

# Policies and Procedures for Training

Ohio University Counseling and Psychological Services

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# **Application & Selection Procedures**

## **Section A1**

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**Policy No. A1.01 Entrance Criteria for Psychology Trainees:**

In order for an OU clinical psychology graduate student to be considered eligible for a trainee position at Counseling and Psychological Services (CPS), the student must meet certain entrance criteria. The Assistant Training Director (ATD) will communicate these expectations to potential candidates during early spring semester, prior to application period.

**Procedures:**

- Approval of the Director of Clinical Training (DCT) from the Ohio University Psychology Department.
- Submission of a completed Psychology Training Application Packet.
- Satisfactory completion of an interview with the ATD and other designated members of the interview team.
- Feedback from the DCT to the ATD at CPS regarding readiness, strengths and weaknesses, and growth needs of the trainee.
- Satisfactory completion of the first two years of required coursework within the Psychology Department's curriculum, including practicum requirements.
- Ability to provide fall semester availability to CPS by July 1 (for room assignment purposes).
- Ability to attend all Graduate Professional Seminars (GPS), training seminars, and summer orientations.
- Demonstrate oral English proficiency. See Policy No. 1.08.

**Policy No. A1.02 Entrance Criteria for Counseling Practicum Trainees:**

In order for an OU counselor education graduate student to be considered eligible for a counseling trainee position at CPS, the student must meet certain entrance criteria. The Assistant Training Director (ATD) will communicate these expectations to potential candidates during mid fall semester, prior to application period.

**Procedures:**

- Approval to apply from the Internship Coordinator within the Ohio University Counselor Education Program.
- Submission of a completed Counseling Intern Application Packet.
- Satisfactory completion of the required coursework before beginning CPS placement, as listed in the Application Packet.

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- Satisfactory completion of an interview with the ATD and other designated members of the interview team.
- Ability to provide summer availability to CPS by May 1 (for room assignment purposes).
- Ability to attend all Graduate Professional Seminars (GPS), training seminars, and summer orientations.
- Demonstrate oral English proficiency. See Policy No. 1.08.

**Policy No. A1.03 Entrance Criteria for Counseling Master's Interns:**

In order for an OU counselor education graduate student to be considered eligible for a counseling intern position at CPS, the student must meet certain entrance criteria. The Assistant Training Director (ATD) will communicate these expectations to potential candidates during mid fall semester, prior to application period.

**Procedures:**

- Approval to apply from the Internship Coordinator within the Ohio University Counselor Education Program.
- Satisfactory completion of the required coursework before beginning CPS placement, as listed in the Application Packet.
- Completion of a practicum at CPS, or submission of a completed Counseling Intern Application Packet and satisfactory completion of an interview with the ATD and designated members of the interview team.
- Ability to provide fall semester availability to CPS by July 1 (for room assignment purposes).
- Ability to attend all Graduate Professional Seminars (GPS), training seminars, and summer orientations.
- Demonstrate oral English proficiency. See Policy No. 1.08.

**Policy No. A1.04 Entrance Criteria for Social Work interns:**

In order for a social work graduate student to be considered eligible for a social work intern position at CPS, the student must meet certain entrance criteria. The Assistant Training Director (ATD) will communicate these expectations to potential candidates during spring semester, prior to application period.

**Procedures:**

- Be a registered student, in good standing, in the one-year, Advanced Standing program (open only to recent graduates of CSWE-accredited undergraduate Social Work programs) or at the

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second year (at the time of beginning internship) in the two-year, full-time program option in the master's level program in social work.

- Submission of a completed Social Work Intern Application Packet.
- Satisfactory completion of an interview with the ATD and designated members of the interview team.
- Feedback from the DCT to the ATD at CPS regarding readiness, strengths and weaknesses, and growth needs of the intern.
- Ability to provide fall semester availability to CPS by July 1 (for room assignment purposes).
- Ability to attend all Graduate Professional Seminars (GPS), training seminars, and summer orientations.
- Demonstrate oral English proficiency. See Policy No. 1.08.

**Policy No. A1.05 Entrance Criteria for Clinical Counseling Graduate Assistants (GA):**

In order for a Clinical Psychology or Counselor Education graduate student to be considered eligible for a Clinical Counseling Graduate Assistantship, the student must meet certain entrance criteria. The Assistant Training Director (ATD) will communicate these expectations to potential candidates during fall semester, prior to application period.

**Procedures:**

- Be a registered student, in good standing, at the third year or above (at the time of beginning the GAship) in Clinical Psychology OR first year or above in the Counselor Education doctoral program. If in the Counselor Education doctoral program, the student must have earned a master's in counseling.
- Submit a cover letter, a CV/resume, and 2 letters of recommendation from previous clinical supervisors.
- Complete an interview with the ATD and designated members of the interview team.
- Be able to commit to a 20-hour per week assistantship and provide fall semester schedule by July 1 (for room assignment purposes).
- Demonstrate oral English proficiency. See Policy No. A1.08
- Eligibility for renewal of the Graduate Assistantship will be consistent with the academic program's criteria for eligibility for a tuition waiver and GAship appointment.

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**Policy No. A1.06 Entrance Criteria for Doctoral Psychology Interns:**

In order for a psychology graduate student to be considered eligible for a doctoral psychology intern position at CPS, the student must meet certain entrance criteria.

**Procedures:**

- Be a registered student, in good standing, at or beyond the third year in an APA accredited doctoral level program in clinical or counseling psychology.
- Have successfully completed all preliminary or qualifying exams required by the home program before application due date in November. Note: candidates indicating that they will not have completed these exams before the date of acceptance of the internship offer will be disqualified from consideration.
- Have successfully proposed dissertation by start of internship.
- Have completed all doctoral expectations from the home program by July 1 of the entering internship year, with the exception of completion of the dissertation.
- Have completed supervised practicum and clinical placement experience to a minimum of 1000 total practicum hours (i.e., on-site hours), 400 of which must be direct service.
- Provide three letters of reference, at least two of which must be from recent clinical supervisors.
- Provide a signed Certificate of Readiness from the home program's Clinical Training Director, indicating intern candidate's readiness to enroll in the internship, and attesting to the intern candidate's match with the above mentioned criteria.
- Be willing and able to commit to a full-time, twelve month internship.
- Demonstrate substantive consistency between candidate's interests and the goals and philosophy of the Ohio University CPS doctoral psychology internship.

**Policy No. A1.07 Doctoral Psychology Internship Selection:**

As an American Psychological Association accredited doctoral internship site and a member of APPIC and the National Matching Service, CPS abides by the policies and procedures set forth by these organizations.

**Procedures:**

- CPS follows APPIC match policies for the internship selection process; these guidelines are available at <http://www.appic.org>

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- CPS 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
- All internship applications are considered to be confidential information and are kept in a locked file cabinet/secure computer file for a period of seven years
- CPS follows the anti-discrimination policies of Ohio University and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran

**Policy No. A1.08 Ohio University English Proficiency Policy:**

CPS follows the English Proficiency requirement policy of Ohio University Graduate College. Additional information can be found at <https://www.ohio.edu/graduate/prospective-students/international-students/englishproficiency>.

