victims, and refugees. CPT can be provided in individual and group treatment formats.</td>
<td>Complete online training to be certified in CPT.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1/10/18</td>
<td>12:00 - 2:00</td>
<td>Kimberly Bertelsen, PsyD</td>
<td>Differential Diagnosis of Autism Spectrum Disorder and ADHD</td>
<td>This seminar will focus on teaching the interns the fundamentals of utilizing assessment in the diagnosis and treatment of Autism Spectrum Disorder. They will engage in a lesson on the difficulty of differential diagnoses of ASD vs ADHD. We will explore evidence-based interventions that will help expand the intern’s ability to write effective treatment recommendations for this population.</td>
</tr>
<tr>
<td>1/17/19</td>
<td>12 - 2pm</td>
<td>Hailey Hegland, PhD</td>
<td>Overcoming Insomnia</td>
<td>This treatment program uses evidence-based cognitive-behavioral therapy (CBT) methods to correct poor sleep habits. Learn about assessment and tracking tools as well as behavioral strategies to reduce time awake in bed, and cognitive strategies to reduce worrying that interrupts sleep.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>----------------------------</td>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1/23/2019</td>
<td></td>
<td>Jefferson County Human services</td>
<td>Terrorism Awareness Training</td>
<td>Completion of this awareness-level web based training course will prepare learners to successfully recognize, report, and react to potential terrorist incidents. In the first two lessons, learners will develop a broad understanding of terrorism to include a definition of terrorism as well as examples of terrorist groups and targets. Additionally, learners will gain insight into the importance of protecting private sector resources through awareness-level training.</td>
</tr>
<tr>
<td>1/31/19</td>
<td>12 - 2pm</td>
<td>Joy Wasmundt, LPC</td>
<td>Infant Health</td>
<td>This training will provide an overview of the factors that influence infant and early childhood social emotional health and development, including attachment with caregivers, the importance of serve-and-return, and building an early foundation for healthy social emotional functioning.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>----------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2/7/19</td>
<td>12:00 - 1:00</td>
<td>Maya Garcia, LCSW</td>
<td>Legal issues in Dealing with Children in Community Mental Health settings</td>
<td>Overview of special issues in the therapeutic treatment of children and families, Navigating the Foster Care system and working with outside caregivers/providers.</td>
</tr>
<tr>
<td>2/7/19</td>
<td>1:00 - 2:00</td>
<td>Dr. Kuenzler &amp; Dr. Anderson</td>
<td>Self Care</td>
<td>Internship year can be exciting, but full of stress. Identify self-care skills and create a self-care plan.</td>
</tr>
<tr>
<td>2/14/19</td>
<td>12:00 - 2:00</td>
<td>Kimberly Bertelsen, PsyD</td>
<td>An In-Depth examination of the Millon Inventories</td>
<td>The purpose of this in depth exploration of the Millon inventories is to ensure that interns have a strong foundational knowledge of the theory that informed the development of these measures as well as their recent updates and psychometric properties.</td>
</tr>
<tr>
<td>2/21/2019</td>
<td>12:00 - 2:00</td>
<td>Demi Orozco, MA Gesa Kohlmeier, MA</td>
<td>Case Presentations</td>
<td>Assessment case presentations as partial requirement for completing internship.</td>
</tr>
<tr>
<td>2/28/2019</td>
<td>12 - 2</td>
<td>Supervisors</td>
<td>End of Rotation Celebration</td>
<td>Celebrate the successful completion of the first 6 months of internship.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/7/19</td>
<td>1:00 - 2pm</td>
<td>Dr. Bechtold &amp; Dr. Poletti</td>
<td>Psychiatry and Psychology – How to Work Together Collaboratively</td>
<td>Discussion of the training and background of physicians and psychiatrists and how best to collaborate with psychologists.</td>
</tr>
<tr>
<td>3/14/2019</td>
<td>2-3</td>
<td></td>
<td>The Key to Today’s Complex Healthcare Environment</td>
<td>Among market consolidation, high turnover, and changing regulations, there’s no denying it – healthcare is continuously increasing in complexity and acuity. So how can organizations prepare their workforce to navigate this challenging industry? Strong communication skills across all levels and departments are key to successfully adapting to an ever-changing healthcare landscape.</td>
</tr>
<tr>
<td>3/21/2019</td>
<td>12:00 - 2:00</td>
<td>Leah Krusch, PsyD</td>
<td>Knowing your audience: Supporting your client in the juvenile justice system</td>
<td>Communicating with the different systems that are engaged with your client can be challenging and the juvenile justice system is one such challenge that many mental health professionals feel unprepared to face. This training will provide tips on how mental health professionals can be more effective within the juvenile justice system.</td>
</tr>
<tr>
<td>Date Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
<td>Learning Objectives</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 3/28/19 12:00 - 2:00pm | Kathy Baur, Ph.D.        | Treating Chronic Pain         | Chronic pain can be a complicating factor in many of the clients one treats. It is important to understand the impact of chronic pain on behavioral health disorders and the most effective treatment. Using ACT, an EBP for chronic pain allows one to treat the pain within the overall context of the client’s life. | 1. Review basic principles of ACT and how they apply to chronic pain.  
2. Apply MI to ACT interventions to improve adherence to treatment.  
3. Learn and practice skills to help clients improve overall functioning.  
4. Look at pain from a contextual and intersectionality perspective. |
| 4/4/2019 12-1   | Samantha Taylor, LCSW      | Suicide in Adolescents        | Youth suicide is preventable. Learn about the prevalence and trends related to youth suicide, discuss risk factors and warning signs, and collaboratively develop strategies for increasing the influence of youth protective factors. | 1. Understand youth suicide prevalence and trends.  
2. Learn risk factors and warning signs for youth suicide.  
3. Learn youth protective factors and strategies to increase presence and influence of these factors in the lives of youth. |
| 4/4/19 1:00pm - 2:00pm Professional Development | Dr. Kuenzler & Dr. Anderson | Strengths Finder              | Leading from your strengths. Review of individual strengths profiles.          | 1. Understand personal strengths.                                                                                                   |
| 4/18/19 12:00 - 2:00pm Psychological Assessment Seminar | Kathy Baur, PhD           | Pre-surgical assessments      | Assessing risk factors for surgery are a growing area for psych evals. Learn basic concepts underlying doing pre-surgical assessments and ethical considerations. | 1. Understand the limits of pre-surgical assessments.  
2. Practice interpretation using pre-surgical data sets.                                                                         |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/11/19</td>
<td></td>
<td>National Hispanic and Latino MHTTC &lt;<a href="mailto:customercare@gotowebinar.com">customercare@gotowebinar.com</a>&gt;</td>
<td>Cultural Formulation Interview: A Novel Approach to Conducting Cultural Assessments</td>
<td>Culture shapes every aspect of patient care, influencing when, where, how, and to whom patients narrate their experiences of illness and distress, the patterning of symptoms, and the models clinicians use to interpret and understand symptoms in terms of psychiatric diagnoses. Culture also shapes patients' perceptions of care, including what types of treatment are acceptable and for how long.</td>
<td>1. Understand the rationale, development, and content of a novel approach for conducting cultural assessments. 2. Discuss training resources and implementation strategies for integrating the CFI in diagnostic and treatment planning.</td>
</tr>
<tr>
<td>4/25/19</td>
<td>12:00 - 2:00 EBP Seminar</td>
<td>Belle Graber, LSCW</td>
<td>Barlow Panic Control Therapy</td>
<td>Panic Control Therapy is considered the gold standard of treatment for panic disorders. Following the protocol by Kraske and Barlow learn the fundamentals and how to apply it clinically.</td>
<td>1. Review the mechanisms of anxiety and those that maintain avoidance response. 2. Understand the 3 phases of treatment in Panic Control Therapy. 3. Learn the importance of exposure in the treatment of panic disorder.</td>
</tr>
<tr>
<td>4/27/19</td>
<td>8:30 - 4:30</td>
<td>Nancy McWilliams, Ph.D.</td>
<td>Pathological Versions of Narcissism: Clinical and Social Implications</td>
<td>This workshop will consider ways in which narcissistic concerns may infuse personality. It will touch on both the more arrogant presentations of narcissistic personality disorder and the extensive literature on converse versions of narcissism.</td>
<td>1. Understand the range of narcissism. 2. Identify the dangers of malignant narcissism to others. 3. Discuss clinical implications of narcissism.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
<td>Learning Objectives</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
<td>----------------------------</td>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5/2/2019</td>
<td>12 - 1:00 pm</td>
<td>Kathy Baur, PhD</td>
<td>The use of metaphors in therapy</td>
<td>Regardless of your orientation, metaphors can be a powerful tool for helping clients experience their struggles in a different light. Using the art of reflection, learn how to create metaphors that speak to clients on a deeper level.</td>
<td>1. Learn how metaphors are processed differently in client’s awareness. 2. Refine reflection skills to deepen the client's experience.</td>
</tr>
<tr>
<td>5/2/19</td>
<td>1:00 - 2pm</td>
<td>Dr. Austin</td>
<td>Early Career Strategies</td>
<td>This seminar will focus on providing interns a perspective on the skills utilized during internship that will be transferable when developing early career strategies.</td>
<td>1. The utility of generalist psychologist skills in multiple settings will be discussed. 2. Examples from one past intern’s career path.</td>
</tr>
<tr>
<td>5/9/19</td>
<td>12:00 -2:00</td>
<td>Kathy Baur, PhD</td>
<td>Giving difficult feedback</td>
<td>There are as many reactions to the outcomes of a psych assessment as there are referral questions. Assessments required for court or child custody can be loaded with emotional reactivity. We will discuss the complications of other directed psych assessments and ways to provide balanced feedback to both sets of clients.</td>
<td>1. Understand who the client is when court or CPS are involved. 2. Explore potential areas of conflicts and how best to approach them. 3. Reflect on personal experiences and expectations and how they may relate to unconscious bias.</td>
</tr>
<tr>
<td>5/16/2019</td>
<td>12:00 - 2:00pm</td>
<td>Demi Orozco, MA Gesa Kohlmeier, MA</td>
<td>Dissertation Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
<td>Learning Objectives</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| 5/23/19 12:00 - 2pm    | Demi Orozco, MA            | Story Telling - Feedback Session        | This presentation will focus on providing assessment feedback in a developmentally appropriate manner for children.                                                                                         | 1. Learn importance and benefits of integrating storytelling when giving feedback results to a child.  
2. Learn how to create their own individualized feedback story. |
<p>| 5/30/2019 12:00 - 2pm  | Bethe Feltman              | Post-Partum Depression                  | This presentation is by a consumer who suffered from post-partum depression that resulted in the death of her children. She has graciously agreed to share her experience to help clinicians understand the experience of post-partum depression and its potential severity. | 1. Understand PPD from a personal perspective.                                         |
| 6/6/19 12:00 - 1pm     | Kathy Baur                 | Special Topics: Leadership and program design | Using Brene Brown’s &quot;Dare to Lead&quot; discuss impact of leadership style on program design.                                                                                                               | 1. Understand the impact of leadership in making organizational change.              |
| 6/6/19 1:00 - 2pm      | Lisa Fisher                | Integrated Health and Working on a Multi-disciplinary Team | Discussion of the different disciplines in a multi-disciplinary team and the unique role of a psychologist.                                                                                             | 1. Review of consultation models and the psychologist role.                         |</p>
<table>
<thead>
<tr>
<th>Date Time</th>
<th>Presenter</th>
<th>Title</th>
<th>Description</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/10/19 &amp; 6/11/19 - 5:00 pm EBP Seminar</td>
<td>Jeffery White, LMFT</td>
<td>Level 1: Bridging the Couple Chasm - Professional Training in Gottman Method Couples Therapy</td>
<td>The Gottman Method Couples Therapy provides a research-based roadmap for helping couples compassionately manage their conflicts, deepen their friendship and intimacy, and share their life purpose and dreams.</td>
<td>1. Explain an empirically based theory regarding what makes relationships succeed or fail. 2. Explain at least six interventions to empower couples to solve or dialogue about their solvable, perpetual, and perpetual-gridlocked problems. 3. Describe strategies for couples to process their fights and regrettable incidents.</td>
</tr>
<tr>
<td>6/13/19 12:00 -2:00 pm Psychological Assessment Seminar</td>
<td>Briana Johannesen</td>
<td>Early Childhood assessment Part I Child Neuropsychological Assessment</td>
<td>Learn more about doing neuropsychological assessments with children including some of the reasons for referral, important considerations of working with children, and how to integrate test information. We will review some assessment data together and talk about how to make relevant and appropriate recommendations.</td>
<td>1. Explore why children may be referred for a neuropsych evaluation, or why a child below age 5 might be referred for an evaluation. 2. Discuss impact of history, culture, family on test administration, results, and recommendations. 3. Review and draw conclusions from various test results.</td>
</tr>
<tr>
<td>6/20/19 12 - 2pm EBP Seminar</td>
<td>Susan Seda</td>
<td>Understanding the disability system</td>
<td>Provides overview of the history and development of the system. Understanding the disability process and the role of mental health.</td>
<td>1. Understand how the disability application process works. 2. Identify obstacles for clients when dealing with disability system.</td>
</tr>
<tr>
<td>6/27/19 12 - 2</td>
<td>Kathy Baur</td>
<td>Special Topics: Leadership and program design Part II</td>
<td>Using Brene Brown’s &quot;Dare to Lead&quot; discuss impact of leadership style on program design</td>
<td>1. Understand the impact of leadership in making organizational change.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7/11/2019</td>
<td>12 - 2 pm</td>
<td>Briana Johannesen</td>
<td>Early Childhood assessment</td>
<td>Review various methods and considerations of evaluating the 0-5 population.</td>
</tr>
<tr>
<td>7/25/2019</td>
<td>12 - 2 pm</td>
<td>Kirsten Kloock, PsyD</td>
<td>Private practice</td>
<td>Learn more about the ins and outs of starting a private practice as a psychologist. Review revenue streams, creating a niche, and the nuts and bolts of running your own business</td>
</tr>
<tr>
<td>8/1/19</td>
<td>1:00 - 2 pm</td>
<td>Drs. Anderson &amp; Talbot</td>
<td>Where the Field of Psychology and Behavioral Health are Going</td>
<td>Over the next ten years, Medicaid expansion, insurance company consolidation, and accountability requirements will reshape the field of psychology.</td>
</tr>
<tr>
<td>8/7/19</td>
<td>2 - 3 pm</td>
<td>Interns' Research presentation</td>
<td>Final project for the research rotation</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Presenter</td>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8/15/2019</td>
<td>12 - 2</td>
<td>Barbara Mannell, MD</td>
<td>Psychopharm</td>
<td>This class is an overview of psychopharmacology for adults, adolescents and children with behavioral health disorders. Basic classes of medications will be reviewed along with the research supporting their use on and special concerns for younger populations.</td>
</tr>
<tr>
<td>8/22/2019</td>
<td></td>
<td>Graduation</td>
<td></td>
<td>Celebrate the accomplishment of the graduating interns of 2018.19</td>
</tr>
</tbody>
</table>
Using the following scale, rate the truth of each item as it applies to you.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Not at All True</td>
<td>Somewhat True</td>
<td>Totally True</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. I believe all clients should maintain direct eye contact during counseling.

