



SOUTHERN VERMONT DOCTORAL INTERNSHIP IN PSYCHOLOGY  
Doctoral Internship Training Handbook

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## The Memory Clinic

The Southern Vermont Doctoral Internship in Psychology (SVDIP) program is operated through the Clinical Neuroscience Research Associates (D.B.A. The Memory Clinic) in Bennington, Vermont. The Memory Clinic was established in 1987. Since its inception, The Memory Clinic has focused primarily on the diagnosis, treatment, and management of neurodegenerative disorders.

### The Memory Clinic Mission Statement

The overall mission of The Memory Clinic is to provide a comprehensive system of care to adults with cognitive problems due to age or illness by offering education, prevention, early intervention and treatment to our patients and their families. The clinic strives to attain the highest quality of care by using an interdisciplinary approach. Innovative diagnostic and treatment services are provided to individuals with memory impairments associated with neurological conditions as well as psychological problems, such as depression and anxiety. Our patients' dignity and privacy are paramount and protected with the utmost vigilance. We strive to provide an atmosphere that ensures comfort for our patients and their families, while respecting their individual and cultural differences.

Quality healthcare for our patients and their families begins with a comprehensive diagnostic evaluation. Once a diagnosis is determined, all available treatment options, including approved medications and experimental treatments, are discussed with the patients and their families. Due to our participation in clinical research, we are often able to offer our patients access to the latest scientific and medical advances. Patients and their families who elect not to participate in clinical research are treated with the standard of care, including appropriate therapeutic agent(s).

## Program Philosophy, Training Model and Training Plan

The Southern Vermont Doctoral Internship in Psychology (SVDIP) program strives to produce empathic, culturally-sensitive professionals who are prepared for independent practice in psychology. In accordance with the Scientist-Practitioner training model, we emphasize the integration and scientific inquiry in clinical intervention. Clinical practice is informed by critical analysis of current empirically-validated assessment, diagnostic and intervention techniques. The doctoral internship program focuses on outcomes-based clinical practice and provides psychology interns with the opportunity to develop core competencies through experiential and evaluative practices. The primary objective of the training program is to assist psychology interns in developing high intermediate to advanced level clinical skills through supervised clinical experiences and didactics. The program strives to produce psychology interns with the clinical skills necessary to act competently and ethically while remaining sensitive to clients' cultural and individual beliefs and practices.

Development of professional competencies is achieved through participation in didactics and clinical experiences that are sequential, cumulative and graded in complexity. At the outset of the doctoral internship, each psychology intern meets with his/her assigned training supervisor and discusses his/her personal goals for doctoral internship. The supervisor assesses psychology interns' level of competency in psychological assessment and intervention, consultation, professional development, ethics and cultural awareness and sensitivity. Then, individual goals and objectives are established to encourage mastery of each domain through clinical experience and didactics.

Psychology interns interact with a geographically and socioeconomically diverse client population and supervision is provided in assessment, evaluation and intervention. To develop a professional identity, psychology interns interact with a multi-disciplinary team and are encouraged to participate in research activities and didactics. Examples include case presentations, graduate level coursework, seminars and scientific conferences discussing research and effective means of providing care to individuals diagnosed with neurological/psychological disorders.

By the conclusion of the training year, psychology interns will be expected to demonstrate competence in professional issues related to the practice of psychology. To ensure that competencies are successfully established, progress is monitored during evaluative sessions midway through and at the end of the doctoral internship. At that time, psychology interns are also encouraged to provide feedback about their training experiences so that program strengths and weaknesses can be identified and the training can be modified to provide the most effective learning environment for future psychology interns.

SVDIP is committed to recruiting and maintaining a diverse professional staff, including a diverse class of psychology interns. As such, individuals with a minority/non-dominant cultural identification are strongly encouraged to apply.

