

**DOCTORAL  
PSYCHOLOGY  
INTERNSHIP**

**INTERN MANUAL  
2026-2027**

**CENTERSTONE CONSORTIUM**



## **TABLE OF CONTENTS**

<b>Introduction and Overview</b>	<b>3</b>
<b>Consortium Sites</b>	<b>5</b>
<b>Internship Placements</b>	<b>7</b>
<b>Aims and Competencies</b>	<b>11</b>
<b>Internship Specifics</b>	<b>13</b>
<b>Policies and Procedures</b>	<b>15</b>
<b>Supervision</b>	<b>24</b>
<b>Consortium Governance</b>	<b>27</b>
<b>Training Structure</b>	<b>28</b>
<b>Due Process, Remediation of Problematic Intern Performance, and Grievances</b>	<b>31</b>

## OVERVIEW

### **Introduction**

The Centerstone Consortium is an APA accredited doctoral internship in health service psychology that consists of five sites linked by a focus on providing training in community based psychology. Each site offers training opportunities in psychotherapy and assessment, with an emphasis on equitable care and meeting the needs of historically underserved populations. The aim of this program is to support trainees in their development as robust generalists with a passion for socially just care. Our consortium agreement allows our sites to share resources, such that each intern may strengthen and expand their training by exposure to areas of interest beyond the boundaries of their home site. This internship offers the opportunity to actively engage in multiple health systems, allowing interns to crystallize their professional identity through diverse didactic, clinical, and supervisory experiences.

### **Organization and Structure**

The Internship is sponsored by Centerstone in Bradenton, FL. Founded in 1955, Centerstone operates the area's only Joint Commission accredited non-profit hospital and is the largest outpatient specialty practice in the region, with both child and adult providers. Centerstone specializes in mental health and addiction disorders, and maintains the stance that health and wellness is possible for every family. Centerstone Hospital and Addiction Center is an agency providing crisis services and comprehensive addiction services. Centerstone Clinics offer mental health counseling, family counseling, group psychotherapy, medication management, and addiction services for a community based population across the lifespan. Centerstone employs over 450 staff in the state of Florida, who provide care to over 14,000 patients a year, including 3,500 children.

Centerstone has partnered with Psychological and Neurobehavioral Services, CenterPlace Health, All Star Children's Foundation and Easter Seals to create a consortium, which reinforces our program's emphasis on providing training to future health service psychologists who have a passion for expanding access to mental health care. To that end, the consortium is dedicated to providing training experiences in effective mental health care delivery systems, collaborative partnerships, and integration with other disciplines (primary care, psychology, case management, social work, nursing, and counseling). Each site and internship track has a unique emphasis; however, the training experiences are united by the program's mission, as well as shared didactic, training, and supervision experiences.

The Centerstone Consortium is accredited by the Commission on Accreditation of the American Psychological Association. Questions related to the programs' accreditation status should be directed to the: Commission on Accreditation: Office of Program Consultation and Accreditation American Psychological Association, 750 1st Street, NE, Washington, D.C. 20002, Phone: (202) 336-5979, E-mail: [apaaccred@apa.org](mailto:apaaccred@apa.org), Web: [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation).

## **The Region**

There are nearly 250 days of sun each year in Central-Southwestern Florida. The area is host to stunning beaches and a wealth of biodiversity. Sports include scuba, kitesurfing, hiking, and cycling. There is also a strong cultural arts presence, with a wide array of museums and performing arts organizations. Thirty minutes to the North of Bradenton, St. Petersburg, FL hosts Florida's largest Pride celebration each year.

## **Diversity**

Central/Southwestern Florida is an area of great ethnic, racial, and socioeconomic diversity. Many of the clients who seek care at Consortium sites hail from historically underserved populations. The Centerstone Consortium aims to recruit trainees and staff who are reflective of our stakeholders. Past trainees have expressed feeling supported in their multiple intersecting identities, including biculturalism/bilingualism. Addressing how multicultural factors impact psychotherapy and assessment is a vital, continuous part of supervision. In addition, various didactic presentations emphasize diversity, and interns are provided the opportunity to present diversity-related literature as part of their participation in Journal Club meetings where interns collaborate with Centerstone medical residents. Further, interns may choose to join one of Centerstone's ERG resource groups, which are described below.

Centerstone as a national organization also places a high value on honoring cultural, ethnic and individual differences in numerous ways as described below:

---

At Centerstone, we use our values as a guide for everything we do, from the way we treat our clients and partners, to the way we treat each other.

**Respect, Expertise, Empowerment and Integrity are at the heart of every interaction at Centerstone.** Our approach is simple—it's about embracing everyone. We believe an inclusive culture that encourages, supports and celebrates diverse voices and experiences of our employees allows us to more adequately deliver life-changing care to people from all walks of life.

**We strive to create a workplace that reflects the growing world around us and where everyone feels empowered, safe and welcomed.** We also believe our employees should have the opportunity to be supported by others with similar backgrounds, as well as allies who wish to learn and grow their support for others.

**Our Employee Resource Groups (ERGs) are designed to help foster connection with people who you may share experiences with,** but may not have the opportunity to meet during the normal workweek due to various roles, responsibilities and locations. We currently have several active ERGs at Centerstone: The Black and Brown Professionals Network (BBPN) and Veterans and Military Families. Others may be added in response to employee interest.

## ABOUT OUR CONSORTIUM MEMBERS

The Centerstone Consortium consists of five sites offering diverse experiences in professional psychology. Our sites include various outpatient settings, working with clients in areas of child welfare, general outpatient, lifespan trauma outpatient, neuropsychology, integrated lifespan behavioral health, and/or forensics. Psychological assessment experience is offered at all our locations.



**Centerstone** is one of the nation's largest non-profit behavioral health organizations with locations spanning across 5 states. This site located in Bradenton, FL addresses mental health and substance abuse issues with adults, adolescents and children in an evidence-based manner. Outpatient therapy, trauma-informed care, co-occurring therapy, and general child/adult assessment are common here.



**Psychological and Neurobehavioral Services** is a psychology practice located in Lakeland, FL dedicated to providing quality and professional mental health services to our community and local agencies. They value providing compassion and professionalism to the patients and families they serve. Neuropsychology, forensic psychology, and general assessment are common here.



**CenterPlace Health** is a community-based FQHC health care delivery system in Sarasota County, FL. They provide comprehensive outpatient psychological services to children, adolescents, and adults. Referrals from PCPs for a wide variety of psychological and medical concerns are the norm, and include pediatric, general adult and substance abuse referrals across the age span.



**All Star Children's Foundation** is a 5-acre campus of 6 independently licensed foster homes with an on-site Pediatric Mental Health Treatment and Research Center that serves both on-campus and outpatient families. ASCF offers evidence-based, trauma-informed assessment, consultation, and intervention for children ages 0-18 and their families with child welfare involvement.



**Easterseals Southwest Florida** is a community-based nonprofit organization supporting individuals and families living with disabilities and special needs that serves Sarasota, Manatee, and surrounding counties. The organization offers a broad range of programs, including early intervention, educational programs for children with disabilities (preschool and school-age), adult day training and employment support, family support services and advocacy, and recreational and enrichment programs.

## **CONSORTIUM SITES**

### **Centerstone Outpatient Clinic**

379 6<sup>th</sup> Avenue West  
Bradenton, FL 34205

### **Psychological & Neurobehavioral Services**

631 Midflorida Drive  
Lakeland, FL 33813

### **CenterPlace Health**

1900 Brother Geenan Way  
Sarasota, FL 34236

### **All Star Children's Foundation**

3300 17<sup>th</sup> St.  
Sarasota, FL 34235

### **Easterseals Southwest Florida**

350 Braden Ave.  
Sarasota, FL 34243

## 2026-2027 INTERNSHIP PLACEMENTS

### Centerstone

**Outpatient- Child #196712** – On this track, interns provide psychological services to an adolescent and child population in a community based public health setting. Intern clinical services include individual and group therapy for clients with an array of presenting issues in the outpatient clinic, which is collocated with comprehensive mental health medical and case management service providers. Interns engage with children and adolescents who have complex mental health needs and/or a combination of complex mental health needs and potential neurodevelopment concerns. If indicated, outpatient psychotherapy services are integrated with other disciplines. Interns often act as consultants to the allied mental health professions, who comprise our multidisciplinary care team. Interns may also have opportunities to engage in program development and community outreach.

