

Intern Manual

Centerstone Consortium

Doctoral Psychology Internship
2020 - 2021



CENTERSTONE

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Welcome to the team!



Dr. Robert Boxley
Centerstone



Dr. Matthew Nessetti
AllCare Medical Centers



Dr. Susan Siegel
*Jewish Family and
Children's Services*

You have joined an exceptional group of dedicated people doing a professional job in an important and rewarding field. We are confident that your decision to join this team will be good for you and our patients. Your contributions will be important to our success.

By acquainting yourself with the information in these guidelines, you will have a better understanding of what we expect of you as a doctoral psychology intern and what you may expect from us as your supervisor(s). If you do not understand something, please ask! We want you to feel comfortable and well-informed as you complete your psychology internship.

We hope you find these guidelines informative and helpful. We welcome your ideas, comments, suggestions, or dissatisfactions concerning the internship.

By working together, we can create an environment that is an enjoyable place to work. We are certain that it is this type of teamwork and pride which will result in not only your personal success but success in our practice as well.

About Our Consortium Members

The Centerstone Consortium consists of four sites offering diverse experiences in professional psychology. Our sites include inpatient, residential and outpatient settings, working with clients in areas of acute care, rehabilitation, general outpatient and forensic. 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, serves over 16,000 clients annually. Mental health and substance abuse issues with adults, adolescents and children are handled in an evidence-based manner. Inpatient therapy, outpatient therapy, trauma-informed care, co-occurring therapy and general child/adult assessment are common here.



Psychological and Neurobehavioral Services, P.A. is a psychology practice located in Lakeland, FL. They value providing compassion and professionalism to the patients and families they serve. Neuropsychology, forensic psychology, and general assessment are common here. They are not offering internships this year due to practice transition and location change challenges.



Jewish Family & Children's Services is a multi-function family agency serving The Suncoast of Florida. The services are based on the premise that personnel trained in understanding the behavior and environments of individuals, can help them with crises, problems, and growth issues to improve the quality of their lives.



AllCare Medical Centers is a family-owned organization committed to delivering the finest possible health care to patients of all ages, from newborn to active aging adults. As a medical psychology placement, AllCare aspires to develop long-term physician-patient relationships and foster preventative and educational care for clients across the lifespan.

Centerstone Consortium Objective & Goals

Training Objectives and Goals

(Training is completely at a post-practicum, pre-doctoral level):

Centerstone Consortium psychology interns will develop a broad-based expertise in psychotherapeutic skills, psychological assessment, and community consultation consistent with evidence-based practices within the science of psychology utilizing our training model of practitioner-scholar.

Interns are expected to develop an awareness of individual differences and to be able to recognize and understand a wide range of personality styles and psychopathologies, understanding their impacts on all areas of functioning.

Interns should thoroughly understand and be proficient in the provision of services involving intellectual, emotional, psychological and behavioral disability.

Interns should be able to provide services to clients who express discomfort related to personal, social and work/academic dysfunction with the highest ethical and professional demeanor.

Interns will develop an understanding of the effects of trauma on the functioning (e.g., educational, social, personal, behavioral) of clients across the lifespan

Interns will develop a multi-disciplinary approach to mental health care by working in tandem with various medical professionals (e.g., doctors, nurses, psychiatrists, counselors, social workers).

By internship's end, interns will have developed competencies in psychodiagnostic assessment; provision of individual, group and family psychotherapy; and consultation through the planned, orderly and increasingly complex course of the internship. a pharetra. Tempus quam pellentesque nec nam aliquam sem. Arcu vitae elementum curabitur vitae nunc sed.

Consortium Sites

Centerstone Outpatient Clinic

379 6th Ave. West
Bradenton, FL 34205

Jewish Family & Children

Services of the Suncoast, Inc.
2688 Fruitville Road
Sarasota, FL 34237

Centerstone Diagnostic

Assessment Center
379 6th Ave. West
Bradenton, FL 34205

Psychological & Neurobehavioral Services

631 Midflorida Drive
Lakeland, FL 33813

Centerstone Inpatient Hospital

2020 26th Ave. East
Bradenton, FL 34205

AllCare Medical Centers

5860 Ranch Lake Blvd.
Lakewood Ranch, FL 34202

Internship Specifics

Application Process

Centerstone Consortium participates in the APPIC Match and utilizes 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 and JFCS sites. A neuropsychological evaluation is required for those interested in the Psychological & Neurobehavioral Services site. Completed packets for the upcoming year must be submitted no later than the first week in November; incomplete packets will not be reviewed.