## Training Committee

The SVDIP Training Committee is an interdisciplinary team comprised of licensed clinical psychologists, a board-certified psychiatrist and a neurologist. Members include:

**Cynthia Murphy, PsyD, MBA, Director of Doctoral Internship Training/Supervisor**-Dr. Murphy received her PsyD from Antioch University, New England and her MBA from Columbia University. She has been working at the Memory Clinic for 14 years. Dr. Murphy is responsible for organizing and implementing all aspects of the program. She also serves as a psychology intern supervisor.

**Diana Michalczuk, PsyD, Chief Psychologist/Doctoral Internship Supervisor** - Dr. Michalczuk is a licensed psychologist who received her PsyD from Midwestern University and completed her Postdoctoral fellowship training at The Memory Clinic. In addition to her clinical work at the Memory Clinic, she is a professor at Southern Vermont College. She provides psychology interns with didactic training on the neuropsychology of dementia and neurodegenerative disorders and serves as a psychology intern supervisor.

**Paul Solomon, PhD, Doctoral Internship Supervisor**-Dr. Solomon received his Ph.D. from University of Massachusetts, Amherst and is one of the original founders of the Memory Clinic. He has been providing care for individuals with memory impairments for over 25 years and has published over 150 articles researching diagnosis and treatment of memory disorders. Dr. Solomon is responsible for providing didactics and serves as a psychology intern supervisor.

**Lisa Catapano-Friedman, MD, Medical Director**- Dr. Catapano-Friedman received her MD from Tufts University and has been working at the Memory Clinic as a board-certified psychiatrist for 10 years. She provides psychology interns with didactic training in assessment, evaluation and differential diagnosis of psychiatric illness.

**Andrew Budson, MD, Neurologist**- Dr. Budson received his MD from Harvard Medical School and has been working at The Memory Clinic for over 13 years. He is a board-certified neurologist who conducts neurological examinations and diagnostic evaluations of MRI imaging findings for new patients referred to The Memory Clinic. He provides didactic training to psychology interns.

**Mary Pat Mazzola, MA, Clinical Psychologist**-Ms. Mazzola is a licensed psychologist who has provided evaluative and therapeutic intervention to patients diagnosed with dementia for over 10 years. She serves on the Training Committee.

## Program Goals and Objectives

The goals of the training program were developed by the Training Committee in accordance with the Scientist-Practitioner model to promote the development of competencies in assessment and diagnosis, treatment planning, intervention and consultation, cultural sensitivity and awareness, ethics and professional development, and critical analysis of research. This is accomplished through participation in didactics, working with patients and interacting with our multi-disciplinary team, comprised of licensed psychologists (doctorate and masters level), board-certified psychiatrists and neurologists, a nurse, and a nationally registered EMT.

**Goal 1:** Psychology intern learns to effectively assess and diagnose cognitive impairments and psychological illness by utilizing information gained from clinical interview, behavioral assessment and neuropsychological testing.

Objective 1.1: Psychology intern learns to establish a positive rapport with patients and their caregivers.

Objective 1.2: Psychology intern demonstrates an ability to conduct intake evaluations and effective clinical interviewing.

Objective 1.3: Psychology intern learns to utilize neuropsychological assessments to effectively delineate presenting problems.

Objective 1.4: Psychology intern learns to integrate information from clinical interview and assessment to inform clinical impression.

Objective 1.5: Psychology intern learns to utilize all information to formulate hypothesis-driven differential diagnoses.

**Goal 2:** Psychology intern demonstrates the clinical skills required to provide effective treatment to patients with neurological/psychological impairments and their caregivers

Objective 2.1: Psychology intern demonstrates competency in case conceptualization and treatment planning.

Objective 2.2: Psychology intern learns to communicate with other healthcare professionals within the community to coordinate patient care.

Objective 2.3: Psychology intern learns to provide effective evidence-based behavioral intervention.

Objective 2.4: Psychology intern learns to work effectively with a multi-disciplinary team to establish and implement empirically supported

treatment practices, ensuring the cognitive and emotional well-being of patients.