At the beginning of the internship year, interns are provided with opportunities to shadow experienced clinicians during therapeutic intake sessions and therapy sessions. Interns also engage in live supervision at least twice per year. The structure of this track includes a major rotation providing therapeutic clinical services (approximately 3-3.5 days per week), wherein interns will spend approximately 15-22 hours weekly providing direct clinical services. Interns also participate in a minor assessment rotation, wherein they provide assessment services between five to eight hours per week. Interns will generally have one to two assessment clients per month. Interns also receive four hours of supervision per week, at least 2 individual and 1 group hour with a licensed clinical psychologist and may receive another hour from an allied mental health practitioner, participate in two hours of weekly didactic training, attend and participate in a research-based journal club monthly that includes medical residents.

**Outpatient-Adult #196719** - Interns will provide therapeutic services primarily to an outpatient adult population. Many of the clients served on this track present with complex diagnostic issues, histories of intergenerational trauma, and family systems impacted by substance misuse. Interns use a range of EBPs to provide care for clients. Interns also act as part of the multidisciplinary team, offering consultative feedback to providers. Interns also engage in assessment of children and/or adults who have complex mental health needs and/or a combination of complex mental health needs and potential neurodevelopment concerns.

At the beginning of the internship year, interns are provided with opportunities to shadow experienced clinicians during therapeutic intake sessions, and therapy sessions. Interns also engage in live therapeutic supervision at least twice per year. The structure of this track includes a major rotation providing therapeutic clinical services (approximately 3-3.5 days per week), wherein interns will spend approximately 15-22 hours weekly providing direct clinical services. Interns also participate in a minor assessment rotation, wherein they provide assessment services between five to eight hours per week. Interns will generally have one to two assessment clients per month. Interns also receive four hours of supervision per week, at least 3, 2 individual and 1 group hour with a licensed clinical psychologist and 1 with an allied mental health practitioner, participate in two hours of weekly didactic training, and participate in a research-based journal club monthly.

**Trauma Services- Lifespan (Adult/Child) #196717-** Interns provide trauma-focused therapy for adults, children and adolescents who are experiencing psychological, somatic, and/or behavioral problems related to sexual assault, child sexual abuse, human trafficking, and other traumatic life experiences. Interns may request to have more of their caseload focus on child/adolescent or adult clients but will see some clients across the lifespan during their internship year. Interns also engage in assessment of children and/or adults who have complex mental health needs and/or a combination of complex mental health needs and potential neurodevelopment concerns. Interns are part of the Trauma Services group which includes Rape Crisis Advocates, program management and supervision by a Licensed Clinical Psychologist and LMHC, and opportunities for community outreach including participation in the annual Sexual Assault Awareness event and providing trauma-informed training to law enforcement and other professionals. Interns may work with individual therapy clients for up to one year, based on client needs. Flexibility in the pace of developing and managing the composition of one's caseload is supported and encouraged. Interns will receive training in Play therapy, Trauma-focused Cognitive Behavioral therapy and the Tri-Phasic Model of treatment for complex trauma. Patient symptoms are assessed and monitored throughout treatment using evidence-based assessment measures including the TSCC, TSCYC, TSI-2 and PCL-5.

At the beginning of the internship year, interns are provided with opportunities to shadow experienced clinicians during therapeutic intake sessions, and therapy sessions. Interns also engage in live therapeutic supervision at least twice per year. The structure of this track includes a major rotation providing therapeutic clinical services (approximately 3-3.5 days per week), wherein interns will spend approximately 15-22 hours weekly providing direct clinical services. Interns also participate in a minor assessment rotation, wherein they provide assessment services between five to eight hours per week. Interns will generally have one to two assessment clients per month. Interns also receive four hours of supervision per week with a licensed clinical psychologist, participate in two hours of weekly didactic training, and participate in a research-based journal club once per month.

## **CenterPlace Health**

**Integrated Behavioral Health #196718** - Interns will provide comprehensive outpatient psychological services to children, adolescents, and adults within the context of a community-based FQHC health care system in Sarasota County, FL. CenterPlace Health (CPH) offers health care services at six locations throughout Sarasota County. A wide range of primary health care services are offered (e.g., Pediatrics, Family Medicine, OB/Gyn, Dentistry, etc) and CPH collaborates with a host of community partners to ensure integrated care, addressing the whole person. Referrals to CPH Behavioral Health are made by health care providers within the CenterPlace system for a wide variety of psychological and medical concerns.

The intern will participate 1-2 days per week in the CenterPlace Diagnostic Clinic. Psychological

evaluations address a broad range of referral questions from both a nomothetic and idiographic framework. A wide range of behavioral, psychometric, and projective methods are typically employed. The age of referred patients ranges from preschooler to senior adult. A particular emphasis is often school-age children and insuring that educational and psychosocial needs are being met within the school setting. In addition to conducting initial intakes, providing comprehensive psychological evaluations, and completing comprehensive report, the intern will participate in and ultimately lead in the dissemination of findings and recommendations to patients and family members. The intern will also be expected to provide mentorship and direct supervision to graduate students completing their assessment practicums from local universities, such as NLU. On average, interns engage in 16-23 hours of direct clinical contact per week. They are provided with opportunities for live supervision with a licensed psychologist. At the beginning of the intern year, interns are also offered opportunities to shadow a post-doctoral psychology fellow. Interns receive four hours of supervision per week with a licensed psychologist (2 hours of individual supervision with the licensed psychologist who is the primary CPH site supervisor, 1 hour per week of group supervision with the Director of Clinical Training, and 1 hour per week of group supervision with another licensed psychologist.) Interns further participate in two hours of weekly didactic training, attend grand rounds monthly with Centerstone's medical residents, and participate in a research-based journal club once per month.

Referrals for psychological services come from physicians or allied health professionals within the CenterPlace Health system. The intern will work closely with health care providers as they communicate using the Athena-based medical chart and HIPPA-compliant texting system. While all Diagnostic Clinic appointments are in-person, psychological interventions, such as individual and family therapy, are delivered using a hybrid model of service delivery. That is, the intern's case load will consist of a combination of telehealth and in-person therapies. The ratio of in-person to telehealth services will be established with each intern individually and there is flexibility in this regard as long as acceptable exposure to both modalities has been achieved. Interns can expect to be exposed to a wide range of outpatient therapeutic interventions (individual, family-based, parent education models).

### **All Star Children's Foundation**

**Trauma-Focused Child Assessment & Treatment #196721** - Interns provide multidisciplinary assessment, consultation, and treatment for children ages 0-18 and their families with child welfare involvement. All children have a history of trauma, maltreatment, and/or involvement with the child welfare system. Interns are trained in a comprehensive model of care for children in out-of-home foster care that includes focus on birth parent engagement, trauma-informed systems work, evidence-based clinical services, child-focused enrichment opportunities, and foster parent training and support. In particular, the intern conducts weekly comprehensive psychological evaluations to assess children's cognitive, developmental, emotional, and behavioral functioning alongside a multidisciplinary team of providers. Interns also carry a caseload of 6-8 therapy clients. The intern gains exposure to multiple evidence-based interventions for childhood trauma, including Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Parent-Child Interaction Therapy (PCIT), Eye Movement Desensitization and Reprocessing (EMDR), and Attachment, Regulation, and Competency (ARC) interventions, and

delivers evidence-based, trauma-informed mental health therapy to children with identified trauma histories. Additionally, the intern consults and collaborates with various systems and providers working with children in foster care to support trauma-informed approaches to care.