NOTE: Successful applicants should have at least 420 intervention hours and 125 assessment hours, though substantially higher assessment hours are recommended at the JFCS site. All applicants will need a master's degree by the start of internship. Applicants will need to have passed their Comprehensive Exam by the ranking deadline.

Upon review by the Selection Committee, prospective interns will be contacted to arrange interviews. Such interviews will include direct contact with psychology supervisors and current psychology interns on a day arranged for intern interviews. Interviews can begin as soon as the application committee has reviewed completed applications. Phone interviews can be arranged in unusual circumstances. After completing such interviews, the Selection Committee will decide who will be offered internships to for the coming year and will rank order such prospective interns following all APPIC Match policies.

APPIC/APA Status

Centerstone Consortium is an APA-Accredited internship and has been an APPIC member intern site since 2005.

Available Internships/Stipend

For 2020-2021, there are 21 available full-time internships amongst our consortium members. The anticipated stipend is \$18,075 for all sites and rotations except for the Integrative Substance Misuse placement; the stipend for that placement is \$28,352 in 2020-2021.

Title

Each intern will be designated a "Doctoral Psychology Intern" in all Consortium communications, in all Consortium documentation and in all public information dissemination. Regarding the latter, it will be clear at all times 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

Your position as a Doctoral Psychology Intern begins on the first day of internship and lasts for a period of one year. This internship will consist of a minimum of 2,000 hours, conducted over a 12-month period. Extensions beyond the 12-month period will be considered in cases where situations arise that would not allow the accumulation of at least 2,000 hours. A 40-hour work week is the expectation of this internship. During that week, present interns have reported up to 60 percent direct client contact; direct clinical experience above 25 percent of your time is guaranteed.

Policies and Procedures

Orientation

During the first few days of the internship, you will receive important information regarding your position, what is expected of you, basic office policies, benefit programs and other information necessary to acquaint you with your job and the site. You will also be asked to complete a number of forms relating to your employment.

You should use this orientation period to familiarize yourself with the practice and office policies. We encourage you to ask questions so that you will understand all the guidelines that affect your employment relationship with the site. Your supervisor will direct you to the specific policies and procedures that are important for you to know to have a successful internship.

Some of the important policies to be aware of are listed below; however, there are likely other policies that you will need to be aware of that are not delineated below. Please make every effort to be well-informed about all policies that affect your internship. 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 of Work

The operation of clinical services at all sites requires that you be at work on time to perform the work assigned. If you are absent or late, jobs have to be reshuffled, and performance suffers. This not only puts a burden on others in the office but also may affect service to our clients. Therefore, unnecessary tardiness and excessive absenteeism will not be tolerated. An excessive amount of time away from work will be subject to the appropriate disciplinary action up to and including termination of internship.

All Doctoral Psychology Interns are hourly nonexempt employees of Centerstone and are employees of each of your sites. Your hours of work will vary from site to site and to programs within a site. Please check with your supervisor about the expected hours, allowances for at-home work and other expectations that are site & program specific.

All time is logged in through our Centerstone-based system, which requires you to log in when you begin work and log out when you finish. These electronic records serve as your timesheets and are legal documents. All sites require you to work when you are scheduled to work. Working the day before your time off and on the day that you return from time off is particularly important.

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, meal times away from your desk/office over 20 minutes are not counted as work hours.

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.

Commuting to Work

Time spent driving from your residence to a site (for work, didactics, conference, etc.) is not included in your work hours.

Professional Development

Informal professional development activities (researching topics, working on your dissertation, satisfying one's curiosity etc.) that occur outside the normal workday and/or off-site are not included in your work hours. While these activities will not appear on your timecard, these activities can be entered in Time2Track (or similar system) for those interns that use that system. In some cases, your supervisor may approve such activities to be included in your work hours.

Formal professional development activities (didactics, mandatory conferences, online trainings) are counted as work hours.

Travel between Sites

Travel between sites counts both as time worked and can be reimbursed for mileage/tolls. It is the intern's responsibility to submit travel logs for reimbursement. Travel between a required didactic/conference and a site also counts both as time worked and can be reimbursed for mileage, provided that a return to the site (or leaving from the site) has a functional purpose approved by the site supervisor. Carpooling can be required by the site supervisor.