**Goal 3:** Psychology intern becomes culturally aware and sensitive to beliefs and attitudes common within the community and understand how such beliefs may impact clinical practice.

Objective 3.1: Psychology intern demonstrates an awareness of diversity issues and a commitment to cultural competence.

**Goal 4:** Psychology intern conducts himself/herself in a professional manner, consistent with the American Psychological Association's Code of Ethics.

Objective 4.1: Psychology intern exhibits professionalism when interacting with staff, outside healthcare professionals, and patients and their caregivers.

Objective 4.2: Psychology intern utilizes supervision effectively towards his/her growth as a psychologist.

Objective 4.3: Psychology intern is committed to ongoing self-examination and awareness.

Objective 4.4: Psychology intern is able to assist with supervision of other trainees.

**Goal 5:** Psychology intern learns to employ scientific inquiry and analysis in the practice of professional psychology.

Objective 5.1: Psychology intern is informed about current empirically-validated diagnostic and intervention practices.

Objective 5.2: Psychology intern learns to integrate scientific inquiry in clinical practice.

Assessment of individual competencies is accomplished through structured evaluations completed by psychology interns in collaboration with supervisors at the beginning of the doctoral internship. This information is then reviewed and reevaluated at both the midpoint and end of the doctoral internship. It is a basis for providing summative feedback at those intervals. Psychology interns are expected to attain a final competency level of at least 4 (High Intermediate skill level) for 100% of the competencies in order to complete the doctoral internship.

## Policies for Psychology Intern Selection

Applicants should have completed all of the coursework required for the PhD or PsyD degree in an APA-accredited doctoral program in Clinical or Counseling Psychology and have had supervised clinical practicum training adequate and appropriate for a Scientist-Practitioner model doctoral internship. The program has no minimum requirement for face-to-face clinical experience; however, we encourage applicants to have completed

at least 600 hours. Ideal applicants have passed comprehensive or qualifying examinations and have defended their dissertation proposal. Applicants should submit three letters of recommendation, two from past supervisors familiar with the applicant's skills and interests and one from their academic advisor or mentor. Two written work samples are also required: a neuropsychological testing report and a treatment report are preferred. Applicants should express interest in specific training opportunities offered by our doctoral internship, highlighting related experience and goals when possible.

We emphasize that the doctoral internship demands maturity, motivation, autonomy and clearly defined goals. Applicants should submit the APPIC Application form. We prefer candidates who have completed all or almost all requirements for their degree (PhD or PsyD), have outstanding letters of recommendations (top third or better of class), have completed 2-3 years of practicum experience and are a good fit for our program. In ranking candidates, we are particularly attentive to the fit of the applicant's interest focus, cumulative experience and career goals with our resources and opportunities.

We adhere to all APPIC requirements in meeting, interviewing and considering candidates for our doctoral internship program. The following steps are taken from the time the completed application is received to the final ordering of applicants:

1. The Director of Doctoral Internship Training (i.e., Doctoral Internship Director) and Training Committee read and review all applications. Based on the prospective psychology intern's credentials and our judgment of goodness of fit, decisions are made regarding extending an invitation to interview.
2. Selected applicants are invited to interview in December and/or January. Each candidate participates in two to three individual interviews with members of the Training Committee and other key staff members. The prospective applicants then meet with the current psychology intern group in order to obtain unencumbered and uncensored feedback from the psychology interns who have "first-hand" experience with all aspects of the program. Due to the nature of our location, we will work with each invited applicant to arrange a convenient date and time of interview.
3. Interviewers complete a rating form describing the applicant's strengths, weaknesses and goodness of fit between the candidate and our program. All interviewers then meet as a group to share impressions of the candidates and to determine a final ranking.
4. The Training Committee reviews ranked lists of candidates for inclusion in the computerized match.



