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INTRODUCTION

This handbook contains important information about the guidelines and structure for your training, including information on hospital and fellowship policies, the philosophy and training model of the fellowship, goals and objectives, methods of evaluation, and grievance, remediation, and termination procedures. Should you have additional questions about training guidelines outlined in this manual that are specific to the Neuropsychology Fellowship, you are encouraged to seek clarification from the Neuropsychology Fellowship Director.

INSTITUTIONAL OVERVIEW

The University of Texas Health Science Center aims to educate a diverse body of future physicians and scientists for a career dedicated to the highest ideals of their profession, to provide outstanding patient-centered care, and to conduct innovative research that benefits the health and well-being of the population of Texas and beyond.

University of Texas Health Science Center at Houston (UTHealth)

Established in 1972 by The University of Texas System Board of Regents, The University of Texas Health Science Center at Houston (UTHealth) is Houston’s Health University and Texas’ resource for health care education, innovation, scientific discovery and excellence in patient care. The most comprehensive academic health center in the UT System and the U.S. Gulf Coast region, UTHealth is home to schools of biomedical informatics, biomedical sciences, dentistry, nursing and public health and the John P. and Kathrine G. McGovern Medical School. UTHealth includes The University of Texas Harris County Psychiatric Center, as well as the growing clinical practices UT Physicians, UT Dentists and UT Health Services. The university’s primary teaching hospitals are Memorial Hermann-Texas Medical Center, Children’s Memorial Hermann Hospital and Harris Health Lyndon B. Johnson Hospital.

Institutional Mission

As a comprehensive health science university, the mission of The University of Texas Health Science Center at Houston is to educate health science professionals, discover and translate advances in the biomedical and social sciences, and model the best practices in clinical care and public health.

We pursue this mission in order to advance the quality of human life by enhancing the diagnosis, treatment, and prevention of disease and injury, as well as promoting individual health and community well-being.

Neurology Department, McGovern Medical School, a part of UTHealth

The University of Texas Health Science Center at Houston Department of Neurology was founded in 1972 with its first chair, Dr. William Fields. Dr. Fields headed a department of only six faculty. Since then, the department has grown exponentially, expanding the specialty programs to the areas of Epilepsy, Movement Disorders, Multiple Sclerosis, Neuromuscular Diseases, Neurocognitive Disorders, Neuropsychology, Neurorehabilitation, Brain Disorder Research, Diagnostic Neurology, and Stroke.

Our department encompasses training programs, research activities, and a clinical practice. We have a highly competitive Neurology residency program, co-directed by Dr. Suur Biliciler and Dr. John Lincoln,
along with several specialty-specific fellowship programs. We are #25 for Academic Neurology Departments in the US for 2016. Our research program is funded by many NIH grants and attracts diverse collaborators from all over the globe. The UT Physicians Neurology clinical practice remains one of the busiest and most comprehensive Neurology clinical practices in the city of Houston, staffed by some of the top experts in Neurology.

NEUROPSYCHOLOGY DIVISION OVERVIEW

The Neuropsychology Division is one of several specialty divisions within the Neurology Department at McGovern Medical School. The mission of the Neuropsychology Division is to deliver psychological services meeting the highest standards of the profession of psychology and to contribute to UTHealth’s mission to provide exceptional educational training, clinical services, and advancements in research. The division specializes in the comprehensive neuropsychological evaluation and psychodiagnostic assessment of adults with a broad range of disorders that include Alzheimer’s disease and other dementias, Parkinson’s disease and other movement disorders, multiple sclerosis, cerebrovascular disease, traumatic brain injury, epilepsy, and psychiatric disorders. Pre- and post-surgical evaluation for deep brain stimulation (DBS) and capacity evaluations are also a significant component of the program’s clinical service. Other services offered include cognitive rehabilitation and psychotherapy. In addition to serving a population of individuals with diverse neurological conditions, our location in a large metropolitan area allows us to serve individuals from diverse cultural and ethnic backgrounds and socioeconomic statuses.