1 2 3 4 5 6 7

2. I check up on my minority/cultural counseling skills by monitoring my functioning – via consultation, supervision, and continuing education.

1 2 3 4 5 6 7

3. I am aware some research indicates that minority clients receive “less preferred” forms of counseling treatment than majority clients.

1 2 3 4 5 6 7

4. I think that clients who do not discuss intimate aspects of their lives are being resistant and defensive.

1 2 3 4 5 6 7

5. I am aware of certain counseling skills, techniques, or approaches that are more likely to transcend culture and be effective with any clients.

1 2 3 4 5 6 7

6. I am familiar with the “culturally deficient” and “culturally deprived” depictions of minority mental health and understand how these labels serve to foster and perpetuate discrimination.

1 2 3 4 5 6 7
Using the following scale, rate the truth of each item as it applies to you.

<table>
<thead>
<tr>
<th>Not at All True</th>
<th>Somewhat True</th>
<th>Totally True</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. I feel all the recent attention directed toward multicultural issues in counseling is overdone and not really warranted.

2. I am aware of individual differences that exist among members within a particular ethnic group based on values, beliefs, and level of acculturation.

3. I am aware some research indicates that minority clients are more likely to be diagnosed with mental illnesses than are majority clients.

4. I think that clients should perceive the nuclear family as the ideal social unit.

5. I think that being highly competitive and achievement oriented are traits that all clients should work towards.

6. I am aware of the differential interpretations of nonverbal communication (e.g., personal space, eye contact, handshakes) within various racial/ethnic groups.

7. I understand the impact and operations of oppression and the racist concepts that have permeated the mental health professions.

8. I realize that counselor-client incongruities in problem conceptualization and counseling goals may reduce counselor credibility.
Using the following scale, rate the truth of each item as it applies to you.

1 2 3 4 5 6 7
Not at All True

1 2 3 4 5 6 7 Somewhat True

7 6 5 4 3 2 1 Totally True

15. I am aware that some racial/ethnic minorities see the profession of psychology functioning to maintain and promote the status and power of the White Establishment.

1 2 3 4 5 6 7

16. I am knowledgeable of acculturation models for various ethnic minority groups.

1 2 3 4 5 6 7

17. I have an understanding of the role culture and racism play in the development of identity and worldviews among minority groups.

1 2 3 4 5 6 7

18. I believe that it is important to emphasize objective and rational thinking in minority clients.

1 2 3 4 5 6 7

19. I am aware of culture-specific, that is culturally indigenous, models of counseling for various racial/ethnic groups.

1 2 3 4 5 6 7

20. I believe that my clients should view a patriarchal structure as the ideal.

1 2 3 4 5 6 7

21. I am aware of both the initial barriers and benefits related to the cross-cultural counseling relationship.

1 2 3 4 5 6 7

22. I am comfortable with differences that exist between me and my clients in terms of race and beliefs.

1 2 3 4 5 6 7
Using the following scale, rate the truth of each item as it applies to you.

1 2 3 4 5 6 7
Not at All True Somewhat True Totally True

23. I am aware of institutional barriers which may inhibit minorities from using mental health services.
1 2 3 4 5 6 7

24. I think that my clients should exhibit some degree of psychological mindedness and sophistication.
1 2 3 4 5 6 7

25. I believe that minority clients will benefit most from counseling with a majority who endorses White middle-class values and norms.
1 2 3 4 5 6 7

26. I am aware that being born a White person in this society carries with it certain advantages.
1 2 3 4 5 6 7

27. I am aware of the value assumptions inherent in major schools of counseling and understand how these assumptions may conflict with values of culturally diverse clients.
1 2 3 4 5 6 7

28. I am aware that some minorities see the counseling process as contrary to their own life experiences and inappropriate or insufficient to their needs.
1 2 3 4 5 6 7

29. I am aware that being born a minority in this society brings with it certain challenges that White people do not have to face.
1 2 3 4 5 6 7

30. I believe that all clients must view themselves as their number one responsibility.
1 2 3 4 5 6 7
Using the following scale, rate the truth of each item as it applies to you.

1                     2                     3                     4                     5                     6                     7
Not at All True
Somewhat True
Totally True

31. I am sensitive to circumstances (personal biases, language dominance, stage of ethnic identity development) which may dictate referral of the minority client to a member of his/her own racial/ethnic group.

1                     2                     3                     4                     5                     6                     7

32. I am aware that some minorities believe counselors lead minority students into non-academic programs regardless of student potential, preferences, or ambitions.

1                     2                     3                     4                     5                     6                     7

Thank you for completing this instrument. Please feel free to express in writing below any thoughts, concerns, or comments you have regarding this instrument:
Individualized training plans are designed to assist supervisees in meeting their personal training objectives in addition to those of the training program.

Individualized Rotation-Specific Competencies:

1. 
2. 
3. 
4. 
5. 
6.

Training Activities to Support Competencies:

1. 
2. 
3. 
4. 
5. 
6.

**Date for Reassessment of Progress:**

I have read and understand this training plan and been provided opportunities to discuss it with my primary supervisor.

___________________________  _____________________
Signature of Supervisee       Signature of Supervisor
# JEFFERSON CENTER
## DOCTORAL INTERN EVALUATION

<table>
<thead>
<tr>
<th>Intern Name:</th>
<th>Primary Supervisor:</th>
<th>Date of Review:</th>
<th>Pre, Mid or End Review:</th>
</tr>
</thead>
</table>

Please evaluate this student's overall performance based on the above rating scale to including a written summary of the intern's skill level including areas of strength and areas for improvement.

<table>
<thead>
<tr>
<th>Goal 1: Interns will achieve competence appropriate to their professional developmental level in the area of Evidence-based practice in intervention.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1.1</strong> Interns show ability to effectively form case conceptualization and create appropriate treatment planning.</td>
</tr>
<tr>
<td>1.1.1 Uses appropriate elements of evidence based theory in presenting case conceptualizations</td>
</tr>
<tr>
<td>1.1.2 Creates effective treatment plans that are appropriate to the diagnosis and problem</td>
</tr>
<tr>
<td>1.1.3 Incorporates knowledge of relevant outcome research and evidence based practice in treatment plans</td>
</tr>
<tr>
<td>1.1.4 Creates treatment planning that is contextual, maintaining sensitivity to and knowledge of client's diversity factors and needs</td>
</tr>
<tr>
<td>1.1.5 Collaborates effectively with client in development of therapeutic goals and treatment plan</td>
</tr>
<tr>
<td>1.1.6 Assess independently the treatment effectiveness through measurable and achievable objectives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 1.2 Interns show the ability to implement therapeutic interventions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1 Uses appropriate EBP based on the client’s diagnosis, presenting problems, and contextual factors</td>
</tr>
<tr>
<td>1.2.2 Articulates theoretical bases for use of interventions used in sessions</td>
</tr>
<tr>
<td>1.2.3 Formulates evidence based interventions based on treatment plan goals and objectives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 1.3 Interns show the ability to implement crisis interventions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1 Assesses danger to self and/or others</td>
</tr>
</tbody>
</table>

1 = Not at all/slightly competent
2 = Somewhat competent
3 = Competent at entry level for psychologists
4 = Very competent
5 = Extremely competent
N/O = No opportunity to observe
| 1.3.2 | Takes a more directive role with client when necessary in crisis situations |
| 1.3.3 | Responds with professional demeanor in crisis situations |
| 1.3.4 | Consults appropriately in crisis situations |
| 1.3.5 | Integrates knowledge of contextual and diversity factors in assessing and intervening in crisis situations |
| 1.3.6 | Mobilizes resources and responds effectively to clients' needs while in crisis |
| 1.3.7 | Conducts evaluations independently as requested by local hospitals' emergency departments |

**Objective 1.4**
Interns demonstrate fundamental therapeutic skills.

| 1.4.1 | Establishes rapport with a diverse clientele |
| 1.4.2 | Provides emotional containment and structure when needed in session |
| 1.4.3 | Makes timely adjustments in session based on material the client presents |
| 1.4.4 | Demonstrates professional awareness and management of therapist reaction to client (counter-transference) |
| 1.4.5 | Displays professional awareness and management of clients' reactions to therapist (transference) |
| 1.4.6 | Implements effective interventions with attention to evidence based models and flexibility to adapt when needed |
| 1.4.7 | Plans for and addresses termination with sensitivity |
| 1.4.8 | Includes collateral participants and ongoing resources when appropriate |

**Objective 2.1**
Interns demonstrate diagnostic skill and clinical formulation.

| 2.1.1 | Assess with accuracy the presenting issues taking into account the client's larger life context, including diversity factors |
| 2.1.2 | Integrates new information into conceptual understanding of client |
| 2.1.3 | Utilize appropriate diagnostic criteria to make differential diagnoses |
**Objective 2.2**
Interns demonstrate skill at instrument selection, administration, and scoring.

| 2.2.1 | Selects and implements multiple methods and means of evaluation independently and with awareness of instrument psychometrics and current research |
| 2.2.2 | Selects and implements multiple methods and means of evaluation independently and in ways that are responsive to and respectful of diverse individuals |
| 2.2.3 | Uses appropriate inquiries when administering the Rorschach | Removed |
| 2.2.4 | Scores Rorschach responses from client's protocol accurately | Removed |
| 2.2.5 | Administers and scores Wechsler Intelligence scales with accuracy |
| 2.2.6 | Administers and scores objective measures of personality accurately |

**Objective 2.3**
Interns demonstrate ability to accurately interpret assessment data.

| 2.3.1 | Accurately evaluates the validity of assessment data based on validity scales, population norms, diversity issues and test behavior |
| 2.3.2 | Accurately interprets the Rorschach structural summary | Removed |
| 2.3.3 | Articulates the use of T-scores to interpret MMPI and Millon protocols |
| 2.3.4 | Synthesizes data accounting for any conflicting data |

**Objective 2.4**
Interns demonstrate ability to write cogent reports which communicate the salient aspects of the assessment.

| 2.4.1 | Reports use appropriate language (recognition of scope and limitation of results, interpretation of findings into meaningful client centered narrative, and using results to support statements) |
| 2.4.2 | Reports are comprehensive and answer the referral questions within the context of presenting complaints, history, and larger social, cultural, environmental factors, and instrument limitations |
| 2.4.3 | Generates recommendations consistent with assessment findings |

**Objective 2.5**
Intern accurately communicates assessment findings to the referring party and client(s).

| 2.5.1 | Schedules and provides feedback process for psychological assessments in a timely manner |
| 2.5.2 | Demonstrates knowledge of and sensitivity to cultural and diversity issues in feedback session |
| 2.5.3 | Explains the test results in terms the patient and/or caregiver can understand, responding to issues raised by patient or caregiver |

**Comments:**
### Goal 3: Interns will achieve competence appropriate to their professional developmental level in the area of Ethical and legal standards.