- Ohio University students interested in applying to CPS must inform the ATD if they would need to take the SPEAK test prior to the end of Fall semester of the academic year in which they are applying in order to be registered for the test with the Linguistics Department.



# **Evaluation/Exit Criteria**

## **Section A2**

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**Policy No. A2.01 Doctoral Psychology Internship Exit Criteria:**

In order to be granted a Certificate of Completion of the Ohio University doctoral psychology internship, doctoral interns must complete their requirements with satisfactory evaluations. Doctoral Psychology Interns will be formally evaluated at the midyear and at the completion of their internship year. Copies of these evaluations will be sent to their academic departments. Doctoral Psychology Interns will also receive and complete evaluations in their seminars and in their apprenticeships.

Ohio University Counseling and Psychological Services does not complete additional academic program contracts or evaluations for doctoral psychology interns. Therefore, if an intern is enrolled in an academic training program that requires additional training contracts and/or evaluations, these will not be completed by the Ohio University training staff.

**Procedures:**

- Interns must attend a minimum of 80% of individual supervision meetings.
- Interns must attend a minimum of 80% of group supervision meetings.
- Interns must complete 80% of their required outreach /preventive/psychoeducational programs with a satisfactory evaluation.
- At least 25% of total on-site hours must be spent in direct clinical service. For a 2000 hour internship, this means that interns must complete 500 hours of direct service (includes individual and group client hours, emergency/drop-in hours, on-call crisis interventions, and outreach presentation in which the intern has prepared original materials).
- Interns are required to co-lead a total of 3 groups over the course of the academic year, one of which must be an interpersonal process group.
- Interns must satisfactorily provide supervision to a minimum of 1 trainee during fall and spring semesters.
- Interns must complete 1 apprenticeship rotation.
- Interns must satisfactorily complete all described responsibilities of the full-time, twelve-month internship, comprised of 2000 hours (with allowable holidays, vacation days, and sick days off). Generally, interns are expected to achieve an average score of “4” with no score lower than a “3” on items that are asterisked on their midyear evaluation. By the end of internship, interns should achieve an average score of “5” with no score lower than a “4” on items that are asterisked on their final evaluation.

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- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

**Policy No. A2.02 Clinical Psychology Traineeship Exit Criteria:**

In order to successfully complete a traineeship at Ohio University Counseling and Psychological Services, trainees must receive satisfactory evaluations on all of their requirements.

**Procedures:**

- Clinical Psychology trainees will be evaluated at the midterm and at the completion of their traineeship by all relevant supervisors utilizing the appropriate form from the academic department.
- A copy of the final evaluation(s) will be sent to the academic department.
- CPS supervisors will meet with faculty representatives from the academic department at the midyear and the end of the year to discuss issues of progress and evaluation at the traineeship.
- Trainees must attend a minimum of 80% of their individual supervision sessions.
- Trainees must attend a minimum of 80% of the meetings of the Graduate Professional Seminar.
- Trainees must complete a minimum of 20 hours per week on site at CPS for two semesters.
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

**Policy No. A2.03 Master’s Level Counselor Education Practicum Exit Criteria:**

In order to successfully complete a master’s level practicum in Counselor Education at Ohio University Counseling and Psychological Services, trainees must receive a rating of ‘meets expectations’ on their evaluation.

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**Procedures:**

- Trainees will be evaluated at the mid-point and end of their practicum by all relevant supervisors utilizing the appropriate form from the academic department.
- A copy of the final evaluation(s) will be sent to the academic department.
- The ATD may schedule a meeting with the faculty representatives from the academic department at the end of the practicum experience to discuss progress, evaluations, and plan for the internship experience.
- Trainees must attend a minimum of 80% of their individual supervision sessions.
- Trainees must attend a minimum of 80% of the meetings of the Graduate Professional Seminar.
- Trainees must complete a minimum of 10 hours per week on site at CPS during their placement for a minimum total of 100 on-site hours.
- Trainees must complete 40 hours of direct service.
- Unless there is a noted academic or performance deficiency or other unresolvable conflict, it is expected that practicum students will continue at CPS for their internship.
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

**Policy No. A2.04 Master’s Level Counselor Education Internship Exit Criteria:**

In order to successfully complete a master’s level internship in Counselor Education at Ohio University Counseling and Psychological Services, trainees must receive a rating of ‘meets expectations’ on their evaluation.

**Procedures:**

- Trainees will be evaluated at the mid-semester and end of semester for fall and spring semesters by all relevant supervisors utilizing the appropriate form from the academic department.

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- A copy of the final evaluation(s) will be sent to the academic department.
- The ATD will schedule a meeting with the faculty representatives from the academic department at the midterm and at the end of the practicum experience to discuss progress and evaluations.
- Trainees must attend a minimum of 80% of their individual supervision sessions
- Trainees must attend a minimum of 80% of the meetings of the Graduate Professional Seminar
- Trainees must complete a minimum of 20 hours per week for Fall and Spring Semester on site at CPS for a total of 600 on-site hours.
- Trainees must complete 240 hours of direct service (defined by individual, emergency/drop-in, couples, or group therapy).
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

**Policy No. A2.05 Doctoral Level Counselor Education Internship Exit Criteria:**

In order to successfully complete a doctoral level internship in Counselor Education at Ohio University Counseling and Psychological Services, trainees must receive a rating of ‘meets expectations’ on their evaluation.

**Procedures:**

- Trainees will be evaluated at the midterm and at the end of their internship by all relevant supervisors utilizing the appropriate form from the academic department.
- A copy of the final evaluation(s) will be sent to the academic department.
- CPS supervisors will schedule a meeting with the faculty representatives from the academic department at the midterm and at the end of the internship experience to discuss progress and evaluations.
- Trainees must attend a minimum of 80% of their individual supervision sessions.

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- Trainees must attend a minimum of 80% of the meetings of the Graduate Professional Seminar.
- Trainees must complete a minimum of 20 hours per week on site at CPS.
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

**Policy No. A2.06 Master’s Level Social Work Internship Exit Criteria:**

In order to successfully complete a master’s level internship in Social Work at Ohio University Counseling and Psychological Services, trainees must receive a rating of satisfactory on the evaluation of their learning contract goals.

**Procedures:**

- Trainees will be evaluated at the midterm and at the end of their internship by all relevant supervisors utilizing the appropriate form from the academic department.
- A copy of the final evaluation(s) will be sent to the academic department.
- The ATD will schedule a meeting with the faculty representatives from the academic department at the midterm and at the end of the internship experience to discuss progress and evaluations.
- Trainees must attend a minimum of 80% of their individual supervision sessions.
- Trainees must attend a minimum of 80% of the meetings of the Graduate Professional Seminar.
- Trainees must complete a minimum of 20 hours per week on site at CPS.
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

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**Policy No. A2.07 Clinical Counselor Graduate Assistant Exit Criteria**

GAs will be evaluated at the midterm and at the end of the academic year utilizing the appropriate CPS evaluation form.

