



PARKVIEW

BEHAVIORAL HEALTH INSTITUTE

PARK CENTER

Excellent Care, Every Person, Every Day

**APA-ACCREDITED
DOCTORAL PSYCHOLOGY INTERNSHIP
(RESIDENCY)**

2021 - 2022

Park Center, Inc. Parkview Behavioral Health Institute
909 East State Boulevard
Fort Wayne, Indiana 46805
(260) 481-2700
Toll Free: (866) 481-2700
TDD: (260) 481-2730
FAX: (260) 481-2885
Website: <https://www.parkcenter.org>

Courtney L. Washington, PSY.D., CSAYC, HSPP
Internship (Residency) Director of Training

Charles Clark,
President & Chief Executive Officer, MBA

Accredited by the American Psychological Association Since 1987.

American Psychological Association
Office of Program Consultation and Accreditation
750 First Street, NE
Washington, DC 20002-4242
(202) 336-5500
(202) 336-6123 TDD

APA Commission on Accreditation

(202) 336-5979

The psychology Internship (Residency) program at Park Center, Inc. Behavioral Health Institute is fully accredited by the American Psychological Association and is a member of the Association of Psychology Post-Doctoral and Internship Centers (APPIC). Park Center, Inc. Behavioral Health Institute is also accredited by the Joint Commission on Accreditation of Health Care Organizations (JCAHO).

Table of Contents

Introduction	4
Statement of Non-Discrimination	4
Primary Internship (Residency) Faculty	5
Mission, Goals, and Training Model	7
Intern (Resident) Placement Opportunities within BHI, Park Center	10
Summary of Internship (Residency) Expectations	11
Internship (Residency) Benefits	12
Application Procedure	13
Required Prerequisites for Application	14
Internship (Residency) Recruitment and Selection Timeframes	14
Internship (Residency) Procedures and Guidelines	15
Internship (Residency) Complaint & Concern Procedure	16
Internship (Residency) Termination and Extension of Internship	17
Interns with Competency Problems	17
Remediation Plan of Intervention on Problematic Training Issues	18

Introduction

The psychology Internship /Residency program at Park Center, Inc. was established in August of 1987 and has been continuous since that time. Initial accreditation was achieved in 1988 with full accreditation obtained shortly thereafter. At the last reaccreditation visit the program was awarded 10 years full accreditation with the next visit scheduled to occur in 2029.

This Internship/Residency program was developed within the context of a community mental health center, Park Center, serving a culturally and ethnically diverse community population. In 2020, Park Center formally merged with a regional health care entity, Parkview Health forming Park Center, Inc. Parkview Behavioral Health Institute. A broad continuum of clinical training opportunities, including assessment, evaluation, consultation, supervision, and direct treatment have been consistently available to the Intern/Resident. With this merger, additional opportunities are available to the Intern/Resident to provide psychological services within the expanded health care setting.

Interns/Residents provide services to a varied client population in different service settings, as well as receive training through weekly supervision and didactic seminars. The program emphasizes generalist preparation with children, adults, and families along with training in supervision and consultation. We serve seriously mentally ill adults and children as well as chemically dependent people at all levels of intensity

Current healthcare and political changes necessitate careful preparation in order to practice effectively in this changing milieu. Park Center, Inc. which falls under the umbrella of Parkview Behavioral Health Institute, an entity of Parkview Health is a forerunner in staying informed of changes and in assuring that interns understand the implications of these changes and are prepared to practice accordingly.

The theoretical orientation of the psychology Internship (Residency) reflects the diversity of the Internship (Residency) training staff. Cognitive-behavioral, psychodynamic, systemic, dialectical behavioral, feminist, and developmental orientations are represented among the supervisory staff. Short-term and brief psychotherapies are emphasized though not to the exclusion of appropriate long-term modalities. Understanding of, and being responsible for, effectively working within a multi-disciplinary setting is emphasized.