The division’s primary outpatient clinic is located in the Neurocognitive Disorders Center, which also houses the Neurology Department’s neuropsychiatry program. Ancillary outpatient clinics include The Center for Healthy Aging, a comprehensive, interdisciplinary outpatient clinic for geriatric primary and subspecialist care and the Huntington’s Disease Society of America Center for Excellence, one of only 39 across the country and the only center in Texas with the prestigious designation. The training hospital for the program is Memorial Hermann Hospital, where neuropsychology functions in a consultative role on several inpatient units.

https://med.uth.edu/neurology/specialty-programs/neuropsychology/clinical-neuropsychology-fellowship/

NEUROPSYCHOLOGY DIVISION FELLOWSHIP PROGRAM MISSION AND GOALS

In accordance with UTHealth’s academic mission, the Neuropsychology Program in the Department of Neurology at McGovern Medical School (a part of UTHealth) offers a structured two-year postdoctoral fellowship in clinical neuropsychology. The mission of the fellowship program is to prepare fellows for independent practice as scientist-practitioners through a curriculum that enhances knowledge and clinical skills in neuropsychology. The training curriculum was intentionally designed to adhere to the Houston Conference Guidelines for Specialty Training in Neuropsychology and to meet requirements for board-certification in clinical neuropsychology as defined by the American Board of Professional Psychology (ABPP). The program also meets Texas’ licensure requirements and is a member of the Association of Postdoctoral Programs in Clinical Neuropsychology (APPCCN). Robert L. Collins, PhD, ABPP-CN is the board-certified consultant for our program. Aspects of the curriculum are also tailored to the fellows’ career interests through creation of an individual development plan (IDP) at the start of the first fellowship year in collaboration with the training director. The IDP is reviewed yearly and adjusted accordingly.

The fellowship program accomplishes its mission through several goals, including advanced education and training in the competencies necessary for the specialized practice of clinical neuropsychology, emphasizing advanced training in clinical evaluation of adult and geriatric patients with a range of neurocognitive and psychological disorders, and providing opportunities to engage in research in the field.
of neuropsychology. Clinical services will comprise at least 80% of the fellows’ effort, educational activities will comprise 10%, and clinical research/scholarly activity will be 10%.

Specific Program Goals

Consistent with Houston Conference Guidelines, specific training goals include the following:

1. Advanced skill in the neuropsychological evaluation, treatment, and consultation to patients and professionals;
2. Advanced understanding of brain-behavior relationships;
3. Scholarly activity;
4. Formal evaluation of competency;
5. Eligibility for state or provincial licensure or certification for the independent practice of psychology;
6. Eligibility for board certification in clinical neuropsychology by the American Board of Professional Psychology.

Programs goals will be accomplished through the following:

1. Training in the provision of clinical services predominantly in outpatient settings at UTHealth, as well as minor rotations at partner sites in the Texas Medical Center, with some opportunities for inpatient consultation at Memorial Hermann Hospital. Fellows will complete at least 1700 hours per year, and at least 3400 hours over the course of the 2-year postdoctoral period.

2. Required participation in didactic educational activities, including the weekly joint UTHealth/Baylor College of Medicine specialty didactic in neuropsychology, UTHealth Postdoctoral Certificate Training Program designed to better prepare fellows for their future endeavors in science, and medical neuroscience and neurology courses. Fellows will also have opportunities to attend other didactics to further enhance their education and knowledge, including grand rounds, fact finding, case conferences, and journal clubs.

3. Scholarly activity consisting of an original research project initiated by the fellow in collaboration with a Neurology Department faculty member, as well as presentations and/or publications.

Program Administrative Structure

The Neuropsychology Postdoctoral Fellowship Program is administered by the Neuropsychology Division in the Neurology Department of McGovern Medical School. Dr. Bethany R. Williams serves as the program’s director. Katina Carson-Pratt and Lucila Garza provide administrative support to the program. Fellows are primarily trained in the Neurocognitive Disorders Center, but also work with other faculty at UTHealth, as well as other locations within the TMC.

Core Neuropsychology Faculty

*Fellows will work with each of the core faculty for six months.

Christina L. Burrows, Ph.D., Assistant Professor of Neurology,
M. Agustina Rossetti, Ph.D, Assistant Professor of Neurology
Stella Kim, Psy.D, Assistant Professor of Neurology
Bethany R. Williams Ph.D., Assistant Professor of Neurology

**APPCN Program Consultant**
Robert Collins, PhD, ABPP-CN

**FELLOWSHIP OVERVIEW**

**Clinical Training**

Regular clinic hours are 8:00 AM to 5:00 PM. Evaluations are scheduled in the mornings and feedback sessions are typically scheduled in the afternoons.

The fellowship consists of several 6-month major rotations and several 4 to 6-month minor rotations. Fellows will complete their major rotations at the Neurocognitive Disorders Center three to four days per week, dependent upon minor rotation schedules. Minor rotations include the UT Physicians Center for Healthy Aging–Bellaire and the HDSA Center for Excellence Clinic located in the Neurology Department’s main outpatient clinic. Additional minor rotations are selected among several exceptional training settings offering a range of experiences, including the Brain and Behavioral Health Clinic at the Neurocognitive Disorders Center, Neuropsychology Service at Baylor College of Medicine, and the Neuropsychology Section of the Neuro-Oncology Department at UT MD Anderson Cancer Center. Other multi-disciplinary opportunities include inpatient evaluations at Memorial Hermann Hospital in consultation with the Cardiovascular Medicine Division and Vascular Neurology.