Within this track, interns engage in 16-20 hours of direct clinical contact per week. They are provided with opportunities for live supervision with a licensed psychologist. At the beginning of the intern year, interns are also offered opportunities to shadow a licensed clinical psychologist and/or post-doctoral psychology fellow. Interns receive four hours of supervision per week with a licensed psychologist (2 hours of individual supervision with the licensed psychologist who is the primary All Star Children's Foundation site supervisor, 1 hour per week of group supervision with the Director of Clinical Training, and 1 hour per week of group supervision with another licensed psychologist.) Interns further participate in two hours of weekly didactic training, attend grand rounds monthly with Centerstone's medical residents, and participate in a research-based journal club once per month

### **Psychological & Neurobehavioral Services**

**Neuropsychology #196715** - Interns provide neuropsychological assessment to children, adolescents, adults and geriatrics presenting with psychological, neuropsychological and medical conditions. Adult conditions include traumatic brain injury, stroke, seizure disorder, depression, anxiety and other mood/affective conditions. Childhood conditions include traumatic brain injury, autism spectrum disorders, attention deficit hyperactivity disorder, learning disorders, depression, anxiety and other mood/behavioral disorders. Provide cognitive rehabilitation services to remediate cognitive deficits and protect against future decline. A secondary minor rotation conducting therapy with children and/or adults (approximately 2 hours per week) is a part of this placement.

At the beginning of the internship year, interns shadow the practice owner licensed psychologist and/or postdoctoral psychology fellow. Interns are then shadowed by a postdoctoral fellow when first providing clinical services. Once the licensed psychologist and postdoctoral fellow deem the intern has appropriate competencies, interns are given increased independence to conduct evaluations independently. Within this track, interns engage in 16-22 hours of direct clinical contact per week. Interns receive four hours of supervision per week with a licensed psychologist (2 hours of individual supervision with the licensed psychologist who is the practice owner and primary site supervisor, 1 hour per week of group supervision with the Director of Clinical Training, and 1 hour per week of group supervision with another licensed psychologist.) Interns further participate in two hours of weekly didactic training, attend grand rounds monthly with Centerstone's medical residents, and participate in a research-based journal club once per month.

### **Easterseals Southwest Florida**

**Neurodevelopmental Assessment-Lifespan # 196711** – Interns at Easterseals Southwest Florida will provide outpatient psychological services to children, adolescents, and adults within

a community-based nonprofit organization. Easterseals Southwest Florida, part of the larger national Easterseals network, serves Sarasota, Manatee, and surrounding counties, supporting individuals and families living with disabilities and special needs. The organization offers a broad range of programs, including early intervention and therapy services (occupational, physical, and speech therapy), educational programs for children with disabilities (preschool and school-age), adult day training and employment support, family support services and advocacy, and recreational and enrichment programs.

Interns primarily conduct comprehensive evaluations for individuals across the lifespan, with a particular emphasis on early diagnosis of complex neurodevelopmental concerns, including autism spectrum disorder, intellectual disability, ADHD, and related conditions. Assessments utilize evidence-based assessment measures (ADOS-2, CARS-2, MIGDAS) and are often performed in collaboration with multidisciplinary teams, including mental health, medical, and case management service providers. Intern responsibilities include conducting initial intakes, comprehensive diagnostic evaluations, preparing written reports, and providing feedback sessions with families to review results and recommendations. In addition to assessment, interns will maintain a small therapy caseload, providing individual and family therapy to address co-occurring mental health concerns. The majority of clinical service time is dedicated to assessment, with limited therapy hours. Additional opportunities may include supervising graduate students, consulting with allied mental health professionals as part of the multidisciplinary team, and engaging in research activities.

Interns receive four hours of weekly supervision with a licensed clinical psychologist, ensuring ongoing support and professional development. Didactic training is provided for two hours weekly. Interns also participate in a research-based journal club.

## CENTERSTONE CONSORTIUM AIMS AND COMPETENCIES

Centerstone Consortium psychology interns will develop specific competencies in areas consistent with evidence-based practices within the science of psychology through a practitioner-scholar training model. In these competency areas, interns are expected to:

1. Embrace the science of psychology by actively engaging in research & scholarly activities. Interns are expected to attain competence in critically evaluating research, using knowledge of scientific methods to formulate research questions, and competently communicating research to others. (C-8 I.I)
2. Be professional and maintain a highly ethical mindset when evaluating issues that occur in clinical practice. Interns are expected to be cognizant of Florida laws and rules, the APA Ethical Principles of Psychologists and Code of Conduct, and policies of the Consortium sites. With this knowledge, interns are expected to act in the highest ethical manner at all times during their internship. (C-8 I.II)
3. Develop an awareness of individual differences and to be able to recognize/understand a wide range of mental health functioning within a large and diverse context. Further, interns will demonstrate sensitivity in applying such knowledge to work effectively with the diverse clients that they will encounter on internship. (C-8 I.III)
4. Manage their personal practice with concern, accountability, integrity, honesty and openness. This practice pattern is expected to demonstrate more independence than at a practicum level and to increase during the course of internship. Interns will further be expected to manage more challenging and complicated clinical situations over the course of their internship. (C-8 I.IV)
5. Demonstrate effective communication and interpersonal skills when working with clients, co-workers, peers, organizations, supervisors and others. Such skills facilitate treatment planning, foster community/clinical partnerships and maintain a well-functioning clinical group. A thorough grasp of psychological concepts, delivered in an audience-accessible manner is expected. (C-8 I.V)
6. Administer and interpret assessment results in a manner that creates sound diagnoses and guides treatment. The integration of data from multiple sources to create a unitary picture of a client's functional and dysfunctional behaviors is a critical psychological skill, as is the use of DSM/ ICD to create accurate diagnoses. Accurate verbal and written communication is also expected. (C-8 I.VI)
7. Implement evidence-based treatment services when providing care to clients. Such interventions should be targeted, founded on solid scientific principles and effective, with on-going self-evaluative processes used throughout. Interventions should demonstrate good working relationships and should evidence well-considered clinical conceptualizations. (C-8 I.VII)

8. Skillfully mentor others in the health care field. Accordingly, interns are expected to take on a mentoring role with psychology externs and psychiatric residents during the course of the internship. Such relationships should be understanding, helpful and focused on supervisee growth. A competent knowledge of supervisory roles should also be demonstrated. (C-8 I.VIII)
9. Work collaboratively with other healthcare professionals. Such work should demonstrate an intern's ability to problem-solve in an interdisciplinary milieu and also to share clinical insights to further service delivery. Awareness and implementation of consultation strategies should be in ready evidence. (C-8 I.IX)

By internship's end, interns will have developed competencies in psychodiagnostic assessment, provision of psychotherapy, and consultation through the planned, orderly and increasingly complex course of the internship. Training is at a post-practicum, pre-doctoral level.

## INTERNSHIP SPECIFICS

### **Application Process**

Centerstone Consortium participates in the APPIC Match and uses the Online APPI application materials. In addition to those materials, a child psychological assessment is required for applicants wishing to be considered for the Centerstone Child Outpatient Track and Centerplace Health track.

*NOTE: Successful applicants should have completed at least 250 intervention hours and 75 assessment hours. Due to the experiential challenges brought on by the pandemic, these hours are not requirements. Applicants will need to have passed their Comprehensive Exams by the date of their application. Their capstone project or dissertation proposal must be approved prior to the ranking deadline.*

Upon review by the Selection Committee, prospective interns will be contacted to arrange interviews. Interviews will include direct contact with psychology supervisors. Zoom-based interviews will be offered. Two virtual open houses will be held and part of this will include the opportunity to meet with Consortium Interns.