Overtime

We are committed to having you maintain a 40-hour work week in order to have a reasonable work-life balance, enjoy the wonderful Florida weather and establish a lifelong pattern of practice. In instances where you believe that you may work beyond 40 hours between Sunday and Saturday, you must notify your site supervisor immediately to approve such overtime in advance. Repeated requests for and/or instances of overtime can become a supervision issue. If you work on a holiday, you will receive holiday pay for such work; however, you will not be able to use that time off on another day.

Holidays/Vacation/Sick/Personal or PTOs

Centerstone Consortium interns follow PTO policies reviewed at Orientation. Please acquaint yourself with the time-off policy. There are 9 paid holidays (New Years, MLK, Memorial, Independence, Labor, Thanksgiving & Day After, Christmas Eve and Day) and 15 PTO days accrued during your internship.

Please note that PTO is accrued and that any vacation/personal plans should take this into account. Be sure to budget wisely. For example, there can be around seven PTO days accrued between the start of internship and December holidays. Some sites are closed for some holidays and you may have to use PTO when your site is closed. Some 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.

All time off must be requested at least 2 weeks prior to the start of the time off. For hospital-based placements, holiday coverage is decided upon between all the clinical hospital staff in the early fall and it is unlikely that anyone would be off for all the major holidays.

Notification Of Absence

When an absence cannot be avoided, you are required to call in as soon as possible, no later than your start time, except in cases of emergency. Please refer to the attached Site-Specific Appendix for 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 his or her internship.

Doctor's Return to Work Verification

If you are absent due to illness for more than three days, we may 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 which may require your attention. Please review the bereavement policy for more specific information.

Inclement Weather

Our policy is to remain open for business if at all possible. During periods of inclement weather, we want you to make every effort to report to work. However, we also want you to exercise sound judgment and not risk your personal safety and well-being. Please provide your supervisor with your contact phone numbers and emails. In the unusual case that your site/placement will need to close, we will attempt to notify you using that contact information. (Closure varies from site to site.).

Hurricane Evacuation Zones can be confusing and media/distant relatives can make the understanding of what to do in the event of a hurricane confusing. There are 5 levels of evacuation zones (A,B,C,D,E) and only Centerstone's West office in Bradenton is in one of them (C,D). All other Centerstone Consortium sites are in non-evacuation areas.

Depending on the size of the storm surge expected by a given storm, evacuations of specific levels may be recommended or required. To be clear about evacuations, 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. Recommendations to evacuate the state are never instituted, as most of the state is not at risk of the most severe storm surge. That said, wind damage can occur and you should seek shelter in the proper zone with supplies, company, and several good books.

Leave of Absence

A leave of absence without pay may be granted for medical reasons, family leave, special hardships, or other extraordinary or unusual conditions. A leave of absence will not be granted merely to cover a shortfall in PTO. Leaves will be granted at our 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.

"Open Door" Policy

We employ an "open door" policy, which encourages you to discuss your problems with your supervisor or any Consortium supervisor. We will treat your complaint or problem with respect. Your ideas, suggestions, and problems are important to us and will be treated with difference. Your supervisors will give you their contact information at the beginning of the internship, so that you can reach a clinical supervisor when you need to.

Supervision

In supervision, issues of ethical responsibility, judgment, and awareness of professional strengths and limitations are reviewed. Critical attention is given to the intern's assessment of his/her personal and professional impact on others. Awareness of professional strengths and limitations are reviewed. Critical attention is given to the intern's assessment of his/her personal and professional impact on others.

The Consortium is committed to providing supervision consistent with the requirements of APPIC/APA. Such supervision will include at least one hour of individual supervision with your supervisor and individual supervision with another psychologist familiar with clinical provision of care. Each of these supervisors will be licensed as independently functioning psychologists in the state of Florida and supervisors will be employed by the site in which the intern is providing services. In all cases, the interns will clearly be under the direction of each of these supervisors and will not be considered to function independently.

Two more hours of supervision will be provided during the week, which will include one hour of group supervision with a licensed psychologist. Another hour of supervision will be by a licensed non-psychologist or psychologist associated with the program that you work in. While supervision can occur on an as-needed basis during the workday, we attempt to have all supervision regularly scheduled for planning purposes.

Documentation of supervision issues and the follow-up to such issues are expected for each supervisor. Other expectations include a strict adherence to ethics and legal issues, an avoidance of possible exploitation of the intern and a reasoned clinical supervision approach. Interns are expected to regularly attend such scheduled 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 2020-2021, the Consortium has the following licensed psychologists to provide the above intern supervision. They are all employed full-time unless otherwise indicated (*).