**Procedures:**

- GAs must receive an average score of 4, with nothing lower than a 3 on their evaluation in order for the GA to be renewed.
- A copy of the final evaluation(s) will be sent to the academic department.
- The ATD will schedule a meeting with the faculty representatives from the academic department at the midterm and at the end of the training year to discuss progress and evaluations.
- In the event that there are identified concerns, problematic behaviors, or unsatisfactory achievement, please see Section A8, Grievance and Due Process Guidelines, for information on how this will be addressed by staff and the process for disputing or ‘grieving’ any action or decision made with regards to addressing unsatisfactory or problematic behavior.

# **Ethics**

## **Section A3**



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**Policy No. A3.01 Ethical and Professional Guidelines/Standards:**

All GAs, interns, and trainees will be provided with copies of the Ohio Revised Code and their respective profession's ethical guidelines and standards.

**Procedures:**

- GAs and Trainees in Clinical Psychology are expected to adhere to the Ohio Revised Code and ethical guidelines and standards outlined by the American Psychological Association.
- GAs and Trainees in Counselor Education are expected to adhere to the Ohio Revised Code and ethical guidelines and standards outlined by the American Counseling Association.
- Trainees in Social Work are expected to adhere to the Ohio Revised Code and ethical guidelines and standards outlined by the National Association of Social Workers Code of Ethics.
- Doctoral psychology interns are expected to adhere to the Ohio Revised Code and ethical guidelines and standards outlined by the American Psychological Association.

**Policy No. A3.02 Supervision Disclosure:**

Any individual receiving supervision for their clinical work must review and complete the *Supervisory Disclosure Form* with all clients.

**Procedures:**

- This form should be completed during the first contact with the client – whether a Drop-In/Emergency, IC&R, or First Session appointment.
- A clinician-in-training may have two supervisors listed on the form if the direct supervisor is a doctoral psychology intern or unlicensed senior staff member.
- Clinicians-in-training must provide a copy of this form to all clients.

**Policy No. A3.03 Trainee Self-Disclosure:**

Opportunities for personal exploration and reflection occur throughout the year, given our training program's goal to prepare effective mental health professionals with a consolidated professional identity.

**Procedures:**

- When appropriate, clinicians-in-training are encouraged – but not required – to explore historical influences and personal information which may affect subsequent clinical practice.
- Clinician-in-training self-disclosure in supervision is for the purpose of providing the best possible services to clients and fostering the trainee's development as a therapist. As such,

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these behaviors are consistent with the responsible and ethical practice of the specific mental health practitioner's field.

- The protection from being required to share information is in accordance with the American Psychological Association's 2002 Ethical Standard 7.04 (Student Disclosure of Personal Information) as contained in the *Revised Ethical Principles of Psychologists and Code of Conduct* (APA, 2002).

**Policy No. A3.04 Sexual Misconduct, Relationship Violence, and Stalking:**

For purposes of this policy, "sexual misconduct, relationship violence, and stalking" includes sexual harassment and sexual assault, domestic violence and dating violence, and stalking. These behaviors are prohibited as unlawful discriminatory conduct under Title VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, section 4112.02 of the Revised Code, the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and the Campus Sexual Assault Elimination Act ("Campus SaVE Act").

**Procedures:**

- See Ohio University Policy and Procedure 03.004: Sexual Misconduct at <https://www.ohio.edu/policy/03-004.html>.

# **Accountability**

## **Section A4**

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**Policy No. A4.01 Compliance with Documentation Guidelines:**

Clinicians-in-training and all professional staff/supervisors are expected to complete all necessary documentation for clinical and consultation appointments.

**Procedures:**

- Clinicians-in-training and senior staff must complete all documentation in a timely manner consistent with the *Clinical Documentation Guide*.
- Supervisors are expected to read and sign off on all entries in a client's file for their supervisee(s) according to the time frame outlined in the *Clinical Documentation Guide*.
- If the supervisee is a psychology trainee with a doctoral psychology intern supervisor, the intern will sign off on each case note, and then the licensed staff will sign and lock the note.
- When it is clear that therapy has ended, the supervisee must complete any closed therapy note or termination summary in a time frame consistent with the *Clinical Documentation Guide*. The supervisor will deactivate the client file once the file review is completed.
- All clinicians-in-training sign their documentation on Line 1.
- All clinicians-in-training, are encouraged to complete their documentation and other responsibilities between 8am-5pm. Trainees, with the exception of doctoral psychology interns, may not be on CPS premises after 5pm unless there is a senior staff member present.

**Policy No. A4.02 Computer Usage:**

Clinicians-in-training are provided with offices furnished with computers equipped with Titanium and Internet. It is expected that trainees use these computers only for the purposes of clinical and other professional work.

**Procedures:**

- Clinicians-in-training are expected to adhere to all policies regarding responsible and ethical use of computers and other technology as explained in the general *Policy and Procedures Manual* for CPS.
- Clinicians-in-training should lock their computer any time when leaving their respective offices. They may also adjust the settings on the computer to automatically lock if the computer is not in use for a specified amount of time.
- Clinicians-in-training are strongly discouraged from responding to client emails outside of their work hours, including evenings and weekends and should discuss during supervision all after hours contacts with clients.
- Clinicians-in-training should engage in responsible use of the Internet and social media while using a work computer. Clinicians-in-training are also strongly encouraged to engage in

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responsible use of social media outside of the office, including, but not limited to, considering privacy settings, monitoring one's own online posts, and not accepting friend requests from clients.

**Policy No. A4.02 Graduate Professional Seminar:**

All trainees in Clinical Psychology, Counselor Education, and Social Work must attend the Graduate Professional Seminar (GPS) at CPS, as part of their agreement for the traineeship.

**Procedures:**

- This seminar meets weekly during the Academic Year and during the summer, as needed.
- As part of the seminar, trainees will be asked to complete assignments and make presentations based on their caseload both informally and formally.

**Policy No. A4.03 On-Site Supervision for Unlicensed Staff, Doctoral Psychology Interns, and Psychology Trainees:**

Any clinician-in-training, or unlicensed staff member should not be scheduled to see clients at CPS during times when a licensed senior staff member is not available (e.g., crisis Drop-In, running an evening group).

**Procedures:**

- If an exceptional situation occurs, senior staff should be made aware of the situation (e.g., call/inform front desk).
- A licensed senior staff member must remain at CPS until the client meeting the unlicensed clinician leaves.

**Policy No. A4.04 Relevant Ohio University Policies:**

All clinicians-in-training must understand and adhere to all relevant Ohio University policies.

**Procedures:**

- Doctoral psychology interns and Graduate Assistants are identified as employees of Ohio University and the Division of Student Affairs, and therefore should adhere to the Division policy (<https://www.ohio.edu/studentaffairs/#> ).
- Clinicians-in-training who are students currently enrolled at Ohio University are expected to follow the *Ohio University Student Handbook* (<http://www.ohio.edu/students/handbook/index.cfm>) and *Code of Conduct* (<http://www.ohio.edu/communitystandards/>)

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**Policy No. A4.05 Seminar Books:**

Many seminars for trainees and doctoral interns involve assigned readings. In some cases, textbooks have been purchased for seminars and trainees will be provided with these textbooks to use for the duration of the seminar.

**Procedures:**

- Trainees are expected to return the textbook at the end of the seminar.
- Trainees are not permitted to highlight or mark these textbooks, as they are the property of Counseling and Psychological Services and will be used with future training cohorts. Should marking be found in a textbook, the trainee last assigned the textbook will be asked to purchase a replacement.