Using a scholar-practitioner paradigm, interns/residents develop a range of applied skills as they integrate their clinical experiences with theory and empirical research. Understanding and demonstrating the ethical practice of psychology is paramount.

Statement of Non-Discrimination

Park Center, Inc. Parkview Behavioral Health Institute, complies with applicable federal civil rights laws and does not discriminate, exclude or treat people differently based on a person's race, color, national origin, age, disability, or sex.

Park Center, Inc. Behavioral Health Institute provides interpreters for individuals whose primary language is something other than English.

Primary Internship (Residency) Faculty

Courtney L. Washington, PsyD., CSAYC

Illinois School of Professional Psychology- Chicago, 2017

Clinical Psychology

Indiana License #20043161A (HSPP)

Areas of Interest and Research: Individual, group and family therapy, sexual health, LGBTQ+ issues, Feminist Therapy, groups and organizations, impacts of technology and the media, intersectionality and multiculturalism.

Theoretical Orientation: Psychodynamic, Feminist, Group Relations, and Existential

Ina S. Carlson, Ph.D., ABPP

Purdue University, 1982

Counseling Psychology

Indiana License #20090244 (HSPP)

Areas of Interest and Research: Clinical supervision, psychological testing, program planning and coordination, community intervention, family issues.

Theoretical Orientation: Cognitive-Behavioral, Feminist, Systemic, and Psychodynamic.

Richard L Hite, Ph.D.

Purdue University, 1987

Clinical Psychology with sub-specialty in health psychology and organizational development

Indiana license # 20040394A (HSPP)

Areas of Interest: Positive psychology/strength-based treatment, individual evidence-based approaches, health psychology, organizational behavior and systems, consultation/coaching, mediation.

Rachel G. Lilly, PhD, NCSP

Ball State University, 2017

School Psychology, Cognate in Counseling Psychology

Indiana License # 20043482A (HSPP)

Areas of Interest and Research: pediatrics, child and adolescents, primary care behavioral health, integrated primary care, medical consultation, family systems, school-based consultation.

Theoretical Orientation and Therapeutic Approach: family systems, cognitive behavioral, acceptance and commitment therapy

Laura Oyer, PhD

University of Northern Colorado, 2013

Counseling Psychology

Indiana License #20043024A (HSPP)

Areas of Interest and Research: Eating disorders, therapeutic working alliance, group therapy/group dynamics, weight stigma and discrimination, Health at Every Size, trauma

Theoretical Orientation: Interpersonal, Attachment-Based, and Cognitive Behavioral

Post-Doctoral Intern

Kristen A. Varian, PsyD

John F. Kennedy College of Psychology at National University, 2021

Clinical Psychology

Areas of Interest and Research: Childfree women and sterilization, adolescent mental health and wellness, personality development and assessment (specifically using the Rorschach- R-PAS system), sexual health, multicultural practice.

Theoretical Orientation: Psychodynamic (particularly Attachment and Self Psychology), Integrative, Feminist

Mission, Goals, and Training Model

Mission

The mission of Park Center, Inc. Parkview Behavioral Health Institute's Doctoral Clinical and Counseling Psychology Internship (Residency) program is to prepare interning psychologists for ethical, competent, and culturally sensitive practice in a multidisciplinary community mental health setting. It is our goal for interns to complete our program with competence in assessment, evaluation, and treatment of a community population of children through adults, and to be excellent models of professional psychologists. Further, it is our goal for interns to be capable of planning, implementing, and evaluating treatment as direct providers, supervisors, and consultants. It is our intent that interning psychologists graduate from our program with a clear sense of self as a professional psychologist in a changing political healthcare environment.

Goals

Each goal listed below is developed throughout the Internship (Residency) year with specific objectives, requirements, and methods of evaluation to ensure that the Intern (Resident) demonstrates accomplishment in each area upon completion of the program. Interns in our program will leave with the following:

1. Professional competence in research.

Requirements: Demonstrates the independent ability to critically evaluate and disseminate research. Uses the scholarly research to inform treatment and presentations. Demonstrates this skill through case conferences, dissertation progress and public presentations.