Robert Boxley, Ph.D.	PY5867
Pamela Denison, Psy.D.	PY9584
Betsy Elsasser, Psy.D.	PY10306
Matthew Nessetti, Ph.D., M.D.	PY7989
Susan Siegel, Ph.D.	PY6917*
Maria Sosa, Psy.D.	PPY280

The following licensed non-psychologists will provide regular program-specific supervision as well:

Jose Zaglul	MD (Centerstone Programs)
Shpresa Kaletsch	LCSW (Hospital/MAT Programs)
Tari Allen	LMHC (Trauma Program)
Jayne Tingley	LMHC (OutPt Programs)
Mary Bane Stevens	LMHC (JFCS)
Carolyn Stephens	LCSW (JFCS)

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Carolyn Stephens	LCSW (JFCS)

Wherever possible, interns are also assigned to one of our post-doctoral residents, who can provide supervision in addition to that noted above. Our Post-doctoral residents for the 2019-2020 period are:

Dr. Adriana Doerr
Dr. Edsaida Ortiz
Dr. Justin Lampert
Dr. Mariangelli Pagan

Live Supervision

Each doctoral psychology intern and their supervisor will have one live observation of clinical services in the Fall and in the Spring.

Interns as Supervisors (site-specific)

When possible, interns will be assigned to provide supplemental supervision to psychology externs and other students who are gaining practical experience as part of their graduate studies. Such supervisions should mesh (and not interfere) with the schedule of your site and are commonly of the “open door” variety of supervision provision.

Consultations

Consultation is an aspect of the practice of professional psychology that is embedded in much of what we do. Our psychological evaluations and our parent/ significant other interactions often are consultative in nature. Further, during your internship, discussing cases with other involved professionals and interacting with systems to better provide for good clinical care is just a part of practice. These consultative experiences may be augmented by more formal systems and client consults where available/ indicated.

Technology

While some technology use policies are site-specific, there are some consortium-wide technology particulars.

Email – All interns will be given a Centerstone email at the outset of the internship. This will be used for all consortium information and contacts. If you wish to use another email, please contact the consortium program assistant. At no time should anything that even remotely looks like PHI information be transmitted between Centerstone email and non-Centerstone email (this includes JFCS & AllCare emails). To access your Centerstone email from anywhere, log in to toowa.centerstone.org and follow the instructions.

Teleconferencing – Some live supervisions and designated didactics will be conducted using secure teleconferencing. Our platform is called Zoom and this should be installed on every device that you might wish to use for such purposes.

Etiquette – Handheld and other portable electronic devices should be placed on silent mode during all supervisory sessions and all didactics, unless an emergent need requires that they are not.

Relias – This is the primary online training vehicle for the Consortium. You will have consortium-specific training in supervision, trauma, ethics and diversity provided using this platform. Also, core didactics will be archived in Relias for those that missed the live presentation and must review the content.

Flash Drives – Are not allowed to be used with any Centerstone device at any time.

Remote Desktop at Centerstone – There may be some times when you wish to access your Centerstone desktop remotely. To do so, type: **RDWeb.centerstone.org**. At the next screen, your Domain/user name: centerstone\your.name and your password is the same as usual.

Director of Training

The 2020-2021 Director of Clinical Training is Robert Boxley, Ph.D. The Director of Clinical Training will always be a licensed psychologist; in some instances, this can be a clinical supervisor as well.

Answering Phones

Office phones should be answered in a professional manner at all times. Site scripts may vary for answering phones, but your voice tone should be pleasant and welcoming as most of our clients are experiencing difficulties and/or crises. For many people who call our offices, this is their first time to seek help.

Confidentiality

Our relationship with our clients is founded on trust, and much of the information available at the site is extremely confidential personal health information (PHI). Therefore, you must understand that any information connected with our office must not be the subject of conversation or discussed with anyone not directly concerned with client care. If there is a doubt about whether or not a matter is confidential in nature, you should treat it as confidential and not discuss or divulge it 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.

Ethics

In addition, the success of our offices depends upon the way we conduct ourselves. Our ethics must be beyond reproach. We treat our clients, our employees, and other business associates/referring agencies with the utmost respect and make it our goal to serve them and work together with them professionally.

