November 29, 2023

**UTHealth Houston**

**Doctoral Psychology Internship Program (UTHDPIP)**

University of Texas Health Science Center, Houston

Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences





**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| **Content** | **Page** |
| Program Overview | 3 |
| Intern Selection Process  | 4 |
| Intern Employment | 5 |
| Salary, Benefits & Resources | 5 |
| UTHealth Employee Assistance & Wellness | 6 |
| Training Curriculum | 7 |
| Program Faculty and Leadership | 7 |
| Facilities | 11 |
| Rotations | 11 |
|  | Lifespan Autism (CLASS Clinic) | 12 |
|  | Developmental Neuropsychology Clinic (DNC) | 13 |
|  | Dan L. Duncan Children’s Neurodevelopmental Clinic | 13 |
|  | Child & Family Psychotherapy  | 14 |
|  | Addictions | 14 |
|  | Community | 15 |
|  | Trauma and Resilience Center (TRC) | 16 |
|  | Inpatient Rotations (Adult, JJC, Child/Adolescent) | 17 |
| Intern Activities and Schedules | 18 |
| Intern Clinic | 19 |
| Research | 20 |
| Didactic Series | 20 |
| Professional Standards | 21 |
| Intern and Supervisor Evaluations | 22-23 |
| Due Process  | 23 |
| *Appendix A: Intern Evaluation* | 29 |
| *Appendix B: Intern Evaluation of Supervisor* | *34* |
| *Appendix C: Mentee Evaluation of Year-long Mentor* | *35* |
| *Appendix D: Year-long Mentor Evaluation of Mentee* | *36* |

**PROGRAM OVERVIEW**

The University of Texas Mc Govern Medical School’s Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences offers a 1-year full time internship to doctoral students in psychology. The aim of the internship is to provide broad, evidence-based clinical training with children, adolescents, and adults. The internship follows a scientist-practitioner training model and is designed to prepare interns for careers in a variety of clinical and academic settings.

UTHealth Doctoral Psychology Internship Program is a Generalist training program that trains interns to work in multiple settings with experience across the lifespan. The program is match number **229411**. The four tracks available are Addictions (match number ), Trauma/Adult (match number ), Child and Adolescent (match number ), and Developmental/Assessment (match number ). **Application deadline is November 1, 2023.** Interns will have experiences with outpatient and inpatient, adult and child clients and will have protected time to pursue research, in accordance with our overall program philosophy.

**Mission Statement.** The University of Texas McGovern Medical School at Houston was established by the Texas Legislature on June 13, 1969. The mission of University of Texas Medical School at Houston is to provide the highest quality of education and training and to provide exemplary clinical services in relationship to educational and discovery activities. It is a unit of the UTHealth Science Center at Houston, which is also known as UTHealth Houston. UTHealth Houston is part of the University of Texas System and is located in the Texas Medical Center campus. The UTHealth Houston is a large health sciences university, comprising not only of McGovern Medical School, but also the School of Dentistry, the Graduate School of Biomedical Sciences, the School of Biomedical Informatics, The Cizik School of Nursing, the School of Public Health, and the John S. Dunn Behavioral Sciences Campus.

The **UTHDPIP is a member of APPIC and is accredited by APA Commission on Accreditation**, with an effective date of July 20, 2016. Any questions about our accreditation status may be addressed to:

Office of Program Consultation and Accreditation American Psychological Association

750 1st St. NE, Washington, DC 20002 Phone: (202) 336-5979

Email: apaaccred@apa.org

All other questions about the internship may be directed to Katherine A. Loveland, Ph.D., Training Director, at katherine.a.loveland@uth.tmc.edu .

**Diversity and Non-Discrimination Policy for Intern Selection.** Selections will be non-discriminatory on the basis of age, gender, gender identity, race, ethnicity, culture, national origin, sexual orientation/identity, disability, or socioeconomic status. UTHDPIP emphasizes diversity and inclusion in training and in the recruitment of both interns and staff. We strongly encourage persons who are culturally or individually diverse to apply, including persons of diverse racial or ethnic background, those with disabilities and persons who identify as LGBTQ+, or other gender identity or presentation. Applicants should also know that our faculty themselves are diverse in multiple ways.

The UTHDPIP strives to be a learning community where civility, professionalism and awareness of diversity and inclusion are practiced on a daily basis. This internship provides many opportunities for personal and professional development, including opportunities to contribute to the surrounding community, which is a highly diverse population. Every effort is made to provide an optimal training environment for doctoral interns. Interns are invited to be part of this learning community with the hope that it will contribute to their growth and ultimately to the health of the profession. Internship is a time of transition, providing opportunity for trainees to further develop skills learned during earlier years of graduate training while also preparing for entry into professional psychology as a career.

Interns are valued colleagues and are invited to bring their questions, comments and concerns to faculty, staff, and supervisors. We especially want to emphasize that one of our major goals is to support the development of racial and ethnic minority trainees as well as individually diverse trainees into well prepared and outstanding psychologists. We invite all interns to discuss issues of diversity openly and transparently.

**INTERN SELECTION PROCESS**

Applications are submitted through the AAPI Online process administered by APPIC with a deadline of November 1st each year. **All interviews will be conducted by video conference (i.e., Zoom, WebEx or Teams) and take place in December**. Applicants are notified whether they will receive an interview by email on or before November 15th or the first working day thereafter. All applications will be screened and evaluated by the Psychology Training Committee using a standard application rating form. The Training Director will submit the final ranking decisions to the National Matching Service. As a member of APPIC, UTHDPIP participates in the national internship matching process by submitting its applicant rankings to the National Matching Service. UTHDPIP abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant. Every effort is made to insure diversity in selected trainees. The Training Committee weighs issues of diversity, inclusion and equity when evaluating candidates. Applicants are encouraged to demonstrate in their application materials their commitment to diversity and inclusion as well as their experience dealing with them in practice.

Once interns are matched to the site, a letter of agreement is sent to the matched interns within 48 hours. This letter includes information about start and end dates, internship salary, contact information for the Training Director and the program administrators, and other relevant information about the internship. The internship will follow all APPIC and APA guidelines and requirements. Interns must also pass a criminal background check in order to be hired. More information can be found in the UTHealth [Handbook of Operating Procedures](https://www.uth.edu/hoop/policy.htm?id=1448168). Interns must provide information regarding vaccination history and pass a drug screening. Failure to pass either the background check or drug screen may result in termination of the Match agreement.

**Requirements for Selection**

The following are required of all intern applicants:

* Must have completed three years of study in a clinical, counseling or school psychology doctoral program in the United States or Canada by the time the internship is scheduled to begin.
* Must be enrolled in an APA-accredited doctoral program. In some limited circumstances, such as a program that is in the process of accreditation and has been granted a site visit, we may consider applicants whose program can demonstrate equivalence by the student having successfully completed supervised practicum experiences and graduate coursework in individual intelligence assessment, psychological assessment, personality theory, psychotherapy or counseling theory, and research/statistical analysis.
* Must be verified as ready to apply for internship by the Director of Clinical Training of their graduate program, as listed in Part II of the APPIC application form.
* **Must have their** **dissertation proposal approved by their program before applying**.

The following characteristics are preferred, but are not required, of intern applicants. We regard our program as a challenging and fast paced one and our criteria are designed to recruit applicants who are likely to be successful here:

* **Have accrued a minimum of 700 total combined assessment and intervention hours, with a preference for 200 hours of assessment experience and 500 hours of intervention experience**. Applicants with fewer hours should justify their qualifications in these areas and state how many additional hours they expect to accrue before internship.
* Completion of a minimum of 10 integrated psychological testing reports.
* Exceptional achievements in scholarship, such as publications, presentations, and grants, may be weighted in favor of an applicant with fewer clinical hours.
* Applicants should be well prepared in all basic skills such as case conceptualization, test administration, scoring and interpretation, research methods and use of evidence-based treatments.
* Dissertation project that involves original data collection or analysis of existing data rather than a literature review.
* Applicants should have a demonstrated commitment to diversity and inclusion, and documented clinical experiences that address diversity and inclusion.
* **Interns should be aware that while we offer training concentrations, this is a generalist program and applicants may be asked to work with new populations** and learn new skills during the course of the year.

**INTERN EMPLOYMENT**

Interns are hired, compensated, and must adhere to UTHealth Houston policies and procedures. As a condition of employment, interns must take and pass training on UTHealth compliance policies including information technology policies, HIPAA, and research ethics/humans subjects protection. Interns must also pass a criminal background check in order to be hired. Applicants may review the UTHealth policy regarding [criminal background checks](https://www.uth.edu/hoop/policy.htm?id=1448168) to learn more about the process and what factors are considered when reviewing criminal records. Interns are responsible for knowing relevant UTHealth policies and procedures as outlined in the [UTHealth Houston Handbook of Operating Procedures](https://www.uth.edu/hoop/)[.](file:///C%3A%5CUsers%5Ceashtari%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CCDFNHXVX%5C) Each intern will have a UTHealth Houston administrative orientation as well as an orientation from the internship program.

**Start and End Dates**

The **internship will begin July 1 and will follow a 12-month calendar, ending June 30**.

**Orientation to Internship**

Orientation occurs during the first week of internship. Interns begin providing professional services immediately but receive training not only in specific clinical services (e.g., learning new testing procedures), but also have training on compliance with university polices on HIPAA, research ethics, computer usage, and the use of the electronic medical record system at the inpatient and outpatient sites. Efforts will also be made to promote collegiality and regular consultation among interns and faculty.

**Salary, Benefits, and Resources**

Intern salaries are set at $30,000 per year plus benefits (44%). Benefits include health insurance, which interns are able to extend to cover a spouse or other family members. Interns are eligible for 12 days of vacation time and 12 days of sick leave for the year. Three days are also given for bereavement leave if needed, and time is given for civic service (jury duty). Each intern has a budget of $300 to obtain reimbursement for attending a professional conference, books, etc. Additionally, each intern receives up to 3 days of “professional time” for purposes such as attending conferences, interviewing for postdoctoral positions, and defending their dissertation. Professional time is not recorded as vacation time but is regarded as a part of the training program. Thus, it does not count against vacation and sick time. Interns should submit requests for time off to their rotation supervisor and the Training Director or Associate Training Director at least two weeks in advance of any anticipated leave date(s) using the required forms and procedures. Interns are responsible for communicating anticipated absences to all supervisors for whom work will be missed. Sick leave must be communicated to the intern’s rotation supervisor as soon as the intern is physically able to do so.

In an effort to prioritize training and patient care on internship, interns are not permitted to take leave time during the first two weeks and the last two weeks of any rotation. Interns are prohibited from taking more than five consecutive workdays off (e.g., vacation, sick, professional) during a 4-month rotation and no more than 8 total days of leave during a 4-month rotation. All professional leave will require documentation to support such leave at the time of request. Extenuating circumstances (e.g. FMLA, documented medical illness or injury, bereavement, civic service, etc.) may qualify for accommodations and flexibility to the aforementioned parameters. Such extenuating circumstances will be considered on a case-by-case basis, and ample advanced notice is preferred when circumstances permit. Supervisors are available for any questions related to leave policies. Use of vacation and sick time is arranged with your supervisor and the Education Office. **It is important to note that skeleton-crew soft holidays noted on the university calendar (holidays in November-January) do not apply to the inpatient hospital rotations.** The inpatient hospitals are operational 24/7 and psychology services will continue to be open on all skeleton-crew soft holidays. If you plan to take vacation leave during that time and you are on any inpatient rotation during those months, please review the aforementioned policy and request time off accordingly.