On each rotation, fellows are provided with advanced training and supervision in all aspects of neuropsychological evaluation, including record review, case formulation, clinical interviewing, neurobehavioral examination, test selection, administration, and scoring, integration and interpretation of data to form impressions, formulation of recommendations to facilitate treatment planning, and provision of feedback to referral sources, patients, and caregivers. At the start of the first fellowship year, trainees will evaluate one patient per day, increasing to up to a maximum of two patients per day as increased competence is demonstrated and depending on the clinic day.

Fellows will have at least 10% protected time for report writing. The expected turnaround time for completion of the final draft of reports is two weeks. Fellows will be expected to electronically submit the report to the supervising faculty member for review within one week of completing the evaluation, allowing time for the faculty member to edit the report and provide feedback to the trainee.

Fellows will be expected to demonstrate increased autonomy in clinical responsibilities as time progresses, with the expectation that they will be able to independently complete an evaluation under the supervision of a neuropsychologist, including a medical chart review, comprehensive clinical interview, testing, scoring, and report writing.

**Major Rotations**

The Neurocognitive Disorders Center serves as the major rotation site. At the Center, the fellow will provide direct clinical care to patients referred primarily from subspecialty programs within the Neurology Department, including Diagnostic Neurology, Movement Disorders (UTMove), Multiple Sclerosis, Neuropsychiatry, Neurocritical Care, Neuromuscular, Stroke, and the Texas Comprehensive Epilepsy
Program, as well as referring providers throughout the Houston community and beyond. The fellow will also be responsible for preparation of cases for presentation at the monthly multi-disciplinary DBS team meeting.

**Minor Rotations**

Four- to six-month long minor rotations are available in the following within the Neuropsychology Division and partner sites in the Texas Medical Center:

1. **The University of Texas MD Anderson Cancer Center, Department of Neuro-Oncology, Neuropsychology Section:** Assessment and treatment strategies for neurocognitive and neurobehavioral disorders due to cancer, cancer treatment, and co-existing neurologic or psychiatric problems (4 months)

   Mariana E. Bradshaw, PhD, ABPP, Director of Training; Jeffrey S. Wefel, PhD, ABPP, Section Chief; Contact: Mariana E. Bradshaw 713.792.0232 mebradshaw@mdanderson.org

   The MD Anderson Cancer Center is a large multidisciplinary academic medical institution, and the Section of Neuropsychology runs an active consultation-liaison service that receives consult requests from every clinical division in the institute. Approximately 50% of the patients referred have a known structural brain lesion (e.g., primary or metastatic brain tumor) for which we perform preoperative fMRI, pre- and postoperative neuropsychological assessments, longitudinal evaluation of cognitive, behavioral, emotional and functional well-being, and offer management and intervention strategies; the other 50% of patients are referred for assessment of traditional adult neuro-medical disorders and provision of management and intervention strategies (e.g., dementia, seizure disorders, stroke, psychological and psychiatric comorbidities, cancer and cancer therapy neurotoxicities, discharge and return to work planning, driving evaluations, capacity evaluations, behavioral management, compensatory and restorative intervention approaches).

   Neuropsychology didactic experiences such as a weekly presentations (lectures, case conferences, etc.), in addition to access to the numerous didactic experiences offered at UTMDACC such as the Neuro-Oncology Core Curriculum Lecture and multidisciplinary Tumor Board are also available, schedules permitting.

2. **Baylor College of Medicine, Neurology Department, Neuropsychology Section (4 months)**

   Supervising faculty include the Fellowship Director, Michele York, Ph.D., ABPP-CN, Adriana Strutt, Ph.D., ABPP-CN, Stephen McCauley, Ph.D., and Jenny Stinson, Ph.D.