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 on a daily basis 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 and clean and in good taste. Provocative or tight clothing will not be allowed. We reserve the right to ask you to dress appropriately for your job.

Drug/Alcohol Free Workplace

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. This does not prohibit use of prescription medication legally prescribed by a physician. It is your duty to discuss any effects which that medication may have on the ability to safely perform your job, and to inform your primary supervisor of any adverse effects. 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.

Equal Employment/Harassment Free Workplace

We believe in equal employment opportunity. Our business 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.

We will not tolerate harassment. 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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. 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.

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 harassed in any way by another employee or by a client or referring agency, you should make your feelings known to your supervisor immediately. The matter will be fully investigated and disciplinary action will be taken, if appropriate.

Your complaint will be kept confidential and you will not be penalized in any way for reporting such conduct. Please do not assume that your supervisor is aware of your problem. It is your responsibility to bring your complaints and concerns to your supervisor's attention so that it can be resolved.

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 of this policy will be subject to disciplinary action.

Housekeeping

It is our policy to provide a clean and safe work environment for you. This policy requires that you keep your assigned work areas, and community areas neat and clean and do your share in maintaining a safe and accident-free workplace.

Outside Employment/Moonlighting

Employment outside the internship is not prohibited. However, it is your supervisor's right to ask you to discontinue employment if it interferes with performance or it presents a conflict of interest.

Pay Periods/Payroll Deductions

Pay days 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.

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 up to date at all times, you must notify the Consortium of any changes in the following:

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

Property/Equipment/Telephone Use

We expect that you will take pride in your work and the facilities where you work. We expect you to respect all equipment, and keep all equipment in good working order. You may not use office equipment for personal business without permission.

Personal phone calls interfere with the operation of our business and should be kept to a minimum. We look to you to inform those who may call the office or your cell phone that telephone calls and text messages received during working hours should be for actual emergencies only. If personal phone calls and/or text messages are received, you should return them on break or lunch times. Calls that may have extra charges (i.e. international, long-distance) are never allowed without permission.

Safety

We always consider your safety a prime concern. It is our expectation that you will respect the safety of others and work in a safe manner. If an injury or illness occurs on the job, you should follow the procedures at your particular site immediately.

Smoking

We are dedicated to providing a healthy, comfortable and productive work environment. Please follow the smoking requirements of your site.

Standards of Conduct

We are confident that you will conduct yourself professionally. No written list of rules can be complete or can substitute for the good judgment exercised by you. However, for the protection of our property, business interests, clients and other employees, 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 patients, 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 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 encouraging 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.

Peer Representative

In August, you will be asked to elect a peer-selected doctoral intern representative to attend the PEC committee, help monitor didactic attendance, encourage supervisor/program evaluations and otherwise facilitate the experience of internship this year.

Assessment

The Consortium offers the interns exposure to full battery assessments of children, adolescents and adults with diverse presenting issues. These assessments can include intellectual assessment, achievement assessment, objective personality assessment, projective personality assessment, forensic assessment, and neuropsychological assessment. Specific sites may have specialty assessment exposure. For example, the Centerstone Diagnostic Center specializes in child and adolescent assessment; the Jewish Family and Children's Services specializes in child assessment; AllCare specializes in adult and senior assessments.

Assessment materials can be quite expensive, so please take care in handling them and in using them. In instances where you must take testing kits to your office, please make sure that others are aware that you have done so. While protocols are inexpensive individually, the aggregate cost of protocols is a substantial part of the testing budget- please do not waste them.

Dissertation Budgeting

You are in internship, maybe miles from your school. The beaches are inviting; the ocean breezes are relaxing. Without a care in the world ... except for that pesky dissertation. Please consider using some of your free time to finish your dissertation while you are on internship. Budgeting some time each week from the start of internship would be wise and doesn't necessarily get in the way of beaches etc. Those of us who trained in sunny places still have sand in some of our books.

Post-Internship Planning

By mid-year, you will begin to seriously consider your next step after internship. The Consortium will offer you all the guidance we can in this next big project. For most, attaining a postdoctoral placement is the next step in your professional development. For those going to states that do not require postdocs for licensure, you may be planning for immediate licensure. In the latter case, you should begin EPPP prep study no later than mid-March and perhaps find a study buddy.

End of Year Requirements

In order 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 graduation until incomplete items are satisfied.

Internship Governance

The Centerstone Consortium has the following structures to govern the quality and functioning of the internship program.