After completing interviews, the Selection Committee will rank order prospective interns following all APPIC Match policies.

### **Available Internships/Stipend**

For 2026-2027, there are 13 available full-time internships amongst our consortium members. The anticipated stipend is \$31,500 for all sites and rotations. Interns will be paid as hourly employees of Centerstone.

### **Title**

Each intern will be designated as a “Doctoral Psychology Intern” in all Consortium communications, in all Consortium documentation and in all public information dissemination. It will always be clear that the “Doctoral Psychology Intern” is not able to practice independently and is functioning under the direct supervision of a licensed psychologist.

### **Duration/Direct Client Contact**

This internship consists of a minimum of 2000 hours, conducted over a 12-month period. Extensions beyond the 12-month period will be considered in rare cases where situations arise that would not allow the accumulation of at least 2000 hours. Interns build a caseload of at least 10 hours, but no more than 22 hours of direct clinical contact per week. Interns average 500-700 direct contact hours over the course of the year. All clinical experiences are oriented toward training and supporting interns in development of competency as an eventual health service psychologist.

**Personnel Records**

Sites will maintain a personnel file, which will contain documentation regarding all aspects of your tenure with the internship. All material in the file is strictly confidential. Access to the file is restricted to those who have a “direct need to know.” You may review your personnel file with advance notice to the appropriate site agent. If you wish copies of anything in your file, you may be asked to pay the cost of copying these documents.

To ensure that your file is always up to date, you must notify the Consortium of any changes in the following:

Emergency Numbers	Telephone Number
Home Address	Educational Achievements
Marital Status, Dependents, Beneficiary (only if needed for benefits offered)	

**Director of Training**

The interim Director of Clinical Training is Pamela Denison, PsyD. She can be reached at (941) 782-4787 or at [pamela.denison@centerstone.org](mailto:pamela.denison@centerstone.org).

**Graduate Education Coordinator** is the primary administrative consortium contact during your internship. The Graduate Education Coordinator is Roslynn Braynen. She can be reached at [Roslynn.branyen@centerstone.org](mailto:Roslynn.branyen@centerstone.org) or at (941) 782-4365. E-mail is preferred.

**Administrative Support**

Administrative support services are available to all interns. These include but are not limited to the following: front office/scheduling staff, administrative supervision, computer access/orientation, full information technology support, software/electronic medical record assistance, provision of needed office supplies, and ordering of testing materials. Each site has dedicated people/procedures ready to help you to be successful. You will receive materials regarding your site’s individual procedures at orientation.

## **POLICIES AND PROCEDURES**

### **Orientation**

During the initial days of internship, interns receive important information regarding their position, expectations, office policies, and benefit programs, in addition to other information necessary to acquaint them with their job and placement site(s). Interns will also complete all onboarding paperwork. Interns should use this orientation period to familiarize themselves with site and consortium policies. Supervisors will direct interns to specific policies and procedures which are important for interns to be aware of to successfully integrate into their placement(s).

Some of the policies to be aware of are listed below; however, there are additionally other track specific policies that are not delineated below. In all policy matters, the most rigorous requirement of either Centerstone or member sites is the one to be followed by the intern.

### **Attendance/Hours**

The operation of clinical services at all sites requires that interns be present on time to facilitate optimal training experience. Doctoral Interns will work 40 hours per week, no more. Interns must notify supervisors prior to their start time if they will be late or absent such that clients may be notified. Given its potential impact on client care, unnecessary tardiness and excessive absenteeism may result in disciplinary action up to and including termination of internship.

All doctoral psychology interns are hourly nonexempt employees of Centerstone and are employees of their home placement site. Internship schedules will vary from site to site, and between tracks within a site. Please check with your supervisor about the expected hours, allowances for telework, and other expectations which are site and program specific. Telework is an option at some sites and may be granted by your supervisor if deemed clinically and developmentally appropriate. Telework is a privilege and may be revoked if no longer fitting for your clinical practice.

All time is logged in through the Centerstone based Workday system, which requires you to log in when you begin your day and log out when you finish. These electronic records serve as your time sheets and are legal documents.

### **Meal Periods**

Your lunch period should be coordinated with your schedule. Each site has different lunch period expectations, and you should talk with your site representative about the expectations of a particular site/program. In all settings, mealtimes away from your desk/office over 20 minutes are not counted as work hours and must be logged out of Workday as such.

### **Short Work Breaks**

Work breaks of less than 20 minutes are counted as worked, though your program may have you sign out/ sign in for such short breaks. Such short breaks should be used in a professional manner, and excessive use can become a supervision issue.

### **Overtime**

The Consortium is committed to maintaining a 40-hour per week training experience to facilitate a reasonable internship-life balance and establish a lifelong pattern of sustainable practice. In instances where you may log beyond 40 hours between Sunday and Saturday, you must notify your site supervisor immediately to approve such overtime in advance. Repeated requests for or instances of overtime will be addressed in supervision such that intern caseload may be adjusted appropriately, or issues with time management may be identified.

### **Pay Periods/Payroll Deductions**

Paydays are bi-weekly and issued by direct deposit. Only deductions required by law or authorized by you will be made from your paycheck. Required deductions are made for: Federal Income taxes, social security taxes, court-ordered child support, or garnishment payments and other deductions you have authorized. You must review and submit your timecard by 4:00 pm the Friday at the end of the pay period. Failure to do so will result in your pay being disbursed at the next bi-weekly payday.

### **Holidays/Vacation/Sick/Personal or PTOs**

Centerstone Consortium interns follow PTO policies reviewed at Orientation. The following represent policies specific to your internship:

**PTO (Paid Time Off)** – You will **accrue** 15 PTO days during your internship. Please note that PTO is **accrued** and that any vacation/ personal plans should take this into account. For example, there can be around 7 PTO days accrued between the start of internship and December holidays.

All time off must be requested at least two weeks prior to the start of the PTO. The exception to this is if you wish to take more than 10 consecutive PTO days off; in those instances, you must notify your supervisors of that PTO request by the end of your first month of internship. For those interns at Centerplace Health, AllStar, PNS and AllCare, interns must receive PTO approval from their site supervisor first, then make the PTO Workday request, noting supervisor approval.

During your last month of internship, you may not take more than 5 consecutive PTO workdays off. As this is a time for graduation and dissertation defenses, please budget for enough PTO time for those activities, while also remaining under the 5 consecutive PTO day limit.

**Holidays** There are ten paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Day.

PNS, CenterPlace Health, and All Star may have different holiday schedules; please acquaint yourself with them. For those sites that are closed for holidays not listed above, you may have to use PTO when your site is closed. Some site/site supervisors may allow you to work off-site during such closures in order not to use your PTO time, but this is purely within the purview of that supervisor. If you work on one of the 10 Paid Holidays,

you will receive holiday pay for such work; however, you will not be able to use that time off on another day.

**Notification Of Absence** - When an absence cannot be avoided, you are required to contact your administrative supervisor and the consortium Graduate Education Coordinator as soon as possible, no later than your start time, except in cases of emergency. Please obtain and retain the appropriate numbers to call at your site. We will maintain the policy that any employee who fails to report for work for three consecutive workdays without notice, has voluntarily terminated their internship.

**Doctor's Return to Work Verification** - If you are absent due to illness for more than three days, we require that you obtain and provide a doctor's release to return to work. This verification is to establish that you are physically fit to do your job.

**Jury Duty** - If you are called for jury duty you will be granted time off, provided proper verification of the days of service is furnished to your supervisor by the Clerk of Courts. Your rate of pay will stay constant. If your jury duty is for partial workdays, we expect you to return to work for the remainder of the day. No expenses incurred while serving as a juror will be reimbursed.

**Bereavement** - In the unfortunate circumstance of a death in your immediate family, time off will be granted from work for the funeral and to attend to matters that may require your attention. Please review the bereavement policy for specific information.