An intern may be excused from service for maternity leave, severe illness (physical or emotional), or other legitimate reasons. UTHealth has policies for FMLA leave that can be found in the [Handbook of Operating Procedures](https://www.uth.edu/hoop/) (HOOP). Extended absences do not reduce the overall number of hours required for completing the internship. In rare cases, an intern may need to extend the length of training in order to fulfill all required training hours. If this occurs, the salary and stipend end after the first 12 months of training.

Interns have access to numerous resources during the internship. Intern office space may vary across rotation sites, but all interns are assigned office space (usually shared) with access to a desktop computer and a phone, and access to a printer and office supplies. Interns have access to a rich variety of training-related materials for use at their various rotations, including assessment instruments and treatment manuals. They are also able to use books, journals, and other resources provided by training faculty, as well as utilize the primary Texas Medical Center library to locate additional resources, as needed. Clinic administration (outpatient) supports interns with scheduling clients, managing medical records, processing client insurance and payments, and communicating with patients. Additional supplies and administrative support are available as needed. Ms. Salma Chavira is the Internship Program Coordinator. **Ms. Chavira serves as the primary contact for administrative help for the Psychology Internship, requests for book orders and travel support**.

**UTHealth Employee Assistance & Wellness Programs**

The UTHealth Houston Employee Assistance Programs office offers various programs to support work-life balance as it relates to mental health, physical health, occupational wellbeing, child care, and so much more. Visit their [website](https://inside.uth.edu/eap/frap/) for more information, and check out their [Fellow & Resident Well-being toolkit](https://inside.uth.edu/dotAsset/71b9465e-8c45-4a2d-9035-b1725a2f84b7.pdf) (this includes interns as well).

**TRAINING CURRICULUM**

**Training Model and Program Philosophy**

The UTHDPIP provides professional training following a scientist-practitioner model. Those successfully completing the internship will know and exemplify high standards of legal, ethical, and professional conduct. They will be able to provide a wide variety of clinical services, including assessment and psychotherapy, with individuals of many ages and from diverse ethnic, cultural, religious, and social backgrounds. They will be competent in evidence-based clinical practices and in carrying out research and will be familiar with current literature in their field. The generalist training program is designed to permit interns to do two rotations within their primary interest areas, and one rotation outside of their area. This will allow for breadth in knowledge and skills.

**Rotation Tracks**

The program offers four tracks for training that reflect the areas of concentration present in our clinical programs. Applicants to our internship program may apply to any or all of these tracks. The available tracks are as follows:

Adult/Trauma which includes the Inpatient General Adult (3 positions) and Trauma & Resilience Center (2) rotations

Addictions which includes the Community (3) and Addictions (1) rotations

Child and Adolescent which includes the Child and Family Psychotherapy (2), Inpatient Child and Adolescent (1), and Inpatient Juvenile Justice (1) rotations

Developmental/Assessment which includes the Dan L. Duncan Clinic (1), the Developmental Neuropsychology Clinic (1), and Lifespan Autism Clinic (1) rotations

Interns matched with a particular track will be assigned 2/3 blocks in that track and one block from another track. Intern preferences will be surveyed after matching and will be considered as much as possible. However since not all tracks have the same number of positions, it is possible that some preferences cannot be accommodated.

Interns matched to the Adult/Trauma track should have some previous experience with evidenced based trauma treatments such as Prolonged Exposure and Cognitive processing therapy. Experience in inpatient settings and with brief therapies is also valuable.

Interns matched to the Addictions track should have experience with evidence based treatments for SUD such as Motivational Interviewing and Cognitive Behavioral therapy.

Interns matched to the Child and Adolescent track should have experience with evidence based treatment of youth under 18 years of age in outpatient and if possible inpatient settings.

Interns matched to the Developmental/Assessment track should have significant experience with psychological and neurodevelopmental assessment of children and if possible, adults, including at least 10 integrated reports. Applicants should note that this track is not intended to provide an adult neuropsychology training experience.

**Clinical Training Competencies**

The internship provides competency-based training in a variety of areas essential to the development of psychologists in training. The following are APA’s profession-wide competencies in which our program trains interns and on which we evaluate them at the mid-point and end of each 4-month rotation. Each competency area is measured using the learning elements listed here.

Competency 1: Evidence-Based Practice in Assessment

Competency 2: Evidence-Based Practice in Intervention

Competency 3: Research

Competency 4: Communication and Interpersonal Skills

Competency 5: Professional Values, Attitudes and Behaviors

Competency 6: Individual and Cultural Diversity

Competency 7: Ethical and Legal Standards

Competency 8: Consultation and Interprofessional/Interdisciplinary Skills

Competency 9: Supervision

**FACULTY AND LEADERSHIP**

The Training Director, with the assistance of administrators in the Education Office and the Department, manages daily operations and decisions pertaining to the internship, including executive decisions regarding the direction of the program, recruitment and personnel matters. The Training Director in consultation with other faculty also provides leadership to the program and its faculty. The Associate Training Director provides support and coverage and also handles any issues that should arise related to supervisees of the Training Director. Clinical supervisors, as the Psychology Training Committee, collaborate to oversee programmatic issues, including policies, goals of training, ongoing self-study, review of interns’ progress, interviews of potential interns, and intern ranking. The following faculty are currently part of the program:

\*= Clinical Supervisor

**Program Leadership**

Katherine A. Loveland\*, Ph.D., **Training Director**, Licensed Psychologist, Landmark Charities Professor of Autism Research and Treatment in the Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences and the Department of Pediatrics. *Education*: BA, University of Virginia; PhD, Cornell University; Postdoctoral Fellowship at University of Houston Clinical Neuropsychology.

Deborah A. Pearson\*, Ph.D., **Associate Training Director**, Licensed Psychologist, Professor in the Louis A. Faillace, MD Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Director, Developmental Neuropsychology Clinic. Associate Director for Clinical Training, LoneStar LEND (Leadership Education in Neurodevelopmental and Related Disorders) Program. *Education*: B.A. Wesleyan University, M.A. Rice University, Ph.D. Rice University, Postdoctoral Fellow UTHealth Department of Psychiatry & Behavioral Sciences.

Elaheh Ashtari\*, Psy.D. Licensed Psychologist, Associate Professor, and **Vice Chair for Diversity and Inclusion**, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: B.S., University of Houston, Houston, TX; M.A. Adler University, Chicago, IL, Counseling Psychology; Psy.D. Adler University, Chicago, IL, Clinical Psychology, Concentration in Child and Adolescent Psychology.

Andrea Taylor\*, PhD, **Faculty Coordinator for the Intern Clinic**. Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: A.B. Harvard University, M.A. and Ph.D. Boston University.

Ana Ugueto\*, PhD, ABPP, **Faculty Coordinator for Didactics**. Licensed psychologist, Associate Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, HCPC child and adolescent psychology. Research Associate, Johns Hopkins University, Bloomberg School of Public Health. Education: B.A. The University of Texas at Austin, M.A. and Ph.D. The Ohio State University.

**Program Faculty**

B. Ron Acierno\*, PhD Licensed Psychologist (South Carolina); Executive Director of Trauma and Resilience Center, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences; Senior Research Scientist, RHJ VAMC Charleston, SC. Education: B.A. University of Virginia, Ph.D. Nova Southeastern University.

Funlola G. Are, PhD, Licensed psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, Program Director Nurturing Resilience Initiative, TCHATT Training Director. *Education:* B.S Northwestern University; M.S Clinical Psychology, University of Georgia; Ph.D. Clinical Psychology, University of Georgia; Postdoctoral Fellowship at Medical University of South Carolina.

Mike A. Assel, Ph.D.\* Director of Psychological Services at the Duncan Children’s Neurodevelopmental Clinic. Licensed Psychologist, Professor, Department of Pediatrics, Children’s Learning Institute. Education: BA Louisiana State University, MA Nicholls State University, and Ph.D. University of Houston.

Jessica Badawi\*, PhD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: B.S., University of Houston; M.A., University of Houston - Clear Lake; PhD, Clinical Psychology, University of Kansas; Internship: The University of Texas Health Science Center (UTHealth); Postdoctoral Fellowship: UTHealth Harris County Psychiatric Center.

Jennifer Bahrman, Ph.D.: Licensed psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: B.A. Psychology, Limestone University; M.A. Counseling and Guidance, New Mexico State University; M.C.J. Criminal Justice, New Mexico State University; Ph.D. Counseling Psychology, University of Houston; Postdoctoral Fellowship, UTHealth Harris County Psychiatric Center.

Stephanie Emhoff\*, PhD. Licensed Psychologist, Assistant professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: PhD in clinical psychology, the University of Albany-SUNY. Postdoctoral fellowship, UTHealth Trauma and Resilience Center.

Amy Izuno-Garcia\*, PhD, NCSP, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry and Behavioral Sciences. Education: BS Brain and Behavioral Sciences, Purdue University; MEd Counseling Psychology, University of Houston; PhD School Psychology, University of Houston. Internship: Marcus Autism Center/Children’s Healthcare of Atlanta (Clinical Assessment and Diagnostics track); Postdoctoral fellowship: UTHealth – Lifespan Autism (CLASS) Clinic.

Angela M. Heads\*, Ph.D.: Licensed Psychologist, Associate Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, Education: B.S. Psychology University of Houston, Ph.D. Texas A&M University, Postdoctoral Research Fellowship, University of Texas Health Science Center at Houston, Center for Neurobehavioral Research on Addictions.

Melba A. Hernandez-Tejada, Ph.D., DHA, Associate Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, Project Director: Older Adult Clinic in the Trauma and Resilience Center. Education: Licensed in Clinical Psychology, Universidad Central de Venezuela; MS Psychology, Universidad Simón Bolívar, Caracas, Venezuela; PhD Clinical and Health Psychology, Universitat Autònoma de Barcelona, Spain; Doctor in Health Administration, Medical University of South Carolina, Charleston, SC; Postdoctoral Scholar, Center for Health Disparities Research, Medical University of South Carolina.

Jennifer Hughes\*, Ph.D. Licensed psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, BA University of Colorado, Boulder; MA Counseling Psychology, University of California at Santa Barbara; PhD Counseling, Clinical, and School Psychology, University of California at Santa Barbara.

