

## **Section XXIX: Psychology Predoctoral Interns**

Psychology Interns are individuals in training who are matched with Mid-Ohio Psychological Services, Inc. through the Association of Psychology Postdoctoral and Internship Centers. The purpose of their relationship with the agency is to gain experience in providing services of a psychological nature under the direction of a licensed psychologist to complete the requirements of their degree program. The interns are subject to the rules and regulations set forth by the State of Ohio, ethical guidelines and professional standards of the profession, and the policy and procedures of the agency.

- A. The selection for Psychology Predoctoral Interns will adhere to the rules and regulations set forth by the Association of Psychology Postdoctoral and Internship Centers (APPIC), American Psychological Association, and other regulatory bodies. Mid-Ohio Psychological Services Inc. will make a copy of the APPIC match guidelines available to all prospective interns. The Training Supervisor and the Executive Director will review the application materials of all intern applicants. The most qualified applicants will be invited to interview with the Selection and Training Committee; which consists of the Training Supervisor, Executive Director, and Internship Supervisory Staff. The Selection and Training Committee will then work together to determine the rank status of each prospective candidate.
  
- B. Progress Evaluations will be conducted twice during the training year by the intern's clinical supervisor and reviewed by the Training Supervisor; once after six months and once at the conclusion of the internship. The evaluation must address progress toward goals and any needed remediation of weaknesses. Interns who wish to appeal their performance evaluation must submit a written appeal within 30 days to the Training Supervisor.

**Section C: Renamed Due Process: The language was updated to reflect APPIC criteria more specifically (notice, hearing, and appeal). Also a separate appeal process was added to this section.**

- C. Professionals in training are expected to evidence minor problematic behavior, and the intern's clinical supervisor shall address these issues in supervision. If unsatisfactory performance persists, the following process may be utilized:
  - 1. The clinical supervisor will inform the Training Supervisor of the nature of the problem and actions taken to correct the problem in writing.
  - 2. The Training Supervisor will review the written documentation and any supporting materials.
  - 3. The Training Supervisor, the intern, and clinical supervisor will meet to discuss the matter and if sufficient evidence exists the intern will be placed

on probation, and a written plan of correction and timetable will be developed.

4. Should probation be warranted, the Training Supervisor will issue a Probation Notice; copies will be given to the intern, the clinical supervisor, and placed in the intern's personnel file. The intern's sponsoring institution will also be notified of this event.
5. At a specified time the Training Supervisor, intern, and clinical supervisor will meet again to review the progress in remedying the problem. If the intern fails to correct the problem or make sufficient progress towards correction, the intern, Training Supervisor, Executive Director, and a representative from the intern's sponsoring institution will meet to discuss the matter. The results of this meeting include dismissal from the internship placement or continued probationary monitoring of the intern's performance.

#### Section C now reads:

Due Process: Professionals in training are expected to evidence minor problematic behavior, and the intern's clinical supervisor shall address these issues in supervision. The clinical supervisor and intern may consult with the Training Supervisor to discuss the problematic behavior and explore options of remediation to address the behavior. However, if unsatisfactory performance persists, the following process may be utilized:

- 1 The clinical supervisor will inform the Training Supervisor of the nature of the problem and actions taken to correct the problem in writing.
- 2 The Training Supervisor will review the written documentation and any supporting materials, and notify the Training Committee of the reported concerns.
- 3 The Training Supervisor will issue a notice to the intern in writing that a problematic behavior has been identified and that the internship program is seeking to address the problem. The letter will include a copy of the Due Process Procedure that is presented to all psychology interns during their orientation at the start of the internship year.
- 4 The Training Supervisor will schedule a hearing consisting of the Training Committee, the intern, and clinical supervisor. This allows the intern to hear the concerns and respond to them. The Training Committee will determine the appropriate course of action based on the information and the intern's response. The decisions of the Committee can include a variety of outcomes including but not limited to, suspension, probation, or termination.
- 5 Should probation be warranted, the Training Supervisor will issue a Probation Notice; copies will be given to the intern, the clinical supervisor, and placed in the intern's personnel file. The intern's sponsoring institution will also be notified of this event and input solicited

regarding remediation of the intern. A written plan of correction and timetable will be developed to address the concern.