2. Professional competence in ethical comporment and knowledge of legal standards.

Requirements: Act in accord with the APA Ethical Principles of Psychologists and Code of Conduct. Have knowledge of the relevant local, state, regional and federal regulations. Demonstrate this knowledge through recognition of ethical dilemmas as they arrive and through discussions with supervisors and colleagues.

3. Professional competence in Individual and Cultural Diversity

Requirements: Demonstrate through all actions and interactions how their own personal/cultural history, attitudes, and biases affect how they interact with those differing from them. Demonstrate personal ability to self-reflect and to integrate this awareness and knowledge into professional roles. Demonstrate knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity.

4. Professional competency in adherence to the professional values, attitudes and behaviors of the profession.

Requirements: Demonstrate the ability to engage in self-reflection regarding one's personal and professional functioning including behavior that reflects the values and attitudes of the profession inclusive of integrity, accountability, lifelong learning and concern for the welfare of others. Demonstrate openness to feedback and responsiveness to supervision.

5. Professional competence in communications and interpersonal skills.

Requirements: Demonstrates the ability to develop and maintain effective relationships with colleagues, communities, supervisors, organizations and those receiving professional services. Produce and comprehend oral, nonverbal, and written communications that are informative and well-integrated demonstrating a thorough understanding of professional language and concepts.

6. Professional competence in assessment.

Requirements: Demonstration of familiarity and accuracy using the DSM 5. Demonstrate understanding of human behavior within its context including the ability to apply the knowledge of functional and dysfunctional behavior. Select and apply assessment methods that draw from the best available empirical literature. Interpret results following current research and professional standards to inform case conceptualization, classification, and recommendations while guarding against decision making biases. Communicate results of evaluation professionally and effectively.

7. Professional competence in intervention.

Requirements: Demonstrate the ability to maintain effective relationships with the recipients of psychological services. Demonstrate the ability to apply relevant research literature to clinical decision making and development of contextually relevant treatment plans based on the individual needs of the client. Evaluate the effectiveness of interventions and adapt as needed.

8. Professional competence in provision of supervision to others.

Requirements: Demonstrates the ability to apply supervision knowledge in direct or simulated peer supervision.

9. Professional competency consultation and interprofessional/interdisciplinary skills.

Requirements: Demonstrate knowledge and respect for the roles and perspectives of other professions. Apply this knowledge in direct consultation with other health care professionals, interprofessional groups or systems related to health and behavior.

Training Model

Park Center, Inc. Behavioral Health Institute subscribes to a Scholar-Practitioner model, utilizing a developmental and mentoring approach in supervision. Components include:

Supervision: This is a core element of the internship. Each Intern (Resident) receives a minimum of 4 hours of supervision per week, of which three hours will be individual supervision and one-hour will be group supervision. Psychologist supervisors actively supervise within the context of the Scholar-Practitioner model, utilizing research supported interventions and theoretical source information. Through a close supervisory relationship, the Intern (Resident) develops both professional self-confidence and meaningful integration of theory with practice.

Professional Development Supervision: Internship (Residency) committee members lead this one-hour weekly forum which includes didactic, interactive, and experiential topics focused on Supervision of Supervision, Consultation, Personal Theory of Change as well as other professional topics pertinent to the development of expertise as a psychologist.

Broad Based Training: Broad based training takes place in a multidisciplinary milieu with a wide range of clients of a community mental health facility. This population includes seriously and emotionally disturbed children and adolescents and their families, seriously and persistently mentally ill adults from early adulthood to geriatric and individuals and families with less serious problems. Treatment settings include outpatient, inpatient, 24-hour crisis clinic, group home, home-based and day treatment programs. Treatment modalities include group, individual, couples, and family therapy. Psychological testing, consultation with medical services and case management services are important modalities of assessment and connection with multiple disciplines as well.