K. Rainey Hughes\*, PhD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: B.A. Experimental Psychology, University of South Carolina; M.Ed. Counseling Psychology, University of Houston; Ph.D. School Psychology, University of Houston; Internship at UTHealth-Houston; Postdoctoral Fellowship at UTHealth-Houston CLASS Clinic

Seema Jacob\*, PsyD, IMH-E, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. *Education:* BA in Psychology, University of Mumbai, Mumbai, India; MA in Clinical Psychology, SNDT University, Mumbai, India; PsyD in Clinical Psychology, Wright State University, Dayton, Ohio; Postdoctoral Fellowship in Clinical Child and Adolescent Psychology (Focus: Early Childhood Mental Health), USC-UCEDD Children’s Hospital Los Angeles, Los Angeles, CA

Julia Linke, PhD, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. *Education*: Diploma, Dresden Technical University, Germany; PhD, Heidelberg University, Germany; Postdoctoral Fellowship at the National Institute of Mental Health, Emotion and Development Branch

Deborah Little, PhD. Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, *Education:* BA Scripps College; MA Psychology, Brandeis University; PhD Cognitive Neuroscience, Brandeis University; Postdoctoral Fellowship, University of Illinois Medical Center.

Thomas D. Meyer\*, Ph.D.: Licensed Psychologist, Director of the Psychological Intervention and Research Program for Mood Spectrum Disorders (PIRP-M), Co-Director, The UTHealth Brain Collection for Research in Psychiatric Disorders, Professor. Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, Education: M.Sc. in Psychology (‘Diplom’), University of Mainz, Mainz, Germany; Ph.D., University of Mainz, Mainz, Germany; Postgraduate diploma as a Clinical Psychologist and Psychotherapist, University of Mainz, Mainz, Germany; Habilitation, University of Tübingen, Germany.

Stephanie Mojena\*, PsyD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences *Education:* B.A Psychology and Neuroscience, Syracuse University; M.A Professional Psychology, William James College; Psy.D. Clinical Psychology William James College; Postdoctoral Fellowship, UTHealth-HCPC

Mary Prasad, Ph.D.\* Licensed Clinical Neuropsychologist, Associate Professor, Children’s Learning Institute, Department of Pediatrics. Education: B.A. Trinity University, M.A. and Ph.D. University of Houston.

Joy M. Schmitz\*, Ph.D.: Licensed Psychologist, Louis A. Faillace, M.D. Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences and Director, the Treatment Research Clinic of the Medication Development Center. Ph.D. Auburn University.

Leslie Taylor\*, PhD, Licensed Psychologist, Director of Clinical Operations, Child Services Division, the Trauma and Resilience Center, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. *Education*: B.S., University of Georgia, Athens, GA; PhD in Applied Developmental Psychology, University of New Orleans, New Orleans, LA

Alia Warner\*, PhD, ABPP. Licensed psychologist, Director Recovery Oriented Treatment Program (ROTP). Associate Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, *Education*: Ph.D., Counseling Psychology, Florida State University; Internship Michael E. DeBakey VA Medical Center; Fellowship Clinical Psychology, Michael E. DeBakey VA Medical Center.

Matara Wright\*, PsyD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. *Education:* B.S Psychology, Xavier University of Louisiana; M.S Juvenile Forensic Psychology, Prairie View A&M University; M.A Clinical Psychology, Adler University; PsyD, Clinical Psychology, Adler University

Jason Yu, PhD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. Education: Counseling Psychology, Texas A&M University

Amanda Zӧld\*, PhD, Licensed Psychologist, Assistant Professor, Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. *Education*: Ph.D., Clinical-Community Psychology, University of Alaska; Internship University of Arizona College of Medicine, Tucson, Serious Mental Illness Track; Fellowship Clinical Psychology, Hartford Hospital/Institute of Living Schizophrenia Rehabilitation Program and Inpatient Care.

**Other supervisors.** Because the Department is rapidly growing, more psychology faculty supervisors are expected to be added to the program by the start of the 2023-24 academic year. In addition to the 2 hours/week of supervision by a licensed psychologist, trainees may receive some supervision from psychiatrists, social workers, licensed counselors and others who are licensed practitioners working in our rotation clinics. Additionally, each intern will be paired with a year-long faculty mentor for professional development, support, mentorship, and general guidance.

**Other teaching faculty**. The location of this internship in the Texas Medical Center which provides opportunities to involve psychologists from many other settings. Within UTHealth, psychologists are located in such departments as Neurology, Pediatrics, Physical Medicine and Rehabilitation, Family and Community Medicine, and Neurosurgery. We involve faculty in these and other areas in our didactic program, by inviting them to lecture. Faculty from other nearby institutions such as Baylor College of Medicine and professionals from the large and very active Houston mental health community take part in our didactics series. In addition, our location in a medical university provides us the opportunity to have outstanding exposure to faculty and trainees from other disciplines, such as psychiatry and social work. Because the leadership of this internship has been professionally active in this area for more than 35 years, we are well equipped to identify and attract the best qualified individuals to teach our interns. Our didactic schedule from the past several years of the internship reflects the richness of the resources available to us both at our own institution and outside of it.

**FACILITIES**

The Behavioral and Biomedical Sciences Building, where the UTHealth Psychiatry outpatient clinics are located, is a 153,000-square-foot facility that opened in March 2010. The $74 million, six-story building has three floors for the use of the Department of Psychiatry outpatient programs. Interns will have the use of assessment rooms, therapy rooms, conference rooms, playrooms, a group therapy room and rooms equipped with video cameras. There is also a video observation system for teaching and supervision in order to facilitate supervisor oversight. Interns have a shared office equipped with computers and printers. Some rotations also have specific space for interns. The clinic area has separate child and adult waiting rooms and administrative support areas. The clinics also have extensive psychological testing resources, with secure storage for tests and paper records. UTHealth uses an electronic medical record system (Epic) on which interns are trained. Clinic administration, which is situated in the same area as the clinic, provides support for scheduling, medical records, client insurance and payments, and other needs.

The Dan L. Duncan Clinic is a part of UTPhysicians, the medical practice of UTHealth. It is part of the Department of Pediatrics in the Children’s Learning Institute. It is a multidisciplinary clinic focusing on developmental and behavioral pediatrics and neuropsychology. They have recently moved to their new facilities at 7000 Fannin St #1900 in the Texas Medical Center.

Please see below for the description of UTHealth John S. Dunn Behavioral Sciences Campus, which include the Dunn Behavioral Sciences Center and Harris County Psychiatric Center, as well as the other rotation settings.

**ROTATIONS**

Rotation Schedule: For most interns, the internship year consists of three 4-month rotations, each of which is full-time. Some interns may complete a simultaneous rotation in both Trauma and Inpatient adult for 8 months, plus one 4-month block on a different rotation within their concentration. During the combined 8-month rotation, interns will be at the inpatient hospital for two consecutive days, and at the TRC for two days during the same week.

All interns have didactics, group supervision and research time on Wednesdays.

Wednesday mornings (8 – 12) are set aside for interns to do research. Research effort should be discussed and agreed upon with the research supervisor. Ordinarily the Wednesday morning time should not be used for other activities, without explicit permission from the rotation supervisor, the research supervisor and the Training Director/Assoc. Training Director. In case there is no substantial research activity being done, that time goes back to the rotation. If the intern is doing research but there is a rotation-related commitment that must be done Wednesday morning, the rotation supervisor will give back that time to the intern at another time during the week.

We expect that interns will typically work about 40 hours per week.

Supervision. Supervision is a part of the rotations and will be at least 4 hours/week, which includes one hour with their clinical rotation supervisor(s), one hour with their year-long mentor, group supervision (at least 1 hour), and research supervision (at least 1 hour). Supervisors maintain overall responsibility for all supervision, including oversight and integration of supervision provided by other professionals. Each intern will have a year-long mentor for professional development, a research mentor/supervisor, and clinical supervisors in each rotation. Additional clinical supervision may be provided by psychiatrists, social workers, licensed counselors and other professionals who are appropriately credentialed for their role in the program. Interns have access to consultation and supervision at all times during which they provide clinical services. Contact information for all supervisors is provided to interns at the beginning of the year. Peer supervision and inter-disciplinary consultation are also encouraged. In practice, interns often get more supervision than this, because of informal supervision and additional group supervisions held in particular rotations. Interns should expect to have a scheduled meeting with the TD or the ATD in the fall and in the spring to review progress and address any issues the intern may be experiencing with any part of the program.

Telesupervision is regularly utilized by supervisors in the program as a method of providing regularly scheduled supervision to interns. Since the COVID-19 pandemic, many of our services to patients have transitioned to taking place via telehealth, allowing interns and faculty to work remotely much of the time. Additionally, with interns being spread out in various rotation locations, telesupervision has provided a convenient form of interaction and connection for them with each other and training faculty. Therefore, much of interns’ individual and group supervision takes place via a secure, HIPAA-compliant virtual platform with synchronous audio/video. Live supervision of interns’ clinical work may take place virtually as well. This method of supervision is consistent with the program’s aim to provide broad, evidence-based clinical training in working with a variety of age groups and populations that may struggle with reliable transportation or time constraints to visit our campus in person.

Specifically, weekly group supervision for all interns takes place via videoconferencing technology. Rotation supervision, with the exception of inpatient rotations which all take place in person, may be scheduled as telesupervision as agreed upon by the Rotation Supervisor and intern at the beginning of the rotation. The Rotation Supervisor maintains responsibility for the intern’s clinical cases. Interns also work with their year-long Mentor/Supervisor and Research Supervisor to determine weekly meeting times and locations, which may also include telesupervision meetings. It is expected that the foundation for these supervisory relationships is cultivated during initial orientation to the program and rotation prior to telesupervision being initiated.

All telesupervision occurs over a secure network using site-administered, HIPAA-compliant teleconferencing technology to ensure intern and client privacy and confidentiality. Interns are instructed in the use of videoconferencing equipment at the beginning of the year. Interns are directed to contact Mr. William Hou in the event of technical difficulties.

**Outpatient Rotations:**

**UTHealth C.L.A.S.S. (Lifespan Autism) Clinic Rotation**

*Supervisors: Katherine A Loveland PhD, Amy Garcia, PhD, K. Rainey Hughes, PhD, Antonio Pagán, PhD*

The C.L.A.S.S. Clinic is a lifespan autism spectrum rotation with one intern position based at the Behavioral and Biomedical Sciences Building. C.L.A.S.S. is an outpatient clinic that provides psychological services to individuals with autism spectrum disorders and their families, particularly those who are intellectually able. One thing that makes C.L.A.S.S. different from most autism clinics is our focus on the full lifespan, including diagnosis and treatment of individuals well into adulthood. Thus, most of the clients are adolescents and adults, most of whom have not previously been diagnosed.

Interns will gain experience not only in assessment, diagnosis and report-writing but also in conceptualization of very complex cases with multiple co-occurring mental health conditions. Interns can also do individual therapy with selected clients and will have the opportunity to facilitate a group. Interns will work closely with the supervisor on every case.

Interns rotating at CLASS will gain experience with a wide range of individual and family-related problems and a highly diverse group of clients. Many of our clients are diverse in multiple ways, e.g., transgender, ethnically and racially diverse, etc. They also have a multitude of co-occurring mental health conditions such as mood disorders, anxiety disorders, trauma, addictions, personality disorders, etc. This rotation offers experience in sorting out difficult diagnostic issues as well as identifying and applying appropriate interventions for this complex population.