**Policy No. A4.06 Titanium Schedules:**

Clinicians-in-training are expected to manage their schedules using Titanium software, including accounting for all of their direct and indirect service, supervision, seminar attendance, administrative time, etc. in order to fulfill their requirements for traineeship, GAship, or doctoral internship.

**Procedures:**

- GAs are expected to work 20 hours per week. They are required to cover a 4-hour drop-in shift, provide 10-12 hours of individual therapy, and receive 2 hours of supervision.
- Trainees in Clinical Psychology do not have a specific total hour requirement through their academic department. CPS expects these trainees to work a minimum of 20 hours per week during the academic year (this includes approximately 12 hours of individual client contact, 2 hours of drop-in coverage once approved by their supervisor(s), 2 hours of supervision, 1.5 hours of GPS, and 2 hours of paperwork).
- Trainees in Counselor Education must fulfill the requirements for practicum and internship. For practicum, this includes 40 direct service hours and 100 total hours. For internship, this includes 240 direct service hours and 600 total hours (300 total hours per semester). CPS expects these trainees to work a minimum of 20 hours per week during the academic year (this includes approximately 12 hours of individual client contact, 2 hours of drop-in coverage once approved by their supervisor(s), 2 hours of supervision, 1.5 hours of GPS, and 2 hours of paperwork).
- Trainees in Social Work are required to work 20 hours per week during the Fall and Spring Semesters. Their weekly schedule includes 6-10 individual therapy client hours, 2 hours of drop-in coverage once approved by their supervisor(s), 2 hours of supervision, 2 hours of paperwork, and 2-4 hours of outreach/consultation.
- Doctoral psychology interns must fulfill the 2,000-hour requirement for internship, with 500 direct clinical hours. All completed hours must be documented in Titanium.

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**Policy No. A4.07 Tracking Hours:**

The requirements for documenting practicum/internship hours differ among Clinical Psychology, Counselor Education, and Social Work programs.

**Procedures:**

- Trainees in Clinical Psychology must document their hours using the method recommended by their academic department, which will assist in completion of applications for future doctoral internships. They are required to track their hours at CPS through Titanium, and may use such documentation to support what they must submit to their academic department. Trainees must submit their total hours to the Training Director at the mid-term and at the end of the training year (total of two submissions). The Training Director will sign a document indicating the total number of hours completed at the end of the traineeship.
- Trainees and interns in Counselor Education must document their hours and submit to their supervisor weekly and to their department, per department requirements. The supervisor will sign a document indicating the total number of hours completed at the end of the traineeship.
- Trainees and interns in Social Work must document their hours and submit to their department using the method recommended by their department. Trainees are required to track their hours at CPS through Titanium, and submit to the Training Director at the mid-term and at the end of the academic year (total of two submissions). The Training Director will sign a document indicating the total number of hours completed at the end of the traineeship.
- Doctoral interns are responsible for documenting their hours on an Excel spreadsheet that is provided to them at the beginning of their internship. Hours can be totaled for report in the spreadsheet. A copy of the spreadsheet data needs to be submitted to the Training Director and supervisor on a monthly basis. Interns will be given feedback about their hours every three months, minimum.
- Titanium can produce a report of clinical and total internship hours that can facilitate this documentation process.
- GAs must use their specific academic department guidelines to track and document their hours.

**Policy No. A4.08 Training Manuals:**

Training manuals are provided to all clinicians-in-training at the beginning of their training at Counseling and Psychological Services.

**Procedures:**

- Training manuals typically include the respective training handbook, due process and grievance procedures, policies and procedures that are both general and specific to training, and clinical documentation guidelines.

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- It is the clinician-in-training's responsibility to read all information contained in these training manuals, and submit a signed *Acknowledgment Form* that indicates they understand and will adhere to the agency and training program's policies and procedures.



# **Administrative Policies**

## **Section A5**

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**Policy No. A5.01 Definitions:**

A trainee is defined in terms of the following positions:

<b>Program of Study &amp; Training Level</b>	<b>Designation</b>
Master’s Counselor Education trainee completing a practicum	Trainee
Master’s Counselor Education trainee completing an internship	Intern/trainee
Doctoral Counselor Education Trainee completing an internship	Intern/trainee
Social Work trainee completing an internship	Intern/trainee
Doctoral Clinical Psychology trainee completing traineeship	Trainee
Doctoral Clinical Psychology/Doctoral Counselor Education Advanced level	Clinical Counseling GA
Doctoral psychology intern	Doctoral intern

- For the purposes of this document, all trainees, interns, doctoral trainees and doctoral interns will be referred to collectively as “clinicians-in-training” when applicable.

**Policy No. A5.02 Dress Code:**

Clinicians-in-training are expected to abide by the general dress code detailed in the CPS Policies and Procedures (Policy No. 2.05) manual whenever they are present at CPS during business hours. Therefore, this policy applies whether or not the clinician-in-training is seeing clients or in the computer lab writing notes, they should be presentable and adhere to the dress code at all times.

**Policy No. A5.03 Moonlighting for Doctoral Interns :**

Due to the intensity of the internship year, interns are discouraged from seeking or maintaining outside employment. However, if an intern chooses to work outside of CPS, there are certain requirements.

**Procedures:**

- Outside employment may not interfere with the intern’s ability to perform their required duties at CPS, and must not conflict with their regular work schedule (8am-5pm Monday through Friday, with regular after hours responsibilities to include emergency phone coverage and attendance at campus events).

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- Interns are expected to make significant progress towards the completion of their dissertation during their training year.
- If a doctoral intern decides to seek outside employment, they must first seek the approval of the Training Director prior to accepting a position and disclose any outside employment as soon as possible.
- Other clinicians-in-training are exempt from this policy.

**Policy No. A5.04 Trainees/Employees Receiving Services at CPS:**

In an effort to protect client confidentiality and avoid ethical dilemmas, guidelines exist regarding the graduate students in training at CPS receiving concurrent counseling services.

**Procedures:**

- Students who have been accepted for internship, practicum, GA, or contract work will not be eligible to receive clinical services at CPS during the tenure of their training or employment at CPS.
- If the student chooses to seek services at CPS after completing employment/training, the identified clinical issues cannot be related to training/employment experiences received at CPS (e.g. grievances with another staff member or trainee).
- The file of a previous employee/trainee who is currently a CPS client will be restricted to the assigned clinician and that clinician's supervisor (if applicable).
- If any masters or doctoral student within the Counseling, Psychology or Social Work programs anticipates future training and/or employment at CPS, they should strongly consider seeking services elsewhere. If such a student attends a drop-in session and discloses this information, it is the responsibility of the drop-in clinician to discuss potential ramifications for the student at that time. Referrals to community resources will be provided as needed.
- If, due to financial or other constraints, graduate students from mental health training programs are unable to secure treatment elsewhere, CPS staff will bear in mind their potential future training opportunities when considering client assignment. Specifically, these students cannot be assigned to another clinician-in-training in any academic program, with the exception of doctoral psychology interns. They will also not be seen clinically by the TD or ATD, to avoid the future possibility of dual roles.