Varied Program Placements: Each Intern (Resident) will have the opportunity to work in several settings within the community mental health center.

Psychology Seminars: Park Center, Inc. Behavioral Health Institute provides a seminar series for psychology interns consisting of a two-hour weekly seminar meeting from August to July. Topic areas include professional ethics, diagnosis and treatment planning, diversity and cultural issues, case presentations, play therapy, and theories of treatment to name several. Psychologists from Park Center, Inc. Behavioral Health Institute present the majority of seminars with other professionals participating occasionally. Presentations are didactic, research-based and interactive in nature. Each Seminar is evaluated at the conclusion and feedback is given to the presenter.

Consultation: Each Intern (Resident) engages in a consultation experience in which they will provide consultation to a department within Park Center, Inc. Behavioral Health Institute or to a community agency, by utilizing research and programming skills. Her/his contribution should

reflect researching and planning skills and should contribute positively to the growth and improvement of Park Center, Inc. Behavioral Health Institute.

Supervision of Supervision: Each Intern (Resident) has the opportunity to provide supervision to a staff peer for a portion of the Internship (Residency) year. This is supported by the professional development seminar on supervision, teaching theories and models of supervision.

Evaluation: Each Intern (Resident) is formally evaluated twice yearly with written evaluations provided to the intern’s school. Interns are required to obtain a minimum level of 3 for all aspects of the evaluation by the final evaluation. All scores falling below a 3 at the mid-year evaluation are supported by a plan of action developed with the Intern (Resident) to assure that any required remediation is clear and doable in order to assure successful completion of the program. Interns also evaluate her/his supervisors at the end of the training year. In addition, interns receive written feedback on their monthly case presentations. Participation in seminars, case and other material presentations, interaction in supervision and interaction with peers and other staff on the multidisciplinary team all contribute to the evaluation process. Intern’s feedback about the quality of supervision and seminars is valued and actively utilized in making changes to the Internship (Residency) to enrich the learning experience.

Additional features include:

Intern (Resident) Support: The Intern (Resident) class is encouraged to support each other as a cohort and is encouraged to meet at least weekly for lunch. A support group is available to the interns and provided twice monthly by a psychologist who is not otherwise employed by Park Center, Inc. Behavioral Health Institute. The format is confidential and non-evaluative.

Dissertation Support: Interns are expected to make progress on their dissertation. After all paperwork and clinical hours for the week are up to date, interns may use spare time to work on their dissertation during time at the office or while working from home. Interns may take time during the workweek to defend the dissertation. In the event that an Intern (Resident) has already completed his or her dissertation or completes the dissertation during the Internship (Residency) year, extra time may be used to complete interviews for employment the following year.

Attendance to continuing education programs is encouraged. Interns are encouraged to participate in the multiple opportunities provided by Park Center, Inc. Behavioral Health Institute to obtain CEU’s through trainings by professionals brought to our community as well as in-house training.

Intern (Resident) Placement Opportunities within Park Center, Inc. Behavioral Health Institute

Primary placements for all interns

Location and Details	Requirements
Fort Wayne Outpatient <ul style="list-style-type: none"> 909 E. State Blvd. Fort Wayne, IN 46805 	<ul style="list-style-type: none"> Location of Intern (Resident) office space. Testing materials and offices at this site.
Substance Use Outpatient <ul style="list-style-type: none"> 1909 Carew St. Fort Wayne, IN 46805 	<ul style="list-style-type: none"> Co-facilitate one group per week

Off-site placements

Each Intern (Resident) will submit their top two preferences from the list below. The Training Director will attempt to honor each request and will be the tie-breaker if needed.