For an intern entering this rotation, prior experience with autism spectrum is not required, but is recommended. Strong experience with assessment is also recommended. All interns will receive training before they are expected to perform tests or other services with which they are unfamiliar. Interns will be taught to do the Autism Diagnostic Observation Schedule – 2 during this rotation, with the expectation that by the end they will be able to do it independently for clinical cases across the lifespan. Most assessments in this clinic are not psychoeducational assessments or neuropsychological, but psychological. However, at times these other types of assessments are done.

Interns should expect to do 1 to 2 assessments per week, 2 – 3 intakes per week, and 1 or 2 group therapy sessions to co-facilitate. **Interns will learn to do intake interviews on older patients with possible ASD, will gain experience writing intake summaries and reports, doing individual and group therapies with patients from the clinic, using the medical record effectively to support patient care, and interfacing with different disciplines as well as clinic staff.** Interns will receive supervision from the licensed psychologist faculty in the clinic but may also receive tiered supervision and training from postdoctoral fellows as appropriate. Interns should expect there will be one or more practicum students in the clinic as well, and they will be an opportunity to gain experience in supervision of less advanced learners.

Research projects related to autism spectrum disorders are also available for interns to gain research experience and clinical experience through research. The clinic maintains a database of assessment and diagnostic data, which can be used for research studies. In addition, a generous endowment from Landmark Charities allows us to support research projects on autism. Current projects include *Application of Virtual Reality Technology to Social Anxiety* (Dr. Katherine Loveland, Dr. Chang Yun); *Parenting Stress in Mothers of Children with Autism* (Dr. Noriko Porter and Dr. Katherine Loveland); and other potential projects using our extensive database of client data. New funding supports development and evaluation of an intervention for transition age young adults with autism and their families, called *Launching!* to Adulthood, also offered in Spanish. Interns can deliver manualized group interventions as well as individual coaching sessions.

**Developmental Neuropsychology Clinic (DNC) Rotation**

*Supervisor: Deborah A. Pearson, PhD*

The Developmental Neuropsychology Rotation provides the intern with training and experience in assessment of behavioral and emotional concerns in infants, children and adolescents with developmental, neuropsychological, and genetic concerns. This rotation is centered in the Developmental Neuropsychology Clinic at the UTHealth Behavioral and Biomedical Sciences Building (BBSB), under the supervision of Dr. Deborah A. Pearson. Interns will learn specialized instruments used to assess infants, psychiatric concerns in children and adolescents with developmental disabilities, and neuropsychological function in children and adolescents with neurological and genetic disorders (e.g., Tuberous Sclerosis Complex). Interns will also have an opportunity to use standard psychoeducational assessment measures as part of more general psychological and neuropsychological evaluations (e.g., of children with ADHD, learning disorders, autism spectrum disorder).

DNC research activities include a number of clinical trials sponsored by the pharmaceutical industry, and NIH- funded projects including an NINDS/NICHD projects associated with the Autism Center of Excellence program and the Rare Disease Consortium. In all of these activities, interns will have the opportunity to perform clinical assessments with individuals with a variety of developmental, neurological, and genetic conditions.

Although most of this research is done at BBSB, interns may also work on research protocols at Memorial Hermann Hospital (MHH), a large general hospital in the Texas Medical Center. Interns participating in this research arm of the DNC are supervised by Dr Pearson on each case.

**Dan L. Duncan Children’s Neurodevelopmental Clinic rotation**

*Supervisors: Michael Assel, Ph.D. & Mary Prasad, Ph.D.*

This outpatient rotation is housed within the Children’s Learning Institute at UTHealth’s Dan L. Duncan Children’s Neurodevelopmental Clinic. The Duncan Clinic, part of UT Physicians, provides comprehensive assessments of children, adolescents, and young adults who may have developmental or behavioral issues such as ADHD, Autism Spectrum Disorders, learning disabilities as well as children and adolescents who have neurological, genetic, and medical disorders. Our comprehensive evaluations address many aspects of functioning including intellectual ability, attention, learning, visual-motor integration, language, motor coordination, and executive functioning. We also assess emotional, social and behavioral functioning. Our clinicians integrate test findings with the child’s history and information provided by the parents and teachers to provide accurate diagnoses and to formulate recommendations for interventions at home and at school. The intern will be expected to complete one neuropsychological evaluation per week but may also choose to spend some time working with our developmental pediatrician and participate in multidisciplinary evaluations of young children suspected of having Autism Spectrum Disorders. This rotation is designed to help broaden the intern’s experiences in the outpatient setting.

**Child and Family Psychotherapy Rotation**

 *Supervisors: Seema Jacob, PsyD, IMH-E(III) Leslie Taylor, PhD, & Jennifer Hughes, PhD*

The UTHealth Child and Family Psychotherapy rotation is embedded within the UT Physicians Psychiatry Outpatient Clinic – BBSB. It serves children birth through 17 years and the patients served are diverse in race/ethnicity, education, and sociocultural background. We get to see a wide range of presenting problems including parenting concerns, developmental disabilities and delays, behavioral and socioemotional difficulties, mood disorder, anxiety disorders, and children with trauma histories.

Based on the nature of each referral and the specific needs of each child/family, each clinical case will be supervised directly by the assigned psychologist, which may or not be the same as the intern’s primary supervisor. Interns will also attend weekly group supervision meetings with the supervising psychologists on this rotation and thus have the opportunity to learn and benefit from the diversity of their experiences.

Duties of interns on this track will include:

1. Conducting brief psychological intakes (screening) for the referrals to Child Psychology services at the clinic to triage needs and engage in service planning.

2. Providing formal therapy service to child/adolescent patients including (but not limited to) individual therapy, parent coaching, dyadic work, family supportive work, and manualized treatment modalities (carry a caseload of at least 10 patients).

3. Complete required documentation in EPIC in a timely manner; maintain compliance for best practice in documentation.

4. Attending weekly group supervision meetings (as scheduled).

5. Implement evidence-based practices for clinical concerns commonly presented by youth and families.

**Addictions Rotation**

*Supervisors: Angels Heads, PhD & Joy Schmitz, PhD*

The Addictions Rotation provides the intern with experience in the assessment and treatment of substance use disorders at the Treatment Research Clinic at the UTHealth outpatient building the Behavioral and Biomedical Sciences Building (BBSB), under the direction and supervision of Dr. Joy Schmitz and Dr. Angela Heads. The Treatment Research Clinic is the primary site for clinical research at the Center for Neurobehavioral Research on Addictions (CNRA), a nationally recognized center dedicated to the development of science-based treatment for substance use disorders. Studies examining behavioral and pharmacological interventions for treatment of cocaine, marijuana, and other drug addictions take place at the Treatment Research Clinic. The intern will learn therapy manuals based on cognitive-behavioral, motivational enhancement, and contingency management approaches. Time will be spent learning and administering structured diagnostic (MINI, SCID) and drug history interviews. There may also be an opportunity to deliver individual therapy for patients with cocaine dependence and comorbid PTSD symptoms. CNRA also supports our non-research-intensive outpatient addiction clinic, where patients present with a wide range of single and polydrug use disorders, including prescription pain medication and synthetic marijuana abuse. In this clinic setting the intern can exercise more flexibility in planning assessment, therapy (individual or group), and duration of treatment.

The Addictions Rotation provides opportunities for research involvement. The intern will be encouraged to attend weekly research team meetings, assist in reviewing relevant literature, and engage in data analysis and manuscript writing, proportionate to their interest and time. During this research rotation, interns may receive mentorship from other CNRA faculty researchers, including Dr. Scott Lane, director of the Neuroscience Laboratory and expert in the study of cognitive function (e.g., attention, memory, executive processes) in relation to addiction, and Dr. Charles Green, director of the Advanced Clinical Design and Statistical Analysis Core and expert in biostatistics and methodology.

**Community Rotation**

*Supervisors: Angela Heads, PhD, Joy Schmitz, PhD & supervisors at Spring Branch Community Health Center*

The Community Rotation provides two intern positions at a time. Interns will work with underserved populations in the Houston community, providing psychotherapy services for substance use and opioid use disorders, trauma, and with emphasis on social determinants of health (SDoH). Interns will work in integrated care environments, together with physicians, social workers, nurses and other disciplines. Initial training will be given at the Center for Neurobehavioral Research on Addictions (CNRA) to insure interns have basic competence in delivering evidence based treatments to individuals with SUD/OUD and/or trauma. They see some patients at the Addictions rotation clinic, some by telehealth, and some out in the community. They will work with clients with substance abuse/opioid abuse disorders and/or trauma at other community locations as well as at our outpatient building, the Behavioral and Biomedical Sciences Building. Interns will receive training in SUD/OUD treatment as well as trauma informed care.

Interns will work with individuals experiencing homelessness, those in community treatment programs, and those who come to receive services at UTHealth. Our department has also partnered with the UTHealth Department of Family and Community Medicine to give interns time each week to see patients in a primary care setting.

Interns in the Community Rotation will receive supervision from a mental health provider at Family and Community Medicine (Dr. Chermaine Tyler, licensed psychologist) as well as from outpatient faculty at UT BBSB, including Dr. Angela Heads, Dr. Joy Schmitz, and others.

**Trauma and Resilience Center (TRC) Rotation**

*Supervisors: Ron Acierno, PhD, Andrea Taylor, PhD, & Leslie Taylor PhD*

The Trauma and Resilience Center provides positions for two interns at a time. The TRC rotation provides concentrated clinical and research training in the assessment of the consequences of trauma exposure and evidence-based treatment of PTSD and related disorders in adults and youth. There is an emphasis on providing care for Veterans and their family members. The rotations are centered at the UTHealth Psychiatry Outpatient Clinic located in the Behavioral and Biomedical Sciences (BBSB) Building under the supervision of Dr. Ron Acierno, Dr. Andrea Taylor and other TRC staff.

The TRC is committed to conducting evidence-based screening, assessment, and treatment with trauma exposed populations. Priority patient populations include survivors of human trafficking, Hurricane Harvey, veterans and their families, first responders, child abuse survivors, sexual assault survivors, community residing elder abuse survivors, and patients with severe chronic medical conditions and/or related physical traumas. Interns will be responsible for seeing patients at the TRC, a specialty clinic within the Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences, and will be integrated into ongoing outcomes research and service quality initiatives. Interns will receive a specialized training experience working with survivors of domestic minor human trafficking (DMST). Interns will be trained in developmentally sensitive methods for identifying trauma exposure, post-traumatic stress symptoms, and co-morbidities commonly reported by trauma exposed populations (depression, substance use, sleep, and interpersonal functioning difficulties). There will also be training in a many effective trauma focused treatments (prolonged exposure therapy, cognitive processing therapy, trauma focused cognitive behavioral therapy, behavioral activation). Interns will be part of a multidisciplinary team consisting of psychologists, psychiatrists, social workers, nurses, and administrative staff that provides comprehensive assessment, medication management, case management, and trauma-focused individual, group, and couple/family therapy. Interns will also be involved in community outreach efforts and clinical research activities. Interns will have the opportunity to learn specialized instruments used to assess posttraumatic stress disorder, trauma-focused treatments such as Prolonged Exposure and/or Cognitive Processing Therapy, and Interpersonal Psychotherapy, and other modalities such as delivery of these treatments via telemedicine. Interns will have the opportunity to complete thorough clinical-research assessments pre- and post-treatment, carry their own caseload of approximately 15-20 patients, participate in weekly treatment team meetings, and facilitate group and family therapy.