**Parental Leave** - Centerstone complies with APA, APPIC, state, and federal standards regarding paternal leave. Parental leave is unpaid, but benefits continue during this period. You may use your accrued PTO time as part of your parental leave; such PTO use will not have to be made up. However, the unpaid time that you take off for parental leave will extend your internship year proportionally to meet all the requirements of the training year. In some situations, this extension period may be at an alternative site/program within the consortium.

Upon return to internship, Centerstone supports breast-feeding/pumping and will arrange for a private location during scheduled breaks. During your perinatal period, our health insurance also has a maternity support benefit that you might wish to access. Please provide your supervisors and the training director with substantial notice of the need to use parental leave.

**Leave of Absence**

A leave of absence without pay may be granted for medical reasons, special hardships, or other extraordinary or unusual conditions. A leave of absence will not be granted to cover a shortfall in PTO. Leave will be granted at the consortium's sole discretion. To be considered for a leave of absence, you must present a written request to your supervisor outlining in detail the reasons and time period for the requested leave of absence. In the case of a medical leave of absence, or a leave due to serious illness in your family, we may ask you to provide a physician's statement before approving all or part of your request. We reserve the right to require a second medical opinion prior to granting a

leave of absence or at any time during the leave. If you do not return from an approved leave of absence on the agreed upon date, your internship may be terminated.

**Inclement Weather** - Our policy is to remain open to provide clinical care if possible. However, we support interns in maintaining their personal safety and well-being. In case of hurricane, tropical storm, or other severe inclement weather, please follow local government instructions regarding evacuation or sheltering in place. There are five levels of evacuation zones (A,B,C,D,E). Depending on the size of the storm surge expected by a given storm, evacuations of specific levels may be recommended or required. Those in Zone A who must evacuate should seek shelter in Zone B or above. Those in Zone B who must evacuate should seek shelter in Zone C or above.

Centerstone's West office in Bradenton is in Zones C and D. All other Centerstone Consortium sites are in non-evacuation areas. In the case that your site/placement needs to close, we will attempt to notify you using the emergency contact information you provided during orientation. Should your contact information change, please update your supervisor immediately.

### **Technology**

While some technology use policies are site-specific, there are some consortium-wide technology particulars as follows:

#### **Email**

All interns will be given a Centerstone email at the outset of the internship. This will be used for all consortium related communication. If you wish to use another email, please contact the consortium Graduate Education Coordinator. At no time should protected health information (PHI) be transmitted between Centerstone email and a non-Centerstone email (this includes PNS, CenterPlace Health, or All Star Children's Foundation emails). To access your Centerstone email from anywhere, log in to **owa.centerstone.org** and follow the instructions.

#### **Phishing Checks**

Suspicious/questionable emails should be flagged by you as phishing attempts by pressing the Phish Alert button in the email. Centerstone regularly runs internal checks on our ability to identify Phishing attempts by sending out faux phishing emails. Responding to such emails will result in you having to take a mandatory training class in good email practice.

#### **Teleconferencing**

Some supervision, live supervision, and didactics will be conducted using secure teleconferencing (Zoom).

#### **Etiquette**

Handheld and other portable electronic devices should be placed on silent mode during all supervisory sessions and all in-person didactics unless an emergent need arises. During all teleconferencing, your camera should be ON and your selected background appropriate for the activity.

### **Relias**

Relias is the primary on-line training vehicle for the Consortium. You will have consortium-specific trainings in supervision, trauma informed care, and additional ethics and diversity training provided using this platform.

### **FlashDrives**

Flash drives are not allowed to be used with any Centerstone device at any time.

### **Remote Desktop at Centerstone**

There may be times when you wish to access your Centerstone desktop remotely using your own computer/laptop. The Training Director will email interns instructions regarding how to log into the Centerstone desktop via RDWeb. Remember to use your Domain/user name: *centerstone\your.name* and your usual *password*.

### **The Source**

The Source is the access portal to all things Centerstone. All questions about benefits, Workday, etcetera may be found here. Of particular help for you is the Resources area, which has some evidence based approaches for you to consider.

### **Property/Equipment/Telephone Use**

The consortium expects you to respect all equipment and keep all equipment in good working order. You may not use office equipment for personal business without permission. Laptops and hotspots provided by the consortium should be well maintained. Be aware that there is no expectation of privacy while using any consortium laptop.

Personal phone calls interfere with the operation of our business and should be kept to a minimum. If personal phone calls and/or text messages are received, you should return them on break or lunchtime.

### **Wellness**

Centerstone Consortium offers resources to support intern wellbeing. These may be accessed through The Source. We particularly recommend using the free-to-you subscription to the Calm App for self-care. During your internship year, we will also provide some internship specific activities designed to improve health and wellness, including a scheduled self-care didactic day.

### **Employee Assistance Program**

Interns and their dependents may seek help with family and relationship issues, parent/child matters, substance abuse issues, school related issues, life changes, depression, anxiety, and other behavioral health needs. The EAP provides up to eight free sessions per year per incident/issue. Interns should call 941.782.4379 to schedule an appointment.

### **Safety and PPE**

We always consider your safety a prime concern. It is our expectation that you will respect the safety of others and work in a manner that promotes a culture of safety and accountability. If an

injury or illness occurs on the job, please notify your supervisor and follow the procedures at your site immediately.

Personal Protective Equipment (PPE) is provided for all staff and should be used as directed by your site and as supported by your own sense of security. Centerstone Consortium follows CDC guidelines regarding infectious diseases and will communicate guidelines as they evolve.

### **Smoking**

We provide a healthy, comfortable, and productive work environment. Please follow the smoking requirements of your site.

### **Drug/Alcohol Free Workplaces**

We recognize that the use of illegal drugs and alcohol can have an impact on the workplace in terms of safety, absenteeism, and productivity. It is our policy that your use, possession, distribution or sale of illegal drugs at any time, and use or impairment by alcohol on the job or during business hours including lunch periods is not allowed. If we have reason to believe that you have drugs or alcohol in your possession, you may be asked to leave the premises, and your desk may be secured. The above policy does not prohibit use of prescription medication legally prescribed by a physician.

### **Medical Marijuana**

Since 2014, Florida has allowed the use of marijuana for “diagnosable, debilitating conditions” that are certified by a physician. However, Centerstone adheres to Federal standards regarding marijuana use. As it is currently illegal under federal law to use either medically or recreationally, Centerstone will consider any drug screen that indicates the presence of marijuana (above .3% or 50 ng/ml) to be a positive drug screen. Such a screen can result in a disruption of your internship and may result in the withdrawal of an internship offer.

### **Cannabidiol (CBD)**

Since 2018, CBD products containing up to .3% or 50 ng/ml THC have been legal on a federal level and have been legal in Florida. Accordingly, the use of CBD is acceptable for use and will not disrupt your internship process. However, the labeling of many CBD products is unregulated and may contain higher levels of THC than the product states. Accordingly, caution is highly advised in the use of CBD, as any drug screen with more than .3% or 50 ng/ml THC will be considered a positive drug screen for marijuana, with all the attendant consequences. Medically prescribed CBD use is not an explanation for a lab result higher than .3% or 50 ng/ml THC.

### **Ethics**

The success of our internship sites depends upon the way we conduct ourselves. We adhere to the APA code of ethics, as well as the Florida Laws and Rules for clinical practice as established by the Florida Board of Psychology in all activities. When there is a conflict between the two codes, we adhere to the more stringent standard. We treat clients, consultees, referring agencies, and staff with the utmost respect.

### **Immunizations**

As healthcare professionals, we often counsel our clients to take proactive measures to avoid serious biopsychosocial consequences. We no longer require COVID-19 vaccinations or flu vaccinations. Generally, Centerstone will offer an optional flu vaccine to all employees each year.