## Description of Training Opportunities

The Southern Vermont Doctoral Internship in Psychology program provides advanced training in the area of adult mental health with a specialized focus in clinical neuropsychology and the assessment of older adults. Psychology interns are also encouraged to discuss any interests they may have that are not readily available within the doctoral internship program. Further opportunities can be sought in the community to provide the psychology intern with a training experience that best matches his\her interests and future goals and allows he\she to gain exposure to a more diverse clinical population. Examples of programs developed by former psychology interns have included working with children as part of the Head Start program, seeing clients at a local medical center, and working with teenagers at a local high school. Appropriate supervision is arranged for all of the above experiences.

## Didactic Training

### Orientation

Initially, each psychology intern participates in a month long orientation comprised of didactics, observation and extensive individual and group supervision. All incoming psychology interns are required to read scholarly materials discussing relevant issues in assessment of adult and geriatric populations, including “Memory Loss: A Practical Guide for Clinicians”, which is a comprehensive guide to assessment and diagnosis of memory impairments. Each psychology intern also participates in a 2-hour training seminar on the establishment of differential diagnoses of dementing disorders. Psychology interns review the handbook on protocol administration and observe licensed psychologists performing semi-structured intake interviews and neuropsychological assessments. Psychology interns also attend didactic seminars in which protocol administration, scoring and interpretation of subscales commonly used in the neuropsychological evaluations are discussed. Prior to interacting with patients, psychology interns are required to complete NIH Protection of Human Subjects in Research and HIPPA training modules.

To gain proficiency in report writing, psychology interns review prior evaluations and assist with the preparation of evaluations for the patients he/she observed. Periodic individual and group supervision sessions are implemented to address questions regarding assessment. Once a sufficient level of proficiency is established, the psychology intern performs assessments under the observation of a licensed psychologist and writes comprehensive neuropsychological evaluations with the designated supervisor.

Self and supervisor evaluations of the psychology intern's proficiency in five core competency domains (outlined in Program Goals and Objectives, page 6) are performed during orientation and are used to create an individualized training experience that promotes the psychology intern's professional development.

Psychology interns undertake a number of weekly and monthly didactic activities during their doctoral internship training. These include, but are not limited to the following:

### The Weekly Neuropsychology / Assessment Seminar

- Provides an overview of neuropsychological testing as well as other instruments that are often incorporated into an evaluation such as intellectual and personality assessments
- Training, discussion and review of specific instruments such as the Wechsler scales, ADAS-COG, DKEFS, and MMPI
- Overviews of Frequent Neuropsychological Diagnosis
- Behavioral Assessments
- Forensic Assessments
- Mood Assessments
- Pharmacological Interventions
- Assessment in evidenced based research & practice
- Cultural issues in assessment

### Weekly Case Conference & Presentation

- Psychology interns participate in a weekly group presentation of a recent case including history, evaluation, formulation, differential diagnosis and treatment recommendations

### Monthly Topics in Psychology Seminar

- The Role of Culture and Diversity in Psychology
- Ethics in Practice
- Professional Development (consultation, licensure, teaching, board certification, forensics)
- Supervision
- Consultation
- Evidenced Based Practice
- Differential Diagnosis
- Caregiver Support

In addition to the didactic trainings, psychology interns are required by SVDIP to complete a series of mandatory on-line trainings that are required of all staff and

clinicians. For example, psychology interns must complete the National Institutes of Health, “Protecting Human Research Participants,” online module. Psychology interns are also invited to attend and participate in a range of optional lectures and presentations held at nearby institutions such as Williams College and Southern Vermont College where staff hold faculty appointments. Additionally, psychology interns are required to help facilitate community memory screening days in the surrounding community. Psychology interns also have the option to attend and present at any meeting or conference at which their work has been accepted.