**Objective 3.1:** Interns show knowledge of ethical, legal and professional standards as it relates to the practice of psychology.

| 3.1.1 | Demonstrates knowledge of APA Ethical Principles and other relevant ethical, legal, and professional standards and guidelines |
| 3.1.2 | Demonstrates knowledge of Federal and State laws for psychologists |
| 3.1.3 | Consults with supervisor on ethical issues or potential issues in clinical work |

**Objective 3.2** Interns adhere to ethical principles and guidelines.

| 3.2.1 | Demonstrates ethical conduct with clients, co-workers, and others |
| 3.2.2 | Demonstrates the ability to use a systemized approach in dealing with ethical concerns |

### Comments:

### Goal 4: Interns will achieve competence appropriate to their professional developmental level in the area of Individual and cultural diversity.

**Objective 4.1:** Interns show awareness of self and others as cultural beings within the larger context of diversity.

| 4.1.1 | Demonstrates awareness of own background and its impact on clients |
| 4.1.2 | Demonstrates commitment to continuing to explore own cultural identity issues and relationship to clinical work |
| 4.1.3 | Identifies cultural and diversity aspects when reviewing cases |

**Objective 4.2:** Interns take into consideration the effects of culture on clinical activities.

| 4.2.1 | Independently monitors and applies knowledge of self and others as a cultural being and applies knowledge of diversity of others in assessment, treatment, and consultation |

**Objective 4.3:** Interns use evidence-informed approach to cultural considerations.

| 4.3.1 | Cites research used when reviewing cultural variables in clinical work |
| 4.3.2 | Applies information to self and others as cultural being when formulating case conceptualizations |
| 4.3.3 | Applies knowledge, skills, and attitudes regarding dimensions of diversity to professional work |

### Comments:
### Goal 5
**Interns will achieve competence appropriate to their professional developmental level in the area of Research.**

#### Objective 5.1:
Interns demonstrate ability to apply scientific knowledge to practice.

<table>
<thead>
<tr>
<th>5.1.1</th>
<th>Applies scientific methods of evaluating clinical practices, interventions and programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.2</td>
<td>Displays necessary self-direction in gathering clinical and research information independently and competently</td>
</tr>
<tr>
<td>5.1.3</td>
<td>Engages in practices such as reading books and journal articles, and attending seminars, workshops, conferences, and presentations at internship meetings on a regular basis</td>
</tr>
<tr>
<td>5.1.4</td>
<td>Seeks out current scientific literature as needed to enhance knowledge about clinical practice and other relevant areas</td>
</tr>
<tr>
<td>5.1.5</td>
<td>Utilizes knowledge of statistical research techniques and standards to evaluate research articles’ conclusions</td>
</tr>
</tbody>
</table>

#### Objective 5.2:
Interns can apply scientific knowledge to the process of program evaluation.

<table>
<thead>
<tr>
<th>5.2.1</th>
<th>Articulates the components of effective program evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.2</td>
<td>Interprets and effectively communicates results of program evaluation via presentation or other scholarly activity</td>
</tr>
</tbody>
</table>

#### Comments:

---

### Goal 6
**Interns will achieve competence appropriate to their professional developmental level in the area of Professional values and attitudes.**

#### Objective 6.1:
Interns show professional awareness as evidenced by their behaviors across settings.

<table>
<thead>
<tr>
<th>6.1.1</th>
<th>Accepts personal responsibility across settings and context</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.2</td>
<td>Shows concern for the welfare of others</td>
</tr>
<tr>
<td>6.1.3</td>
<td>Displays consolidation of professional identity as a psychologist, by demonstrating knowledge about issues central to the field</td>
</tr>
</tbody>
</table>

#### Objective 6.2
Interns show self-awareness and engage in reflective practice.

| 6.2.1 | Demonstrates reflectivity in context of professional practice (reflection in action), acts upon reflection, uses self as a therapeutic tool |
### Objective 6.2
Interns show self-awareness and engage in reflective practice.

<table>
<thead>
<tr>
<th>6.2.2</th>
<th>Self-assesses independently competence in all competency domains; integrates self-assessment in practice; recognizes limits of knowledge/skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.3</td>
<td>Self-monitors issues related to self-care and promptly intervenes when disruptions occur</td>
</tr>
<tr>
<td>6.2.4</td>
<td>Seeks supervision independently when needed</td>
</tr>
</tbody>
</table>

**Comments:**

### Goal 7:
Interns will achieve competence appropriate to their professional developmental level in the area of communications and interpersonal skills.

#### Objective 7.1
Interns show professionalism in interpersonal relationships and communications with others.

<table>
<thead>
<tr>
<th>7.1.1</th>
<th>Develops and maintains effective relationships with a wide range of clients, colleagues, organization and communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1.2</td>
<td>Manages difficult communications; possesses advanced interpersonal skills</td>
</tr>
<tr>
<td>7.1.3</td>
<td>Demonstrates thorough grasp of professional language and concepts through verbal, nonverbal and written communications that are informative, articulate, succinct, sophisticated, and well-integrated</td>
</tr>
</tbody>
</table>

#### Objective 7.2
Interns demonstrate appropriate skills in clinical documentation.

<table>
<thead>
<tr>
<th>7.2.1</th>
<th>Documents within the records all patient contacts, including scheduled and unscheduled appointments including all crucial information and reflects the larger context of the client’s experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2.2</td>
<td>Completes documentation accurately and in a timely manner as assessed by supervisor audit</td>
</tr>
</tbody>
</table>

**Comments:**

### Goal 8
Interns will achieve competence appropriate to their professional developmental level in the area of Consultation/inter-professional/Interdisciplinary.

#### Objective 8.1
Interns display knowledge of and appropriate use multidisciplinary collaboration.

<table>
<thead>
<tr>
<th>8.1.1</th>
<th>Demonstrates awareness of multiple and differing worldviews, roles, professional standards, and contributions across context and systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.2</td>
<td>Demonstrates intermediate level knowledge of common and distinctive roles of other professionals</td>
</tr>
<tr>
<td>8.1.3</td>
<td>Develops and maintains collaborative relationships over time</td>
</tr>
</tbody>
</table>
**Objective 8.2**
Interns display knowledge of and appropriate use of Inter-professional collaboration.

<table>
<thead>
<tr>
<th>8.2.1</th>
<th>Demonstrates beginning, basic knowledge of and ability to display the skills that support effective interdisciplinary team functioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2.2</td>
<td>Participates and initiates interdisciplinary collaboration/consultation directed towards shared goals</td>
</tr>
</tbody>
</table>

**Objective 8.3**
Interns display knowledge of theories and methods of consultation.

<table>
<thead>
<tr>
<th>8.3.1</th>
<th>Articulates a general framework for understanding and practicing consultation in a community mental health center setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.3.2</td>
<td>Applies literature to provide effective consultation services in most routine and some complex cases</td>
</tr>
</tbody>
</table>

**Objective 8.4**
Interns displays knowledge of and appropriate use of case management skills.

| 8.4.1 | Accesses appropriate services and resources based on the client’s diagnosis, presenting problems, and contextual factors |

**Comments:**

**Goal 9**
Interns will achieve competence appropriate to their professional developmental level in the area of Supervision.

**Objective 9.1**
Interns demonstrate knowledge of theories and methods of supervision.

<table>
<thead>
<tr>
<th>9.1.1</th>
<th>Understands the ethical, legal, and contextual issues of the supervisor role</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1.2</td>
<td>Demonstrates knowledge of supervision models and practices</td>
</tr>
</tbody>
</table>

**Objective 9.2**
Interns demonstrate effective use of supervision.

<table>
<thead>
<tr>
<th>9.2.1</th>
<th>Comes to supervision prepared with openness and a willingness to learn</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2.2</td>
<td>Uses self-reflection in the supervision process to gain a better understanding of self as a clinician</td>
</tr>
<tr>
<td>9.2.3</td>
<td>Seeks supervision independently when needed</td>
</tr>
</tbody>
</table>

**Objective 9.3**
Interns demonstrate effective provision of supervision.

<table>
<thead>
<tr>
<th>9.3.1</th>
<th>Demonstrates knowledge of and effectively</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.3.2</td>
<td>Engages in professional reflection about one’s clinical relationships with supervisees, as well as supervisees’ relationship with their clients</td>
</tr>
<tr>
<td>9.3.3</td>
<td>Provides effective supervised supervision to less advanced students, peers, or other service providers in typical cases appropriate to the service setting</td>
</tr>
</tbody>
</table>
Comments:

Strengths and Needs Further Development:

Site Supervisor Comments:

Minor Rotation Supervisor Comments:
SUPERVISOR EVALUATION FORM

Supervisee Name__________________________________________

Supervision Period- From __________________ to____________________

Supervisor Name_____________________________ Date of Evaluation____________

Purpose: To provide the supervisor with an understanding of his/her job performance in relation to the supervisee, to suggest areas for improvement, to permit the student to offer feedback to the supervisor in a written form that is based on a set of clearly and previously-established criteria, and to increase the supervisor’s competence as a supervisor.

Performance Level Rating Scale: Based on current assessment and progress of supervision and expectations of supervisee:

3 – this area is satisfactory
2 – it would be desirable to have a little more
1 – it would be desirable to have somewhat more
0 – much more of this is needed

Directions: Utilizing the Rating Scale above, place the appropriate number on the line provided at the end of each item.

Evaluation Items

Supervisor is able to:

1. Be flexible and responsive to your changing needs
2. Establish an atmosphere of acceptance and psychological safety
3. Call attention to errors in a tactful manner
4. Recognize and accommodate to your level of experience and style of learning
5. Refrain from indiscriminate use of praise
6. Provide opportunities for you to question, challenge or doubt
7. Encourage you to explore the implications of your interventions
8. Encourage you to formulate your understanding of the case material
9. Make specific suggestions when you need them
10. Not foster undue dependence on your part
11. When asked, present a clear, theoretical rationale for suggestions
12. Clearly inform you of legal issues
13. Clearly inform you of ethical issues
14. Be sensitive to the requirements placed on you by your agency
15. Admit errors and/or limitations without undue defensiveness
16. Be concrete and specific in comments
17. Facilitate your understanding of countertransference reactions to your clients
18. Seek consultation when it is needed
19. Summarize and/or highlight major points of supervisory session
20. Be reached in case of emergencies
21. Help you formulate the dynamics of the client
22. Listen sensitively to you
23. Help clarify and define the nature of problem(s) you are having in your work
24. Be clear about the limits of the supervisory relationship
25. Deal explicitly with the formal evaluation process
26. Through role-playing or other suitable techniques, to help you more effectively intervene with your client
27. Be straightforward with you regarding areas in which you need improvement
28. Be clear with you about the differences between supervision and psychotherapy
29. Maintain an appropriate focus in your sessions
30. “Be there” to meet your needs and not impose his/her issues on you
31. Be open to discussing any difficulties between the two of you which are hindering your learning
32. Clearly define the nature, structure, expectations, and limitations of the supervisory relationship
33. Make decisions and take responsibility when appropriate
34. Make you feel s/he genuinely wants to help you learn
35. Be a good role model for you
36. Provide you with general knowledge about professional psychology
37. Be sensitive and adaptive to the stresses you are experiencing as a student
Summarize the supervisor’s strengths and weaknesses as you currently view them and make suggestions for ways in which your supervisor could further facilitate your learning.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Hall-Marley (2001) developed this Supervisor Feedback form as an instrument to provide feedback to supervisors on the trainee’s experience of supervision. The form consists of sections including atmosphere for learning, supervision style, supervision conduct, and supervision impact. It is recommended a supervisor feedback form be used a minimum of four times during the training year and ideally, more frequently. It is a tool in establishing a dialogue and a feedback loop which should enhance the supervisory alliance.

© Susan Hall-Marley, 2001  
Appendix H

Jefferson Center for Mental Health
Mid-Year / End of Year
Doctoral Psychology Internship Evaluation Form

We would greatly appreciate your honest evaluation and comments about your internship experience at Jefferson Center for Mental Health. Your feedback will directly impact future program changes and improvements. We encourage as many written comments as possible, especially in areas where room for improvement is noted. Many thanks for your help in our on-going efforts to improve our internship program.

Elissa Stein, PhD
Director of Training

<table>
<thead>
<tr>
<th>Intern Name:</th>
<th>Training Period:</th>
</tr>
</thead>
</table>

**Overall evaluation**

A. How would you rate the internship as a whole?

<table>
<thead>
<tr>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments:

B. Would you recommend this internship to your peers?

<table>
<thead>
<tr>
<th>Most definitely</th>
<th>Definitely</th>
<th>Neutral</th>
<th>Definitely</th>
<th>Most definitely</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT</td>
<td>NOT</td>
<td>3</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments:

C. Did the internship provide what you expected, based on the brochure, application process, and interviews?

<table>
<thead>
<tr>
<th>Most definitely</th>
<th>Definitely</th>
<th>Neutral</th>
<th>Definitely</th>
<th>Most definitely</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT</td>
<td>NOT</td>
<td>3</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments:
II. Evaluation of overall training in each of the program’s main goals
Please rate the effectiveness of the training you have received (e.g., didactic, supervision, and experiential training, variety of training options, etc.) toward reaching competency on the internship goals.