### **Equal Employment/Harassment Free Workplace**

We believe in equal employment opportunities. Our success depends on the effective use of qualified people regardless of age, ancestry, citizenship, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other characteristic protected by law. We comply with all State, Federal, and local laws governing nondiscrimination in employment. This policy includes all terms and conditions of employment.

Sexual harassment is not tolerated. Sexual harassment, as defined by the Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any intern/employee engaging in this type of behavior. If you feel that you are being sexually harassed in any way by a staff member, client, or referring agency, please inform your supervisor immediately. The matter will be fully investigated, and disciplinary action will be taken against the offending party, if appropriate. Your complaint will be kept confidential, and you will not be penalized in any way for reporting such conduct.

### **Confidentiality**

Our relationship with our clients is founded on trust, and much of the information available at the site is confidential Personal Health information (PHI). Therefore, PHI must not be the subject of conversation or discussed with anyone not directly concerned with the client's care. If there is a doubt about whether a matter is confidential in nature, please treat it as confidential and not discuss or divulge the information in any manner. Any violation of this policy is cause for immediate termination. Please refer to the HIPAA guidelines available at each site for more information about confidentiality.

### **Standards of Conduct**

Interns are expected to adhere to the Ethical Principles of Psychologists and Code of Conduct, which is found at <http://www.apa.org/ethics/code/>, in addition to Centerstone Consortium and site specific policies, as well as Florida Board of Psychology Laws and Rules. While no list of policies is exhaustive, for the protection of clients, providers, and staff, we have established some standards for your conduct. These rules do not limit our right to impose discipline for other conduct detrimental to the interest of our clients, the practice, and other employees.

The following actions will result in disciplinary action. This list is not a complete list of conduct that will be subject to discipline. We reserve the right to determine the disciplinary action for each violation. This action may include warnings, suspensions, and/or termination. Termination may occur without previous warnings.

- Theft and falsification of records.
- Breach of confidentiality.
- Reporting to work under the influence of alcohol or unlawful drugs or possession of and sale of, unlawful drugs on office property.
- Deliberate damaging of office property, files, records, etc.
- Refusal to follow a direct order or to perform assigned work, or encourage others to do the same.
- Immoral conduct or indecency in or around office premises.
- Absenteeism, including tardiness and leaving early.
- Unsatisfactory production and/or poor quality of work.
- Unprofessional behavior with patients and other employees.

Some egregious forms of conduct may be grounds for immediate dismissal, such as causing harm to clients or staff.

### **Gifts/Gratuities**

In order to eliminate any perception of impropriety, it is our policy to prohibit you from receiving any gift or gratuities of any level from anyone associated with or doing business with our operation without permission from your supervisor. Violations will result in disciplinary action. Gifts from clients are always a clinical dilemma and should be discussed with your clinical supervisor prior to acceptance.

### **Dress Code**

We expect that you will exercise good judgment in determining what to wear to work. We are a professional health care organization and many people that we deal with daily relate abilities and services with our appearance. Accordingly, you are required to follow the dress code at your site with the utmost diligence. We expect that all clothing will be neat, clean, and in good taste. Teleconferencing dress requirements are the same for you within view of the camera.

### **Outside Employment**

Employment outside the internship in a mental health service field is not permitted.

### **Peer Representative**

In August, each internship track will elect a doctoral intern representative to attend the training committee on a biannual basis, help monitor didactic attendance, encourage supervisor/program evaluations, and otherwise facilitate the experience of internship this year.

### **End of Year Requirements**

To successfully complete the Internship Program, all documentation must be completed and submitted according to the requirements of your site. This includes, but is not limited to, all

client notes, discharge paperwork, treatment plans, state forms, and all appointments managed. All psychological testing reports must also be completed. Failure to complete necessary documentation or manage client appointments could result in a delay in completing the internship.

## SUPERVISION

Supervision is based on a developmental model. Supervisors maintain a stance of supportive openness to meet each intern's individualized needs. Supervision is also an exploration of how ethical principles integrate into sensitive, trauma informed clinical practice. Critical attention is given to the intern's assessment of their personal and professional impact on others. Interns are asked to bring their internal biases to awareness, as well as examine their stimulus value. Although supervisors may work with interns utilizing various lenses, there is always a focus on multicultural factors. As interns grow in their knowledge of clinical practice, risk assessment, and evidence-based practice, they increasingly shape the agenda developed at the outset of the supervisory dialog each week. Although interns act with increasing autonomy as they reach new developmental heights, supervisors continue to actively welcome questions.

Interns receive at least four hours of supervision per week. Two of these hours are individual supervision with a licensed clinical psychologist housed at the intern's placement site(s). A third hour of supervision is obtained through consortium wide group supervision facilitated by a licensed clinical psychologist drawn from one of the consortium sites. A fourth hour of supervision may be provided by a licensed clinical psychologist or by an affiliated mental health provider. Supervision by licensed clinical psychologists is also available on an ad-hoc, as needed basis. Supervisors further provide live supervision of interns' clinical service provision. Each doctoral psychology intern and their supervisor will minimally have one live observation of clinical services in the Fall and in the Spring.

Generally, individual supervision is provided to interns within an in-person environment. However, group supervision is generally conducted utilizing Zoom technology to enable all consortium interns to participate without having to travel to a designated site. Interns will be queried at the mid-point of the internship year and at the end of the year to gather feedback regarding intern satisfaction. Regarding individual supervision, tele-supervision cannot exceed more than 4 hours per month. Tele supervision is generally provided in circumstances wherein interns are providing teletherapy from a remote location. Special circumstances, such as supervisor or intern illness, may also necessitate the use of tele supervision. Supervisors are also required to hold in-person supervision at least 4 times at the beginning of the internship year prior to offering tele-supervision.

The Consortium resolves to maintain adequate licensed psychologist staffing levels to accommodate the above supervision requirements. In instances of brief unforeseen absences at one site, the supervisor of another placement will provide supervision until that vacancy is filled by a licensed psychologist. Supervision across sites is not uncommon, as all consortium psychologists can supervise any of the interns.

For 2025-2026, the Consortium has the following licensed psychologists to provide the above supervision.

Centerstone

Pamela Denison, Psy.D. PY9584

PNS

Tracey Henley, Psy.D. PY6020

Center Place

Bart Hodgens, Ph.D. PY8338

All Star

Kristin Hoffman, Ph.D. PY10067

Laura Roggenbaum, Ph.D. PY12304

## **CONSORTIUM GOVERNANCE**

### **Consortium Training Committee (CTC)**

The Centerstone Consortium Training Committee meets quarterly or as needed to govern the quality and functioning of the internship program. During this meeting, the Director of Training and supervising psychologists address issues of concern to the consortium. Decisions regarding governance issues are made by a majority vote. The Consortium Training Committee also discusses intern progress toward training goals on a biannual. Supervising psychologists may also seek consultation from the CTC regarding disciplinary actions and/or intern remediation. Decisions regarding intern dismissal, appeals, and grievances are by majority vote of the CTC. Changes in sites, additions of new consortium members, intra-site issues, intern grievances/remediation plans and other consortium-level issues are handled at this level.

### **Program Evaluation Committee (PEC)**

On a biannual basis, program and supervisor evaluations from the interns are reviewed, with a goal of continuously improving the quality of the doctoral internship program. All clinical supervisors at each site participate in this committee. During these meetings, peer-selected doctoral intern representatives meet with the committee and assist in providing the committee with up-to-date comments, suggestions and issues; the interns may participate in the program-level discussion of the committee.

### **Clinical Competency Committee (CCC)**

The CCC is an optional site-specific committee that reviews intern performance evaluations submitted by supervisors and assists the primary clinical supervisor in preparing the mid-year and end-of-year evaluations. This committee meets bi-annually and includes all the clinical supervisors for the site. As this is a site-specific committee, so all sites may not have a CCC committee. A site may convene its individual CCC Committee at any time.