## Assessment and Intervention Activities

Following the training period, psychology interns participate in direct client contact through assessment and intervention activities. A comprehensive assessment is performed on each new patient and abbreviated assessments are performed on follow-up patients. In terms of assessment, an average weekly caseload for each psychology intern is 2 to 3 new patients and 5 to 6 follow-up patients. Psychology interns also provide supportive therapy to individuals diagnosed with depression and anxiety and family members/caregivers of patients referred for memory impairments. Psychology interns are typically assigned 2 to 4 long-term therapy clients.

### Psychological/Neuropsychological Assessment

Assessment is an integral part of the doctoral internship. Given the location of the doctoral internship program, referrals for assessment are accepted from practitioners throughout Vermont, New York and western Massachusetts. Upon receipt of a referral, the psychology intern will be paired with a supervisor who oversees all evaluative care of the patient. Each psychology intern is supervised in the following clinical activities of the assessment process:

- Review of medical records
- Clarification of the presenting problem
- Performing intakes and clinical interviewing with clients and family members
- Selection of the appropriate assessment battery
- Administration and scoring of psychological and neuropsychological assessments
- Interpretation of assessment results
- Qualitative analysis of client behavior during the clinical interview and evaluation sessions
- Observation of neurological exams and review of MRI imaging findings by the neurologist
- Writing comprehensive reports that integrate medical records, clinical history, behavioral observations, psychological and/or neuropsychological assessment

results and differential diagnosis and include recommendations for treatment and/or additional evaluation

- Consultation with patient and family/caregiver, referring physicians and other healthcare providers to communicate evaluation findings and recommendations

## Intervention

The Memory Clinic also offers free counseling to patients diagnosed with depression or anxiety associated with dementia as well as family members/caregivers. Depending on need, psychology interns are typically assigned 2 to 4 long-term therapy patients. The psychology intern is responsible for conducting an intake interview, formulating a diagnosis and establishing an empirically supported treatment plan under the supervision of a licensed psychologist. The SVDIP program is also in the process of establishing a supportive group therapy for caregivers, which will be lead by a psychology intern and a licensed psychologist.

## Cultural Sensitivity and Awareness

The SVDIP program is committed to training diverse classes of psychology interns who will be prepared to provide mental health services as well as conduct research, in order to strengthen the professional capacity of psychology to address the needs of the increasingly diverse populations of both Vermont and the United States. The Memory Clinic is based in a rural setting in Southern Vermont and is the only specialized clinic within a 150-mile radius. As such, the clinic receives referrals from individuals residing in both urban and rural settings with diverse educational, vocational and religious backgrounds. An integral part of the training program is promoting culturally sensitive practices of mental health care.

## Supervision

Psychology interns spend a minimum of 4 hours per week participating in individual and group supervision. Each psychology intern is assigned a supervisor for supervision of assessment and intervention activities and participates in one hour of supervision for each on a weekly basis. Supervisors are also accessible for informal supervision during the week if questions or issues arise. In addition, psychology interns participate in group supervision for at least 1 ½ hours per week where intakes and client assignments are discussed. Once the psychology intern demonstrates competency in assessment and diagnosis he/she will be permitted to assist in the training and supervision of undergraduate interns majoring in psychology.

1. **Individual Supervision** Each psychology intern receives a minimum of 2.5 hours of individual supervision weekly from licensed psychologists. These supervisors maintain full responsibility for each psychology intern's work.

2. **Group Supervision** Psychology interns receive 1.5 hours of group supervision per week by one of the program supervisors.
3. **Seminar Presentations** Throughout the doctoral internship, psychology interns receive group supervision, during seminar based case presentations. These presentations are drawn from their own cases and focus on issues of assessment, treatment planning, intervention, cultural competence and ethics.

### Doctoral Internship Administrative and Financial Assistance

As a program housed in The Memory Clinic, the SVDIP training program is provided with clerical and technical support from clinic staff. Ms. Stephanie Merrill, the Office Manager, is responsible for coordinating staff's schedules, scheduling patients and coordinating appointments within the clinic and managing medical records. Ms. Donna Fontaine coordinates bookkeeping and human resource activities (including payroll). Technical support is provided by Hunter Greene, who is the Data Management/Network Consultant. Psychology interns are provided a \$30,000 stipend and financial assistance is provided to attend select professional meetings.