**Inpatient Rotations**

**The UTHealth Houston John S. Dunn Behavioral Sciences Campus (UTHealth-BSC)**

 **UTHealth Harris County Psychiatric Center (UTHealth-HCPC)**

 **UTHealth Dunn Behavioral Sciences Center**

*Supervisors: Elaheh Ashtari, Psy.D.; Stephanie Emhoff, PhD; Ana Ugueto, Ph.D.; Stephanie Mojena, PsyD; Amanda Zold, PhD; Matara Wright, PsyD; Jessica Badawi, PhD, Tessa Orellana, PhD, Cindy Woolverton, PhD, and Zachary Appenzeller, PhD.*

*Description of Setting:* The UTHealth Houston Behavioral Sciences Campus (UTHealth-BSC) comprises two adjacent hospital buildings, and they are affiliated with the Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences. The UTHealth-BSC is comprised of UTHealth - Harris County Psychiatric Center (UTHealth – HCPC) and the UTHealth John S. Dunn Behavioral Sciences Center. UTHealth – HCPC is a 250-bed acute, inpatient psychiatric facility, and is a training home for psychiatry residents as well as students in medicine, social work, nursing, and pharmacy – in addition to psychology. The UTHealth John S. Dunn Behavioral Sciences Center is a new, joint project of the Texas State Health and Human Services Commission (HHSC) and UTHealth Houston. The Center is a public hospital that will provide longer term inpatient psychiatric care for adults from Harris County and surrounding counties. The multidisciplinary, team-based environment at both facilities promote best practices in treatment of severe mental illness as well as substance use disorders. As a public facility, the BSC serves primarily lower income and otherwise underserved communities. The Psychology Service at UTHealth– BSC subscribes to a model of evidence-based practice, as all approaches to assessment and treatment are informed by relevant research. The Psychology Service functions as a hospital- wide consultation service. We receive electronic “referral orders” from treatment teams across various clinical units. Referral orders relevant to patients can be for Psychological Assessment or Individual Therapy. We also provide a number of group therapy services in the child/adolescent unit at fixed weekly days/times.

 *Inpatient General Adult Rotation. (Elaheh Ashtari, PsyD, and Stephanie Mojena, PhD)*

The mean length of stay for most adult patients at UTHealth– BSC is approximately 7 days on acute units and up to ~90 days on subacute units. Patients served are diverse in race/ethnicity, age, education, and sociocultural background. Patients often present with severe psychopathology such as Schizophrenia and other psychotic-spectrum symptoms and disorders, Mood Disorders (e.g., Major Depressive Disorder, Bipolar I Disorder), Substance Use Disorders, Personality Disorders (e.g., Borderline Personality Disorder), and various Cognitive Disorders.

As part of the General Adult rotation at HCPC, training may include the HCPC Recovery Oriented Treatment Program (ROTP). The ROTP is designed to provide intensive treatment and support for patients who experience Schizophrenia spectrum disorders. The goal of this program is to intervene by interrupting the pattern of chronic crisis and over-utilization of emergency services. Through the provision of psychopharmacology, intensive psychological treatment, direct social service oversight, creative programming, and multimodal discharge planning, ROTP participants receive holistic individualized treatment. In addition, the project engages family and community resources in order to prepare participants for discharge and successful reintegration into the community. Within the ROTP, interns have the opportunity to participate as members of a multidisciplinary treatment team, provide long-term individual therapy, family therapy, facilitate psychoeducational and psychotherapeutic groups, and conduct and write full psychological assessment batteries.

Duties of interns on the Adult Rotation will include:

* 1. Conducting psychological assessments of patients, as per relevant referrals
	2. Providing Brief Individual Therapy across various clinical units.
	3. Facilitating or co-facilitating group therapy sessions with adult patients across various adult units.
	4. Attending daily morning meeting, and weekly Psychology Case Conference meetings (as scheduled) and Unit Rounds (as schedule permits).

 *Inpatient Child and Adolescent Rotation (Supervisor: Ana M. Ugueto, PhD, ABPP)*

The Acute Child/Adolescent Units (HCPC 1E and Dunn 4A) serve children ages 4-17 years. Each unit houses 21 to 24 patients. The approximate length of stay is 6-8 days. Common reasons for hospitalization include depression, suicidality, aggressive behavior, substance use, psychosis, risky and dangerous behaviors, etc. In addition, a number of youths have trauma histories that include sexual assault, sexual abuse, physical abuse, and witnessing domestic and community violence. Patients may have comorbid medical and developmental problems too. The patients served are diverse in race/ethnicity, sexual/gender identity, education, and sociocultural background.

Duties of interns on the Acute Child/Adolescent Units Inpatient rotation will include:

1. Providing Individual Therapy to child/adolescent patients (2-4 sessions daily).
2. Facilitating or co-facilitating group therapy sessions with child and adolescent patients (4 – 8 groups weekly).
3. Attending daily morning meeting, Psychology Case Conference meetings (as scheduled), and Child & Adolescent Psychiatry Case Conference (as scheduled).
4. Conducting brief psychological assessments of patients, primarily screens for ASD, IDD, and LD (time permitting).

*Department of Family and Protective Services (DFPS) Rotation (Supervisor: Stephanie Emhoff, PhD).*

The Department of Family and Protective Services (DFPS) Acute Unit is designed to provide up-to-date, evidence-based psychosocial interventions for adolescents with DFPS involvement who are experiencing significant behavioral and emotional dysregulation. The unit has a 12-bed capacity and admits female adolescents between the ages of 13-17 years. While this is an acute unit, due to the complexity inherent to this population, the program provides extended stabilization and treatment for up to 60 days.

The treatment team works closely with DFPS to help with medication management, treatment planning, intensive therapy, transition planning, and case management. Patients receive a multitude of therapeutic interventions based on clinical need such as individual therapy, group therapy, family therapy, recreational therapy, intellectual/psychodiagnostic assessments, and substance abuse intervention. Commonly represented psychological problems include Trauma-and-Stressor-Related Disorders, Psychotic-Spectrum symptoms and disorders, Mood Disorders (e.g., Major Depressive Disorder, Bipolar I Disorder), Substance Use Disorders, Cognitive Disorders, Conduct Disorders, and Attention-Deficit/Hyperactivity Disorder. Frequently utilized interventions include Cognitive-Behavioral Therapy, Dialectical Behavior Therapy, Trauma-Focused CBT, Seeking Safety, and Trauma and Grief Component Therapy. This program is based on a collaborative problem-solving approach to behavioral management. The maximum length of say is 60 days with the majority of patients staying for a duration of 30-45 days.

 Duties of interns on the DFPS Rotation will include:

(1) Providing individual therapy utilizing evidence-based interventions

(2) Providing virtual family therapy as clinically indicated

(3) Facilitating or co-facilitating group therapy sessions

(4) Conducting psychological assessments of patients, as per relevant referrals

(5) Attending weekly Psychology Case Conference meetings and Unit Rounds

**INTERN ACTIVITIES AND SCHEDULES**

Interns will typically work from 8:00 am to 5:00 pm, five days per week, as assigned by their rotation supervisors. In some cases, there may be work (e.g., research, groups, outpatient cases, etc.) that extends past 5 pm on some days. Training activities will vary among interns according to their focus areas and their rotation placement. For example, some rotations have more assessment activities than therapy activities or vice versa.

The following is an example of a possible distribution of weekly activities:

|  |  |
| --- | --- |
| SERVICE ACTIVITIES | Hours/Week |
| Assessment, Administration & Scoring of tests | 5 |
| Individual, Family or Group Interventions including interviewing | 15 |
| TRAINING ACTIVITIES |  |
| Individual and Group Supervision | 4 |
| Seminars/didactic training | 3 |
| RESEARCH ACTIVITIES |  |
| Data collection, analysis and writing | 4 |
| OTHER ACTIVITIES |  |
| EHR documentation, reports, patient calls | 9 |
| TOTAL HOURS/WEEK | 40 |

**Clinical Hours Tracking**

Interns will track their hours weekly using a program form and will review this with supervisors. Per APA guidelines, no intern is required to work more than 40 hours per week. If an intern is having trouble with the workload and spending too much time completing work, they should discuss this problem with the supervisors of the rotation, and if needed, with the Training Director. We value self-care and the well-being of our interns, as well as a strong work ethic that is necessary to excel during internship training.

**Intern Clinic**

In addition to primary block rotations, all interns may optionally take up to 4 hours per week in order to allow them to carry cases longer than the period of a single rotation (i.e., > 4 months) and gain training in outpatient long-term therapy.  Intern Clinic provides trainees the opportunity to gain experiences they might not otherwise get, in terms of type of client, the supervisor, and/or the service being provided.  The aim is to carry 1 or 2 longer-term cases. Ideally, cases come from one of the intern’s rotations, when applicable, with the existing supervisor overseeing the cases. It is the responsibility of the intern to work with their supervisor to arrange the time needed to see IC patients and for supervision of those cases. IC patient care and supervision combined should not exceed 4 total hours, and in some cases it may be easier if some of the IC work is done after 5 pm.

**Schedule for Wednesdays**

The table below shows the times expected for the Wednesday activities described above. Most activities listed in the schedule below are virtual, so feel free to have your lunch during these activities and you will be offered reasonable breaks in between activities. Keep in mind that the time between 3:30pm and 5pm is self-directed, and can be used for intern clinic, professional development, and/or time with supervisors/mentors.

***Wednesday’s Schedule***

|  |  |
| --- | --- |
| Research Time | 8am – 12pm |
| Grand Rounds & Lunch | 12p-1p |
| Didactic Series | 1p-2:30pm |
| Intern Group Supervision | 2:30p-3:30p |
| Professional Development, Intern Clinic, Self-Directed time | 3:30p-5p |

**DIDACTICS**

The program has a specific didactic series designed for the psychology interns. Our didactics are aimed at an advanced level, providing material related to our program aims and competencies. A portion of these didactics are specifically related to issues of diversity and all didactic presenters are encouraged to include a discussion of diversity factors in their presentations. All interns are also required to attend the departmental weekly Grand Rounds series (Wednesday noon – 1 pm, August through May) which brings recognized experts to lecture on topics relevant to mental health research, practice and ethics. Interns will periodically attend presentations put on by the Consortium of Houston Area Training Sites (CHATS) which addresses professional issues of relevance to psychologists. The department also has frequent research presentations and case conferences which interns are encouraged to attend when their schedule permits. Interns may also attend some outside presentations/trainings as their rotation schedule permits, such as more in-depth trainings in psychotherapeutic techniques, ethics and practice presentations from the Houston Psychological Association, and research conferences. The interns may also attend conferences in the department, such as those on Addictions, Trauma, Mood Disorders, and advances in mental health. Some rotations also require case conference presentations.