### **Selection Committee**

The Selection Committee is an optional site-specific committee that meets during the month of November to review applicant information to determine whether to offer an interview for that year. After interviews, the committee meets to discuss the applicants that will be offered an internship and to arrange for the rank ordering for the National Match.

## TRAINING STRUCTURE

### **Didactics**

The Centerstone Consortium offers over 120 hours of didactic training in a variety of areas. Major training topics include: co-occurring disorders across the lifespan, trauma-informed practice, integration with other disciplines/primary care, professional ethics, multicultural competence, diagnosis-specific trainings and professional development as a psychologist. Most didactics are held via the teleconferencing platform, Zoom due to the spread-out nature of the consortium training sites. However, several times per year including a two-day intensive didactic at the beginning of the internship year, didactics will be held at one of the consortium sites to enable interns to build and maintain cohort rapport across consortium sites.

Each year the training interests of the interns are considered in providing specialty clinical training. Examples of past didactic topics include the following: Autistic Spectrum Disorder, ADHD, Depression, Adoption Issues, Impulsivity, Trauma-Informed Practice, Diversity, and Addictions. Per the request of our interns, teleconferenced trainings have also been incorporated into our curriculum. Also per intern request, we seek out independent, outside training opportunities and take advantage of training opportunities not listed on the initial didactic schedule.

All core Didactics must be attended. Nearly every didactic will have a teleconferencing option so that interns unable to be physically present at the didactic can participate. If you cannot attend a core didactic, didactics will be stored for your time-delayed attendance. Elective and site-specific didactics will be offered in addition to the core trainings; these do not have to be made up.

The didactic schedule, and changes to it, will be given to you as an email attachment. It is your responsibility to keep apprised of additions and changes to the didactic schedule. It is the expectation of the internship that all didactics are attended by all interns, unless approved in advance. Should intern attendance at core didactics fall below 85%, a discussion with both administrative and clinical supervisors will be indicated to help the intern catch up with the archived trainings for those core didactics.

As Centerstone is a diverse training organization, some of our didactics will be held with other disciplines (i.e., psychiatry, social work) at times dissimilar to our regular didactic schedule. Please keep abreast of these differences in your client scheduling.

### **Supervision Requirement**

Part of the APA focused evaluation of interns is supervision. Interns must engage in supervision in direct or simulated practice with psychology trainees or other health professionals and also provide feedback in direct or simulated practice.

## **Research Requirements**

Research is an important part of one's professional identity as a psychologist and is critical to our practice as a science-based profession. Below are the research-based requirements for the internship:

**Journal Club** is a bimonthly intern discussion of a recent journal article pertinent to issues in mental health care. This enables a systematic discussion of important research topics in a multi-disciplinary setting, as psychiatry residents are also participants in the journal club.

**Research Project-** There is a further research presentation requirement for the internship. Interns can engage in program development and/or evaluation, quality improvement projects, or select a topic of interest. The topic must be approved by the intern's supervisor. Interns may also have the ability to pair with a medical resident for their project if they so wish.

During the internship year, there may be opportunities for interns to present their research in the community, at a conference, etc. After you conduct such a presentation, you must communicate in an APA-style citation of that presentation to the Graduate Education Coordinator and provide a work artifact.

**IBHC Conference-** In late spring, Centerstone Consortium interns will be encouraged to present an hour-long research presentation or a poster presentation at the Integrated Behavior Health Conference in Bradenton, FL. Past interns have honed their dissertation presentations during these presentations; however, any psychology topic is acceptable.

## **Community Involvement Initiative**

Psychologists do not practice in a cultural vacuum, and it is important for us to be a part of a larger community. To facilitate this, you will need to participate in a community/advocacy initiative of your choice during your internship. The following are common (but not exhaustive) options to fulfill this requirement:

**Community Event Participation-** Centerstone and other consortium members have awareness, advocacy, and education events throughout the year that are open for you to participate in. Interns also could present on selected topics to community stakeholders.

**Employee Resource Group (ERG) Participation-** Centerstone sponsors employee interest groups to facilitate connection and discussion among employees. Interns are encouraged to consider joining one of these groups. Information about the various groups may be found on Centerstone's Source hub.

## **Multidisciplinary Treatment Planning**

Interns may participate in treatment planning activities with the multi-disciplinary treatment teams on their tracks. Interns may engage in complex case conferences, and act as consultants to psychiatric, medical, nursing, therapeutic, and case management providers regarding diagnostic clarification, treatment planning, and potential outcomes. Interns may also present psychoeducation information on a chosen topic to their multidisciplinary team.

### **Assessment**

The Consortium offers the interns exposure to assessments for children, adolescents and/or adults with diverse presenting issues. Each intern will have experience completing brief and comprehensive evaluations by the end of internship. These evaluations may include intellectual, achievement, objective personality, projectives, forensic, and/or neuropsychological assessments. Specific sites may have specialty assessment exposure, and all assessment opportunities are not available at all sites. Please take some time to become acquainted with the location and use conventions of assessments at your specific site.

### **Consultation**

Consultation is key aspect of each internship track. Interns answer referral questions through psychological assessment and give consultative feedback to the referring provider and/or agency. Throughout internship, interns also act as consultants to their multidisciplinary treatment teams, and engage in direct consultative relationships with psychiatric, social work, mental health counseling, nursing, case management, and medical providers.

## DUE PROCESS, REMEDIATION OF PROBLEMATIC INTERN PERFORMANCE, AND GRIEVANCE PROCEDURES

### **Intern Evaluations and Performance Reviews**

Evaluation is a dynamic and ongoing process throughout the internship year. Interns will receive feedback on their clinical practice as a component of weekly supervision. There are two formal written evaluations at the midpoint and at end of the year, which are discussed in depth with the intern. School-specific mid-internship evaluations that cover the same areas as the Consortium evaluation form can be substituted with the approval of the Director of Training. These evaluations will be reviewed with interns before being sent to the intern’s school’s Director of Clinical Training.

As the Consortium’s training program follows a developmental model, ratings are based on minimum levels of achievement (MLA’s) for midyear and end of year interns. Per the current intern evaluation, the following levels are utilized:

<b>1 -- Remedial</b>	
Significant skill development required; remediation necessary	
<b>2 -- Beginning/Developing Competence</b>	
Expected level of competence pre-internship; close supervision required on most cases	
<b>3 -- Intermediate Competence</b>	
Minimal Level of Achievement (MLA) at mid-point of training program; routine or minimal supervision required on most cases	
<b>4 -- Proficient Competence</b>	
Minimal Level of Achievement (MLA) at completion of training program; ready for entry-level practice*	
<b>5 -- Advanced Competence</b>	
Rare rating for internship; able to function autonomously with a level of skill representing that expected beyond the conclusion of internship training	
*Ready for entry-level practice is defined as (IR C-8 I):	
1. the ability to independently function in a broad range of clinical and professional activities;	
2. the ability to generalize skills and knowledge to new situations; and,	
3. the ability to self-assess when to seek additional training, supervision, or consultation	

For midyear interns, all competency areas must be rated at a level 3 or above on all learning elements per the above table taken from the formal intern evaluation document. If intern performance is rated below level 3, supervisors are expected to initiate the consortium’s due process (see due process remediation steps on pages 33-35 of the intern manual.) At year-end, the intern MLA must be at a level 4 for all learning elements for the intern to complete the internship successfully.

The aim of the evaluative process is to support interns in development of clinical competencies. This is achieved through constructive feedback regarding areas of strength and growth edges. Evaluative feedback also offers opportunities for remediation, reinforces adherence to the ethical code and standards, supports intern rights, and maintains a sense of respect for interns' individualized needs. To implement rapid process quality improvement and ensure intern needs are being met, interns will provide a written evaluation of their supervisor and training sites to the twice a year.