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- If a former client is accepted for a training or work placement at CPS, they should inform the ATD or TD promptly to minimize any dual roles. No CPS staff member will attempt to obtain any information from the former client's file and the file will be restricted. If the client's former clinician is still an active staff member, the former client is encouraged to promptly initiate a conversation with that staff member to discuss any concerns and negotiate any role overlap.
- It is the responsibility of the staff member to maintain the confidentiality of any former client, including the situation in which the former client is now in the position of clinician-in-training at CPS.

**Policy No. A5.05 Accessing Titanium outside of CPS:**

CPS utilizes the Titanium Schedule software program for clinical documentation. In addition, each client has a paper file containing protected health information (PHI).

**Procedures:**

- Under no circumstances should clinicians-in-training remove any document containing PHI from the CPS offices, unless traveling between CPS locations and any PHI is carried in the appropriate HIPAA storage bag.
- Clinicians-in-training should never access Titanium to view and/or edit clinical documentation at any locations other than CPS.
- If it is discovered that a clinician-in-training has removed PHI from CPS or that they have accessed Titanium from a remote location outside of CPS, the clinician-in-training will be immediately suspended from their position pending a review of the situation by the clinician's supervisor and the TD. Please see the Grievance/Due Process Guidelines in Section A8.
- Client files and/or paperwork should not remain in a clinician-in-training's mailbox for more than one day, but should be filed in that client's chart promptly. Clinicians-in-training may also utilize the designated file cabinet behind the reception area for storage of their process notes and other PHI that is not stored in the client's paper file.

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**Policy No. A5.06 Digital recordings:**

All clinicians-in-training are required to digitally record every client session for supervision purposes. Exceptions to this policy must be negotiated between clinicians-in-training and their primary supervisors.

**Procedures:**

- Each recording must be stored securely in the clinician-in-training's folder on the shared drive, and labeled with the client's identifying information (e.g. first name, initials) and the date of the session.
- Digital recordings of client sessions should not be stored anywhere other than the shared drive, such as on the desktop or on a flash drive, unless the supervisor initiates this request for a specific reason and the TD approves.
- Clinicians-in-training should negotiate with their primary supervisors at the beginning of their training regarding how long to retain client recordings, and who is responsible for periodically deleting the files.
- By the end of their training experience, all clinician-in-trainings' recordings will be deleted permanently from the shared drive. It is the responsibility of the individual supervisor to confirm that this task is completed by the clinician's last day at CPS.

**Policy No. A5.07 Communication with Academic Department:**

CPS typically communicates with the academic departments of the clinicians-in-training during mid-year and final evaluations.

**Procedures:**

- Prior to submitting evaluations of clinicians-in-training, CPS training staff will consult with the ATD/TD to collaborate on the clinicians' progress and recommendations.
- The ATD/TD and individual supervisors will meet with representatives from the academic departments to discuss mid-year and final evaluations.
- The ATD/TD will communicate with the academic department on a regular basis to discuss ongoing training concerns not directly related to evaluation.

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**Policy No. A5.08 Trainee/Staff Relationships:**

Senior staff must conduct themselves appropriately and professionally with clinicians-in-training, keeping in mind the APA Ethics Code, ACA Ethics Code, NASW Code of Ethics, and Ohio state law.

**Procedures:**

- Any opportunity for training should be offered to all equivalent level clinicians-in-training, and should be routed through the TD/ATD before arrangements are made.
- Likewise, invitations for social events should attempt to include all members of a training cohort. Senior staff should not socialize individually with clinicians-in-training.
- Staff should never engage in any activity with clinicians-in-training where alcohol is consumed, or there is a monetary exchange of any kind.
- Preventative discussions with clinicians-in-training will be conducted by the TD/ATD at the beginning of each cohort's training.

# **Leave Time**

## **Section A6**

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**Policy No. A6.01 Absence Management:**

Doctoral interns must submit documentation for any leave time taken, including time for vacation or illness. Trainees and GAs do not earn vacation or sick time.

**Procedures**

- Any doctoral intern who is aware of the need to be absent on a scheduled work day is required to create a planned absence entry through the online absence management portal prior to the absence. The Training Director will approve online as appropriate. Any absence must be documented accordingly in Titanium.
- Doctoral interns must also submit confirmation of all absences to the Training Director following any absences due to illness or vacation. Any absences must be documented accordingly in Titanium.
- Any trainee or GA who requires time off on a day they would normally be scheduled at CPS must discuss this with their supervisor in advance of the absence and document accordingly in Titanium.
- If a clinician-in-training requires an extended period of time off, in addition to their supervisor, they should notify the ATD/TD so that appropriate accommodations can be made.

**Policy No. A6.02 Professional Development:**

The following section outlines leave time for professional development as it is permitted for all levels of training.

**Procedures:**

- GAs, Trainees and interns are not provided with specific time for professional development.
- As they are allotted free time during their work schedule (e.g., client cancelled an appointment), trainees may stay in the office/CPS and complete professional development activities (e.g., seminar reading assignments, research projects, clinically-based reading) when all other traineeship activities have been completed (i.e., paperwork, preparation for supervision, review of videotaped sessions). Such time must be documented accordingly in Titanium.
- In addition, trainees and GAs are not penalized for taking professional development time in order to attend research meetings (i.e., proposal, defense), outside conferences or workshops. Such time must be communicated to the ATD and documented accordingly in Titanium.
- Doctoral interns are not penalized for taking professional development time in order to travel for dissertation meetings, and attend conferences or workshops. Such time must be approved by the TD and documented accordingly in Titanium.



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**Policy No. A6.03 Sick Leave:**

The following section outlines sick leave as it pertains to all levels of training.

**Procedures:**

- In order to fulfill their requirements, GAs, trainees/interns in Clinical Psychology, Counselor Education, and Social Work do not earn specific sick leave. However, a trainee who needs to cancel appointments due to illness should call CPS/Front Desk staff by 8am on the given day. The trainee **must call** and leave a voicemail on the CPS main line (740-593-1616), and notify their supervisor(s) of their absence via phone or email. All sick leave must be documented accordingly in Titanium.
- All trainees/interns will determine with their supervisor(s) and ATD if they need to make up missed hours.
- Doctoral interns are provided with sick leave at a rate that is consistent with senior staff members, and explained in the general *Policy and Procedures Manual*. Doctoral interns are expected to follow the same procedures for requesting and documenting sick leave.
- A doctoral intern who needs to cancel appointments due to illness should call CPS/Front Desk staff by 8am on the given day. They **must call** and leave a voicemail on the CPS main line (740-593-1616), and notify their supervisor(s) of their absence via phone or email. All sick leave must be documented accordingly in Titanium.

**Policy No. A6.04 Vacation:**

The following section outlines vacation time as it is permitted for all levels of training.

**Procedures:**

- In order to fulfill their requirements, trainees/interns in Counselor Education, Social Work, and Clinical Psychology are not allotted specific vacation time. However, a trainee should meet with the ATD if they need to be out of the office during their regular schedule for purposes of vacation. All vacation time must be documented accordingly in Titanium.
- All trainees/interns will determine with their supervisor(s) and ATD if they need to make up any missed hours.
- Doctoral interns are provided with vacation that is consistent with senior staff members, and explained in the general *Policy and Procedures Manual*. Doctoral interns are expected to follow the same procedures for requesting and documenting planned vacation time. However, they **must** reserve 7-10 vacation days to be taken at the end of their internship year. All vacation time must be documented accordingly in Titanium.