**Goal 1:** Interns will achieve competence appropriate to their professional developmental level in the area of Evidence-based practice in intervention

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 2:** Interns will achieve competence appropriate to their professional developmental level in the area of Evidence-based practice in assessment

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 2</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 3:** Interns will achieve competence appropriate to their professional developmental level in the area of Ethical and legal standards

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 3</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 4:** Interns will achieve competence appropriate to their professional developmental level in the area of Individual and cultural diversity

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 4</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 5:** Interns will achieve competence appropriate to their professional developmental level in the area of Research

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 5</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 6:** Interns will achieve competence appropriate to their professional developmental level in the area of Professional values and attitudes

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 6</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Goal 7:** Interns will achieve competence appropriate to their professional developmental level in the area of communications and interpersonal skills.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 7</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Goal 8: Interns will achieve competence appropriate to their professional developmental level in the area of Consultation/interprofessional/interdisciplinary

<table>
<thead>
<tr>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Goal 9: Interns will achieve competence appropriate to their professional developmental level in the area of Supervision

<table>
<thead>
<tr>
<th>Poor</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

III. What experiences in your internship specifically aided you in obtaining post-internship employment?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

III. In addressing the following aspects of your internship experience, please write the name of the rotation and rate each area on the following scale:

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maj Rotation 1</th>
<th>Maj Rotation 2</th>
<th>Research</th>
<th>Access ER</th>
<th>Psych Assess</th>
</tr>
</thead>
</table>

- The supervision I received was of good quality.
- I received a sufficient amount of supervision.
- The content of training seminars was relevant.
- I found sufficient opportunity for professional development.
<table>
<thead>
<tr>
<th>Maj Rotation 1</th>
<th>Maj Rotation 2</th>
<th>Research</th>
<th>Access ER</th>
<th>Psych Assess</th>
</tr>
</thead>
<tbody>
<tr>
<td>The internship provided sufficient education in professional Ethics.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The internship provided sufficient education in diversity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I had the opportunity to develop my supervisory skills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The breadth of the experiences supported by growth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My caseload was sufficient</td>
<td>Good role models were available to me.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I found the internship environment to be generally supportive.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The internship was sufficiently challenging to me.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I felt that I was respected by supervisors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My professional growth was encouraged.</td>
<td>I received educational and emotional support in my job search.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There was adequate support for my graduate research.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training took priority over the Center's needs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I felt welcomed in the training site.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The teaching/training I received was effective.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. A. Which internship experiences did you find most beneficial and why?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
B. Which internship experiences did you find least beneficial and why?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
C. What suggestions do you have for improvement of the internship training program?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
V. Additional Comments (attach a separate sheet if desired):
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Name_________________________________________________________
Jefferson Center
Wheat Ridge, Colorado

This certifies that
John Doe

has successfully completed a 2,000-hour
Doctoral Psychology Internship

September 3, 2019 to August 28, 2020

______________________________

Kathy Baur, PhD, Training Director
Post-Internship Contact Information Form

Internship Training Year: ____________________________

Name: __________________________________________

Address

______________________________________________

______________________________________________

City ____________________________________________

State/Zip _________________________________________

Phones:

Mobile: _________________________________________

Home ___________________________________________

Email: __________________________________________

I give permission for Jefferson Center to contact me after the internship year for the purpose of collecting data on the progress in my career.

______________________________________________  _________________
Signature                                      Date
Your name:

I. **Internship:**
   A. Dates of internship: ____________________________
   B. Average hours per week: ____________________________

II. **Academic Program:**
   A. Graduate Program: ____________________________

   Institution: ____________________________

   B. Degree & Year Graduated: ____________________________

   C. Area of Specialization: ____________________________

   Minor: ____________________________

   D. Was your program APA accredited when you graduated: Yes___ No____

III. **Employment and Professional Activities:**

   Please list all places and dates of employment since your internship. Include the title of the position and the appropriate percentage of time spent in your responsibilities.

   A. Present place of employment: ____________________________

      Position held: ____________________________

      Percentage of time/duties: ____________________________

   B. First employment following internship: ____________________________

      Position held: ____________________________

      Percentage of time/duties: ____________________________
C. Are you licensed to practice as a psychologist? Yes ___ No ___

If so, in what state(s)? ___________________________________________

D. Please list all your professional achievements (e.g., fellow status, diplomat, professional presentations and publications, community service):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

IV. Internship Evaluation:
Please evaluate the quality of your internship on the following:
A. Overall quality of experience
   1  2  3  4  5
   Poor  Adequate  Excellent

B. Overall quality of supervision
   1  2  3  4  5
   Poor  Adequate  Excellent

C. Breadth of experience
   1  2  3  4  5
   Poor  Adequate  Excellent

D. Depth of experience
   1  2  3  4  5
   Poor  Adequate  Excellent

Please evaluate the degree to which your internship experience met the training goals:
**Goal 1:** Interns will achieve competence appropriate to their professional developmental level in the area of evidence-based practice in intervention.

   1  2  3  4  5
   Poor  Adequate  Excellent

**Goal 2:** Interns will achieve competence appropriate to their professional developmental level in the area of evidence-based practice in assessment.

   1  2  3  4  5
   Poor  Adequate  Excellent
Goal 3: Interns will achieve competence appropriate to their professional developmental level in the area of ethical and legal standards.

1 2 3 4 5
Poor Adequate Excellent

Goal 4: Interns will achieve competence appropriate to their professional developmental level in the area of individual and cultural diversity.

1 2 3 4 5
Poor Adequate Excellent

Goal 5: Interns will achieve competence appropriate to their professional developmental level in the area of research.

1 2 3 4 5
Poor Adequate Excellent

Goal 6: Interns will achieve competence appropriate to their professional developmental level in the area of professional values and attitudes

1 2 3 4 5
Poor Adequate Excellent

Goal 7: Interns will achieve competence appropriate to their professional developmental level in the area of communications and interpersonal skills

1 2 3 4 5
Poor Adequate Excellent

Goal 8: Interns will achieve competence appropriate to their professional developmental level in the area of consultation/inter-professional/interdisciplinary.

1 2 3 4 5
Poor Adequate Excellent

Goal 9: Interns will achieve competence appropriate to their professional developmental level in the area of supervision.

1 2 3 4 5
Poor Adequate Excellent
V. What experiences in your internship specifically aided you in obtaining post-internship employment?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
___________________
_______________________________________________
__________________________________________________________________

IV. In addressing the following aspects of your internship experience, please write the appropriate numbers in the response column:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Neutral</td>
<td>Agree</td>
<td>Strongly Agree</td>
</tr>
</tbody>
</table>

A. The primary supervision I received was of good quality. ________
B. I received a sufficient amount of supervision. ________
C. The content of training seminars was relevant. ________
D. I found sufficient opportunity for professional development. ________
E. Adequate role models were available to me. ________
F. The internship provided sufficient education in professional ethics. ________
G. I had the opportunity to develop my clinical skills in working with individuals. ________
H. I had the opportunity to develop my clinical skills in working with groups. ________
I. I had the opportunity to develop my supervisory skills. ________
J. I found the internship environment to be generally supportive. ________
K. Peer support was available throughout the internship. ________
L. The internship was sufficiently challenging to me. ________
M. Treatment of interns reflected respect. ________
N. My personal growth was encouraged. ________
O. I received educative and emotional support in my job search. ________
P. There was adequate support for my graduate research. ________
Q. Training did not seem subordinate to service delivery. ________
R. I found the Counseling Center supportive of my professional activities. ________
VII. A. Which internship experiences did you find *most* beneficial and why?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
B. Which internship experiences did you find *least* beneficial and why?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
C. What suggestions do you have for improvement of the internship training program?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
VIII. Additional Comments (attach a separate sheet if desired):
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
Name ___________________________ Date ______________
Appendix L

Jefferson Center
Doctoral Psychology Intern Development Plan

Intern Name: _________________________  Plan Date: ____________________
Supervisor Name: ____________________  Plan Review Date: ______________
Person completing Development Plan form: ______________ Date: __________

Identified concern requiring remediation with examples: ____________________

<table>
<thead>
<tr>
<th>Criteria for successful plan completion with objective measures</th>
<th>GOAL 1</th>
<th>GOAL 2</th>
<th>GOAL 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline for completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action plan/Needed resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consequences for failure to remediate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

85
Resources and/or support provided by supervisor and/or Training Director to assist intern in successfully achieving the above goals:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Intern comments and/or issues arising during discussion:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Intern Signature: __________________________ Date: _______________________

Supervisor Signature: _____________________ Date: _______________________

Training Director Signature: ________________ Date: _______________________

Date DCT of graduate program notified: _________________________________
Appendix M

**Doctoral Psychology Intern Grievance Form**

It is the purpose of the Grievance Procedure to establish a method whereby grievances of interns will be resolved fairly and effectively. The filing of a grievance will in no way prejudice the status of the intern. Please see the Doctoral Psychology Internship Intern Manual for a full description of the procedure.

Intern: ___________________________ Date: __________________

Program: ________________________ Supervisor: ________________________

Statement of Grievance (Background/activity leading to complaint, including dates):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Remedy Requested:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Intern’s Signature: __________________ Date: ________________

Date the Immediate Supervisor was notified: ____________________________
(Please attach response)

Date the Training Director was notified: ________________________________
(Please attach response)

Meeting date/time: ________________
Attendance: ______________________
Solutions tried to date ________________________________________________

____________________________________________________________________
____________________________________________________________________

Results of the review _________________________________________________

____________________________________________________________________
____________________________________________________________________
References


Section 5: Ethical Principles of Psychologists and Code of Conduct
ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT

Adopted August 21, 2002
Effective June 1, 2003

With the 2010 Amendments
Adopted February 20, 2010
Effective June 1, 2010
# ETHICAL PRINCIPLES OF PSYCHOLOGISTS

## AND CODE OF CONDUCT

### CONTENTS

| INTRODUCTION AND APPLICABILITY | 4.02 | Discussing the Limits of Confidentiality | 8.04 | Client/Patient, Student, and Subordinate Research Participants |
| PREAMBLE | 4.03 | Recording | 8.05 | Dispensing With Informed Consent for Research |
| GENERAL PRINCIPLES | 4.04 | Minimizing Intrusions on Privacy Disclosures | 8.06 | Offering Inducements for Research Participation |
| Principle A: Beneficence and Nonmaleficence | 4.05 | Consultations | 8.07 | Deception in Research |
| Principle B: Fidelity and Responsibility | 4.07 | Use of Confidential Information for Didactic or Other Purposes | 8.08 | Debriefing |
| Principle C: Integrity | 5.01 | Advertising and Other Public Statements | 8.09 | Humane Care and Use of Animals in Research |
| Principle D: Justice | 5.02 | Avoidance of False or Deceptive Statements | 8.10 | Reporting Research Results |
| Principle E: Respect for People's Rights and Dignity | 5.06 | Statements by Others | 8.11 | Plagiarism |
| 1. RESOLVING ETHICAL ISSUES | 5.07 | Descriptions of Workshops and Non-Degree-Granting Educational Programs | 8.12 | Publication Credit |
| 1.01 Misuse of Psychologists' Work | 6.01 | Media Presentations | 8.13 | Duplicate Publication of Data |
| 1.02 Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority | 6.02 | Testimonials | 8.14 | Sharing Research Data for Verification |
| 1.03 Conflicts Between Ethics and Organizational Demands | 6.03 | In-Person Solicitation | 8.15 | Reviewers |
| 1.04 Informal Resolution of Ethical Violations | 6.04 | Record Keeping and Fees | 9.01 | Assessment |
| 1.05 Reporting Ethical Violations | 6.05 | Documentation of Professional and Scientific Work and Maintenance of Records | 9.02 | Use of Assessments |
| 1.06 Cooperating With Ethics Committees | 6.06 | Maintenance, Dissemination, and Disposal of Confidential Records of Professional and Scientific Work | 9.03 | Informed Consent in Assessments |
| 1.07 Improper Complaints | 6.07 | Withholding Records for Nonpayment Fees and Financial Arrangements | 9.04 | Release of Test Data |
| 1.08 Unfair Discrimination Against Complainants and Respondents | 6.08 | Barter With Clients/Patients | 9.05 | Test Construction |
| 2. COMPETENCE | 6.09 | Accuracy in Reports to Payors and Funding Sources | 9.06 | Interpreting Assessment Results |
| 2.01 Boundaries of Competence | 7.01 | Referrals and Fees | 9.07 | Assessment by Unqualified Persons |
| 2.02 Providing Services in Emergencies | 7.02 | Education and Training | 9.08 | Obsolete Tests and Outdated Test Results |
| 2.03 Maintaining Competence | 7.03 | Design of Education and Training Programs | 9.09 | Test Scoring and Interpretation Services |
| 2.04 Bases for Scientific and Professional Judgments | 7.04 | Descriptions of Education and Training Programs | 9.10 | Explaining Assessment Results |
| 2.05 Delegation of Work to Others | 7.05 | Accuracy in Teaching | 9.11 | Maintaining Test Security |
| 2.06 Personal Problems and Conflicts | 7.06 | Student Disclosure of Personal Information | 10.01 | Therapy |
| 3. HUMAN RELATIONS | 7.07 | Mandatory Individual or Group Therapy | 10.02 | Therapy Involving Couples or Families |
| 3.01 Unfair Discrimination | 7.08 | Assessing Student and Supervisee Performance | 10.03 | Group Therapy |
| 3.02 Sexual Harassment | 7.09 | Sexual Relationships With Students and Supervisees | 10.04 | Providing Therapy to Those Served by Others |
| 3.03 Other Harassment | 7.10 | Research and Publication | 10.05 | Sexual Intimacies With Current Therapy Clients/Patients |
| 3.04 Avoiding Harm | 7.11 | Institutional Approval | 10.06 | Sexual Intimacies With Relatives or Significant Others of Current Therapy Clients/Patients |
| 3.05 Multiple Relationships | 7.12 | Informed Consent to Research | 10.07 | Therapy With Former Sexual Partners |
| 3.06 Conflict of Interest | 7.13 | Informed Consent for Recording Voices and Images in Research | 10.08 | Sexual Intimacies With Former Therapy Clients/Patients |
| 3.07 Third-Party Requests for Services | 7.14 | 2010 AMENDMENTS TO THE 2002 "ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT" |
| 3.08 Exploitative Relationships | 8.01 | Institutional Approval | |
| 3.09 Cooperation With Other Professionals | 8.02 | Informed Consent to Research | |
| 3.10 Informed Consent | 8.03 | Informed Consent for Recording Voices and Images in Research | |
| 3.11 Psychological Services Delivered to or Through Organizations | | | |
| 3.12 Interruption of Psychological Services | | | |
| 4. PRIVACY AND CONFIDENTIALITY | | | |
| 4.01 Maintaining Confidentiality | | | |