**RESEARCH**

Research time on Wednesday mornings is provided for interns who are working on a project, paper, etc.  Interns may also use research time to actively work on their dissertation research or writing.  However, if the dissertation is in a holding pattern (e.g., the intern is waiting for something to happen and can't move forward until it happens) or the dissertation is already defended, and the intern is not working on another research activity, this time goes back to the primary rotation or intern clinic. Unused research and didactic time is not considered free time. It can be used to meet with the intern’s research or year-long mentors, but faculty have been advised that it is not for other supervision or other meetings. If a rotation-related activity must occur on a Wednesday, the time will be given back to the Interns are also required to conduct at least one presentation to the department per year on a topic of their choice, such as their dissertation research or a research project from the internship year.

**PROFESSIONAL STANDARDS**

**Professionalism**

Positive relationships among faculty, staff, students, and administrators will be encouraged and emphasized throughout the internship program. The UTHDPIP values a strong work ethic because it is necessary to acquire the optimal clinical and research training possible during the internship program. While interns are treated as junior colleagues and are held to high standards, UTHDPIP recognizes the right of interns to be treated with courtesy and respect. In order to maintain the quality and effectiveness of interns’ learning experiences, all interactions among interns, faculty and staff should be collegial and conducted in a manner that reflects the highest standards of the scholarly community and of the profession. The internship program will educate interns about these principles and about procedures should problems arise with regard to them. Professional, business casual attire is expected of interns, including during virtual meetings and patient care. Some rotations (i.e., inpatient hospital) may permit hospital scrubs attire. Faculty are expected to serve as role models for professional behavior. Interns are expected to serve as role models for more junior trainees who may be training alongside interns in some rotations. It is imperative that interns demonstrate professional and regular communication with supervisors, and they utilize all the training opportunities made available to them as their time permits, including limiting the use of their time for personal matters and/or matters not associated with their internship rotation during their rotation work hours.

**Ethical Standards**

Interns will be educated about and are expected to adhere to accepted [Ethical Principles of Psychologists and Code of Conduct](https://www.apa.org/ethics/code) as defined by the American Psychological Association. Ethics as applied to research as well as ethical concerns in clinical practice will be emphasized both in didactics and in supervision. Faculty are expected to serve as role models for ethical behavior in the practice of psychology. It is very important to note that one of our principles – as well as that of our Department and UTHealth – is that at no time will there be any retaliation against interns for bringing up problems that they experience or identify.

**Academic Integrity**

According to the APA Ethics guidelines, “Psychologists do not present portions of another’s work or data as their own, even if the other work or data source is cited occasionally.” This guideline applies to all work submitted in this program (electronic, written or oral). Submission of oral presentations or written work that includes plagiarized material (text or data) is a serious infraction. Interns who plagiarize will be subject to disciplinary action, which may include being dismissed from the program.

**Diversity**

The program values diversity among trainees and faculty and also emphasizes competence with diverse clients as a goal of training. Faculty strive to model awareness and competencies related to diversity in their work as clinicians, researchers and educators. Faculty value cultural humility and take necessary steps to learn interns’ intersectional identities in order to ensure the training environment is inclusive and meetings needs related to belonging. Didactics on topics related to individual and cultural diversity are a regular part of the program. Presenters on other didactic topics are encouraged to address diversity in their presentation, and supervisors to help interns identify and address diversity related issues that arise in clinical practice. In group supervision, interns make monthly presentations and have discussion on diversity topics of their choosing. Interns choose and distribute readings and lead the discussion.

**COMPLETING INTERNSHIP**

**Internship Completion Criteria**

To successfully complete the doctoral internship, interns are expected to fulfill the following minimum requirements and demonstrate competence in each of the areas described in this manual. Interns will have an expected 2000 hours of program participation with at least 25% of time spent with patients. Interns must also satisfactorily demonstrate competence in each of the Profession Wide Competencies as indicated by a rating of at least 2 on their end-of-year Intern Evaluation. Each intern will receive a certificate upon satisfactory completion of the internship.

**Record Maintenance**

Intern evaluations, certificates of completion, and each intern’s individual training plan are maintained indefinitely by the Training Director in a secure digital file. Records related to Due Process procedures are maintained in the same file, as described in the Due Process Procedures below. Records related to grievances or complaints are kept in a separate secure digital file and are retained for a period of at least 10 years.

**Communication with Doctoral Programs**

Intern evaluations and any other relevant feedback to the interns’ home doctoral program is provided at the end of each 4-month rotation. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program. If an intern enters into the formal review step of the Due Process procedures due to a concern by a faculty member or an inadequate rating on an evaluation, the Training Director may choose to consult with the intern’s home doctoral program. When an intern is placed on a remediation plan and/or successful completion of the program comes into question at any point during the internship year, or the intern’s home doctoral program will be contacted. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns’ progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken as a result of the Due Process procedures, up to and including termination from the program.

**INTERN EVALUATIONS**

UTHDPIP has the responsibility to provide ongoing feedback (e.g., constructive and positive) to doctoral interns and to continually assess interns’ progress. The goal of feedback is to facilitate ongoing clinical growth and professional development. Interns receive informal feedback continuously through individual and group supervision. At the mid-point and end of each rotation interns receive formal, written feedback evaluating their performance in each of the competencies identified by the program as related to the goals and objectives of the program. The evaluations are completed by each supervisor and are discussed with the intern. Where appropriate, input from secondary supervisors will be included. The intern has the opportunity to provide comments on the evaluation. A copy of the end-of-rotation evaluation is shared with the intern’s academic program DCT. At the end of the internship year, in an effort to recognize interns who have exceeded expectations, interns will be nominated to receive awards and recognition in a variety of service areas, such as Excellence in Inpatient Clinical Practice, Excellence in Outpatient Clinical Practice, and Excellence in Research, among others.

The competency-based intern evaluation form is included in Appendix A at the end of this handbook. It is directly based upon APA’s Profession Wide Competencies and includes comment spaces where supervisors include specific written feedback regarding the interns’ performance and progress. Interns should review this form prior to meeting with supervisors and should develop competency-based goals for the internship year. A minimum level of achievement on each evaluation is defined as a rating of “2” on every element within each competency area. The rating scale for each evaluation is a 3-point scale with the following rating values: “1” = Performs below expected development level of an intern in this rotation; “2” = Performs at expected development level of an intern in this rotation; and “3” = Performs consistently above expected development level of an intern in this rotation. If an intern receives a score less than “2” on any training element at each evaluation period, or if supervisors have reason to be concerned about the student’s performance or progress, the program’s Due Process procedures will be initiated. To successfully complete the program, interns are required to attain a score of “2” or greater on each element within each competency area rated by their supervisor on the final evaluation.

1. The intern’s supervisors complete the written evaluation form and meet individually with the intern to discuss it.
2. The evaluation form is signed and sent to the Training Director, with copies to the supervisor and intern.
3. The Training Director summarizes the intern’s work at the primary and secondary rotations and shares the summary with the intern’s Training Director at the home program at the end of each rotation and at the end of the internship.
4. The intern will be given the opportunity to make a written response if desired.
5. If significant deficiencies are identified (scores below 2 on any element), due process will be initiated, which could include development of a remediation plan with clear steps, expectations, deadlines, and outcomes.
6. All evaluations and student responses become part of the intern’s file, are reviewed by the Psychology Training Committee, and can be provided to the Training Director at the intern’s doctoral training program.
7. Interns should be aware that the purpose of evaluation is to help with learning. Supervisors want the intern to succeed, and every effort will be made to help the intern succeed if a deficiency is identified.

**SUPERVISOR EVALUATIONS**

Interns will provide an evaluation of their direct supervisors at the end of the block or at the end of their supervisory relationship, whichever comes first. The intern will have the opportunity to provide comments on the evaluation and will also provide feedback on their supervisor across several domains, including availability, professionalism and commitment to ethical practice. It is imperative that interns not wait until the end of a block to provide feedback to their supervisors; rather, providing feedback across the supervisory relationship will be optimal to ensure the intern’s training and supervision needs are met. Some examples might be, if the intern perceives that they need more feedback in a particular area, or the supervisor is not sufficiently available to them, or if the intern does not understand why the supervisor made a particular decision, or if the intern feels offended or confused by an interaction between them. Bringing up these issues directly with the supervisor as soon as possible is the most professionally appropriate way to address them, so that the problem does not go on for the rest of the rotation. As stated above, no retaliation will be permitted against any intern. See below for more information on Due Process.

**DUE PROCESS**

We expect that incoming interns have not reached full professional competency in all the areas identified as part of our training program. It is expected that growth will occur over the course of internship, as our program is cumulative and graded in complexity over the course of the internship year. Hence, the normal acquisition of new skills at a rate commensurate with internship level professional performance is not considered to reflect a deficiency or to be unsatisfactory.

Due Process Procedures are implemented in situations in which a supervisor or other faculty or staff member raises a concern about the functioning of a doctoral intern. Due Process procedures occur in a step-wise fashion, involving greater levels of intervention as a problem increases in persistence, complexity, or level of disruption to the training program. The program director(s) may initiate contact with an intern’s home doctoral program at any point in the Due Process procedures in order to best support the intern.

**Rights and Responsibilities**

These procedures are a protection of the rights of both the intern and the doctoral internship training program, and also carry responsibilities for both. While the need for due process procedures has been rare in our program, it is important that both interns and faculty be familiar with them in order to implement them consistently and fairly.

Interns: The intern has the right to be afforded with every reasonable opportunity to remediate problems. These procedures are not intended to be punitive; rather, they are meant as a structured opportunity for the intern to receive support and assistance in order to remediate concerns. The intern has the right to be treated in a manner that is respectful, professional, and ethical. The intern has the right to participate in the Due Process procedures by having their viewpoint heard at each step in the process. The intern has the right to appeal decisions with which they disagree, within the limits of this policy. The responsibilities of the intern include engaging with the training program and the institution in a manner that is respectful, professional, and ethical, making every reasonable attempt to remediate behavioral and competency concerns, and striving to meet the aims and objectives of the program.

UTHDPIP: UTHDPIP has the right to implement these Due Process procedures when they are called for as described below. Additionally, depending on the complexity of the reported issues, the TD reserves the right to consult with UTHealth Houston Human Resources. The program and its faculty/staff have the right to be treated in a manner that is respectful, professional, and ethical. The program has a right to make decisions related to remediation for an intern, including probation, suspension and termination, within the limits of this policy. The responsibilities of the program include engaging with the intern in a manner that is respectful, professional, and ethical, making every reasonable attempt to support interns in remediating behavioral and competency concerns, and supporting interns to the extent possible in successfully completing the training program.

Definition of a Problem

For purposes of due process, a problem is defined broadly as an interference in professional functioning which is reflected in one or more of the following ways: 1) an inability and/or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior; 2) an inability to acquire professional skills in order to reach an acceptable level of competency; and/or 3) an inability to control personal stress, psychological dysfunctions, and/or excessive emotional reactions which interfere with professional functioning.