### Evaluation of Psychology Interns

Psychology interns are evaluated using a structured questionnaire created by the SVDIP program to assess the core competencies that are expected to be developed during the internship year. Competencies are evaluated three times during the training year: at the beginning, midway through and at the completion of the doctoral internship. Both the psychology intern and his/her supervisor complete evaluations. The results are evaluated in terms of strengths and weaknesses and the training is modified accordingly to encourage development of competencies in areas where weaknesses are identified. At both the midpoint and end of year evaluation, the Doctoral Internship Director will provide a letter to the psychology intern's Clinical Director indicating the psychology intern's current level of progress in competencies set forth by the doctoral internship. It is expected by the end of the internship, 100% of the competencies will be rated at least at the high intermediate skill level.

Psychology interns are also asked to rate their supervisors and the overall doctoral internship program using the Evaluation of the Doctoral Internship Training Program form. This occurs midway through and at the end of the training year. Feedback from the psychology interns regarding the program is solicited continuously throughout the year.

### Requirements for Completion of the Doctoral Internship

The following requirements must be met to the satisfaction of the Training Committee to receive satisfactory certification of doctoral internship completion:

1. The doctoral internship requires a total of 2000 hours. A minimum of 500 hours in the provision of direct face-to-face clinical services is required.
2. The doctoral internship must be satisfactorily completed with achievement of a high intermediate skill level on all core competencies assessed.
3. All assigned clinical documentation and administrative record keeping must be completed.
4. Regular attendance at all didactics including monthly *Topics in Psychology*, the weekly *Geriatric Neuropsychology Assessment Seminar*, Case Conference presentations and other meetings.
5. All supervisor evaluation forms, psychology intern evaluation forms, and doctoral internship program evaluation forms must be completed.
6. Formal case presentations are required.

## Professional Behavior

Psychology interns are expected to behave professionally, responsibly and ethically while interacting with all patients and staff. Administrative and clinical documents are to be completed in a timely and accurate manner. Guidelines set forth by the doctoral internship regarding policies and procedures are to be followed, and psychology interns are required to attend mandatory orientation and training that is provided to all staff on a yearly basis including, but not limited to safety, infection control and corporate compliance. Psychology interns use the title of “Doctoral Psychology Intern” on all clinical records, letters and other documents. The psychology intern is expected to inform all patients/clients that he/she is a trainee under supervision.

Psychology interns are expected to contact the Doctoral Internship Director and any other relevant persons in the case of absence. Absences may include: illness, vacation time or personal emergency. Time off requests must be cleared through the Doctoral Internship Director. Subsequently, psychology interns are expected to notify all supervisors of his/her vacation time.

## Doctoral Internship Due Process and Grievance Procedures

The SVDIP program is committed to maintaining a harmonious working relationship with its psychology interns and believes that this is best accomplished by maintaining open lines of communication, fair and consistent application of policies, rules and regulations and, when needed, a formal complaint process.

The SVDIP program has established a formal procedure for resolving psychology intern complaints. Psychology interns who believe that they have experienced an action that resulted from improper or inconsistent application of the doctoral internship policies, rules or procedures have the right to file an official complaint. Prior to filing a complaint, psychology interns should attempt to resolve the issue with their supervisor. The psychology intern's human resource representative is available to assist in resolving the issue.

In the event that the issue cannot be resolved informally, a formal written complaint must be filed within 30 days of the disputed action. Complaints should be filed with the SVDIP Training Committee. The Training Committee will investigate the complaint and will render a written decision within 30 days of receipt of the formal documentation. Should the psychology intern disagree with the decision rendered by the Training Committee, he/she is entitled to request that the SVDIP Board of Directors and/or the Clinical Director at the psychology intern's academic institution review the complaint. The Board of Directors and Clinical Director will review all documentation and the rendered decision will be considered final.