   Contact Michele York at myork@bcm.edu; 713-798-8673

   At Baylor College of Medicine, Department of Neurology, Neuropsychology fellows have the opportunity to evaluate a wide variety of patients with neurological and neurosurgical conditions. Fellows in clinical neuropsychology are involved in direct patient care in an outpatient academic setting with referrals from the Parkinson’s Disease and Movement Disorders Center, the Alzheimer’s Disease and Memory Disorders Center, the Amyotrophic Lateral Sclerosis (ALS) Association clinic, General Neurology, the Neurocritical Care Section, the Maxine Mesinger Multiple Sclerosis Clinic, the BCM Psychiatry and Primary Care/Family Medicine Departments and numerous community Neurology practices. Responsibilities include clinical assessment and consultation, feedback sessions, participation in multi-disciplinary team participation for Deep Brain Stimulation (DBS), Alzheimer’s disease, and ALS. Strengths of the residency program
include the opportunity to work with a highly diverse patient population including (but not limited to) patients with Alzheimer’s disease, atypical dementias, movement disorders (Parkinson’s disease, essential tremor, Tourette’s, dystonia, psychogenic movement disorders), traumatic brain injury and chronic traumatic encephalopathy (CTE), brain tumor, multiple sclerosis, epilepsy, cerebrovascular disorders, and adult ADHD.

Note: Opportunities for occasional Spanish-language evaluations exist under the supervision of Dr. Strutt.

3. UTHealth, Department of Neurology, Neuropsychology Division: Brain and Behavioral Health Clinic (BBHC) (4-6 months)

Christina L. Burrows, Ph.D., Supervising Faculty
Contact Christina Burrows at Christina.L.Burrows@uth.tmc.edu; 713-486-0507

The Brain and Behavioral Health Clinic (BBHC) within the Neuropsychology Division provides interventional services to patients with neuropsychological disorders. Services include both cognitive training/rehabilitation and neurospecialized psychotherapy. Fellows will have the opportunity to co-lead treatment groups involving both psychotherapy and cognitive training. We also anticipate that fellows will have the opportunity to carry a limited caseload of patients for both individual therapy and cognitive training/rehabilitation, as well as participating in diagnostic evaluations, coordination of care, and treatment planning.

Cognitive rehabilitation and cognitive compensatory strategy training is available for patients with objective cognitive impairment due to a variety of neurological conditions (e.g., stroke, brain injury, MCI, Parkinson’s disease). Outpatient individual and group cognitive training/rehabilitation sessions are available. Group treatment currently includes the Brain Health and Cognitive Training Group for Mild Cognitive Impairment. Psychotherapy services involve evidence-based psychotherapy for a variety of emotional concerns, especially for patients who are also experiencing a medical or neurological condition. Treatment includes Cognitive Behavioral Therapy (CBT) for insomnia, psychogenic non-epileptic seizures (PNES), depression/mood changes, anxiety, and adjustment difficulties. Group treatment currently includes a CBT for Insomnia group and a CBT for Psychogenic Non-epileptic Seizures (PNES) group. Individual therapy is also available to individuals with a neurological or medical condition who could benefit from psychotherapy (e.g., insomnia, post-stroke depression, adjustment to a diagnosis).

4. UTHealth, Department of Neurology, HDSA Center for Excellence (6 months)

M. Agustina Rossetti, Ph.D., Supervising Faculty

Patients in the Huntington’s Disease Society of America (HDSA) Center are evaluated and treated by an interdisciplinary team, including a specialist in movement disorders, neuropsychiatrist, genetic counselor, social worker, and neuropsychologist. Individuals with pre-manifest Huntington’s disease (HD) undergo neurocognitive screens to assess for early symptoms of neuropsychological dysfunction and to derive a baseline level of functioning.

5. UTHealth, Department of Internal Medicine, Center for Healthy Aging (6 months)
Bethany R. Williams, Ph.D. and Christina L. Burrows, Ph.D., Supervising Faculty

The Center for Healthy Aging is a comprehensive outpatient clinic for geriatric primary and subspecialist care. Patients with memory problems or dementia may be seen in the Brain Health Clinic by an interdisciplinary team that includes a Geriatrician, Gerontological Nurse Practitioner, Neurologist, Geriatric Psychiatrist, Neuropsychologist, Nurse, and Geriatric Social Worker. The clinic space on the first floor is specially designed and accessible for elderly individuals.

**Supervision**

As pertains to clinical services rendered in conjunction with faculty in the Neuropsychology Division, face-to-face supervision with neuropsychology faculty will be provided for each clinical case, including a minimum of two hours of scheduled individual supervision every week. Supervision at external sites will be provided by neuropsychology and neurology faculty on the day(s) the fellow rotates at those sites. Mentoring will also be provided by core faculty and collaborating partners from external sites in the areas of research and professional development.

Additionally, the fellowship is designed to prepare fellows for careers in settings in which they may be involved in training graduate and medical students, postdoctoral fellows, and other trainees. Thus, depending on availability, fellows will have the opportunity to learn about supervision styles and apply them to graduate practicum students who rotate in the Neurocognitive Disorders Center.