Location and Details	Requirements
Child Focus <ul style="list-style-type: none"> 909 E. State Blvd. Fort Wayne, IN 46805 	1-2 days a week
Addiction Residential Unit <ul style="list-style-type: none"> 1909 Carew St. Fort Wayne, IN 46805 Provide group and individual therapy to clients placed on unit. 	1-2 days a week
Eating Disorder IOP <ul style="list-style-type: none"> 2710 Lake Ave Fort Wayne, IN 46805 Provide individual and group therapy Participate in team meetings Complete intake/ sub assessment 	1-2 days a week

Additional/optional opportunities

Location and Details	Requirements
Dialectical Behavioral Therapy <ul style="list-style-type: none"> 909 E. State Blvd. Fort Wayne, IN 46805 	Co-facilitate DBT groups for adolescents or adults
Fort Wayne Outpatient <ul style="list-style-type: none"> 909 E. State Blvd. Fort Wayne, IN 46805 	Develop and co-facilitate outpatient groups with an HSPP
Pain Management <ul style="list-style-type: none"> 11143 Parkview Plaza Dr. Suite 207, Fort Wayne, IN 46845 	Shadow psychologist in pain management clinic
Inpatient Unit <ul style="list-style-type: none"> 1909 Carew St. Fort Wayne, IN 46805 Provide group and individual therapy to clients placed on unit.	One optional shift per week for each intern, for 3.5 months
Residential Addiction Unit <ul style="list-style-type: none"> 1909 Carew St. Fort Wayne, IN 46805 Provide group and individual therapy to clients placed on unit.	One optional shift per week for each intern, for 3.5 months

Summary of Internship (Residency) Expectations (policy)

1. Conduct therapy with an average of 16 face-to-face clients per week. Interns will complete a minimum of 2000 total Internship (Residency) hours during the year. The expectation is for a 40-hour workweek over the span of 5 days (Monday – Friday).
2. Complete at least 12 full psychological testing batteries demonstrating testing proficiency.
3. Co-lead at least one therapy group for the course of the internship.
4. Satisfactory completion of the consultation project.

5. Satisfactory completion of the supervision requirement.
6. Obtain a minimum score of 4 on a Likert Scale of 1-5 in all aspects of the Doctoral Intern (Resident) Competency Evaluation, by the final evaluation.
7. Video or audio recording client therapy sessions at least once per week. Interns should have approximately 15 recordings and/ or live supervision experiences by the end of the training year. For psychological testing, interns will receive live supervision for all aspects of the process including interview, test administration, and feedback.
8. Present cases at seminar utilizing relevant treatment literature to inform case conceptualization and incorporating a cultural understanding of the client.
9. Attend weekly psychology seminars. Interns are encouraged not to take PTO on Mondays to ensure attendance at didactic seminars and professional development, as well as testing group supervision.
10. Obtain a minimum of four hours of supervision per week. A minimum of two of these hours must be individual face-to-face.
11. Participate in the monthly diversity group to enhance awareness of diversity issues, the impact of diversity on clinical work, and foster reflection on personal bias/ blind spots.
12. Provide a scholarly professional presentation for the Park Center, Inc. Behavioral Health Institute staff on an area of clinical interest, expertise, or research. Additionally, provide a scholarly professional presentation for the Northeast Indiana community facilitated by your supervisor.
13. Exhibit professional and ethical conduct at the workplace. This includes, but is not limited to, being punctual and respectful with all colleagues, staff, and presenters.
14. Complete work in a timely and professional manner. Notes and intakes should be done within 48 hours of service, and psychological testing reports finalized (i.e., signed by supervisor and sent to referral source) within three weeks of completion of testing administration.
15. In accordance with Park Center, Inc. Behavioral Health Institute policy, the Intern (Resident) must submit to a urine drug screen during the first workday of the internship, or as soon as possible thereafter.
16. Document all clinical hours and have them reviewed and signed monthly by supervisor using the forms provided, or forms provided by your school.

