



Criteria and procedures for Approval of External Practicum and Internship Training Settings

1. General

Applied training to acquire the clinical and professional knowledge required to become an autonomous psychologist is an integral component of the Psy.D. program in Clinical Psychology at Memorial University of Newfoundland.

Practicum students and interns benefit from a variety of opportunities to expand the scope of their training during practica and externships, as well as during the internship year.

2. Definitions

Psychologist means a person legally qualified to use this title who is in good

B1. standing with the regulatory body of psychology in the jurisdiction in which the training setting is located.

Setting

B2. B2.1 A setting is any facility or combination of facilities operated by a common administrative authority.

B2.2 A consortium of settings specifically established to offer an integrated training program may be reviewed and designated conjointly.

3. Scope of the criteria and procedures

C.1 All external settings must be pre-approved by the Psy.D. Administrative Committee to be officially recognized as an approved external setting.

C.2 Settings approved as part of a consortium will be re-assessed if they are no longer part of the consortium to which approval has been granted.

C.3 A student may be credited with training received only in settings officially approved by the Psy.D. Administrative Committee.

C.4 Nothing in these criteria and procedures should be construed to be in conflict with the general policy on practicum training. Both policies should be regarded as complementary.

4. External settings accredited by the American Psychological Association or the Canadian Psychological Association

Criterion

- D.1 An external setting already accredited by APA and CPA shall be considered prima facia to meet the criteria for approval as an affiliated external training setting.

Procedure

- D.2 D2.1 It is the responsibility of the Director of Clinical Training (DCT) to determine the accreditation status of external settings.

- D.3 The DCT may approve specific practicum placements or internships of students requesting training in an accredited external setting, whether as an externship, a required core practicum, or as an internship.

Loss of accreditation

- D.4 D4.1 An external setting which is no longer accredited by APA or CPA will be reviewed according to the criteria and procedures specified in E2 below prior to the further placement of students.
- D.4 D4.2 Placements already underway will normally continue until the review has been completed unless the DCT, following consultation with the Psy.D. Administrative Committee, determines that doing so would likely be prejudicial to the student.

5. Non-accredited external settings

- E1 The Psy.D. program at MUN recognizes that good quality training can be provided in a wide range of settings. It may not be possible for such settings to seek accreditation. Nonetheless, such settings must meet specific criteria to become affiliated with the Psy.D. program.

*Criteria**Official standing*

- E2.1 The provision of psychological services will be officially recognized within the setting as confirmed by the settings' service plan or equivalent.

Professional responsibility

- E2.2 E2.2.1 The delivery of psychological services in the setting will be the responsibility of (a) clearly designated psychologist(s).
- E2.2 E2.2.2 The training program of practicum students and/or interns will be the responsibility of a clearly designated psychologist.

Staffing

- E2.3 For practicum training, there will be at least one psychologist officially attached to the actual service unit of the setting in which the practicum training will occur. The psychologist will be present frequently enough in the actual setting or service unit to be an effective model for the student and to be able to monitor the student's activities.

For external settings offering internships:

- E2.3.2 E2.3.2.1 There will be at least three psychologists affiliated with the external setting, of whom at least one must be full-time.

- E2.3.2.2 A full-time psychologist will be designated as having responsibility for the internship program.
- E2.3.2.3 There will usually be at least one internship position available annually within the setting.

Supervision

- E2.4.1 For practicum training, not less than 30 minutes of regularly scheduled supervision will be provided for each one hour of direct service.
- E2.4.2 For internship training, not less than 30 minutes of regularly scheduled supervision will be provided for each one hour of direct service.
- E2.4 E2.4.3 Supervision will be documented.
- E2.4.4 Trainees will be provided clear, direct and regular feedback on their learning, performance and progress as a regular part of supervision..
- E2.4.5 The external setting will be able to provide such supplementary supervision as may be required to fulfill training objectives and to respond to the vagaries of direct service challenges faced by trainees.

Evaluation

- E2.5.1 All trainees will be periodically evaluated. They will receive a written summary of the evaluation, a copy of which will also be forwarded to the DCT.
- E2.5 Practicum students will be formally evaluated at an interval not less than every six months or 180 hours of practicum activities, whichever occurs first.
- E2.5.2 E2.5.3 Interns will be formally evaluated at an interval not less than every six months or 750 hours of internship activities, whichever occurs first.

Selection of trainees

- E2.6.1 Interns will be selected according to procedures which are generally in accordance with the policies and guidelines of the Association of Psychology and Postdoctoral Internships Centers (APPIC) or the Canadian Council of Professional Psychology Programs.
- E2.6 Practicum students will be selected according to procedures established between the external setting and the Psy.D. program. The DCT will represent the program in establishing such procedures.
- E2.6.2 E2.6.3 The DCT will coordinate the University-based component of the selection procedures of external settings.

Procedures for acquiring approval

- E3.1 Approval as an external setting of the Psy.D. Program will usually be preceded by discussions between the external setting and the DCT. Whenever feasible, this will include a site visit by the DCT.
- E3.2 The psychologist designated as responsible for training in the external setting will communicate in writing the setting's wish to become an approved external training setting of the Psy.D. Program.

Concurrent with E3.2, sufficient documentation will be submitted to review the setting according to the criteria set out in C1 - C4. This documentation need
E3.3 not have been created for the purpose of this Approval Procedure. However, it should be identified and labelled in a manner that clearly links specific documentation with specific criteria.

Upon receipt of the information identified in E3.2 and E3.3, the DCT will review all material and make a recommendation to the Psy.D. administration
E3.4 committee. Usually, this will be done within 60 days of receipt of the request. The matter will then be placed on the Agenda of the next Psy.D. Administrative Committee meeting.

E3.5 The Psy.D. Administrative Committee's decision is final.

Term

Normally, approval will be for 7 years or until the final year of the Department of
E4 Psychology Psy.D. Program's current CPA accreditation, whichever is sooner. If in his or her judgment a setting no longer meets the criteria for approval, the DCT may request an earlier evaluation by the Psy.D. administration committee.