**Didactic and Educational Activities**

*Specialty Didactic in Neuropsychology (Required):* Fellows will attend weekly neuropsychological didactics/case conference. The purpose of the specialty didactic is to provide advanced education in neuropsychology in adult and geriatric populations, including neuroanatomy, biomarkers, diagnostic criteria, and treatment intervention. The didactic will also provide preparation for board certification in clinical neuropsychology through lectures on subject matter covered on the ABPP exam, professional development in areas that include the licensure process and billing in neuropsychology, education in cultural and other forms of diversity, and address ethical considerations and standards in the practice of psychology. This didactic is organized by the UTHealth and Baylor College of Medicine (BCM) Neuropsychology programs and will be held at BCM (carpooling will be available and parking will be reimbursed). Neuropsychology and Neurology faculty, as well as other professionals at UTHealth and BCM will present on various topics. Fellows will be responsible for preparing and conducting one lecture per year on a novel topic to enhance their knowledge in that area.

*Neuroscience Course (Required):* In order to meet the Houston Conference Guidelines for foundations of brain-behavior relationships, fellows will be required to enroll in and complete the *Central Nervous System 1 and 2* course at Baylor College of Medicine during their first year of fellowship. This coursework runs from March through June and covers CNS neuroanatomy, the neurological examination, multiple CNS disease prototypes, and foundations of neuroimaging techniques. Both class lectures and laboratory work are required. Class lectures are video-taped and enrolled fellows have access to these lectures through the internet. During this time, fellows’ minor rotations are suspended. For course registration, please contact Jazmin Martinez at jazmin.martinez@bcm.edu.

*Additional Educational Opportunities:* Our location also affords the fellow access to an array of other educational opportunities across hospitals and medical schools within the TMC to foster learning and growth in clinical neuropsychology.
Neuropsychology: Training in the business of neuropsychology will be provided by the Neuropsychology Division faculty, including billing, scheduling, and other administrative tasks important for preparing fellows for independent practice. Other training will include fact finding case presentations.

Neurology: Seminars, conferences, and invited lectures, departmental journal clubs, Neurology Grand Rounds, inpatient neurology rounds with neurology faculty, shadowing neurology faculty in clinic.

Neuropsychiatric Case Conference: Interdisciplinary review of clinical cases with faculty from neuropsychiatry, psychiatry, and neuropsychology.

Neurosurgery: Observation of DBS and other brain surgeries.

Pathology: Brain cuttings.

Scholarly Activity

Fellows will be expected to develop an independent research project or to assist with existing research programs in collaboration with neurology department faculty. Ongoing projects include studies of deep brain stimulation for treatment-resistant depression, the effect of exercise on cognitive and physical functioning in multiple sclerosis, and social isolation in stroke. Funds will be available to support attendance to conferences where posters/presentations are accepted. Fellows should complete (or renew if approval has expired from a prior institution) the CITI–Good Clinical Practice training modules prior to research engagement. Approximately 10% of the fellows’ time will be protected and dedicated to scholarly activities.

Professional Development

Milestone Presentations

During the course of the fellowship, each fellow will give a total of two in-depth presentations at the weekly neuropsychology didactics series. The goal of the presentation is to strengthen fellows’ skill at reviewing and integrating the literature on neuropsychological topics, increase knowledge in an underdeveloped area, develop presentation style, and build comfort with lecturing/teaching. The presentation topics should cover a novel area for the fellow, and the topics will need to be approved by neuropsychology faculty.

Case Presentation

Each fellow will present the summary scores sheet and a written report along with an oral discussion for a completed neuropsychological evaluation case at the end of the second training year. The presentation should demonstrate competence in the areas of clinical knowledge, current scientific literature, ethical issues, and cultural considerations. Presentations will be evaluated by the other fellow and by the faculty, and the fellow will receive oral and written feedback. The supervising neuropsychologist of the assessment must be present for the presentation. Evaluations that fall below expectations, as determined by any supervisor present during the competency demonstration, will be required to complete remediation work as appropriate.

Board Certification Preparation

In preparation for the ABPP exam, the fellow will be required to complete a mock written examination provided by APPCN at the end of the first and second years of fellowship. The fellow will also be required
to complete a mock oral examination based on materials provided by APPCN at the end of the second year in preparation for fact finding.