Park Center, Inc. Parkview Behavioral Health Institute will award three \$28,163.98 per annual Doctoral Psychology Internship (Residency) Program stipends. Interns will also receive:

- 8.7 hours of paid leave time per pay period
 - Interns are encouraged to take vacation at regular intervals. Up to 5 days of PTO should be taken the last week of Internship (Residency) to facilitate moves.
 - PTO can be used at any time after the first 30 days of internship
 - Vacation requests are given to the Training Director with as much advance notice as possible.
- Health insurance, including optional dental
 - Note: Healthcare benefits are effective 30 days from Internship (Residency) start date.
- Participation in the Health system's Retirement Savings Plan
- Coverage by the organizations liability/malpractice insurance policy
- Mileage payment for approved business-related travel
- Use of Park Center's facilities (fitness center, staff lounge, etc.)
- Shared and private office space with a computer
- Access to equipment (audio-visual equipment, copier, computer, etc.)
- Support services
- Participation in staff training activities (Professional Training Series and in-house training events)
- Participation in Park Center, Inc. Behavioral Health Institute staff activities (holiday luncheon, annual picnic, etc.)
- Indefinite retention of doctoral Intern (Resident) materials to assure availability of records for future verification and reference.

Application Procedure (policy)

If you have any questions about the Internship (Residency) process, please contact:

Courtney L. Washington, Psy.D., CSAYC, HSPP
Psychology Internship (Residency) Director of Training
Park Center, Inc.
909 E. State Blvd.
Fort Wayne, IN 46805
(260) 481-2700 ext. 2159
Fax (260) 481-2824
Email: courtney.washington@parkview.com

Email is the preferred method of communication.

Before any internal action is initiated, the applicant must electronically submit the following data to the Psychology Training Director.

1. A completed APPIC Application for Psychology Internship (Residency) (AAPI), Parts 1 and 2 (Part 2 is the verification of readiness for internship).
2. An official transcript of academic records for all graduate work

3. A vitae or resume
4. Three letters of recommendation from a combination of:
 - a. Major professor
 - b. Practicum supervisor
 - c. Other faculty members who are familiar with applicant's academic and applied performance

Required Prerequisites for Application (policy)

Internship (Residency) applicants must have a significant interest in clinical practice with a diverse population, beginning to intermediate level clinical skills, strong commitment to the professional practice of psychology, and a substantial background in psychological testing and evaluation including coursework and practicum. Additional prerequisites include:

1. A master's degree in a behavioral health discipline (e.g. psychology, social work, mental health counseling)
2. A minimum of 600 intervention hours
3. Completion of coursework or a seminar or workshop on administration and interpretation of the Rorschach. Experience administering the instrument with actual clinical populations is preferred.
4. If you match with Park Center, Inc. Behavioral Health Institute, in accordance with the organizations policy, at the beginning of Internship (Residency) the Intern (Resident) must submit to a urine drug screen during the first workday of Internship (Residency) or as soon as possible thereafter.
5. A clean driving record.

Internship (Residency) Recruitment and Selection Timeframes (policy)

- Application deadline: December 13, 2021 (this deadline is extended occasionally for extenuating circumstances).
- Notification of interview: No later than December 27, 2021
 - All applicants interested in a generalist internship, who meet the above prerequisites, will be considered for an interview.
 - The Training Director and one other psychologist reviews every application.
 - We are especially interested in applicants with cultural and individual diversity.
 - Applicants will be notified by email of our interest in having them come for an interview. Several date and times will be provided as an option.
 - Interviews consist of a half-day meeting with 3-4 psychologists and current interns. Lunch will be provided.
 - If a face-to-face interview is not possible, it is acceptable to arrange a Skype interview.
- Notification of acceptance: AAPIC guidelines for official match date followed
- Internship (Residency) period: August 1 to July 31

Internship (Residency) Procedures and Guidelines (policy)