A psychology intern dealing with substance abuse problems will be considered on a case-by-case basis and may be allowed to continue his/her assignment. The continuation of the assignment will depend upon the circumstances and is at the sole discretion of the SVDIP Chief Psychologist and Doctoral Internship Director. Psychology interns with substance abuse problems will be encouraged to seek treatment.

## Board of Directors

The SVDIP Board of Directors is a committee comprised of three members from the surrounding community who agreed to provide mediation/decision making in the event that an unresolvable dispute between a psychology intern and any member of the training staff arises. Members include:

**Janet Carlson, President, 111 Group**

**Elizabeth Bovin-Smith, MS**, Executive Director, Alzheimer's Association, Northeastern New York Chapter

## Due Process Procedures

All psychology interns receive a written statement of program expectations for professional functioning.

1. Evaluation procedures are clearly stipulated, including when and how evaluations will be conducted.
2. The procedures and actions for making decisions about problematic performance or conduct are outlined in written statements given to all psychology interns.
3. Graduate programs are informed about difficulties with psychology interns.
4. Remediation plans are instituted for identified inadequacies, and they include time frames for remediation and specify consequences for failure to rectify the inadequacies.
5. All psychology interns receive a written description of procedures they may use to appeal the program's actions, and procedures they may use to file grievances.
6. Psychology interns are given sufficient time to respond to any action taken by the program.
7. Decisions or recommendations regarding the psychology intern's performance or conduct are based on input from multiple professional sources.
8. Program actions and their rationale are documented in writing to all relevant parties.

## Definition of Problematic Behaviors Performance and/or Conduct

Problem behaviors are said to be present when supervisors perceive that a trainee's behaviors, attitudes, or characteristics are disrupting the quality of his/her clinical performance and/or movement toward competencies; his/her relationships with peers, supervisors, or other staff; or his/her ability to comply with appropriate standards of professional behavior. It is a matter of professional judgment as to when a psychology intern's problem behaviors are serious enough to fit the definitions of problematic performance or conduct rather than merely being typical problem behaviors often found among trainees.



Problematic performance and/or problematic conduct are present when there is interference in professional functioning that renders the psychology intern: unable and/or unwilling to acquire and integrate professional standards into his/her repertoire of professional behavior; unable to acquire professional skills that reach an acceptable level of competency; or unable to control personal stress that leads to dysfunctional emotional reactions or behaviors that disrupt professional functioning.

### Doctoral Internship Procedures for Responding to Problematic Behavior, Performance or Conduct

SVDIP has put in place procedures to guide its response to psychology interns with problematic behavior, performance or conduct. Any negative evaluation or complaint will be reviewed and a determination made as to what action needs to be taken to address the problems. The psychology intern will be notified in writing, no more than 30 days after an evaluation has transpired or a complaint has been received, that a review is occurring and that the Training Committee is ready to receive any information or statement that the psychology intern wishes to provide with reference to the identified problems. After reviewing all available information, the Training Committee may adopt one or more of the following steps, or take other appropriate action:

- The committee may elect to take no further action.
- The committee may issue a warning notice that formally states that the committee has reviewed the negative evaluation and it has been brought to the psychology intern's attention and that the psychology intern in combination with his or her supervisor(s) will work to rectify the problem in a specified time frame.
- The committee may issue a probation notice that formally states that the psychology intern in question will be systematically monitored for a given amount of time in order to address, change, and/or otherwise improve the problem. This notice will include a description of the problem in question, specific steps to rectify it, the amount of time the psychology intern has to rectify it and the procedures the committee will use to assess if the problem has been corrected.
- Following the administration of either a warning or a probation notice, the Doctoral Internship Director will meet with said psychology intern to review the notice. The psychology intern may elect to accept the conditions or may challenge the committee's actions as outlined below. In either case, the Doctoral Internship Director will inform the psychology intern's sponsoring graduate program, and provide a copy of the notice which details the nature of the inadequacy and the steps put forward to correct it. The psychology intern shall receive a copy of the letter to the sponsoring graduate program.