It is a professional judgment as to when an issue becomes a problem that requires remediation. Issues typically become identified as problems that require remediation when they include one or more of the following characteristics:

1) the intern does not acknowledge, understand, or address the problem when it is identified;

2) the problem is not merely a reflection of a skill deficit which can be rectified by the scheduled sequence of clinical or didactic training;

3) the quality of services delivered by the intern is sufficiently negatively affected;

4) the problem is not restricted to one area of professional functioning;

5) a disproportionate amount of attention by training personnel is required;

6) the trainee's behavior does not change as a function of feedback, and/or time;

7) the problematic behavior has potential for ethical or legal ramifications if not addressed;

8) the intern's behavior negatively impacts the public view of the agency;

9) the problematic behavior negatively impacts other trainees;

10) the problematic behavior potentially causes harm to a patient; and/or,

11) the problematic behavior violates appropriate interpersonal communication with agency staff.

Informal Review: Interns who are not meeting expectations for their level in training in any competency area will receive feedback from direct supervisors as a first step. The purpose of feedback will be to identify and address any deficiencies as early as possible. If the deficiencies are related to aspects of a specific rotation and are remediable at that level, the supervisor will work with the intern to develop a plan to correct them. The supervisor and intern will meet in regular supervision to discuss progress. Supervision may include increased didactic training, role plays, modeling/observation, and/or structured readings. Supervisors should clearly indicate that the intern has entered the Informal Review phase of the Due Process Procedures. The supervisor or faculty/staff member who raises the concern should monitor the outcome. There may also be consultation with the program leadership, in which the intern is present and involved.

Formal Review: In some cases, serious concerns about foundational competencies or problematic behavior may arise. If an intern’s problem behavior persists following an attempt to resolve the issue informally, or if an intern receives a rating below a “2” on any learning element on a supervisory evaluation, the following process is initiated:

A. **Notice**: The intern will be notified in writing that the issue has been raised to a formal level of review, and that a Hearing will be held.

B. **Hearing**: The supervisor or faculty/staff member will hold a Hearing with the Training Director (TD) and intern within 10 business days of issuing a Notice of Formal Review to discuss the problem and determine what action needs to be taken to address the issue. If the TD is the supervisor who is raising the issue, an additional faculty member who works directly with the intern will be included at the Hearing. The intern will have the opportunity to present their perspective at the Hearing and/or to provide a written statement related to their response to the problem.

C. **Outcome and Next Steps**: The result of the Hearing will be any of the following options, to be determined by the Training Director and other faculty/staff member who was present at the Hearing. This outcome will be communicated to the intern in writing within 5 working days of the Hearing:

1) Issue an "Acknowledgement Notice" which formally acknowledges:

a) that the faculty is aware of and concerned with the problem;

b) that the problem has been brought to the attention of the intern;

c) that the faculty will work with the intern to specify the steps necessary to rectify the problem or skill deficits addressed by the inadequate evaluation rating; and,

d) that the problem is not significant enough to warrant further remedial action at this time.

2) Place the intern on a "Remediation Plan" which defines a relationship such that the faculty, through the supervisors and TD, actively and systematically monitor, for a specific length of time, the degree to which the intern addresses, changes and/or otherwise improves the problematic behavior or skill deficit. The implementation of a Remediation Plan will represent a probationary status for the intern. The length of the probation period will depend upon the nature of the problem and will be determined by the intern’s supervisor and the TD. A written Remediation Plan will be shared with the intern and the intern’s home doctoral program and will include:

a) the actual behaviors or skills associated with the problem;

b) the specific actions to be taken for rectifying the problem;

c) the time frame during which the problem is expected to be ameliorated; and,

d) the procedures designed to ascertain whether the problem has been appropriately remediated.

At the end of this remediation period as specified in ‘c’ above, the TD will provide a written statement indicating whether or not the problem has been remediated. This statement will become part of the intern’s permanent file and will be shared with the interns home doctoral program. If the problem has not been remediated, the Training Director may choose to move to Step D below or may choose to extend the Remediation Plan. The extended Remediation Plan will include all of the information mentioned above and the extended time frame will be specified clearly.

3) Place the intern on suspension, which would include removing the intern from all clinical service provision for a specified period of time, during which the program may support the intern in obtaining additional didactic training, close mentorship, or engage some other method of remediation. The length of the suspension period will depend upon the nature of the problem and will be determined by the intern’s supervisor and the TD/ATD. A written Suspension Plan will be shared with the intern and the intern’s home doctoral program and will include:

a) the actual behaviors or skills associated with the problem;

b) the specific actions to be taken for rectifying the problem;

c) the time frame during which the problem is expected to be ameliorated; and,

d) the procedures designed to ascertain whether the problem has been appropriately remediated.

At the end of this suspension period as specified in ‘c’ above, the TD will provide to the intern and the intern’s home doctoral program a written statement indicating whether the problem has been remediated to a level that indicates that the suspension of clinical activities can be lifted. The statement may include a recommendation to place the intern on a probationary status with a Remediation Plan. In this case, the process in #2 above would be followed. This statement will become part of the intern’s permanent file.

D. If the problem is not rectified through the above processes, or if the problem represents gross misconduct or ethical violations that have the potential to cause harm, the intern’s placement within the internship program may be terminated. The decision to terminate an intern’s position would be made by the Training Committee and a representative of Human Resources and would represent a discontinuation of participation by the intern within every aspect of the training program. The Training Committee would make this determination during a meeting convened within 15 business days of the previous step completed in this process, or during the regularly-scheduled monthly Training Committee meeting, whichever occurs first. The TD may decide to suspend an intern’s clinical activities during this period prior to a final decision being made, if warranted. The internship program will notify APPIC, APA and the intern’s home doctoral program of the decision.

All time limits mentioned above may be extended by mutual consent within a reasonable limit.

**Appeal Process**

If the intern wishes to challenge a decision made at any step in the Due Process procedures, the intern may request an Appeals Hearing before the Training Committee. This request must be made in writing to the TD within 5 business days of notification regarding the decision with which the intern is dissatisfied. If requested, the Appeals Hearing will be conducted by a review panel convened by the TD and consisting of the TD (or another supervisor, if appropriate) and at least two other members of the training faculty who have worked directly with the intern. The intern may also request a specific member of the training faculty to serve on the review panel. The Appeals Hearing will be held within 10 business days of the intern’s request. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information. The review panel may uphold the decisions made previously or may modify them. Decisions made by the review panel will be shared with the intern and the intern’s home doctoral program.

If the intern is dissatisfied with the decision of the review panel, they may appeal the decision, in writing, to the Director of Management Operations in the department, or if necessary to Human Resources. Each of these levels of appeal must be submitted in writing within 5 business days of the decision being appealed. The Director of Management Operations in the department and/or Human Resources has final discretion regarding outcome. Decisions made during these appeal processes will be shared with the intern and the intern’s home doctoral program.

**GRIEVANCE PROCEDURES**

**Intern Complaints against Faculty or Supervisors**

Complaints against faculty members or supervisors may be made by interns.

Informal Review: Depending on the nature of the complaint, the issue should first be discussed with the supervisor in question to see if some resolution can be worked out. Consultation with the year-long mentor may help in deciding how to approach such a discussion.

Formal Review: If the issue is such that the intern does not feel safe to discuss it with the faculty member or another supervisor, or if such discussion does not bring the desired resolution, then the intern may write a complaint and send it to the Training Director within 10 business days of the initial discussion with the supervisor in question or the instant issue. In the event that the Training Director is the subject of the complaint, written complaints may be made to the Associate Training Director, or to the administration of the Louis A. Faillace, MD Department of Psychiatry & Behavioral Sciences (The Director of Management Operations [DMO]). The Training Director or ATD will consult with the DMO and the Human Resources department, and within 10 business days will respond to the written complaint with a description of next steps. Should there be reason to believe the intern is not safe in a training environment with the faculty member or supervisor, the intern will be redirected to another rotation for the remainder of the block.

UTHDPIP will in all cases aim to protect the rights and the safety of interns, faculty and clients. In the event that a faculty member is found to have acted inappropriately, corrective action will be taken according to UTHealth policy. All applicable personnel policies of UT Health Houston with regard to compliance will be followed. In accordance with law, there are certain situations (e.g., harassment or discrimination) in which complaints may be communicated to other officials either verbally or in writing. In some cases, the matter will be escalated to the Human Resources department for resolution. Decisions about the complaint will be communicated to the intern after investigation is complete and the relevant officials of the University have brought it to a resolution. In case personnel action is taken against a faculty member or supervisor, this will be kept confidential.

**Intern Complaints against the Program as a Whole**

Complaints may also be made against the program as a whole. It is advisable for the intern to discuss the complaint with the TD or ATD if possible. The intern may submit in writing a complaint to the Director of Management Operations of the department. The intern may also seek consultation and/or submit a complaint to APPIC.

**Self-Study and Quality Improvement of the Program**

The Training Director and the Associate Training Director yearly review the training offered to interns. This includes reviewing interns’ evaluations of training rotations, didactics and supervisors, as well as longer term success of our past interns. Interns will also receive periodic evaluation forms that apply to the program as a whole rather than individual rotations. The Training Committee meets regularly to discuss the progress of the program and the interns, deal with problems or questions that arise, and plan further steps. The administrators involved in supporting the program also are consulted about improvements to processes and policies to enhance the program in reaching its goals. Interns are also asked for feedback on all aspects of the program including administration. Intern feedback is welcomed and has been very helpful in improving the program over the course of the years it has been in operation.

**Sexual Harassment Policy**

The UTHDPIP endorses, and interns, faculty, other supervisors and UTHealth staff members must comply with the [HOOP Prohibition of Sexual Harassment & Sexual Misconduct](https://www.uth.edu/hoop/policy.htm?id=1447966), as well as Section 3.02 and 3.03 of [the Ethical Standards of Psychologist and Code of Conduct](https://www.apa.org/ethics/code).

**APPENDICES**

1. Intern Evaluation
2. Intern Evaluation of Supervisor
3. Year-Long Mentee Evaluation
4. Mentee Evaluation of Year-Long Mentor

**Appendix A**

**Doctoral Intern Evaluation Form**

**UTHealth Doctoral Psychology Internship Program**

|  |  |  |
| --- | --- | --- |
| Intern Name: |  | Supervisor:  |
| Time of Evaluation : | [ ]  Mid-rotation Bl. 1 [ ]  Mid-rotation Bl.2 [ ]  Mid-rotation Bl.3 [ ]  End Bl. 1 [ ]  End Bl. 2 [ ]  End Bl. 3  | Date:  |

Assessment Method(s) for Competencies:

|  |  |  |  |
| --- | --- | --- | --- |
| **[ ]**  | Direct Observation | **[ ]**  | Review of Written Work |
| **[ ]**  | Videotape | **[ ]**  | Review of Raw Test Data |
| **[ ]**  | Audiotape | **[ ]**  | Discussion of Clinical Interaction |
| **[ ]**  | Case Presentation(s) | **[ ]**  | Comments from Other Staff |

The attached form lists the 9 Profession Wide Competencies as well as learning elements related to each. **Please rate the intern’s developmental level on each learning element**. Do not rate the Competency areas. Average the learning element scores for that Competency and add to the line for Average score.