**Professional Memberships**

Fellows are strongly encouraged to participate in professional societies on the local, regional, and/or national level. The Houston Neuropsychological Society (HNS) is a local group of neuropsychologists who meet approximately once a month for continuing education seminars and networking events. Trainees receive a discount to join: [www.houstonneuropsych.com](http://www.houstonneuropsych.com)

National professional societies in neuropsychology include:

- Division 40 for the APA – Society for Clinical Neuropsychology: [www.div40.org](http://www.div40.org)
- International Neuropsychological Society: [www.the-ns.org](http://www.the-ns.org)
- National Academy of Neuropsychology: [www.nanonline.org](http://www.nanonline.org)
- American Academy of Clinical Neuropsychology: [www.theaacn.org](http://www.theaacn.org)

**COMPETENCY EVALUATION PROCESS**

**Exit Criteria**

The Houston Conference Guidelines specify that formal evaluation of competency should be conducted by fellowship programs in the following areas:

1. Advanced skill in the neuropsychological evaluation, treatment and consultation to patients and professionals sufficient to practice on an independent basis;
2. Advanced understanding of brain-behavior relationships;
3. Scholarly activity

Formal evaluation of competency in these areas will demonstrated through successful performance on written examinations, case presentations, and milestone (didactic) presentations, successful completion of formal coursework (e.g. medical neuroscience, Postdoctoral Certificate Training Program), and completion of a research project, presentation of findings at a conference, submission of a study or literature review for publication, and/or submission of a grant proposal or outcome assessment.

In addition to formal evaluation of competency, fellows will receive regular feedback regarding their performance during supervision by internal and external faculty. Fellows will also meet with the training director every four months for formal evaluation. Finally, an annual performance evaluation is required by UTHS and will incorporate the observations of the Neuropsychology Division faculty and external supervisors. Faculty will also regularly solicit the feedback of trainees regarding their training experience during supervision sessions in addition to having the fellows complete formal evaluations of each core faculty supervisor. The training curriculum will be revised as necessary to address any areas in which improvement is needed, including additional readings and/or didactics in the identified area(s) and additional experience with patients in the specified area(s). If the above stated are not sufficient for the fellow to meet developmentally appropriate expectations, a remediation plan agreed upon by all faculty and signed and agreed to by the fellow will be implemented. In the event the fellow does not meet the expectations of the remediation plan, Human Resources will be contacted to initiate a Performance Improvement Plan.
**GRIEVANCE PROCESS**

The Neuropsychology Division puts considerable effort into creating a professional and collegial environment in which faculty, staff, and trainees thrive. If fellows have any concerns about training or treatment in the program, the division has designed a grievance process to protect the fellows’ interest and facilitate reporting of grievances. Grievances regarding clinical training on a specified rotation should first be addressed with the supervisor for that rotation. If the fellow feels it more appropriate to address the concern with the Training Director, they are encouraged to do so. If the grievance is with the Training Director or the fellow feels uncomfortable reporting the concerns to a faculty member in the Neuropsychology Division, concerns should be brought to the attention of the Department Chair, Dr. Louise McCullough (713-500-7079) and/or the Human Resources Department (713-500-3130).

**BENEFITS AND GENERAL UTHealth POLICIES**

**Salary**

The current fellowship salary meets the NIH postdoctoral stipend requirement. Fellows will receive $47,484.00 for Year 1 and $47,844.00 for Year 2. Funds are also provided for educational expenses.

**Sick/Vacation Leave**

Fellows will accrue 8 hours of sick time and 8 hours of vacation time per month. Although eligible employees begin to accrue vacation time on their first day of employment, they will not be permitted to take a vacation with pay until they have completed six months of continuous state service. Sick leave is for use on absences necessitated by personal illness, injury or pregnancy or when needed to assist an immediate family member who is ill.

**Requesting Vacation & Sick Leave**

Time-off should be requested through the Employee Self-Service portal. Requests should also be made verbally or through email to the Training Director. Vacation should be requested at least 4 weeks in advance and must be approved in advance by departmental management. Approvals of vacation leave requests are contingent upon the employee having sufficient accrued vacation leave to cover the absence at the time the vacation is taken and upon the business needs of the department.

**Emergencies**

The fellow is to contact Dr. Williams or the primary supervisor via cellphone or email in the case of unexpected illness or other emergency.

Please refer to UTHealth Handbook of Operating Procedures (HOOP) for an exhaustive review of additional policies and guidelines.