- 6 At a specified time the Training Supervisor, Training Committee, intern, and clinical supervisor will meet again to review the progress in remedying the problem. If the intern fails to correct the problem or make sufficient progress toward correction, the intern will be notified in writing. The Training Supervisor will then schedule a meeting with the intern, Training Supervisor, Executive Director, and a representative from the intern's sponsoring institution as quickly as possible to discuss the continued problematic behavior. The results of this meeting may include termination from the internship placement or continued probationary monitoring of the intern's performance.
- 7 An intern who disagrees with a finding of the hearing of the Training Committee may appeal the Training Committee's decision to the Executive Director. The intern must present a written challenge and documentation to the Executive Director within five working days of the Committee's decision. The Executive Director will render a decision and notify the Training Supervisor, Training Committee, intern, the clinical supervisor, and the intern's sponsoring institution in writing.

Section D and E have been removed.

- D. If the clinical supervisor believes an intern has violated legal, ethical, or professional standards, he or she will consult with the Training Supervisor. The Training Supervisor may pursue informal conflict resolution through the Association of Psychology Postdoctoral and Internship Centers. In some instances, a report to the appropriate licensing board may be appropriate. In addition, an intern may be issued a suspension for serious infractions. The intern may appeal an order of suspension of more than three days, a removal, or a reduction in the following order:
  1. To the clinical supervisor
  2. To the Training Supervisor
  3. To the Executive Director
  4. To the Board of Directors
- E. If the intern believes the supervisor may have violated legal, ethical, or professional standards. The intern, the agency, or the Training Supervisor may pursue conflict resolution through the Association of Psychology Postdoctoral and Internship Centers.

Section F Renamed Intern Grievance: Included section on mediation as an option to informally address interns concerns.

- F. An intern may file a grievance if he or she believes that an aspect of the training program is unfair, biased, or unprofessional. To do so the intern must follow these procedures:
1. The intern should consult with the others involved, discuss the complaint, and make a serious attempt to resolve it.
  2. If the intern is not satisfied, they will present a written grievance to the Training Supervisor. The written document should include the intern's perception of the grievance, time and place, and other applicable data.
  3. Within ten days of the receipt of the grievance, the intern, the Training Supervisor, the intern's clinical supervisor, and one additional member of the Selection and Training Committee (chosen by the intern) will schedule an informal hearing to address the concern.
  4. Within fifteen days of the meeting, the written findings of the meeting and the recommendations will be reported to all relevant parties.
  5. The intern has five days to seek a further review of his or her grievance by submitting a written request to the Executive Director.
  6. The Executive Director will review the information and present the findings in writing to the relevant parties.

**Section F now reads:**

**Intern Grievance:** Most problems are best resolved through face-to-face interaction between intern and staff, as part of an ongoing working relationship. If these interactions do not produce a satisfactory resolution of the concern, an intern may seek mediation or file a grievance.

7. Mediation – Either party may ask a member of the Training Committee to act as a mediator. The mediation may facilitate a resolution through continued discussion or recommended changes in the learning environment.
8. Grievance - An intern may file a grievance if he or she believes that a supervisor or the internship has violated ethical, legal, or professional standards aspect of the training program is unfair, biased, or unprofessional. To do so the intern must follow these procedures:
  - i. The intern will present a written grievance to the Training Supervisor. The written document should include the intern's perception of the grievance, time and place, and other applicable data.
  - ii. Within ten days of the receipt of the grievance, the intern, the Training Supervisor, the intern's clinical supervisor, and one additional member of the Selection and Training Committee (chosen by the intern) will schedule an informal hearing to address the concern. The intern's sponsoring institution will be notified of the grievance in writing and kept apprised of the review process. The intern may request to have a representative from their sponsoring institution present at this hearing.

- iii. Within fifteen days of the meeting, the written findings of the meeting and the recommendations will be reported to all relevant parties.
- iv. The intern has five days to file an appeal for further review of his or her grievance by submitting a written request to the Executive Director.
- v. The Executive Director will review the information and present the findings in writing to the relevant parties.

G. Due to the time-limited nature of the Psychology Predoctoral Internship Program, interns are expected to work 1,800 hours during the 12-month internship. Interns are not permitted to work more than a 40-hour workweek. Interns receive 80 hours of paid leave during the 12-month placement, with prior approval from the Training Supervisor. If an intern fails to complete the needed 1,800 hours, they will be unable to successfully complete the internship program. Each intern who works the required 1,800 hours will receive a certificate indicating that he or she has successfully completed the Psychology Predoctoral Internship.

H. The Training Supervisor will have access to the personnel files of the Psychology Predoctoral Interns. Each intern's personnel file will contain the information listed in Section XXV (C) of the agency's Personnel Policy and Procedure; and will also include:

1. APPIC Application for Psychology Internship (API)
2. Transcripts of all graduate level course work
3. Three letters of reference
4. A clinical writing sample