Centerstone Consortium Training (CCT) Committee is the primary governing body of the doctoral psychology internship program. The Director of Training and psychologist representatives from each site participate in quarterly meetings to address issues of concern to the consortium. 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) reviews the quarterly program and supervisor evaluations from the interns with a goal of continuously improving the quality of the doctoral internship program. All clinical supervisors at each site participate in this committee. A peer-selected doctoral intern representative assists in providing the committee with up-to-date comments, suggestions and issues on a quarterly basis; the intern may participate in the program-level discussion of the committee.

Clinical Competency Committee (CCC) 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 in December and June each year and includes all the clinical supervisors for the site. This is a site-specific committee, so all sites may not have a CCC committee.

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. In some cases, non-psychologist supervisors and current psychology interns may be involved in the selection process.

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, diagnosis-specific trainings and professional development as a psychologist.

Each year, the training interests of the interns are taken into account in providing specialty clinical training. Past trainings have focused on autistic spectrum, ADHD, depression, adoption issues, impulsivity, addictions, etc.. Per the request of our interns, online and distance learning trainings have been incorporated into our curriculum. Also per intern request, we seek independent, outside training opportunities and take advantage of training opportunities not listed on the initial didactic schedule.

All Core Didactics must be attended. In the event that you cannot attend a core didactic, didactics will be stored in the Relias system for your time-delayed attendance at that didactic. 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 in order to help the intern catch up with the archived Relias trainings for those core didactics.

As Centerstone is a diverse training organization, some of our didactics will be held with other disciplines (predominantly the medical residency) at times dissimilar from our regular didactic schedule. Please keep abreast of these differences in your client scheduling.

Research/Journal Club

Research is an important part of one's professional identity as a psychologist. To facilitate this, you will participate in Journal Club each month, which reviews articles pertinent to mental health care and enables a systematic discussion of important research articles. The selection of an article to discuss is on a rotation basis and you will be called upon to present an article to the group on such a rotation.

There is a research presentation requirement to the internship. During the course of your internship year, you may have the occasion to present research in the community, at a conference etc. Such non-consortium, non-university public presentations will meet the presentation requirement.

In late spring, Centerstone interns who have not already presented that year will present an hour-long research presentation. Past interns have honed their dissertation presentations during these presentations; however, any psychology topic is acceptable. Previous interns have worked with the other staff in the acquisition of grants to further research in the field of psychology and psychiatry.

Treatment Planning

Interns participate in treatment planning activities with the multi-disciplinary treatment teams to present case problems and relate their work to their theoretical orientation. Time is devoted to troubleshooting difficult clinical situations and discussing as they relate to specific clientele.

Providing Supervision

Psychologists must have skills as supervisors, as we are often called upon to fulfill this role. With the variety of externs and medical residents in need of supervision, you can explore your abilities as a supervisor during your internship. This is not universally available at all sites, but we feel it is important to make available to you if the site can accommodate.

Administrative Support

Administrative support services are available to all interns. These include (but not limited to): front office/scheduling staff, administrative supervision, computer access/orientation, full information technology support, software/electronic medical record assistance, provision of needed office supplies, ordering of testing materials. Each site has dedicated people/procedures ready to help you be successful. Please use them.

Intern Evaluations and Performance Reviews

Centerstone Consortium's primary goal is to work with interns to expand their clinical core competencies as a general practitioner. To monitor the accomplishment of this goal as well as other programmatic goals, the interns will be evaluated throughout their rotations. Supervisors will also provide on-going feedback to interns throughout their internship. Your internship performance and other job related matters will be discussed frankly. We encourage you to discuss your concerns and questions with your supervisor.

- Formal assessments of the quality of an intern's work will be provided at mid-internship and end of internship. 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 the intern before being sent to the Director of Training. These evaluations will be sent by the Director on behalf of the CCT Committee to each intern's academic training director. The intern will be provided with a copy of these letters.
- Each intern will provide a written evaluation of his/her supervisor and training sites to the Director two times 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. If the problem is of such severity as to call into question the intern's successful completion of the program, the CCT Committee will be informed, and a written plan developed, in collaboration with the intern, to attempt to remedy the deficiencies.

Remediation Policy

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 which 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 which 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. 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. Problematic behavior has potential for ethical 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 through the use of the Competency Remediation Form.

Once a Competency Remediation Form has been delivered to the Director of Training, a meeting between the intern, pertinent supervisors, and pertinent other parties is convened to address problematic issues and develop a remediation plan. As part of this meeting, specific tasks/goals will be written and a timeline for completion or re-evaluation will be set.