# **Stipends and Benefits**

## **Section A7**

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**Policy No. A7.01 Stipend and Benefits:**

The following section outlines stipend and benefits as they pertain to all levels of training.

**Procedures:**

- Trainees (Clinical Psychology, Counselor Education, or Social Work) will not receive a stipend or qualify for any insurance, retirement, vacation, or sick time benefits.
- GA's will be provided with a \$15,000.00 stipend for the academic year. Tuition waivers will be provided by academic departments.
- Doctoral Psychology Interns will receive a stipend of at least \$29,577.00 for the year they are employed. They will receive a benefits package that includes insurance, retirement, vacation, and sick leave benefits that are on par with full-time, senior staff employees. For more specific information, please contact the Human Resources Office at Ohio University.

# **Grievance and Due Process Guidelines**

## **Section A8**

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**Policy No. A8.01 Due Process:**

The basic meaning of due process is to inform and provide a framework to respond, act, or dispute. Due process ensures that the decisions about clinicians-in-training are not arbitrarily or personally based. It requires that the Training Program identify specific evaluative procedures which are applied to all clinicians-in-training, and provide appropriate appeal procedures to the clinician-in-training. All steps need to be appropriately documented and implemented.

**Procedures:**

- Clinicians-in-training will be presented with the program expectations related to professional functioning, in writing, during orientation. These expectations will be discussed in both group and individual settings.
- Procedures for evaluation, including when and how evaluations will be conducted, will be clearly communicated during orientation and in the training materials.
- The training program will articulate the various procedures and actions involved in making decisions regarding problematic behaviors or concerns.
- In compliance with Training Policy 5.07, CPS communicates with Academic Departments twice a year regarding evaluation and at other times to coordinate training. In the case of problematic behaviors or concerns with clinicians-in-training, CPS will seek input from academic programs about how to address such difficulties, in a timely manner.
- CPS will institute, when appropriate, a remediation plan for identified inadequacies, including the time frame for expected remediation and consequences of not rectifying the inadequacies.
- Clinicians-in-training will be provided with written procedures for how they may appeal the program's actions. Such procedures are included in the Training Binder and/or Intern Handbook, which the clinician-in-training receives during orientation. These procedures will also be available on the CPS training website.
- Clinicians-in-training will be allotted sufficient time to respond to any action taken by CPS.
- Decisions and recommendations regarding the professional performance of clinicians-in-training will be made using input from multiple sources.
- Written documentation of the actions taken by CPS and the rationale for these actions will be provided to all relevant parties.

**Policy No. A8.02 Grievances:**

In the event that a training issue cannot be resolved between the Training Director and the Assistant Training Director and the clinician-in-training, the clinician-in-training may choose to file a grievance. A "grievance" is a dispute concerning terms and conditions of training arising

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from any administrative decision which the clinician-in-training claims is in violation of their rights under established University and/or counseling center personnel regulations, policies, or practices.

**Procedures:**

- There are two situations in which grievance procedures can be initiated:
  1. In the event a clinician-in-training encounters any difficulties or problems (e.g. poor supervision, unavailability of supervisor, evaluations perceived as unfair, workload issues, personality clashes, and other staff conflict) during their training experiences, a clinician-in-training can:
    - a) Discuss the issue with the staff members involved
    - b) If the issue cannot be resolved informally, the clinician-in-training should discuss the concern with the TD, ATD, or other member of the senior staff
    - c) If the TD, ATD, or member of the senior staff cannot resolve the issue, the clinician-in-training can formally challenge any action or decision taken by the TD, ATD, the supervisor, or any member of the training staff by following this procedure:
      - i. The clinician-in-training should file a formal complaint, in writing and all supporting documents, with the TD or the Center Director if the complaint is with the TD. If the clinician-in-training is challenging a formal evaluation, the clinician-in-training must do so within 5 days of receipt of the evaluation.
      - ii. Within 3 days of a formal complaint, the TD must consult with the Director and implement Review Panel procedures as described in Policy 7.03
  2. If a training staff member has a specific concern about a clinician-in-training, the staff member should:
    - a) Discuss the issue with the clinician(s)-in-training involved
    - b) Consult with the TD and ATD
    - c) If the issue is not resolved informally, the staff member may seek resolution of the concern by written request, with all supporting documents, to the TD for a review of the situation. When this occurs the TD will:
      - i. Within 3 days of a formal complaint, the TD must consult with the Director and implement Review Panel Procedures described below.

**Policy No. A8.03 Review Panel and Process:**

When needed, the Director of the counseling center will convene a Review Panel. The panel will consist of 3 staff members selected by the Director with recommendations from the TD and the clinician-in-training involved in the dispute. The clinician-in-training has the right to hear all facts with the opportunity to dispute or explain the behavior of concern.

**Procedures:**

- Within 5 work days, a hearing will be conducted in which the challenge is heard and relevant material presented.

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- Within 3 work days of the completion of the review, the Review Panel submits a written report to the Director, including any recommendations for further action.
- Recommendations made by the Review Panel will be made by a majority vote.
- Within 3 work days of receipt of the recommendation, the Director will either accept or reject the Review Panel's recommendations. If the Director rejects the panel's recommendations, due to an incomplete or inadequate evaluation of the dispute, the Director may refer the matter back to the Review Panel for further deliberation and revised recommendations, or may make a final decision.
- If referred back to the panel, they will report back to the Director within 5 work days of the receipt of the Director's request of further deliberation. The Director then makes a final decision regarding what action is to be taken.
- The TD informs the clinician-in-training, staff members involved, the academic department of the clinician-in-training, and if necessary, members of the training staff of the decision and any actions resulting from the decision.
- If the clinician-in-training disputes the Director's final decision, the clinician-in-training has the right to contact the Department of Human Resources to discuss the situation.

**Policy No. 8.04 Definition of Problematic Behavior:**

Problematic behavior is defined broadly as an interference in professional functioning, which is reflected in one of more of the following ways:

1. An inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior
2. An inability to acquire professional skills in order to reach an acceptable level of competency
3. An inability to control personal stress, strong emotional reactions, and/or psychological dysfunction which interfere with professional functioning.

**Procedures:**

- It is the professional judgment of a supervisor/staff member as to when a clinician-in-training's behavior becomes problematic rather than of concern, and, therefore, consultation with other staff members is encouraged. Clinicians-in-training might exhibit behaviors, attitudes or characteristics which, while of concern and requiring remediation, are not unexpected or excessive for professionals in training. Problems typically become identified when they include one or more of the following characteristics:
  1. The clinician-in-training does not acknowledge, understand, or address the problem when it is identified by the supervisor or another staff member.

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2. The problem is not merely a reflection of a skill deficit which can be rectified by academic or didactic training.
3. The quality of services delivered by the clinician-in-training is sufficiently negatively affected.
4. The problem is not restricted to one area of professional functioning.
5. A disproportionate amount of attention by training personnel is required.
6. The clinician-in-training's behavior does not change as a function of feedback, remediation efforts and/or time.