For the purposes of this evaluation, the intern will be rated on each learning element using the following scale (mid points scores are acceptable, e.g. 2.5). If a particular learning element is not applicable to your rotation, you may mark it N/A. **In accordance with our developmental model, interns are considered to be “right on target” with scores of 2.** If an intern makes appropriate developmental progress throughout the internship, a score of 3 may be given. **An intern must be rated a “2” or greater on each learning element to be considered in good standing.** The presence of any learning elements rated below 2 will indicate the need to initiate due process to support the intern’s development of competency.

Note that progress is measured *within the current rotation*. This means that in evaluating overall progress, scores derived from an intern’s rotations will be “stacked” and averaged. Supervisors should provide narrative comments to indicate both areas of excellence and areas where further development is needed.

|  |  |
| --- | --- |
| **3** | PERFORMANCE CONSISTENTLY ABOVE THE EXPECTED LEVEL OF AN INTERN: Intern has made clear developmental progress and has developed excellence in mastery of skills related to this rotation.  |
| **2** | PERFORMANCE AT EXPECTED DEVELOPMENTAL LEVEL OF AN INTERN: Performance on this competency is at the expected developmental level for the amount of experience, knowledge, and academic training of that intern. Intern is “on target” for where he/she is expected to be in a rotation, and meets the expected proficiency for that skill/ behavior. Ongoing supervision and monitoring are focused on continued advancement, integration, and consistency.  |
| **1** | PERFORMS BELOW EXPECTED DEVELOPMENTAL LEVEL OF AN INTERN: Performance on this competency is below the expected developmental level for the amount of experience, knowledge, and academic training of that intern. Remediation is needed to work toward the expected developmental level. Intern needs significant supervision, training, and/or guidance to gain more proficiency in this skill/ behavior.  |
| N/A | **NOT APPLICABLE** – skill unable to be assessed.  |

|  |  |
| --- | --- |
| **Competency 1: Evidence-based practice in assessment** | **Score** |
| 1. Demonstrates current knowledge of diagnostic classification systems, functional and dysfunctional behaviors, including consideration of client strengths and psychopathology.
 |  |
| 1. Demonstrates understanding of human behavior within its context (e.g., family, social, societal and cultural).
 |  |
| 1. Demonstrate the ability to apply the knowledge of functional and dysfunctional behaviors including context to the assessment and/or diagnostic process.
 |  |
| 1. Selects and applies assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collects relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient.
 |  |
| 1. Interprets assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective.
 |  |
| 1. Communicates the findings and implications of the assessment (in person and in writing) in an accurate and effective manner sensitive to a range of audiences.
 |  |
| Average score |  |
|  Comments:  |
| **Competency 2: Evidence-based practice in intervention** | **Score** |
| 1. Establishes and maintains effective relationships with the recipients of psychological services.
 |  |
| 1. Develops evidence-based intervention plans specific to the service delivery goals.
 |  |
| 1. Implements interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables.
 |  |
| 1. Demonstrates the ability to apply the relevant research literature to clinical decision making.
 |  |
| 1. Modifies and adapts evidence-based approaches effectively when a clear evidence-base is lacking.
 |  |
| 1. Evaluates intervention effectiveness, and adapts intervention goals and methods consistent with ongoing evaluation.
 |  |
| 1. Provides a case conceptualization based on an integrated theoretical framework.
 |  |
| Average Score |  |
|  Comments:  |
| **Competency 3: Research** | **Score** |
| 1. Demonstrates the substantially independent ability to critically evaluate and disseminate research or other scholarly activities (e.g., case conference, presentation, publications).
 |  |
| 1. Disseminates research or other scholarly activities (e.g., case conference, presentation, publications) at the local (including the host institution), regional, or national level.
 |  |
| Average Score |  |
| Comments:  |
| **Competency 4: Communication and interpersonal skills** | **Score** |
| 1. Develops and maintains effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services.
 |  |
| 1. Demonstrates a thorough grasp of professional language and concepts; produces, comprehends, and engages in communications that are informative and well-integrated.
 |  |
| 1. Demonstrates effective interpersonal skills and the ability to manage difficult communication well.
 |  |
| Average score |  |
|  Comments:  |
| **Competency 5: Professional values, attitudes, and behaviors** | **Score** |
| 1. Behaves in ways that reflect the values and attitudes of psychology, including cultural humility, integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others.
 |  |
| 1. Engages in self-reflection regarding one’s personal and professional functioning; sets personal goals; engages in activities to maintain and improve performance, well-being, and professional effectiveness.
 |  |
| 1. Actively seeks and demonstrates openness and responsiveness to feedback and supervision.
 |  |
| 1. Responds professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.
 |  |
| 1. Consistently and accurately applies internship policies and procedures.
 |  |
| 1. Is adequately prepared for supervision (e.g., presents case notes, identifies high risk cases, identifies topics for discussion).
 |  |
| Average Score |  |
| Comments:  |
| **Competency 6: Individual and cultural diversity** | **Score** |
| 1. Demonstrates an understanding of how their own personal/cultural history, attitudes, and biases may affect how they understand and interact with people different from themselves.
 |  |
| 1. Demonstrates knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation, and service.
 |  |
| 1. Demonstrates the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles.
 |  |
| 1. Demonstrates the ability to apply a framework for working effectively with areas of individual and cultural diversity.
 |  |
| 1. Demonstrates the ability to work effectively with individuals whose group membership, demographic characteristics, or worldviews create conflict with their own.
 |  |
| Average score |  |
|  Comments:  |
| **Competency 7: Ethical and legal standards** | **Score** |
| 1. Demonstrates knowledge of and acts in accordance with each of the following:
	* The current version of the APA Ethical Principles of Psychologists and Code of Conduct;
	* Relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels; and
	* Relevant professional standards and guidelines.
 |  |
| 1. Recognizes ethical dilemmas as they arise and applies ethical decision-making processes in order to resolve the dilemmas.
 |  |
| 1. Conducts self in an ethical manner in all professional activities.
 |  |
| 1. Aware of own limits of competence and knows when to refer and consult with supervisor, and other professionals as appropriate.
 |  |
| Average Score: |  |
|  Comments:  |
| **Competency 8: Consultation and interprofessional/interdisciplinary skills** | **Score** |
| 1. Demonstrates knowledge and respect for the roles and perspectives of other professions.
 |  |
| 1. Applies the knowledge of consultation models and practices in direct or simulated consultation with individuals and their families, other health care professionals, interprofessional groups, or systems related to health and behavior.
 |  |
| 1. Demonstrates ability in using an electronic medical record.
 |  |
| Average Score |  |
| Comments: |
| **Competency 9: Supervision** | **Score** |
| 1. Applies supervision knowledge in direct or simulated practice with psychology trainees, or other health professionals.
 |  |
| 1. Applies the supervisory skill of observing in direct or simulated practice.
 |  |
| 1. Applies the supervisory skill of evaluating in direct or simulated practice.
 |  |
| 1. Applies the supervisory skills of giving guidance and feedback in direct or simulated practice.
 |  |
| Average Score: |  |
| Comments:  |

**Evaluation Narrative**

1. What are the intern’s strengths?
2. What are the specific areas where improvement is needed, and/or additional emphasis in training is required?
3. During the remainder of the rotation, how will the areas identified as needing improvement and/or additional emphasis be addressed?
4. Are there any specific problem areas at this time that may jeopardize the intern’s ability to successfully pass this rotation?
5. If yes, what problems?
6. Have these problems been discussed with the intern?
7. Complete and attach remediation plan form.

Intern Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Appendix B**

**UTHDPIP Supervisor Evaluation**

Instructions: Intern will complete this evaluation regarding their supervisor. At the end of the supervisor relationship or rotation block, whichever comes first, this evaluation should be discussed with the supervisor.

Intern Name: Date:

Supervisor’s Name: Rotation Name:

Focus of Supervision: Primarily Clinical \_\_\_

 Primarily Research\_\_\_

 Both Clinical/Research \_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Rarely** | **Sometimes** | **Most of****the time** | **Almost****always** |  |
| **Please rate each of the following with respect to your****supervisor** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Supervisor is accessible to interns for supervision |  |  |  |  |  |
| 2. Helps intern to formulate assessment or treatmentgoals |  |  |  |  |  |
| 3. Presents a positive professional role model |  |  |  |  |  |
| 4. Maintains appropriate boundaries with clients andsupervisees |  |  |  |  |  |
| 5. Provides constructive and timely feedback onperformance |  |  |  |  |  |
| 6. Encourages an appropriate degree of independence |  |  |  |  |  |
| 7. Promotes intern's acquisition of knowledge, skills and competencies |  |  |  |  |  |
| 8. Models adherence to ethical standards and awareness of legal considerations |  |  |  |  |  |
| 9. Demonstrates up to date knowledge of clinical populations and clinical skills |  |  |  |  |  |
| 10. Communicates effectively and respectfully withsupervisees |  |  |  |  |  |
| 11. Demonstrates knowledge of evidence-based practices in psychology |  |  |  |  |  |
| 12. Assists intern to set and accomplish research relatedgoals |  |  |  |  |  |
| 13. Supervisor supports intern completion of theprogram |  |  |  |  |  |
| 14. Supervisor was able to assist intern in improving their competence in individual and cultural diversity. |  |  |  |  |  |

1. Describe how accurate you perceived feedback from your supervisor to be about you during your training. What barriers, if any, were present for you in receiving or applying their feedback?
2. What do you believe you have gained from working with this supervisor?
3. How could supervision or the rotation be improved?

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C**

**UTHDPIP Year-Long Mentor Evaluation**

*Instructions*: Intern will complete this evaluation regarding their year-long mentor discuss with the mentor.

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Year-Long Mentor/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the following with respect to your year-long-mentor/supervisor.  | **Rarely** | **Sometimes** | **Most of the time** | **Almost always** |  |
| **1** | **2** | **3** | **4** | **N/A** |
| 1. My mentor was available to me.
 |  |  |  |  |  |
| 1. They presented as a professional role model.
 |  |  |  |  |  |
| 1. They communicated effectively and respectfully.
 |  |  |  |  |  |
| 1. They provided guidance on clinical issues.
 |  |  |  |  |  |
| 1. They provided guidance on professional issues (e.g., applying for post-doc, conflict resolution).
 |  |  |  |  |  |
| 1. They provided guidance on research.
 |  |  |  |  |  |
| 1. They modeled adherence to ethical standards.
 |  |  |  |  |  |

1. Described how you perceived feedback and guidance from your mentor/supervisor. Please include what barriers, if any, were present for you in receiving or applying their feedback.
2. What do you believe you have gained from working with this mentor/supervisor?
3. How could your mentorship/supervision be improved?

Intern Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Mentor/Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

**Appendix D**

**UTHDPIP Year-Long Mentee Evaluation**

*Instructions*: Year-long mentor will complete evaluation regarding their year-long mentee and discuss with the mentee.

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Year-Long Mentee/Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are your mentee’s strengths?
2. What are the specific areas where improvement is needed, and or/additional emphasis in training?
3. How will the areas identified as needing improvement and/or additional emphasis be addressed?
4. Are there any specific problem areas at this time that may jeopardize the intern’s ability to successfully complete this internship?
	* 1. If yes, what problems?
		2. Have these problems been discussed with the intern?
		3. Complete and attach remediation plan form.

Intern Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Mentor/Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_