Re-evaluation meetings will be convened according to that timeline, 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.

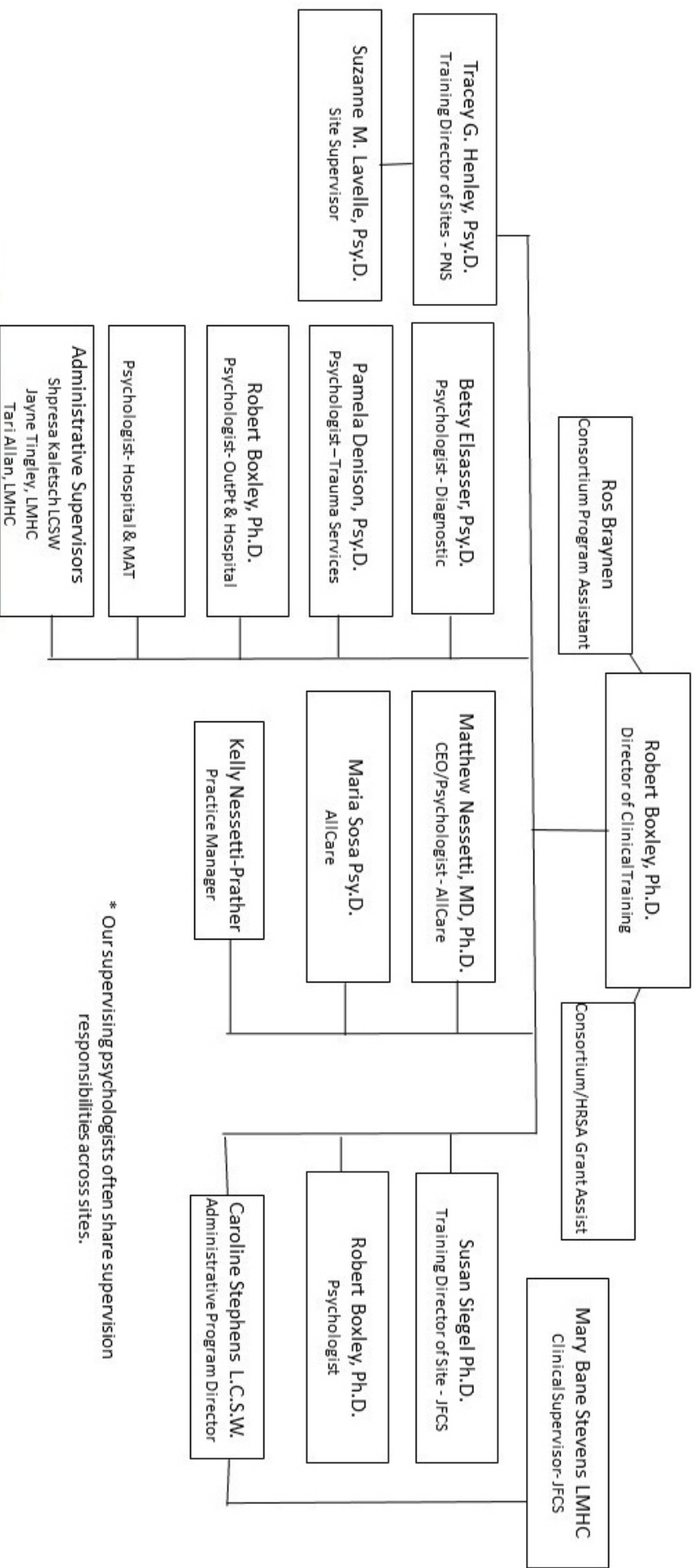
5. Interns that are unable to successfully complete a remediation plan can be placed on probation, can be terminated from the internship or other serious consequences. The intern's doctoral program will be kept apprised of any issues that threaten an intern's ability to complete the program.

Grievance Policy

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.