**Policy No. A8.05 Procedures for Responding to Inadequate Performance by a Clinician-in-Training:**

If a clinician-in-training receives an 'unacceptable rating' from any of the evaluation sources in any of the major categories of evaluation, or if a staff member has concerns about a clinician-in-training's behavior (e.g., ethical or legal violations, professional incompetence) the following procedures will be initiated:

**Procedures:**

- The staff member will consult with the TD to determine if there is reason to proceed and/or if the behavior in question is being rectified.
- If the staff member who brings the concern to the TD is not the clinician-in-training's primary supervisor, the TD will consult with the primary supervisor.
- If the TD and primary supervisor determine that the alleged behavior in the complaint, if proven, would constitute a serious violation, the TD will inform the staff member who brought the complaint.
- The TD will meet with the Director to discuss the concerns and possible courses of action to be taken to address the issue.
- The TD, primary supervisor, and the Director may meet together to discuss possible courses of action.
- Whenever a decision has been made by the Director or the TD about a clinician-in-training's training or status within the agency, the TD will inform the clinician-in-training in writing and will meet with the clinician-in-training to review the decision. This meeting may include the clinician-in-training's primary supervisor. If the clinician-in-training accepts the decision, any formal action taken by the Training Program may be communicated in writing to the clinician-in-training's academic department. This notification indicates the nature of the concern and the specific alternatives implemented to address the concern.
- The clinician-in-training may choose to accept the conditions or may choose to challenge the action. See the Policy 8.07 for procedures for challenging an action.



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**Policy No. A8.06 Remediation and Sanction Alternatives**

It is important to have meaningful ways to address problematic behavior once it has been identified. In implementing remediation or sanction interventions, the training staff must be mindful and balance the needs of the clinician-in-training, the clients involved, members of the training cohort, the training staff, and other agency personnel. Remediation/sanction should begin at the lowest level deemed appropriate.

**Procedures:**

The remediation plan should be constructed with sensitivity to the developmental level of the clinician-in-training and the seriousness of presenting concern. The plan may include any of the interventions listed below, singly or in combination.

- **Verbal Warning:** The clinician-in-training is given verbal feedback that emphasizes the need to discontinue the inappropriate behavior that is being addressed.
- **Written Acknowledgement:** Written feedback to the clinician-in-training that formally acknowledges the following:
  - The Training Director (TD) is aware of and concerned with the performance rating
  - The concern has been brought to the attention of the clinician-in-training
  - The TD will work with the clinician-in-training to rectify the problem or skill deficits, AND
  - The behavior associated with the rating is not significant enough to warrant more serious action
- **Written Warning:** This is a letter that indicates the need for the clinician-in-training to discontinue an inappropriate action or behavior. This letter will contain the following:
  - A description of the clinician-in-training's unsatisfactory performance
  - Actions needed by the clinician-in-training to correct the unsatisfactory behavior
  - The time line for correcting the problem
  - What action will be taken if the problem is not corrected
  - Notification that the clinician-in-training has the right to request a review of this action
  - A copy of this letter will be kept in the clinician-in-training's file. Consideration may be given to removing this letter at the end of the training period by the TD in consultation with the clinician-in-training's supervisor and Director. If the letter is to remain in the file, documentation should contain the position statements of the parties involved in the dispute.
- **Schedule Modification:** This is a time-limited, remediation-oriented, closely supervised period of training designed to return the clinician-in-training to a more fully functioning state. Modifying a clinician-in-training's schedule is an accommodation made to assist the clinician-in-training in responding to personal reactions to environmental stress, with the full expectation that the clinician-in-training will complete the traineeship/internship. This period will include more closely scrutinized supervision conducted by the regular supervisor in

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consultation with the TD. Several possible and perhaps concurrent courses of action may be included in modifying a schedule. These include but are not limited to:

- Increasing the amount of supervision, either with the same or other supervisors
  - Change in the format, emphasis, and/or, focus of supervision
  - Recommending personal therapy aimed at addressing the behaviors of concern (a list of community practitioners and other options will be made available)
  - Reducing the clinician-in-training's clinical or other workload
  - Requiring specific academic coursework
  - The length of the modification will be determined by the TD in consultation with the primary supervisor and the Director. The termination of the schedule modification period will be determined, after discussions with the clinician-in-training, by the TD in consultation with the primary supervisor and the Director.
- **Probation:** This is a time-limited, remediation-oriented, more closely supervised training period. The purpose of probation is to assess the ability of the clinician-in-training to complete their training and to return the clinician-in-training to a more fully functioning state. Probation defines a relationship that the TD systematically monitors the degree to which the clinician-in-training addresses, changes and/or otherwise improves the behavior associated with the inadequate rating for a specific length of time. The clinician-in-training is informed of the probation in writing. The statement will include but is not limited to:
    - The specific behaviors associated with the unacceptable rating
    - The recommendations for rectifying the problem
    - The time frame for the probation during which the problem is expected to be ameliorated
    - The procedures to ascertain whether the problem has been appropriately rectified
    - If the TD determines that there has not been sufficient improvement in the clinician-in-training's behavior to remove the Probation or Modified Schedule, then the TD will discuss with the primary supervisor and the Director possible courses of action to be taken. The TD will communicate in writing to the clinician-in-training that the conditions for revoking probation or modified schedule have not been met. This notice will include the course of action the TD has decided to implement. These may include continuation of the remediation efforts for a specified time period or implementation of another alternative. Additionally, the TD will communicate to the Director that if the clinician-in-training's behavior does not change, the clinician-in-training will not successfully complete the traineeship/internship.
- **Suspension of Direct Service Activities:** This action requires a determination that the welfare of the clinician-in-training's clients or consultees has been jeopardized. Therefore, direct service activities will be suspended for a specified period as determined by the TD in consultation with the Director. At the end of the suspension period, the clinician-in-training's supervisor in consultation with the TD will assess the clinician-in-training's capacity for effective functioning and determine when direct service can resume.

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- **Administrative Leave:** This involves the temporary withdrawal of all responsibilities and privileges in the agency. If the Probation Period, Suspension of Direct Service Activities, or Administrative Leave interferes with the successful completion of the training hours needed for completion of their training, this will be noted in the clinician-in-training's file and the clinician-in-training's academic program will be informed. The TD will inform the clinician-in-training of the effects the administrative leave will have on the clinician-in-training's stipend and accrual of benefits.
- **Dismissal from the Training Program:** This involves the permanent withdrawal of all agency responsibilities and privileges. When specific interventions do not, after a reasonable time period, rectify the problem behavior or concerns and the clinician-in-training seems unable or unwilling to alter their behavior, the TD will discuss the possibility of termination from the training program or dismissal from the agency with the Director. Either administrative leave or dismissal would be invoked in cases of severe violations of the APA/ACA/NASW Code of Ethics, or when imminent physical or psychological harm to a client is a factor, or the clinician-in-training is unable to complete their training due to physical, mental, or emotional illness. When a clinician-in-training has been dismissed, the TD will communicate to the clinician-in-training's academic department that the clinician-in-training has not successfully completed the training program.