It is the responsibility of the Consortium faculty to identify as early as possible during the training year any intern exhibiting serious problems or deficiencies. Feedback should be given in a timely manner to the intern as part of the weekly supervision process. If the problem is of such severity as to call into question the intern's successful completion of the program, a written plan will be developed to attempt to remedy the deficiencies.

### **Intern Grievance Procedure**

It is the intent of the Consortium to be receptive to interns' expression of problems encountered during the internship, and to make reasonable and timely efforts to resolve the causes of interns' dissatisfaction. Faculty are expected to be candid and to act in good faith in dealing with problems and dissatisfaction expressed by interns. No faculty member will interfere with an intern's right to express or file a grievance. Interns are assured freedom from restraint, discrimination, or reprisal in exercising that right. At any stage of the grievance process, interns may consult formally or informally with the Consortium Director, APA, APPIC, their graduate program or legal counsel about their problems, dissatisfactions, or grievances.

Interns will meet with the Director of Clinical Training at the beginning of the internship year to review and discuss the Consortium's grievance policy and opportunities for interns to provide feedback about the program and supervisory experience. Time will be provided during this meeting for interns to ask questions. Interns will also provide anonymous feedback to the program at mid-year and at the end of the internship. At mid-year, the Consortium offers numerous ways for interns to feel comfortable submitting their program and supervisor evaluations anonymously. The Graduate Education Coordinator manages the submission process to ensure that supervisors are not involved. The Graduate Education Coordinator does not show any supervisors the actual program/supervisor evaluations. Rather, the data is reviewed and into discussed during the next Consortium meeting that also includes intern peer representatives. For the end of year program/supervisor evaluations, the Graduate Education Coordinator does not review evaluation data until after the interns have finished their internship. Throughout the internship year, primary licensed clinical psychologist supervisors request feedback about interns' satisfaction during individual supervision.

If the intern has a grievance regarding their training experience, the following steps are to be taken:

1. The intern should work directly with their supervisor to resolve the issue.
2. If a satisfactory resolution cannot be achieved with the intern's supervisor, the issue should be

addressed with the Consortium Director. The Consortium Director will then attempt to act as mediator to resolve the issue. If the intern's concern involves the Consortium Director, the intern will be directed to address their grievance to a Psychologist Consultant designated by the Training Director.

3. If resolution cannot be achieved at the above levels, the intern may deliver a written grievance to the Consortium Director or designee. This written grievance should include a succinct description of the precipitating issue, and any harm done to the intern. The intern may choose to include with their written grievance supporting documentation. The Training Director or designee will review the grievance and attendant documentation. They will then determine if the grievance warrants further action, or if it may be terminated due to lack of cause. A written explanation of the decision will be provided to the intern.

4. If the Training Director or designee determines that further action is indicated, the written grievance will be forwarded to the next Training Committee meeting for consideration.

5. If the grievance is forwarded to the Training Committee, it will be addressed at the next Training meeting. In some circumstances, a special Training Committee meeting may be scheduled to address the grievance. To resolve the grievance, at least five voting members must be present. The Committee will conduct a thorough review of all available facts relating to the grievance. The Committee may choose (at its discretion) to interview the intern, or take any of the below actions:

- a. Request testimony or additional supporting material from the parties involved;
- b. Consult with Human Resources;
- c. Consult with legal counsel;
- d. Consult with other professional organizations (e.g., APA, APPIC);
- e. Defer a vote until the next Training Committee meeting to further investigate the documented issues raised.

The resolution of the grievance will be determined by majority vote, excluding any supervisor directly involved in the grievance. The intern will be notified in writing of the decision.

### **Remediation Plans**

1. Every effort will be made to identify serious problems in intern performance in a timely manner and to remedy these problems within the structure of the internship.

2. The Consortium recognizes that problems may arise which call into question an intern's ability or fitness to function in the profession of Psychology. Such problems may involve professional competence, professional ethics, interpersonal relationships in the professional setting, or in some cases, personal behavior outside of the work setting. Serious intern problems are present when there is manifest interference in professional functioning that is reflected in one or more of the following ways:

- a. An inability and/or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior,

- b. An inability to acquire professional skills in order to reach an acceptable level of competence, and/or
- c. An inability to control personal stress, psychological dysfunctions, and/or excessive emotional reactions that interfere with professional functioning.

3. Ultimately, it becomes a matter of professional judgment as to when an intern's performance is seriously impaired rather than just problematic. However, problems typically become identified as impairments when they include one or more of the following characteristics:

- a. Intern does not acknowledge, understand, or address the problem when it is identified,
- b. Problem is not just a skill deficit, which can be fixed by academic or didactic training,
- c. The quality of services delivered by the intern is sufficiently negatively affected,
- d. The problem is not restricted to one area of professional functioning,
- e. A disproportionate amount of attention by training personnel is required,
- f. Behavior does not change as a function of feedback, remediation efforts, and/or time,
- g. Behavior has potential for ethical, safety, or legal ramifications if not addressed,
- h. The intern's behavior negatively impacts the public view of the agency,
- i. The problematic behavior negatively impacts the intern class, and
- j. Multiple and similar observations are made by more than one supervisor.

4. Through the ongoing evaluation and feedback process in supervision any intern exhibiting problematic behavior should be clearly and thoroughly informed of the supervisor's concerns using a remediation plan.

A meeting between the intern, pertinent supervisors, and pertinent other parties is convened to address problematic issues and review the remediation plan. As part of this meeting, specific tasks/goals will be written and a timeline for completion or re-evaluation will be set. The probationary period associated with the Work Plan may be 30, 60, or 90 days at the discretion of the supervising psychologist.

Re-evaluation meetings will be convened monthly, except in instances where new issues present themselves. In such a case, another meeting to discuss the new issues is convened, with same procedures noted above. Re-evaluation meetings are designed to track intern progress in meeting competencies and to alter plans to better help the intern become successful within the competency remediation process.

5. Interns that are unable to successfully complete a remediation plan may be placed on probation, terminated from the internship, or incur other serious consequences. The intern's doctoral program will be kept apprised of any issues that threaten an intern's ability to complete the program.

6. In rare situations wherein intern conduct falls within the seriously impaired realm that has or could very likely lead to significant ethical, legal, or safety concerns for which a remediation plan would not be sufficient, interns may be dismissed from the internship without the remediation plan steps.

6. If an intern wishes to file a formal grievance regarding any aspect of remediation or disciplinary action, they must do so within five business days of the remedial or disciplinary action. A concise description of the grievance must be delivered to the Consortium director, along with any supporting materials. If the training director is directly involved in the grievance, another psychologist consultant will be appointed to receive the grievance. In that case, the Grievance Procedure will be followed from step three.

### **Appeals Process**

An intern may appeal any remediation or disciplinary action up to and including dismissal taken by either a supervisor or the Consortium Director.

1. An appeal must be received by the Consortium Director within five business days from the disciplinary action and/or dismissal. The intern should describe, in writing, the rationale as to why the action/decision is being appealed, and any potential remedies.

2. An Appeals Committee comprised of five Consortium supervisors will be appointed by the Consortium Director within ten business days of the receipt of the appeal. The Consortium Director may select a designee to act in the Consortium Director's stead as a voting member if the Consortium Director is involved in the action or decision being appealed.

3. The Consortium Director is responsible for gathering all documentation regarding the action and/or decision from relevant parties. These materials, along with the intern's written appeal, will be delivered to the Appeals Committee. The Committee may choose, at their discretion, to meet with the intern.

5. The Appeals Committee will hold a hearing within 15 business days of the written appeal. A simple majority will decide the disposition of the appeal. All decisions made by the Appeals Committee are final.

6. The intern and their Director of Clinical Training at their university will be informed of the Committee's decision within five business days of adjournment of the Appeals Committee.