**Facilities and Resources**

The primary training location is the Neurocognitive Disorders Center in the Behavioral and Biomedical Science Building. The Center is a fairly large space comprised of offices and workspaces for faculty and staff, a clinic waiting area, two conference rooms, a dining/kitchen area, and exam and test rooms for the neuropsychiatry and neuropsychology programs. At the Center, fellows are assigned office space with their
own desk and computer. Additional desktop computers are available in each test room, as well as access to several laptops dedicated to test administration and scoring. At other training locations, workspace will vary, from a desk in a shared cubicle space to more private office space. Computers will be available at each location. The Neuropsychology program has a large library of assessment instruments and testing equipment. Textbooks in the area of neuropsychology are available for fellows to borrow. Fellows will also be provided access to the Texas Medical Center Library and the library’s online journal and other services. The Office of Postdoctoral Affairs (OPA) covers the cost of tuition for trainees to enroll in the Certificate Training Program and register for courses at UTHealth, provides a proprietary database of grants and funding resources, and creates a supportive community for fellows from different disciplines to build relationships. Membership in the UT Recreation Center is also covered by the OPA. Fellows also have access to the UTHealth Employee Assistance Program services, including free counseling sessions with a licensed mental health professional, legal and financial resources, discounts at a variety of businesses, WorkLife referrals, and supplemental daycare and senior care services.

APPLICATION PROCESS

The Neuropsychology Division will participate in the Match in 2019. This residency site agrees to abide by the APPCN policy that no person at this facility will solicit, accept, or use any ranking-related information from any residency applicant. To be considered, applicants must have completed an APA or CPA-accredited doctoral program and a 1-year APA-or CPA-accredited predoctoral internship with rotations in neuropsychology prior to the scheduled start of the fellowship. Individuals with a doctoral degree, but without formal training in neuropsychology will not be considered. Applicants are expected to have had formal training in neuropsychological assessment of adults, including standardized test administration and scoring, interpretation, and report preparation both in graduate school and on internship. One position is being offered for the 2019-2021 biennium.

Interested applicants should forward:

1. A 1-2 page letter of intent describing your experience in neuropsychological assessment and research, as well as your interest in the Neuropsychology Fellowship Program
2. An up-to-date curriculum vitae
3. Two de-identified sample reports
4. An official transcript mailed or emailed directly from your graduate institution. Copies provided directly from applicants will not be accepted.
5. Three letters of recommendation, with at least one from a training supervisor from your graduate program and one from a supervisor at your predoctoral internship. *all signed letters of recommendation should be sent directly to Dr. Williams from the referents either by email or mail
7. Please send your application to the Director of Fellowship Training, Dr. Bethany Williams, at bethany.r.williams@uth.tmc.edu or mail to:
   1941 East Rd, Suite 4358
   Houston, TX 77054

Applications received by the deadline will be reviewed by the Division faculty. Selected applicants will be invited by **January 31, 2019** to interview at the International Neuropsychological Society (INS) meeting in New York. An offer for the position will be made after the final interview is conducted, no later than **February 28, 2019**.
ABOUT THE HOUSTON AREA

The Texas Medical Center (TMC) is the largest health sciences center in the world. In addition to UTHealth and Memorial Hermann, the TMC is home to renowned institutions that include the M.D. Anderson Cancer Center, Texas Children's Hospital, Baylor College of Medicine, Houston Methodist Hospital, and St. Luke's Health.

UTHealth is conveniently located in the medical center neighborhood in Houston, the fourth largest city in the nation. There are a number of residential areas close by, and an excellent choice of rental apartments or houses is available. The cost of living in Houston is significantly lower than other major metropolitan areas, with housing costs approximately 26% below the national average. Houston is a culturally diverse city, with over 90 languages spoken throughout the area and an ever expanding array of cultural events scheduled year round.

Entertainment options abound, including a theater district, a large museum district, professional sports teams, and the world’s largest livestock show and rodeo. Houston is also known for its culinary options with new restaurants opening in the area on a regular basis.

- www.downtownhouston.org
- www.houmuse.org
- www.milleroutdoortheatre.com
- www.rodeohouston.com

Parking and Transportation

Information regarding parking, including parking rates and application forms, can be found at https://www.uth.edu/parking/. The parking lots closest to our clinic are:

- RPC Lot, 1940 East Road
- South Campus Lot, West Road (across from Recreational Center)
Fellows may also use the UTHealth Shuttle Services to go to various locations throughout the medical center. The shuttles operate Monday through Friday from 6:00 am to 8:30 pm (except on university holidays). You must present your UTHealth ID to ride the shuttle. For real-time locations, you can download an app called DoubleMap onto your mobile phone.