**Policy No. A8.07 How to Appeal or Challenge a Decision to Remediate a Clinician-in-Training's Behavior:**

In the event that a clinician-in-training does not agree with any of the aforementioned notifications, remediation or sanctions, or with the handling of a grievance – the following appeal procedures should be followed:

**Procedures:**

- The clinician-in-training should file a formal appeal in writing with all supporting documents, with the Director. The clinician-in-training must submit this appeal within 5 work days from their notification of any of the above (notification, remediation or sanctions, or handling of a grievance).
- Within three work days of receipt of a formal written appeal from a clinician-in-training, the Director will consult with the Training Director and the Director of Clinical Services and then decide whether to implement a Review Panel or respond to the appeal without a Panel being convened.
- In the event that a clinician-in-training is filing a formal appeal in writing to disagree with a decision that has already been made by the Review Panel and supported by the Director, then that appeal is reviewed by the Director in consultation with the Training Director and the Director of Clinical Services. The Director will determine if a new Review Panel should be formed to reexamine the case, or if the decision of the original Review Panel is upheld.

# **Supervision Policies**

## **Section A9**

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**Policy No. A9.01 Supervision Contracts:**

Each supervisor providing supervision of a clinician's clinical work must establish with the supervisee a supervision contract.

- The supervision contract shall specify the rights and responsibilities of both the supervisee and supervisor.
  
- The supervisor shall retain a copy for their supervision records.

**Policy No. A9.02 Supervision Documentation:**

Each clinical supervisor is required to maintain supervision records in accordance with the appropriate Ohio Revised Code.

**Policy No. A9.03 Evaluation of Interns and Trainees:**

Each supervisor is required to conduct formative and summative evaluations in accordance with the appropriate professional ethics, state law, and the supervisee's academic department.

- The evaluation form that will be used shall be provided to the supervisee by the second supervision session at the beginning of a supervision relationship.
  
- The supervisor will inform the supervisee to whom the evaluation will be provided.
  
- CPS staff involved in training will periodically consult during an administrative staff meeting in order to coordinate and inform summative and formative evaluations of trainees and interns.

**Policy No. A9.04 Supervisory Assignments:**

The TD shall designate the process by which supervisory assignments will be made.

**Procedures:**

- Licensed staff members will inform the TD and ATD of their supervisory capacity for the semester/academic year.
  
- Doctoral Psychology Interns must be supervised by a licensed psychologist who is at least 3 years post-licensure.

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- Priority will be given to doctoral psychology interns' preferences when deciding supervisory matches.
- Doctoral Psychology Interns should discuss supervision styles and training goals with potential supervisors and inform the TD of their preferences for supervisor given the fit of supervisory styles with the intern's training goals.
- Supervisory assignments may change throughout the year depending on the changing needs/requirements for supervision and CPS staffing.
- Supervisory matches are final for each supervisory period (semester) once announced by the TD unless a change is deemed necessary or appropriate by the TD in consultation with the Training Committee.
- Supervisees or supervisors who are dissatisfied with their supervisory assignment may express their concerns to the TD. If the conflict cannot be resolved, the TD, in consultation with members of the training committee, will decide the appropriateness of modifying the supervisory assignment. Please refer back to Section 8: Grievances and Due Process Procedures for guidance in managing conflicts or issues that cannot be resolved informally in the supervisory relationship.

# **Training Requirements for Group Work**

## **Section A10**

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**Policy No. A10.01 Doctoral Psychology Intern Group Therapy Entrance Requirements:**

It is strongly preferred that Doctoral Psychology Interns have taken a doctoral level graduate class in group theory and therapy and have prior clinical experience in facilitating therapy groups.

**Policy No. A10.02 Doctoral Psychology Intern Group Therapy Exit Requirements:**

Doctoral Psychology Interns will be formally evaluated twice during their internship year.

**Procedures:**

- Doctoral Psychology Interns will be formally evaluated on a 7-level rating scale for group psychotherapy competencies by the group supervisor during mid-year and final evaluations.
- Areas of competencies include: conceptual and assessment skills; articulation and translation of group therapy in practice; group screening capability; recognition of group developmental stages and use of appropriate interventions at each stage; recognition of group dynamics; collaboration with co-therapist; facilitation of termination of group; and documentation skills.
- Doctoral Psychology Interns are generally expected to co-facilitate a minimum of three therapy groups over the course of the internship year.

**Policy No. A10.03 Trainee and Graduate Assistant Entrance Requirements for Co-Facilitation of Group:**

**Procedures:**

- Trainees and GAs are required to have taken a graduate level course in group theory and therapy or have substantial supervised experience in order to co-facilitate a group.
- If the trainee or GA has not taken a group class, has no group experience, and is interested in gaining group experience, they will begin their group training at CPS by process observing a group.
- Trainees and GAs are required to co-facilitate therapy groups with senior staff or doctoral interns if they have no prior co-leadership experience.
- If a trainee or GA is co-facilitating a therapy group with a doctoral intern or unlicensed senior staff member, there must be a licensed senior staff member present in the office.

**Policy No. A10.04 Trainee and Graduate Assistant Exit Requirements for Co-Facilitation of Group:**



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Trainees and GAs will be evaluated at the termination of each group they co-facilitate or at the end of the semester for on-going groups.

**Procedures:**

- Trainees and GAs will be informally evaluated by co-facilitator and formally evaluated by group supervisor.
- Formal evaluations will be based on a 7-level rating scale for group psychotherapy competencies by the group supervisor.
- Areas of competencies include: conceptual and assessment skills; articulation and translation of group therapy in practice; group screening capability; recognition of group developmental stages and use of appropriate interventions at each stage; recognition of group dynamics; collaboration with co-therapist; facilitation of termination of group; and documentation skills.

**Policy No. A10.05 Graduate Psychology Students Entrance Requirements for Co-Facilitation of Group and for Process Observation:**

Graduate Students in psychology must have taken or currently be enrolled in a graduate level group theory and therapy class, as well as be enrolled in a practicum seminar course in their program.

**Policy No. A10.06 Graduate Psychology Students Exit Requirements for Co-Facilitation of Group and for Process Observation:**

Graduate psychology students will be evaluated at the termination of the group they are co-facilitating or at the end of the semester for on-going groups.

**Procedures:**

- Students will be given a letter grade by group supervisor.
- Students will be formally evaluated by group coordinator.

**Policy No. A10.07 Group Therapy Assignments for Clinicians-in-Training:**

Doctoral interns, trainees, and GAs may, where possible, participate in the group therapy process as either a co-leader or an observer.

**Procedures:**

- Clinicians-in-training may notify the group coordinator of their interest in facilitating a group. Preference is given to those who have successfully completed a group class.

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- Factors considered for assignments include prior opportunity, clinical needs of the groups, year in training, clinical skills, observation of an ongoing group, and participation in specialized training.
- Doctoral Psychology Interns are given preference before other clinicians-in-training, in consultation with the training committee.
- Clinicians-in-training may observe therapy groups for training purposes.

**Please see the Group Therapy Policies and Procedures, Section 4, in the CPS Policy and Procedure Manual for general policies related to the Group Therapy Program.**