1. Interns must comply with all Park Center, Inc. Parkview Behavioral Health Institute personnel policies and procedures, including a urine drug screen upon the start of the Internship (Residency) year.
2. Students accepted for Internship (Residency) shall report to the Psychology Training Director on the agreed upon date and time. Interns will receive an orientation to the Internship (Residency) and Park Center, Inc. Behavioral Health Institute. A written copy of Internship (Residency) and agency policies will be provided to interns (see Parkview's Policy & Procedures on the SharePoint site)
3. Interns must sign and submit the Confidentiality Statement and Health Certification forms to the Psychology Training Director on the first day of their internship.
4. Interns and supervisors will complete and submit the intern's midterm and final evaluation reports to the Psychology Training Director.
5. The Psychology Training Director is responsible for completing and forwarding any materials required by the school regarding the intern's performance to the intern's Director of Clinical Training.
6. The intern's supervisors are responsible for providing ongoing supervision and monitoring of the intern's performance.
7. Interns shall attend department/program meetings, case conferences, and staff training events deemed appropriate by their supervisors. Students are required to attend Park Center, Inc. Behavioral Health Institute staff training events free of charge during their internship. The interns shall attend all Internship (Residency) Seminars.
8. The Psychology Training Director shall be immediately informed by the Intern (Resident) and/or the intern's supervisor of any problem(s) or potential problem(s) between Park Center, Inc. Behavioral Health Institute, the Intern (Resident) and/or the academic institution. The intern's Director of Clinical Training shall be invited, in writing and through informal telephone contacts, to provide information regarding their expectations for the Internship (Residency) and to visit the training site in order to see the facility, meet the staff and become better informed about the training program.
9. At the end of the Internship (Residency) interns shall complete and submit a student Internship (Residency) Evaluation Form to their supervisor and the Psychology Training Director.
10. All interns must achieve a score of 4 or higher (on a Likert Scale of 1-5) on all items on the Doctoral Internship (Residency) Competency Evaluation by the final evaluation in order to successfully complete the program. Any score below a 3 at the mid-term

evaluation will be supported by a Remediation plan developed with the Intern (Resident) to assure successful completion of the program by the end of the training year.

11. All licensed psychologists shall participate in the Internship (Residency) program in order to provide the interns with a variety of role models. Further, the Intern (Resident) may elect, and the Psychology Internship (Residency) Committee may request that the Intern (Resident) change/add psychologist supervisors in order to expand their experience base.

Internship (Residency) Complaint & Concern Procedure (policy)

1. Every Intern (Resident) shall be informed of the expectations and given access to a fair and impartial process in response to disciplinary action, a perceived violation of their rights, or other concerns related to the Internship (Residency) program.
2. Responsibilities:
 - a. Internship (Residency) staff shall:
 - i. Provide interns information about the complaint procedure.
 - ii. Respond to Intern (Resident) complaints in a timely manner (a maximum of 10 working days; however, most situations should be responds to immediately).
 - iii. Attempt to resolve the issue in the best interest of the intern (resident) in line with ethical procedures and Park Center, Inc. Behavioral Health Institute guidelines.
 - iv. Inform the intern's home institution of concerns as appropriate.
 - b. Interns shall:
 - i. Have the right to involve the Director of Training at their home institution in any and all discussions at every level of the procedure.
 - ii. First discuss and attempt to reach an agreement with the supervisor or other immediately involved staff member.
 - iii. In the event of failure to reach agreement, discuss the issues involved with the Psychology Internship (Residency) Director(s) of Training who shall attempt to resolve the issue after careful review of all aspects of the concern.
 - iv. In the event that this is unsuccessful or unsatisfactory, provide the Chief Executive Officer (CEO) with a written statement of the problem(s) and attempts to resolve the issues. This written statement shall be completed

in a timely manner (within ten working days) of the discussion and attempted resolution with the Psychology Internship (Residency) Director(s) of Training.

- v. The CEO shall respond to the Intern (Resident) within ten working days of receiving the written statement.

Internship (Residency) Termination and Extension of Internship (Residency) (policy)

1. Successful completion of the Internship (Residency) program is evidenced by ratings of at least “3” on all domains on the Internship (Residency) Evaluation Form and completion of all Internship (Residency) goals and expectations (included with this handbook) within the 12-month period (August to July) or for an extended period of time as agreed upon by the Internship (Residency) Training Committee and the intern.