Shuttle Stops:

- **Cambridge** (7900 Cambridge) - near student housing exit gate
- **El Paseo** (1885 El Paseo) - west of the student housing exit driveway
- **Knight Road** (7779 Knight Road) - near the corner of Knight and West Road
- **REC** - in front of the UTHealth Recreation Center
- **UCT East** (7000 Fannin) - on Fannin, across from University Center Tower
- **SON** (6905 Bertner) - in front of the School of Nursing
- **GSBS** (6767 Bertner) - near the 20 mph speed limit sign
- **MSB** (Ross Sterling) - in the breezeway next to the McGovern Medical School Building, near the stop sign outside the door by the yellow elevators
- **SPH** (Pressler) - in the bus cutout outside the School of Public Health near the skybridge elevator
- **SRB / IMM** (1825 Pressler) - in the bus/handicap parking/drop off cutout in front of SRB/IMM
- **RPC/SOD** (East Road) - in the circle drive between the Behavioral and Biomedical Sciences Building and the School of Dentistry

Additional information can be found at [https://www.uth.edu/shuttle/index.htm](https://www.uth.edu/shuttle/index.htm)
Welcome to UT Health Science Center and congratulations on your appointment! This checklist has been prepared to ease your transition into your new position. Although specific departments/units may have additional requirements, in general here's what you'll need to do:

☐ **Formally accept your job offer and check in with your PI.** Ask your PI or lab manager to introduce you to the people you'll be working with and help you become familiar with your work area.

☐ **Check-in with your Department Administrator** to discuss:
  - Payroll paperwork
    - if a U.S. citizen, you'll need your (1) Social Security card and (2) passport and/or driver's license
    - if an international postdoc, you'll need (1) a Social Security card or a letter from the Social Security Administration (see the checklist for international students) and (2) identifying documents as listed in Form I-9 (www.uth.tmc.edu/postdocs/newintl)
  - Card access and keys to your lab and building (you can only do this once you have obtained your employee ID after orientation) *If you need access to the hospital, you will need to go to the hospital security desk for such clearance.
  - Inform you of your employee benefits and how to record your hours in the UT system.

☐ **Check-in with the Human Resources (HR) department located at UCT (Tower) 7000 Fannin, Suite 150.** They will:
  - Run a Background Check
  - Ask for your Immunization Record ([Immunization Form](#))
    - TB testing will be done if you have not had it
  - Take your picture for your employee ID
  - Schedule your New Employee Orientation (you will receive your employee ID on this date)
    - At orientation you will get information regarding your benefits package including health insurance and retirement options. You will have **30 days from your hire date to enroll** in the program of your choice.
At orientation, you will also complete your Basic Clinical and Laboratory Safety Training course.

- **Check-in with your department’s Information Technology (IT) personnel.** They will:
  - Set up your UT email address
  - Assign a computer for you to use (make sure you have all the software you need)
    - Software discounts available at the Med School Bookstore located in the basement of the medical school building.
  - Give you access to any share drives for data storage
  - Sync your UT webmail to your phone (smartphones)
  - Setup VPN access on your laptop and allow you to remotely log-in to your lab computer from home if necessary

- **Visit us at the Office of Postdoctoral Affairs.** We are located in the Medical School Building Extension (newer part) MSE R256. Leslie and Michelle will:
  - Provide you with dates for important postdoc events, including a postdoc orientation and the postdoc training certificate program
  - Provide assistance with housing, parking, METRO information for postdocs
  - Provide assistance with any banking questions/concerns
  - Put you on the postdoc listserv for future notifications of relevant events and seminars

- **If you will be working with animals, Sign up for animal use classes at the Center for Laboratory Animal Medicine and Care (CLAMC).** You can learn more about the classes and training facilities online. In general, there is a sequence of 4 classes that most postdocs take and must complete before they can get card access to the animal facility.
  - Go to their website for more information: [http://www.uthouston.edu/animal-research/training/](http://www.uthouston.edu/animal-research/training/)

- **Complete online Responsible Conduct of Research (RCR) training and any other CITI training depending on your PI and your research project.** [http://www.uth.tmc.edu/orsc/training/CITI.html](http://www.uth.tmc.edu/orsc/training/CITI.html)

- **Go to the medical school library (behind medical school building) to get access to the library services (after you have your employee ID).** You will have to renew your account annually. These include:
  - Electronic access to journals and papers
  - Checking out library materials

- **Get your Texas driver’s license.** If you already have a license from another state, you may apply for a transfer. Otherwise you will have to retake the written test and road test. The closest DMV to the medical center is located at:

  For more information please visit the website: [http://www.txdps.state.tx.us/driverlicense/](http://www.txdps.state.tx.us/driverlicense/)
  [http://www.txdps.state.tx.us/administration/driver_licensing_control/rolodex/searchresults.asp](http://www.txdps.state.tx.us/administration/driver_licensing_control/rolodex/searchresults.asp)

- **Register your vehicle in Texas.**
If you have any other questions regarding your move to Houston, please contact us at the Office of Postdoctoral Affairs, MSE R256. We are generally in our office M-F from 8-5 pm. You can also call us at 713-500-6612 or email us at Leslie.Beckman@uth.tmc.edu.