Effective June 1, 2003, as amended 2010
Copyright © 2010 by the American Psychological Association. 0003-060X
INTRODUCTION AND APPLICABILITY

The American Psychological Association’s (APA’s) Ethical Principles of Psychologists and Code of Conduct (hereinafter referred to as the Ethics Code) consists of an Introduction, a Preamble, five General Principles (A–E), and specific Ethical Standards. The Introduction discusses the intent, organization, procedural considerations, and scope of application of the Ethics Code. The Preamble and General Principles are aspirational goals to guide psychologists toward the highest ideals of psychology. Although the Preamble and General Principles are not themselves enforceable rules, they should be considered by psychologists in arriving at an ethical course of action. The Ethical Standards set forth enforceable rules for conduct as psychologists. Most of the Ethical Standards are written broadly, in order to apply to psychologists in varied roles, although the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. The fact that a given conduct is not specifically addressed by an Ethical Standard does not mean that it is necessarily either ethical or unethical.

This Ethics Code applies only to psychologists’ activities that are part of their scientific, educational, or professional roles as psychologists. Areas covered include but are not limited to the clinical, counseling, and school practice of psychology; research; teaching; supervision of trainees; public service; policy development; social intervention; development of assessment instruments; conducting assessments; educational counseling; organizational consulting; forensic activities; program design and evaluation; and administration. This Ethics Code applies to these activities across a variety of contexts, such as in person, postal, telephone, Internet, and other electronic communications. These activities shall be distinguished from the purely private conduct of psychologists, which is not within the purview of the Ethics Code.

Membership in the APA commits members and student affiliates to comply with the standards of the APA Ethics Code and to the rules and procedures used to enforce them. Lack of awareness or misunderstanding of an Ethical Standard is not itself a defense to a charge of unethical conduct.

The procedures for filing, investigating, and resolving complaints of unethical conduct are described in the current Rules and Procedures of the APA Ethics Committee. APA may impose sanctions on its members for violations of the standards of the Ethics Code, including termination of APA membership, and may notify other bodies and individuals of its actions. Actions that violate the standards of the Ethics Code may also lead to the imposition of sanctions on psychologists or students whether or not they are APA members by bodies other than APA, including state psychological associations, other professional groups, psychology boards, other state or federal agencies, and payors for health services. In addition, APA may take action against a member after his or her conviction of a felony, expulsion or suspension from an affiliated state psychological association, or suspension or loss of licensure. When the sanction to be imposed by APA is less than expulsion, the 2001 Rules and Procedures do not guarantee an opportunity for an in-person hearing, but generally provide that complaints will be resolved only on the basis of a submitted record.

The Ethics Code is intended to provide guidance for psychologists and standards of professional conduct that can be applied by the APA and by other bodies that choose to adopt them. The Ethics Code is not intended to be a basis of civil liability. Whether a psychologist has violated the Ethics Code standards does not by itself determine whether the psychologist is legally liable in a court action, whether a contract is enforceable, or whether other legal consequences occur.

The modifiers used in some of the standards of this Ethics Code (e.g., reasonably, appropriately, potentially) are included in the standards when they would (1) allow professional judgment on the part of psychologists, (2) eliminate injustice or inequality that would occur without the modifier, (3) ensure applicability across the broad range of activities conducted by psychologists, or (4) guard against a set of rigid rules that might be quickly outdated. As used in this Ethics Code, the term reasonable means the prevailing professional judgment of psychologists engaged in similar activities in similar circumstances, given the knowledge the psychologist had or should have had at the time.

The American Psychological Association’s Council of Representatives adopted this version of the APA Ethics Code during its meeting on August 21, 2002. The Code became effective on June 1, 2003. The Council of Representatives amended this version of the Ethics Code on February 20, 2010. The amendments became effective on June 1, 2010 (see p. 15 of this pamphlet). The Code and information regarding the Code can be found on the APA website, http://www.apa.org/ethics. The standards in this Ethics Code will be used to adjudicate complaints brought concerning alleged conduct occurring on or after the effective date. Complaints will be adjudicated on the basis of the version of the Ethics Code that was in effect at the time the conduct occurred.

The APA has previously published its Ethics Code as follows:


Request copies of the APA Ethical Principles of Psychologists and Code of Conduct from the APA Order Department, 750 First Street, NE, Washington, DC 20002–4242, or phone (202) 336-5510.
In the process of making decisions regarding their professional behavior, psychologists must consider this Ethics Code in addition to applicable laws and psychology board regulations. In applying the Ethics Code to their professional work, psychologists may consider other materials and guidelines that have been adopted or endorsed by scientific and professional psychological organizations and the dictates of their own conscience, as well as consult with others within the field. If this Ethics Code establishes a higher standard of conduct than is required by law, psychologists must meet the higher ethical standard. If psychologists’ ethical responsibilities conflict with law, regulations, or other governing legal authority, psychologists make known their commitment to this Ethics Code and take steps to resolve the conflict in a responsible manner in keeping with basic principles of human rights.

PREAMBLE

Psychologists are committed to increasing scientific and professional knowledge of behavior and people’s understanding of themselves and others and to the use of such knowledge to improve the condition of individuals, organizations, and society. Psychologists respect and protect civil and human rights and the central importance of freedom of inquiry and expression in research, teaching, and publication. They strive to help the public in developing informed judgments and choices concerning human behavior. In doing so, they perform many roles, such as researcher, educator, diagnostician, therapist, supervisor, consultant, administrator, social interventionist, and expert witness. This Ethics Code provides a common set of principles and standards upon which psychologists build their professional and scientific work.

This Ethics Code is intended to provide specific standards to cover most situations encountered by psychologists. It has as its goals the welfare and protection of the individuals and groups with whom psychologists work and the education of members, students, and the public regarding ethical standards of the discipline.

The development of a dynamic set of ethical standards for psychologists’ work-related conduct requires a personal commitment and lifelong effort to act ethically; to encourage ethical behavior by students, supervisees, employees, and colleagues; and to consult with others concerning ethical problems.

GENERAL PRINCIPLES

This section consists of General Principles. General Principles, as opposed to Ethical Standards, are aspirational in nature. Their intent is to guide and inspire psychologists toward the very highest ethical ideals of the profession. General Principles, in contrast to Ethical Standards, do not represent obligations and should not form the basis for imposing sanctions. Relying upon General Principles for either of these reasons distorts both their meaning and purpose.

Principle A: Beneficence and Nonmaleficence

Psychologists strive to benefit those with whom they work and take care to do no harm. In their professional actions, psychologists seek to safeguard the welfare and rights of those with whom they interact professionally and other affected persons, and the welfare of animal subjects of research. When conflicts occur among psychologists’ obligations or concerns, they attempt to resolve those conflicts in a responsible fashion that avoids or minimizes harm. Because psychologists’ scientific and professional judgments and actions may affect the lives of others, they are alert to and guard against personal, financial, social, organizational, or political factors that might lead to misuse of their influence. Psychologists strive to be aware of the possible effect of their own physical and mental health on their ability to help those with whom they work.

Principle B: Fidelity and Responsibility

Psychologists establish relationships of trust with those with whom they work. They are aware of their professional and scientific responsibilities to society and to the specific communities in which they work. Psychologists uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and seek to manage conflicts of interest that could lead to exploitation or harm. Psychologists consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interests of those with whom they work. They are concerned about the ethical compliance of their colleagues’ scientific and professional conduct. Psychologists strive to contribute a portion of their professional time for little or no compensation or personal advantage.

Principle C: Integrity

Psychologists seek to promote accuracy, honesty, and truthfulness in the science, teaching, and practice of psychology. In these activities psychologists do not steal, cheat, or engage in fraud, subterfuge, or intentional misrepresentation of fact. Psychologists strive to keep their promises and to avoid unwise or unclear commitments. In situations in which deception may be ethically justifiable to maximize benefits and minimize harm, psychologists have a serious obligation to consider the need for, the possible consequences of, and their responsibility to correct any resulting mistrust or other harmful effects that arise from the use of such techniques.

Principle D: Justice

Psychologists recognize that fairness and justice entitle all persons to access to and benefit from the contributions of psychology and to equal quality in the processes, procedures, and services being conducted by psychologists. Psychologists exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of
their competence, and the limitations of their expertise do not lead to or condone unjust practices.

**Principle E: Respect for People’s Rights and Dignity**

Psychologists respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality, and self-determination. Psychologists are aware that special safeguards may be necessary to protect the rights and welfare of persons or communities whose vulnerabilities impair autonomous decision making. Psychologists are aware of and respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status, and consider these factors when working with members of such groups. Psychologists try to eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone activities of others based upon such prejudices.

**ETHICAL STANDARDS**

1. **Resolving Ethical Issues**

1.01 Misuse of Psychologists’ Work

If psychologists learn of misuse or misrepresentation of their work, they take reasonable steps to correct or minimize the misuse or misrepresentation.

1.02 Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority

If psychologists’ ethical responsibilities conflict with law, regulations, or other governing legal authority, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and take reasonable steps to resolve the conflict consistent with the General Principles and Ethical Standards of the Ethics Code. Under no circumstances may this standard be used to justify or defend violating human rights.

1.03 Conflicts Between Ethics and Organizational Demands

If the demands of an organization with which psychologists are affiliated or for whom they are working are in conflict with this Ethics Code, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and take reasonable steps to resolve the conflict consistent with the General Principles and Ethical Standards of the Ethics Code. Under no circumstances may this standard be used to justify or defend violating human rights.

1.04 Informal Resolution of Ethical Violations

When psychologists believe that there may have been an ethical violation by another psychologist, they attempt to resolve the issue by bringing it to the attention of that individual, if an informal resolution appears appropriate and the intervention does not violate any confidentiality rights that may be involved. (See also Standards 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority, and 1.03, Conflicts Between Ethics and Organizational Demands.)

1.05 Reporting Ethical Violations

If an apparent ethical violation has substantially harmed or is likely to substantially harm a person or organization and is not appropriate for informal resolution under Standard 1.04, Informal Resolution of Ethical Violations, or is not resolved properly in that fashion, psychologists take further action appropriate to the situation. Such action might include referral to state or national committees on professional ethics, to state licensing boards, or to the appropriate institutional authorities. This standard does not apply when an intervention would violate confidentiality rights or when psychologists have been retained to review the work of another psychologist whose professional conduct is in question. (See also Standard 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority.)

1.06 Cooperating With Ethics Committees

Psychologists cooperate in ethics investigations, proceedings, and resulting requirements of the APA or any affiliated state psychological association to which they belong. In doing so, they address any confidentiality issues. Failure to cooperate is itself an ethics violation. However, making a request for deferment of adjudication of an ethics complaint pending the outcome of litigation does not alone constitute noncooperation.

1.07 Improper Complaints

Psychologists do not file or encourage the filing of ethics complaints that are made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

1.08 Unfair Discrimination Against Complainants and Respondents

Psychologists do not deny persons employment, advancement, admissions to academic or other programs, tenure, or promotion, based solely upon their having made or their being the subject of an ethics complaint. This does not preclude taking action based upon the outcome of such proceedings or considering other appropriate information.