1. Unless an intern has grave reservations about expressing dissatisfaction to his/her immediate supervisors, any problem or dissatisfaction should initially be addressed on the first relevant level, e.g., to the supervisors or the site/agency directly involved.
2. If a satisfactory resolution cannot be achieved on that level, the issues should be taken to the CCT Committee representative for the involved agency/site (assuming that was not done as part of step #1). NOTE: At any stage of the 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.
3. If resolution cannot be achieved on the agency/site level with the informal involvement of the Consortium Director, the intern may file a written grievance with the Consortium Director.
4. Upon receipt of the written grievance, the Consortium Director or his designee will convene a Grievance Committee consisting of the Consortium Director or designee and two other CCT members, none of whom shall be from either of the intern's placements.
5. The Grievance Committee will resolve the grievance if possible. If not, the committee may take any or a combination of the following actions:
 - a. Refer the grievance to the next scheduled CCT Committee meeting;
 - b. Call a special Training Committee meeting to consider the grievance;
 - c. Consult with legal counsel;
 - d. Consult with other professional organizations (e.g., APA, APPIC);
 - e. Advise the CCT Committee on areas of concern in the management of the grievance.
6. The Grievance Committee will maintain minutes of all its meetings. The committee will also retain records of all testimony presented to it. At the Committee's discretion, this documentation may be in the form of written summaries, sworn testimony, or tape recordings.
7. The CCT Committee, upon request of the Grievance Committee, will review and evaluate grievances not resolved at any lower level. The decision of the full CCT Committee will be determined by majority vote, excluding the site which is involved in the grievance.
8. If the intern is not satisfied with the decision of the CCT Committee, he/she may notify the graduate program, the American Psychological Association, the Association of Psychology Postdoctoral and Internship Centers, or consult legal counsel.

Consortium Organizational Chart



* Our supervising psychologists often share supervision responsibilities across sites.

Internship Placements

Centerstone

Outpatient Mental Health (Child/Adult) #196712 - Interns will provide psychological services to mostly an adolescent and child population (some adult clients may be on caseload). Individual, family therapy and group therapy with clients of various diagnostic issues in a clinic-based setting. Treatment team participation and collaboration with other mental health professionals expected.

Outpatient Mental Health (Adult/Child) #196719 - Interns will provide psychological services mostly to an outpatient adult population of those with either acute mental health issues or those with severe and persistent mental health issues (some adolescent/child clients will be on the caseload). Group facilitation in an adult day treatment program is likely.

Hospital Generalist (Adult/Child) #196713 - Interns will provide psychological services to adults, adolescents and children in the three units of our private psychiatric hospital. Individual, group, family and consultation experiences are common with this placement. Acute mental health issues, co-occurring disorders and trauma are common diagnostic experiences in this placement.

Trauma Services (Adult/Child) #196717 - Interns will provide trauma-focused services to adults, children and adolescents within the Rape Crisis Clinic for issues related to sexual assault, child sexual abuse, human trafficking and other traumatic life experience. Individual therapy predominates, though ongoing groups for adult survivors and non-offending parents are available.

Integrative Substance Misuse #196714 - Interns will provide psychological services to adults with co-occurring substance misuse and mental health issues in hospital, medical psychology and primary care settings. The major rotation will work with Medication-Assisted Treatment (MAT) programming on the Centerstone Hospital campus (outpatient, residential and detox). A minor rotation will be at AllCare conducting medical psychology services and consultations in the community. Another minor rotation will involve consultation and assessment at primary care facilities and telehealth provision of care.

FYI - The above are the primary internship placements for the Centerstone sites. For all but the Integrative Substance Misuse placement, there will be time spent providing comprehensive psychological assessments in our Diagnostic Center.

Jewish Family & Children Services

General Assessment/School Age Therapy #196721 - Major rotation is in general assessment, with a minor rotation in school-based/school-aged therapy. Interns will provide comprehensive psychological assessments to clients 4-21 years old for differential diagnosis, treatment planning, and referrals as needed. Each intern will also have a rotation in either a school-based program or a child clinic-based program providing individual and family counseling, parenting interventions, psychosocial groups, and crisis interventions. Testing referrals may include academic problems & school placement, learning disabilities/difficulties, gifted placement & intelligence testing, adoption and attachment challenges, social-emotional functioning, and behavioral difficulties.

AllCare Medical Centers

Medical Psychology #196711 - AllCare provides primary healthcare to patients of all ages (from newborn to aging adults), with a psychological component integrated throughout the practice. Interns will provide individual and family therapy to an outpatient population of children, adolescents, adults, and geriatrics with acute mental health issues. Interns will also provide comprehensive psychological assessments those populations, to aid in diagnostic clarity and treatment planning. Also, interns will provide neuropsychological assessments to patients presenting with diverse psychological, neuropsychological, and medical conditions. Interns will be providing these services in office, skilled nursing, and hospital settings.



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