Extension of the Internship (Residency) (up to the limits specified by the APA) shall be considered when there are extenuating circumstances which prevent the Intern (Resident) from finishing Internship (Residency) during the usual time. These may include personal and family circumstances. Internship (Residency) may also be extended to complete a remediation plan developed under the Due Process Procedures (see this handbook for “Interns with Competency Problems”). Payment for services will be on a contract basis and benefits will not be continued during the extension time.

2. Voluntary termination of Internship (Residency) may occur in keeping with Park Center, Inc. Behavioral Health Institute policy on Termination of Employment (see Parkview's Policy & Procedures on the SharePoint site).
3. Involuntary termination of Internship (Residency) may occur in keeping with Park Center, Inc. Behavioral Health Institute policy on Termination of Employment, or due to achieving ratings below “4” on any domain on the Internship (Residency) Final Evaluation Form.

Interns with Competency Problems (policy)

1. An intern’s competency shall be considered problematic under the following circumstances.
 - a. The evaluation of the major supervisor or two minor supervisors indicate that problems reflected in the evaluation warrant discussion and/or action by the Psychology Internship (Residency) Committee.
 - b. The Intern (Resident) violates ethical principles of psychology.
 - c. The Intern (Resident) shows consistent and severe violation of Park Center, Inc. Behavioral Health Institute policies.

- d. The Intern (Resident) requires more than skill building and enhancement from training personnel and demonstrates deficiencies in basic skill areas.
 - e. The Intern (Resident) has failed to remediate or improve on weaknesses outlined in previous evaluations.
 - f. The Intern (Resident) has obtained below a level of 3 (satisfactory) on the mid-year evaluation.
 2. Interns are to be kept informed, on an ongoing basis, of their progress including strengths and weaknesses. This is to include written feedback by all supervisors on a semi-annual basis.
 3. When the Psychology Internship (Residency) Committee determines that concerns are beyond natural progression of developmental progress, and Action Plan will ensue and include the following components:
 - a. The Action Plan will list, in behavioral terms, the specific deficits/problem areas.
 - b. The Action Plan will list, in behavioral terms, specific expectations/actions for change.
 - c. The Action Plan will include specific time expectations for remediation of deficits with the Psychology Internship (Residency) Committee to assess the intern's progress and to determine the next steps.
 4. Remediation may include the following:
 - a. Increased supervision.
 - b. Reduction of the intern's clinical workload and/or the requirement of specific academic coursework, which could also extend the Internship (Residency) time to meet all Internship (Residency) requirements.
 - c. Recommendation of a leave of absence and/or a second Internship (Residency) at another setting
 - d. Giving the Intern (Resident) limited endorsement.
 - e. Terminating the Intern (Resident) from the training program. All interns are considered employees "at will".
 - f. Communicating problem areas to the academic program.
 - g. In the event that the mental competency of the Intern (Resident) to provide psychological services is in question, the Intern (Resident) may be asked to

complete an independent psychological evaluation to provide verification of competence.

Remediation Plan of Intervention on Problematic Training Issues (policy)

Application: When problems with competency and professional practice arise which do not meet criteria for implementation of the formal “Due Process plan” and “Interns with competency problems”. The purpose of the Remediation plan is to prevent problems from getting worse.

Instructions:

- A. Please identify the specific behaviors that are the target of intervention.
- B. Please check the competency areas to be addressed and indicate the specific element to be addressed.
- C. Intern (Resident) and supervisors develop plan of remediation including elements indicated below.

A. Behavioral Description of the problem areas (please number):

B. Competency areas: *(Provide the following information in the remediation plan for any competency area checked)*

Specific element(s) to be addressed:

Specific expected change or task:

Date for review of progress and/or accomplishment:

Research

Ethical and Legal

Individual and Cultural Diversity

Professional values, attitudes and behaviors.

Communications and interpersonal skills

Assessment

Intervention

Supervision

Consultation and interprofessional/interdisciplinary skills