2. **Competence**

2.01 Boundaries of Competence

(a) Psychologists provide services, teach, and conduct research with populations and in areas only within the boundaries of their competence, based on their education, training, supervised experience, consultation, study, or professional experience.
(b) Where scientific or professional knowledge in the discipline of psychology establishes that an understanding of factors associated with age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, or socioeconomic status is essential for effective implementation of their services or research, psychologists have or obtain the training, experience, consultation, or supervision necessary to ensure the competence of their services, or they make appropriate referrals, except as provided in Standard 2.02, Providing Services in Emergencies.

(c) Psychologists planning to provide services, teach, or conduct research involving populations, areas, techniques, or technologies new to them undertake relevant education, training, supervised experience, consultation, or study.

(d) When psychologists are asked to provide services to individuals for whom appropriate mental health services are not available and for which psychologists have not obtained the competence necessary, psychologists with closely related prior training or experience may provide such services in order to ensure that services are not denied if they make a reasonable effort to obtain the competence required by using relevant research, training, consultation, or study.

(e) In those emerging areas in which generally recognized standards for preparatory training do not yet exist, psychologists nevertheless take reasonable steps to ensure the competence of their work and to protect clients/patients, students, supervisees, research participants, organizational clients, and others from harm.

(f) When assuming forensic roles, psychologists are or become reasonably familiar with the judicial or administrative rules governing their roles.

2.02 Providing Services in Emergencies

In emergencies, when psychologists provide services to individuals for whom other mental health services are not available and for which psychologists have not obtained the necessary training, psychologists may provide such services in order to ensure that services are not denied. The services are discontinued as soon as the emergency has ended or appropriate services are available.

2.03 Maintaining Competence

Psychologists undertake ongoing efforts to develop and maintain their competence.

2.04 Bases for Scientific and Professional Judgments

Psychologists’ work is based upon established scientific and professional knowledge of the discipline. (See also Standards 2.01e, Boundaries of Competence, and 10.01b, Informed Consent to Therapy.)

2.05 Delegation of Work to Others

Psychologists who delegate work to employees, supervisees, or research or teaching assistants or who use the services of others, such as interpreters, take reasonable steps to (1) avoid delegating such work to persons who have a multiple relationship with those being served that would likely lead to exploitation or loss of objectivity; (2) authorize only those responsibilities that such persons can be expected to perform competently on the basis of their education, training, or experience, either independently or with the level of supervision being provided; and (3) see that such persons perform these services competently. (See also Standards 2.02, Providing Services in Emergencies; 3.05, Multiple Relationships; 4.01, Maintaining Confidentiality; 9.01, Bases for Assessments; 9.02, Use of Assessments; 9.03, Informed Consent in Assessment; and 9.07, Assessment by Unqualified Persons.)

2.06 Personal Problems and Conflicts

(a) Psychologists refrain from initiating an activity when they know or should know that there is a substantial likelihood that their personal problems will prevent them from performing their work-related activities in a competent manner.

(b) When psychologists become aware of personal problems that may interfere with their performing work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties. (See also Standard 10.10, Terminating Therapy.)

3. Human Relations

3.01 Unfair Discrimination

In their work-related activities, psychologists do not engage in unfair discrimination based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, or any basis proscribed by law.

3.02 Sexual Harassment

Psychologists do not engage in sexual harassment. Sexual harassment is sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, that occurs in connection with the psychologist’s activities or roles as a psychologist, and that either (1) is unwelcome, is offensive, or creates a hostile workplace or educational environment, and the psychologist knows or is told this or (2) is sufficiently severe or intense to be abusive to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts. (See also Standard 1.08, Unfair Discrimination Against Complainants and Respondents.)

3.03 Other Harassment

Psychologists do not knowingly engage in behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as those persons’ age, gender, gender identity, race, ethnicity, culture, national
origin, religion, sexual orientation, disability, language, or socioeconomic status.

3.04 Avoiding Harm

Psychologists take reasonable steps to avoid harming their clients/patients, students, supervisees, research participants, organizational clients, and others with whom they work, and to minimize harm where it is foreseeable and unavoidable.

3.05 Multiple Relationships

(a) A multiple relationship occurs when a psychologist is in a professional role with a person and (1) at the same time is in another role with the same person, (2) at the same time is in a relationship with a person closely associated with or related to the person with whom the psychologist has the professional relationship, or (3) promises to enter into another relationship in the future with the person or a person closely associated with or related to the person.

A psychologist refrains from entering into a multiple relationship if the multiple relationship could reasonably be expected to impair the psychologist’s objectivity, competence, or effectiveness in performing his or her functions as a psychologist, or otherwise risks exploitation or harm to the person with whom the professional relationship exists.

Multiple relationships that would not reasonably be expected to cause impairment or risk exploitation or harm are not unethical.

(b) If a psychologist finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the psychologist takes reasonable steps to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

(c) When psychologists are required by law, institutional policy, or extraordinary circumstances to serve in more than one role in judicial or administrative proceedings, at the outset they clarify role expectations and the extent of confidentiality and thereafter as changes occur. (See also Standards 3.04, Avoiding Harm, and 3.07, Third-Party Requests for Services.)

3.06 Conflict of Interest

Psychologists refrain from taking on a professional role when personal, scientific, professional, legal, financial, or other interests or relationships could reasonably be expected to (1) impair their objectivity, competence, or effectiveness in performing their functions as psychologists or (2) expose the person or organization with whom the professional relationship exists to harm or exploitation.

3.07 Third-Party Requests for Services

When psychologists agree to provide services to a person or entity at the request of a third party, psychologists attempt to clarify at the outset of the service the nature of the relationship with all individuals or organizations involved. This clarification includes the role of the psychologist (e.g., therapist, consultant, diagnostician, or expert witness), an identification of who is the client, the probable uses of the services provided or the information obtained, and the fact that there may be limits to confidentiality. (See also Standards 3.05, Multiple Relationships, and 4.02, Discussing the Limits of Confidentiality.)

3.08 Exploitative Relationships

Psychologists do not exploit persons over whom they have supervisory, evaluative, or other authority such as clients/patients, students, supervisees, research participants, and employees. (See also Standards 3.05, Multiple Relationships; 6.04, Fees and Financial Arrangements; 6.05, Barter With Clients/Patients; 7.07, Sexual Relationships With Students and Supervisees; 10.05, Sexual Intimacies With Current Therapy Clients/Patients; 10.06, Sexual Intimacies With Relatives or Significant Others of Current Therapy Clients/Patients; 10.07, Therapy With Former Sexual Partners; and 10.08, Sexual Intimacies With Former Therapy Clients/Patients.)

3.09 Cooperation With Other Professionals

When indicated and professionally appropriate, psychologists cooperate with other professionals in order to serve their clients/patients effectively and appropriately. (See also Standard 4.05, Disclosures.)

3.10 Informed Consent

(a) When psychologists conduct research or provide assessment, therapy, counseling, or consulting services in person or via electronic transmission or other forms of communication, they obtain the informed consent of the individual or individuals using language that is reasonably understandable to that person or persons except when conducting such activities without consent is mandated by law or governmental regulation or as otherwise provided in this Ethics Code. (See also Standards 8.02, Informed Consent to Research; 9.03, Informed Consent in Assessments; and 10.01, Informed Consent to Therapy.)

(b) For persons who are legally incapable of giving informed consent, psychologists nevertheless (1) provide an appropriate explanation, (2) seek the individual’s assent, (3) consider such persons’ preferences and best interests, and (4) obtain appropriate permission from a legally authorized person, if such substitute consent is permitted or required by law. When consent by a legally authorized person is not permitted or required by law, psychologists take reasonable steps to protect the individual’s rights and welfare.

(c) When psychological services are court ordered or otherwise mandated, psychologists inform the individual of the nature of the anticipated services, including whether the services are court ordered or mandated and any limits of confidentiality, before proceeding.

(d) Psychologists appropriately document written or oral consent, permission, and assent. (See also Standards 8.02,
3.11 Psychological Services Delivered to or Through Organizations
(a) Psychologists delivering services to or through organizations provide information beforehand to clients and when appropriate those directly affected by the services about (1) the nature and objectives of the services, (2) the intended recipients, (3) which of the individuals are clients, (4) the relationship the psychologist will have with each person and the organization, (5) the probable uses of services provided and information obtained, (6) who will have access to the information, and (7) limits of confidentiality. As soon as feasible, they provide information about the results and conclusions of such services to appropriate persons.
(b) If psychologists will be precluded by law or by organizational roles from providing such information to particular individuals or groups, they so inform those individuals or groups at the outset of the service.

3.12 Interruption of Psychological Services
Unless otherwise covered by contract, psychologists make reasonable efforts to plan for facilitating services in the event that psychological services are interrupted by factors such as the psychologist’s illness, death, unavailability, relocation, or retirement or by the client’s/patient’s relocation or financial limitations. (See also Standard 6.02c, Maintenance, Dissemination, and Disposal of Confidential Records of Professional and Scientific Work.)

4. Privacy and Confidentiality
4.01 Maintaining Confidentiality
Psychologists have a primary obligation and take reasonable precautions to protect confidential information obtained through or stored in any medium, recognizing that the extent and limits of confidentiality may be regulated by law or established by institutional rules or professional or scientific relationship. (See also Standard 2.05, Delegation of Work to Others.)

4.02 Discussing the Limits of Confidentiality
(a) Psychologists discuss with persons (including, to the extent feasible, persons who are legally incapable of giving informed consent and their legal representatives) and organizations with whom they establish a scientific or professional relationship (1) the relevant limits of confidentiality and (2) the foreseeable uses of the information generated through their psychological activities. (See also Standard 3.10, Informed Consent.)
(b) Unless it is not feasible or is contraindicated, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

4.03 Recording
Before recording the voices or images of individuals to whom they provide services, psychologists obtain permission from all such persons or their legal representatives. (See also Standards 8.03, Informed Consent for Recording Voices and Images in Research; 8.05, Dispensing With Informed Consent for Research; and 8.07, Deception in Research.)

4.04 Minimizing Intrusions on Privacy
(a) Psychologists include in written and oral reports and consultations, only information germane to the purpose for which the communication is made.
(b) Psychologists discuss confidential information obtained in their work only for appropriate scientific or professional purposes and only with persons clearly concerned with such matters.

4.05 Disclosures
(a) Psychologists may disclose confidential information with the appropriate consent of the organizational client, the individual client/patient, or another legally authorized person on behalf of the client/patient unless prohibited by law.
(b) Psychologists disclose confidential information without the consent of the individual only as mandated by law, or where permitted by law for a valid purpose such as to (1) provide needed professional services; (2) obtain appropriate professional consultations; (3) protect the client/patient, psychologist, or others from harm; or (4) obtain payment for services from a client/patient, in which instance disclosure is limited to the minimum that is necessary to achieve the purpose. (See also Standard 6.04e, Fees and Financial Arrangements.)

4.06 Consultations
When consulting with colleagues, (1) psychologists do not disclose confidential information that reasonably could lead to the identification of a client/patient, research participant, or other person or organization with whom they have a confidential relationship unless they have obtained the prior consent of the person or organization or the disclosure cannot be avoided, and (2) they disclose information only to the extent necessary to achieve the purposes of the consultation. (See also Standard 4.01, Maintaining Confidentiality.)

4.07 Use of Confidential Information for Didactic or Other Purposes
Psychologists do not disclose in their writings, lectures, or other public media, confidential, personally identifiable information concerning their clients/patients, students, research participants, organizational clients, or other recipi-
ents of their services that they obtained during the course of their work, unless (1) they take reasonable steps to disguise the person or organization, (2) the person or organization has consented in writing, or (3) there is legal authorization for doing so.

5. Advertising and Other Public Statements

5.01 Avoidance of False or Deceptive Statements

(a) Public statements include but are not limited to paid or unpaid advertising, product endorsements, grant applications, licensing applications, other credentialing applications, brochures, printed matter, directory listings, personal resumes or curricula vitae, or comments for use in media such as print or electronic transmission, statements in legal proceedings, lectures and public oral presentations, and published materials. Psychologists do not knowingly make public statements that are false, deceptive, or fraudulent concerning their research, practice, or other work activities or those of persons or organizations with which they are affiliated.

(b) Psychologists do not make false, deceptive, or fraudulent statements concerning (1) their training, experience, or competence; (2) their academic degrees; (3) their credentials; (4) their institutional or association affiliations; (5) their services; (6) the scientific or clinical basis for, or results or degree of success of, their services; (7) their fees; or (8) their publications or research findings.

(c) Psychologists claim degrees as credentials for their health services only if those degrees (1) were earned from a regionally accredited educational institution or (2) were the basis for psychology licensure by the state in which they practice.

5.02 Statements by Others

(a) Psychologists who engage others to create or place public statements that promote their professional practice, products, or activities retain professional responsibility for such statements.

(b) Psychologists do not compensate employees of press, radio, television, or other communication media in return for publicity in a news item. (See also Standard 1.01, Misuse of Psychologists’ Work.)

(c) A paid advertisement relating to psychologists’ activities must be identified or clearly recognizable as such.