- Once the Training Committee has issued a warning or probation notice, the status of the problem detailed in the notice will be reviewed either at the next formal evaluation or in the time frame set by the notice.

### Failure to Correct Problems

When the steps set forth in a notice do not rectify the problem after the allotted time, or if the psychology intern seems unable or unwilling to alter his/her behavior, the Training Committee may choose to conduct another review. After this review has taken place, the psychology intern will be informed in writing that the issue(s) have not been adequately addressed during the period set forth by the notice. The committee may then elect to take any of the following steps, or other appropriate action.

- If a warning notice was issued initially, the psychology intern may then be placed on probation.
- If a probation notice was issued initially, it may extend the probation for a specified time period.
- It may suspend the psychology intern with or without pay whereby the psychology intern is not allowed to continue engaging in certain professional activities until there is evidence that the problem behaviors in question have been rectified.
- The Doctoral Internship Director may request a review by outside, non-supervising psychologists if there is a question regarding the psychology intern's successful completion of the doctoral internship.
- It may inform the psychology intern and the psychology intern's sponsoring graduate program, that the psychology intern will not successfully complete the internship if his/her behavior does not change. The Committee may specify those settings in which the psychology intern can or cannot function adequately. The psychology intern and the psychology intern's sponsoring graduate program will be informed that the psychology intern has not successfully completed the doctoral internship.
- It may inform the psychology intern and the psychology intern's sponsoring graduate program that the Training Committee is recommending that the psychology intern be terminated immediately from the doctoral internship program. The psychology intern in question will then be terminated immediately from the doctoral internship program.

### Challenges to Grievance Procedures

Psychology interns who receive a Warning or Probation Notice, or who otherwise disagree with any Training Committee decision regarding their status in the program, are entitled to challenge the Committee's actions by initiating a grievance procedure. This is done independently of the Training Committee's actions as described in the Failure to Correct Problems section above.

If the recommendation is made that the psychology intern be terminated, it is at the discretion of the training committee when the psychology intern would be terminated. An appeals process can take place either during the suspension from the doctoral internship or following termination. Within 5 working days of receipt of the Training Committee's notice or other decision, the psychology intern must inform the Doctoral Internship Director in writing that he or she is challenging the Committee's action. The psychology intern then has 5 additional working days to provide the Doctoral Internship Director with information as to why the psychology intern believes the Training Committee's action is unwarranted. Failure to provide such information will constitute a withdrawal of the challenge. Following receipt of the psychology intern's challenge, the following actions will be taken.

1. The Doctoral Internship Director will convene the Board of Directors to meet to review all facts pertaining to the issue. The psychology intern retains the right to hear all facts and the opportunity to dispute or explain his or her behavior.
2. The Board of Directors will conduct a review hearing in which the psychology intern's challenge is heard and the evidence presented. The Board of Directors' decisions will be made by majority vote. Within 5 days of completion of the review hearing, the Board of Directors will prepare a report on its decisions and recommendations and will inform the psychology intern and the psychology intern's sponsoring graduate program of its decisions.

### Psychology Intern Complaint/Grievance about Supervisor, Staff Member, Training or Training Program

Psychology interns are employees of the Clinical Neuroscience Research Associates (DBA The Memory Clinic) and, as such, are entitled to the avenues open to all employees concerning problems that may come up during their doctoral internship year. In general, employees are encouraged to discuss concerns, complaints, and grievances with their immediate supervisors, and to take those concerns up the supervisory chain of command if the situation is unresolved after discussion with the immediate supervisor. All unresolved grievances will be addressed in the manner described above.

### Accreditation Status

The SVDIP internship program is in the process of applying of APA accreditation. Inquiries regarding 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](mailto:apaaccred@apa.org)