5.03 Descriptions of Workshops and Non-Degree-Granting Educational Programs

To the degree to which they exercise control, psychologists responsible for announcements, catalogs, brochures, or advertisements describing workshops, seminars, or other non-degree-granting educational programs ensure that they accurately describe the audience for which the program is intended, the educational objectives, the presenters, and the fees involved.

5.04 Media Presentations

When psychologists provide public advice or comment via print, Internet, or other electronic transmission, they take precautions to ensure that statements (1) are based on their professional knowledge, training, or experience in accord with appropriate psychological literature and practice; (2) are otherwise consistent with this Ethics Code; and (3) do not indicate that a professional relationship has been established with the recipient. (See also Standard 2.04, Bases for Scientific and Professional Judgments.)

5.05 Testimonials

Psychologists do not solicit testimonials from current therapy clients/patients or other persons who because of their particular circumstances are vulnerable to undue influence.

5.06 In-Person Solicitation

Psychologists do not engage, directly or through agents, in an invited in-person solicitation of business from actual or potential therapy clients/patients or other persons who because of their particular circumstances are vulnerable to undue influence. However, this prohibition does not preclude (1) attempting to implement appropriate collateral contacts for the purpose of benefiting an already engaged therapy client/patient or (2) providing disaster or community outreach services.

6. Record Keeping and Fees

6.01 Documentation of Professional and Scientific Work and Maintenance of Records

Psychologists create, and to the extent the records are under their control, maintain, disseminate, store, retain, and dispose of records and data relating to their professional and scientific work in order to (1) facilitate provision of services later by them or by other professionals, (2) allow for replication of research design and analyses, (3) meet institutional requirements, (4) ensure accuracy of billing and payments, and (5) ensure compliance with law. (See also Standard 4.01, Maintaining Confidentiality.)

6.02 Maintenance, Dissemination, and Disposal of Confidential Records of Professional and Scientific Work

(a) Psychologists maintain confidentiality in creating, storing, accessing, transferring, and disposing of records under their control, whether these are written, automated, or in any other medium. (See also Standards 4.01, Maintaining Confidentiality, and 6.01, Documentation of Professional and Scientific Work and Maintenance of Records.)

(b) If confidential information concerning recipients of psychological services is entered into databases or systems of records available to persons whose access has not been consented to by the recipient, psychologists use coding or other techniques to avoid the inclusion of personal identifiers.
(c) Psychologists make plans in advance to facilitate the appropriate transfer and to protect the confidentiality of records and data in the event of psychologists' withdrawal from positions or practice. (See also Standards 3.12, Interruption of Psychological Services, and 10.09, Interruption of Therapy.)

6.03 Withholding Records for Nonpayment
Psychologists may not withhold records under their control that are requested and needed for a client's/patient's emergency treatment solely because payment has not been received.

6.04 Fees and Financial Arrangements
(a) As early as is feasible in a professional or scientific relationship, psychologists and recipients of psychological services reach an agreement specifying compensation and billing arrangements.
(b) Psychologists' fee practices are consistent with law.
(c) Psychologists do not misrepresent their fees.
(d) If limitations to services can be anticipated because of limitations in financing, this is discussed with the recipient of services as early as is feasible. (See also Standards 10.09, Interruption of Therapy, and 10.10, Terminating Therapy.)
(e) If the recipient of services does not pay for services as agreed, and if psychologists intend to use collection agencies or legal measures to collect the fees, psychologists first inform the person that such measures will be taken and provide that person an opportunity to make prompt payment. (See also Standards 4.05, Disclosures; 6.03, Withholding Records for Nonpayment; and 10.01, Informed Consent to Therapy.)

6.05 Barter With Clients/Patients
Barter is the acceptance of goods, services, or other nonmonetary remuneration from clients/patients in return for psychological services. Psychologists may barter only if (1) it is not clinically contraindicated, and (2) the resulting arrangement is not exploitative. (See also Standards 3.06, Multiple Relationships, and 6.04, Fees and Financial Arrangements.)

6.06 Accuracy in Reports to Payors and Funding Sources
In their reports to payors for services or sources of research funding, psychologists take reasonable steps to ensure the accurate reporting of the nature of the service provided or research conducted, the fees, charges, or payments, and where applicable, the identity of the provider, the findings, and the diagnosis. (See also Standards 4.01, Maintaining Confidentiality; 4.04, Minimizing Intrusions on Privacy; and 4.05, Disclosures.)

6.07 Referrals and Fees
When psychologists pay, receive payment from, or divide fees with another professional, other than in an employee-employee relationship, the payment to each is based on the services provided (clinical, consultative, administrative, or other) and is not based on the referral itself. (See also Standard 3.09, Cooperation With Other Professionals.)

7. Education and Training
7.01 Design of Education and Training Programs
Psychologists responsible for education and training programs take reasonable steps to ensure that the programs are designed to provide the appropriate knowledge and proper experiences, and to meet the requirements for licensure, certification, or other goals for which claims are made by the program. (See also Standard 5.03, Descriptions of Workshops and Non-Degree-Granting Educational Programs.)

7.02 Descriptions of Education and Training Programs
Psychologists responsible for education and training programs take reasonable steps to ensure that there is a current and accurate description of the program content (including participation in required course- or program-related counseling, psychotherapy, experiential groups, consulting projects, or community service), training goals and objectives, stipends and benefits, and requirements that must be met for satisfactory completion of the program. This information must be made readily available to all interested parties.

7.03 Accuracy in Teaching
(a) Psychologists take reasonable steps to ensure that course syllabi are accurate regarding the subject matter to be covered, bases for evaluating progress, and the nature of course experiences. This standard does not preclude an instructor from modifying course content or requirements when the instructor considers it pedagogically necessary or desirable, so long as students are made aware of these modifications in a manner that enables them to fulfill course requirements. (See also Standard 5.01, Avoidance of False or Deceptive Statements.)
(b) When engaged in teaching or training, psychologists present psychological information accurately. (See also Standard 2.03, Maintaining Competence.)

7.04 Student Disclosure of Personal Information
Psychologists do not require students or supervisees to disclose personal information in course- or program-related activities, either orally or in writing, regarding sexual history, history of abuse and neglect, psychological treatment, and relationships with parents, peers, and spouses or significant others except if (1) the program or training facility has clearly identified this requirement in its admissions and program materials or (2) the information is necessary to evaluate or obtain assistance for students whose personal problems could reasonably be judged to be preventing them from performing their training- or professionally related activities in a competent manner or posing a threat to the students or others.
7.05 Mandatory Individual or Group Therapy
(a) When individual or group therapy is a program or course requirement, psychologists responsible for that program allow students in undergraduate and graduate programs the option of selecting such therapy from practitioners unaffiliated with the program. (See also Standard 7.02, Descriptions of Education and Training Programs.)
(b) Faculty who are or are likely to be responsible for evaluating students’ academic performance do not themselves provide that therapy. (See also Standard 3.05, Multiple Relationships.)

7.06 Assessing Student and Supervisee Performance
(a) In academic and supervisory relationships, psychologists establish a timely and specific process for providing feedback to students and supervisees. Information regarding the process is provided to the student at the beginning of supervision.
(b) Psychologists evaluate students and supervisees on the basis of their actual performance on relevant and established program requirements.

7.07 Sexual Relationships With Students and Supervisees
Psychologists do not engage in sexual relationships with students or supervisees who are in their department, agency, or training center or over whom psychologists have or are likely to have evaluative authority. (See also Standard 3.05, Multiple Relationships.)

8. Research and Publication

8.01 Institutional Approval
When institutional approval is required, psychologists provide accurate information about their research proposals and obtain approval prior to conducting the research. They conduct the research in accordance with the approved research protocol.

8.02 Informed Consent to Research
(a) When obtaining informed consent as required in Standard 3.10, Informed Consent, psychologists inform participants about (1) the purpose of the research, expected duration, and procedures; (2) their right to decline to participate and to withdraw from the research once participation has begun; (3) the foreseeable consequences of declining or withdrawing; (4) reasonably foreseeable factors that may be expected to influence their willingness to participate such as potential risks, discomfort, or adverse effects; (5) any prospective research benefits; (6) limits of confidentiality; (7) incentives for participation; and (8) whom to contact for questions about the research and research participants’ rights. They provide opportunity for the prospective participants to ask questions and receive answers. (See also Standards 8.03, Informed Consent for Recording Voices and Images in Research; 8.05, Dispensing With Informed Consent for Research; and 8.07, Deception in Research.)
(b) Psychologists conducting intervention research involving the use of experimental treatments clarify to participants at the outset of the research (1) the experimental nature of the treatment; (2) the services that will or will not be available to the control group(s) if appropriate; (3) the means by which assignment to treatment and control groups will be made; (4) available treatment alternatives if an individual does not wish to participate in the research or wishes to withdraw once a study has begun; and (5) compensation for or monetary costs of participating including, if appropriate, whether reimbursement from the participant or a third-party payor will be sought. (See also Standard 8.02a, Informed Consent to Research.)

8.03 Informed Consent for Recording Voices and Images in Research
Psychologists obtain informed consent from research participants prior to recording their voices or images for data collection unless (1) the research consists solely of naturalistic observations in public places, and it is not anticipated that the recording will be used in a manner that could cause personal identification or harm, or (2) the research design includes deception, and consent for the use of the recording is obtained during debriefing. (See also Standard 8.07, Deception in Research.)

8.04 Client/Patient, Student, and Subordinate Research Participants
(a) When psychologists conduct research with clients/patients, students, or subordinates as participants, psychologists take steps to protect the prospective participants from adverse consequences of declining or withdrawing from participation.
(b) When research participation is a course requirement or an opportunity for extra credit, the prospective participant is given the choice of equitable alternative activities.

8.05 Dispensing With Informed Consent for Research
Psychologists may dispense with informed consent only (1) where research would not reasonably be assumed to create distress or harm and involves (a) the study of normal educational practices, curricula, or classroom management methods conducted in educational settings; (b) only anonymous questionnaires, naturalistic observations, or archival research for which disclosure of responses would not place participants at risk of criminal or civil liability or damage their financial standing, employability, or reputation, and confidentiality is protected; or (c) the study of factors related to job or organization effectiveness conducted in organizational settings for which there is no risk to participants’ employability, and confidentiality is protected or (2) where otherwise permitted by law or federal or institutional regulations.
8.06 Offering Inducements for Research Participation

(a) Psychologists make reasonable efforts to avoid offering excessive or inappropriate financial or other inducements for research participation when such inducements are likely to coerce participation.

(b) When offering professional services as an inducement for research participation, psychologists clarify the nature of the services, as well as the risks, obligations, and limitations. (See also Standard 6.05, Barter With Clients/Patients.)

8.07 Deception in Research

(a) Psychologists do not conduct a study involving deception unless they have determined that the use of deceptive techniques is justified by the study’s significant prospective scientific, educational, or applied value and that effective nondeceptive alternative procedures are not feasible.

(b) Psychologists do not deceive prospective participants about research that is reasonably expected to cause physical pain or severe emotional distress.

(c) Psychologists explain any deception that is an integral feature of the design and conduct of an experiment to participants as early as is feasible, preferably at the conclusion of their participation, but no later than at the conclusion of the data collection, and permit participants to withdraw their data. (See also Standard 8.08, Debrieﬁng.)

8.08 Debrieﬁng

(a) Psychologists provide a prompt opportunity for participants to obtain appropriate information about the nature, results, and conclusions of the research, and they take reasonable steps to correct any misconceptions that participants may have of which the psychologists are aware.

(b) If scientiﬁc or humane values justify delaying or withholding this information, psychologists take reasonable measures to reduce the risk of harm.

(c) When psychologists become aware that research procedures have harmed a participant, they take reasonable steps to minimize the harm.

8.09 Humane Care and Use of Animals in Research

(a) Psychologists acquire, care for, use, and dispose of animals in compliance with current federal, state, and local laws and regulations, and with professional standards.

(b) Psychologists trained in research methods and experienced in the care of laboratory animals supervise all procedures involving animals and are responsible for ensuring appropriate consideration of their comfort, health, and humane treatment.

(c) Psychologists ensure that all individuals under their supervision who are using animals have received instruction in research methods and in the care, maintenance, and handling of the species being used, to the extent appropriate to their role. (See also Standard 2.05, Delegation of Work to Others.)

(d) Psychologists make reasonable efforts to minimize the discomfort, infection, illness, and pain of animal subjects.

(e) Psychologists use a procedure subjecting animals to pain, stress, or privation only when an alternative procedure is unavailable and the goal is justified by its prospective scientific, educational, or applied value.

(f) Psychologists perform surgical procedures under appropriate anesthesia and follow techniques to avoid infection and minimize pain during and after surgery.

(g) When it is appropriate that an animal’s life be terminated, psychologists proceed rapidly, with an effort to minimize pain and in accordance with accepted procedures.

8.10 Reporting Research Results

(a) Psychologists do not fabricate data. (See also Standard 5.01a, Avoidance of False or Deceptive Statements.)

(b) If psychologists discover significant errors in their published data, they take reasonable steps to correct such errors in a correction, retraction, erratum, or other appropriate publication means.

8.11 Plagiarism

Psychologists do not present portions of another’s work or data as their own, even if the other work or data source is cited occasionally.

8.12 Publication Credit

(a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have substantially contributed. (See also Standard 8.12b, Publication Credit.)

(b) Principal authorship and other publication credits accurately reﬂect the relative scientiﬁc or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are acknowledged appropriately, such as in footnotes or in an introductory statement.

(c) Except under exceptional circumstances, a student is listed as principal author on any multiple-authored article that is substantially based on the student’s doctoral dissertation. Faculty advisors discuss publication credit with students as early as feasible and throughout the research and publication process as appropriate. (See also Standard 8.12b, Publication Credit.)

8.13 Duplicate Publication of Data

Psychologists do not publish, as original data, data that have been previously published. This does not preclude republishing data when they are accompanied by proper acknowledgment.
8.14 Sharing Research Data for Verification

(a) After research results are published, psychologists do not withhold the data on which their conclusions are based from other competent professionals who seek to verify the substantive claims through reanalysis and who intend to use such data only for that purpose, provided that the confidentiality of the participants can be protected and unless legal rights concerning proprietary data preclude their release. This does not preclude psychologists from requiring that such individuals or groups be responsible for costs associated with the provision of such information.

(b) Psychologists who request data from other psychologists to verify the substantive claims through reanalysis may use shared data only for the declared purpose. Requesting psychologists obtain prior written agreement for all other uses of the data.

8.15 Reviewers

Psychologists who review material submitted for presentation, publication, grant, or research proposal review respect the confidentiality of the and the proprietary rights in such information of those who submitted it.

9. Assessment

9.01 Bases for Assessments

(a) Psychologists base the opinions contained in their recommendations, reports, and diagnostic or evaluative statements, including forensic testimony, on information and techniques sufficient to substantiate their findings. (See also Standard 2.04, Bases for Scientific and Professional Judgments.)

(b) Except as noted in 9.01c, psychologists provide opinions of the psychological characteristics of individuals only after they have conducted an examination of the individuals adequate to support their statements or conclusions. When, despite reasonable efforts, such an examination is not practical, psychologists document the efforts they made and the result of those efforts, clarify the probable impact of their limited information on the reliability and validity of their opinions, and appropriately limit the nature and extent of their conclusions or recommendations. (See also Standards 2.01, Boundaries of Competence, and 9.06, Interpreting Assessment Results.)

(c) When psychologists conduct a record review or provide consultation or supervision and an individual examination is not warranted or necessary for the opinion, psychologists explain this and the sources of information on which they based their conclusions and recommendations.

9.02 Use of Assessments

(a) Psychologists administer, adapt, score, interpret, or use assessment techniques, interviews, tests, or instruments in a manner and for purposes that are appropriate in light of the research on or evidence of the usefulness and proper application of the techniques.

(b) Psychologists use assessment instruments whose validity and reliability have been established for use with members of the population tested. When such validity or reliability has not been established, psychologists describe the strengths and limitations of test results and interpretation.

(c) Psychologists use assessment methods that are appropriate to an individual’s language preference and competence, unless the use of an alternative language is relevant to the assessment issues.

9.03 Informed Consent in Assessments

(a) Psychologists obtain informed consent for assessments, evaluations, or diagnostic services, as described in Standard 3.10, Informed Consent, except when (1) testing is mandated by law or governmental regulations; (2) informed consent is implied because testing is conducted as a routine educational, institutional, or organizational activity (e.g., when participants voluntarily agree to assessment when applying for a job); or (3) one purpose of the testing is to evaluate decisional capacity. Informed consent includes an explanation of the nature and purpose of the assessment, fees, involvement of third parties, and limits of confidentiality and sufficient opportunity for the client/patient to ask questions and receive answers.

(b) Psychologists inform persons with questionable capacity to consent or for whom testing is mandated by law or governmental regulations about the nature and purpose of the proposed assessment services, using language that is reasonably understandable to the person being assessed.

(c) Psychologists using the services of an interpreter obtain informed consent from the client/patient to use that interpreter, ensure that confidentiality of test results and test security are maintained, and include in their recommendations, reports, and diagnostic or evaluative statements, including forensic testimony, discussion of any limitations on the data obtained. (See also Standards 2.05, Delegation of Work to Others; 4.01, Maintaining Confidentiality; 9.01, Bases for Assessments; 9.06, Interpreting Assessment Results; and 9.07, Assessment by Unqualified Persons.)

9.04 Release of Test Data

(a) The term test data refers to raw and scaled scores, client/patient responses to test questions or stimuli, and psychologists’ notes and recordings concerning client/patient statements and behavior during an examination. Those portions of test materials that include client/patient responses are included in the definition of test data. Pursuant to a client/patient release, psychologists provide test data to the client/patient or other persons identified in the release. Psychologists may refrain from releasing test data to protect a client/patient or others from substantial harm or misuse or misrepresentation of the data or the test, recognizing that in many instances release of confidential information under these circumstances is regulated by law. (See also Standard 9.11, Maintaining Test Security.)

Effective June 1, 2003, as amended 2010
(b) In the absence of a client/patient release, psychologists provide test data only as required by law or court order.

9.05 Test Construction

Psychologists who develop tests and other assessment techniques use appropriate psychometric procedures and current scientific or professional knowledge for test design, standardization, validation, reduction or elimination of bias, and recommendations for use.

9.06 Interpreting Assessment Results

When interpreting assessment results, including automated interpretations, psychologists take into account the purpose of the assessment as well as the various test factors, test-taking abilities, and other characteristics of the person being assessed, such as situational, personal, linguistic, and cultural differences, that might affect psychologists' judgments or reduce the accuracy of their interpretations. They indicate any significant limitations of their interpretations. (See also Standards 2.01b and c, Boundaries of Competence, and 3.01, Unfair Discrimination.)

9.07 Assessment by Unqualified Persons

Psychologists do not promote the use of psychological assessment techniques by unqualified persons, except when such use is conducted for training purposes with appropriate supervision. (See also Standard 2.05, Delegation of Work to Others.)

9.08 Obsolete Tests and Outdated Test Results

(a) Psychologists do not base their assessment or intervention decisions or recommendations on data or test results that are outdated for the current purpose.

(b) Psychologists do not base such decisions or recommendations on tests and measures that are obsolete and not useful for the current purpose.

9.09 Test Scoring and Interpretation Services

(a) Psychologists who offer assessment or scoring services to other professionals accurately describe the purpose, norms, validity, reliability, and applications of the procedures and any special qualifications applicable to their use.

(b) Psychologists select scoring and interpretation services (including automated services) on the basis of evidence of the validity of the program and procedures as well as on other appropriate considerations. (See also Standard 2.01b and c, Boundaries of Competence.)

(c) Psychologists retain responsibility for the appropriate application, interpretation, and use of assessment instruments, whether they score and interpret such tests themselves or use automated or other services.

9.10 Explaining Assessment Results

Regardless of whether the scoring and interpretation are done by psychologists, by employees or assistants, or by automated or other outside services, psychologists take reasonable steps to ensure that explanations of results are given to the individual or designated representative unless the nature of the relationship precludes provision of an explanation of results (such as in some organizational consulting, preemployment or security screenings, and forensic evaluations), and this fact has been clearly explained to the person being assessed in advance.

9.11 Maintaining Test Security

The term test materials refers to manuals, instruments, protocols, and test questions or stimuli and does not include test data as defined in Standard 9.04, Release of Test Data. Psychologists make reasonable efforts to maintain the integrity and security of test materials and other assessment techniques consistent with law and contractual obligations, and in a manner that permits adherence to this Ethics Code.

10. Therapy

10.01 Informed Consent to Therapy

(a) When obtaining informed consent to therapy as required in Standard 3.10, Informed Consent, psychologists inform clients/patients as early as feasible in the therapeutic relationship about the nature and anticipated course of therapy, fees, involvement of third parties, and limits of confidentiality and provide sufficient opportunity for the client/patient to ask questions and receive answers. (See also Standards 4.02, Discussing the Limits of Confidentiality, and 6.04, Fees and Financial Arrangements.)

(b) When obtaining informed consent for treatment for which generally recognized techniques and procedures have not been established, psychologists inform their clients/patients of the developing nature of the treatment, the potential risks involved, alternative treatments that may be available, and the voluntary nature of their participation. (See also Standards 2.01e, Boundaries of Competence, and 3.10, Informed Consent.)

(c) When the therapist is a trainee and the legal responsibility for the treatment provided resides with the supervisor, the client/patient, as part of the informed consent procedure, is informed that the therapist is in training and is being supervised and is given the name of the supervisor.

10.02 Therapy Involving Couples or Families

(a) When psychologists agree to provide services to several persons who have a relationship (such as spouses, significant others, or parents and children), they take reasonable steps to clarify at the outset (1) which of the individuals are clients/patients and (2) the relationship the psychologist will have with each person. This clarification includes the psychologist's role and the probable uses of the services provided or the information obtained. (See also Standard 4.02, Discussing the Limits of Confidentiality.)

(b) If it becomes apparent that psychologists may be called on to perform potentially conflicting roles (such
as family therapist and then witness for one party in divorce proceedings), psychologists take reasonable steps to clarify and modify, or withdraw from, roles appropriately. (See also Standard 3.05c, Multiple Relationships.)

10.03 Group Therapy
When psychologists provide services to several persons in a group setting, they describe at the outset the roles and responsibilities of all parties and the limits of confidentiality.

10.04 Providing Therapy to Those Served by Others
In deciding whether to offer or provide services to those already receiving mental health services elsewhere, psychologists carefully consider the treatment issues and the potential client’s/patient’s welfare. Psychologists discuss these issues with the client/patient or another legally authorized person on behalf of the client/patient in order to minimize the risk of confusion and conflict, consult with the other service providers when appropriate, and proceed with caution and sensitivity to the therapeutic issues.

10.05 Sexual Intimacies With Current Therapy Clients/Patients
Psychologists do not engage in sexual intimacies with current therapy clients/patients.

10.06 Sexual Intimacies With Relatives or Significant Others of Current Therapy Clients/Patients
Psychologists do not engage in sexual intimacies with individuals they know to be close relatives, guardians, or significant others of current clients/patients. Psychologists do not terminate therapy to circumvent this standard.

10.07 Therapy With Former Sexual Partners
Psychologists do not accept as therapy clients/patients persons with whom they have engaged in sexual intimacies.

10.08 Sexual Intimacies With Former Therapy Clients/Patients
(a) Psychologists do not engage in sexual intimacies with former clients/patients for at least two years after cessation or termination of therapy.
(b) Psychologists do not engage in sexual intimacies with former clients/patients even after a two-year interval except in the most unusual circumstances. Psychologists who engage in such activity after the two years following cessation or termination of therapy and of having no sexual contact with the former client/patient bear the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including (1) the amount of time that has passed since therapy terminated; (2) the nature, duration, and intensity of the therapy; (3) the circumstances of termination; (4) the cli-
2010 AMENDMENTS TO THE 2002 "ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT"

The American Psychological Association’s Council of Representatives adopted the following amendments to the 2002 "Ethical Principles of Psychologists and Code of Conduct" at its February 2010 meeting. Changes are indicated by underlining for additions and striking through for deletions. A history of amending the Ethics Code is provided in the “Report of the Ethics Committee, 2009” in the July-August 2010 issue of the American Psychologist (Vol. 65, No. 5).

Original Language With Changes Marked

Introduction and Applicability

If psychologists’ ethical responsibilities conflict with law, regulations, or other governing legal authority, psychologists make known their commitment to this Ethics Code and take steps to resolve the conflict in a responsible manner. If the conflict is irresolvable via such means, psychologists may adhere to the requirements of the law, regulations, or other governing authority in keeping with basic principles of human rights.

1.02 Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority

If psychologists’ ethical responsibilities conflict with law, regulations, or other governing legal authority, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and take reasonable steps to resolve the conflict consistent with the General Principles and Ethical Standards of the Ethics Code. If the conflict is irresolvable via such means, psychologists may adhere to the requirements of the law, regulations, or other governing legal authority. Under no circumstances may this standard be used to justify or defend violating human rights.

1.03 Conflicts Between Ethics and Organizational Demands

If the demands of an organization with which psychologists are affiliated or for whom they are working are in conflict with this Ethics Code, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and to the extent feasible, resolve the conflict in a way that permits adherence to the Ethics Code. Take reasonable steps to resolve the conflict consistent with the General Principles and Ethical Standards of the Ethics Code. Under no circumstances may this standard be used to justify or defend violating human rights.
Section 6: Receipt of Intern Manual and Due Process/Grievance Procedure
Jefferson Center
Doctoral Psychology Internship Program
Receipt of Intern Manual and Due Process/Grievance Procedure

As part of my orientation to the internship I acknowledge receipt of the Doctoral Psychology Intern Manual. I have read, understood and acknowledge that as a doctoral psychology intern at Jefferson Center, I am expected to abide by the guidelines set forth in the Due Process Procedure document for the duration of my internship year. I understand that a copy will be placed in my personnel file.

_________________________________________  ___________________________
Psychology Intern Name (printed)             Date

_________________________________________  ___________________________
Psychology Intern Signature                  Date