



**CENTERSTONE
CONSORTIUM**

**DOCTORAL
PSYCHOLOGY
INTERNSHIP**

**INTERN MANUAL
2017-2018**

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Welcome to the team!



Dr. Robert Boxley
Centerstone of Florida

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

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



Dr. Barbara Lorry
*Jewish Family &
Children Services*

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



Dr. Tracey Henley
*Psychological &
Neurobehavioral
Services*

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



Dr. Matthew Nessetti
AllCare Medical Centers

About Our Consortium Members

The Centerstone Consortium consists of four sites offering diverse experiences in professional psychology. Our sites include inpatient, residential and outpatient settings, working with clients in areas of acute care, rehabilitation, general outpatient, and forensic. Psychological assessment experience is offered at all our locations.



Centerstone is one of the nation's largest non-profit behavioral health organizations with locations spanning across 5 states. This site located in Bradenton, FL serves over 16,000 clients annually. Mental health and substance abuse issues with adults, adolescents and children are handled in an evidence-based manner. Inpatient therapy, outpatient therapy, trauma-informed care, co-occurring therapy and general child/adult assessment are common here.



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



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



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

Centerstone Consortium Objective & Goals

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

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

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

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

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

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

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

By internship's end, interns will have developed competencies in psychodiagnostic assessment, provision of individual, group, & family psychotherapy, and consultation through the planned, orderly and increasingly complex course of the internship.

CONSORTIUM SITES

Centerstone Outpatient Clinic

379 6th Avenue West
Bradenton, FL 34205

Centerstone Diagnostic Assessment Center

379 6th Avenue West
Bradenton, FL 34205

Centerstone Inpatient Hospital

2020 26th Ave E
Bradenton, FL 34205

Jewish Family & Children Services of the Suncoast, Inc.

2688 Fruitville Road
Sarasota, FL 34237

Psychological & Neurobehavioral Services

631 Midflorida Drive
Lakeland, FL 33813

AllCare Medical Centers

5860 Ranch Lake Blvd.
Lakewood Ranch, FL 34202

Internship Specifics

Application Process

Centerstone Consortium participates in the APPIC Match and utilizes the Online APPI application materials. In addition to those materials, a child psychological assessment is required for applicants wishing to be considered for the Centerstone and JFCS sites. A neuropsychological evaluation is required for those interested in the Psychological & Neurobehavioral Services site. Completed packets for the upcoming year must be submitted no later than the first week in November; incomplete packets will not be reviewed.

NOTE: Successful applicants should have at least 350 intervention hours and 90 assessment hours, though substantially higher assessment hours are recommended at the Psychological & Neurobehavioral Services and Jewish Family and Children's Services site. All applicants will need a Master's Degree by the start of internship. Applicants will need to have passed their Comprehensive Exam by the ranking deadline.

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

APPIC/APA Status

Centerstone Consortium has been an APPIC member intern site since 2005. We are currently awaiting a decision from the APA Accreditation board regarding our application for accreditation, as our site-visit was concluded in March, 2017.

Available Internships / Stipend

For 2017-2018, there are 13 available full-time internships amongst our consortium members. The anticipated stipend is \$18,075 for all sites in 2017-2018.

Title

Interns will be designated as "Doctoral Psychology Intern" in all Consortium communications, in all Consortium documentation and in all public information dissemination. Regarding the latter, it will be clear at all times that the "Doctoral Psychology Intern" is not able to practice independently and is functioning under the direct supervision of a licensed psychologist.

Duration/Direct Client Contact

Your position as a Doctoral Psychology Intern begins on the first day of internship for a period of one year. This internship will consist of a minimum of 2000 hours, conducted over a 12-month period. Extensions beyond the 12-month period will be considered in cases where situations arise that would not allow the accumulation of at least 2000 hours. A 40-hour work week is the expectation of this internship. During that week, present interns have reported up to 60% direct client contact; direct clinical experience above 25% of your time is guaranteed.

Policies and Procedures

Orientation

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

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

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

Attendance/Hours of Work

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

Notification Of Absence - When an absence cannot be avoided, you are required to call in as soon as possible, no later than your start time, except in cases of emergency. Please refer to the attached Site-Specific Appendix for the appropriate numbers to call at your site. We will maintain the policy that any employee, who fails to report for work for three consecutive workdays without notice, has voluntarily terminated his or her internship.

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

Inclement Weather - Our policy is to remain open for business if at all possible. During periods of inclement weather, we want you to make every effort to report to work. However, we also want you to exercise sound judgment and not risk your personal safety and well-being. In the unusual case that the office will need to close, we will attempt to notify you. (Varies from site to site.)

Hours of Work -Varies from site to site and to programs within a site. Please check with your supervisor about the expected hours, allowances for at-home work and other expectations that are site & program specific.

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

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

Breaks/Lunch Periods

You are entitled to a *thirty-minute lunch break every day*. Your lunch/break times are to be coordinated with your schedule and client variables to make sure clients are served.

Holidays/Vacation/Sick/Personal or PTOs

On Centerstone Consortium interns follow PTO policies reviewed at Orientation. Please acquaint yourself with the time off policy. All sites require you to work when you are scheduled to work. Working the day before your time off and on the day that you return from time off is particularly important. All time off must be requested at least 2 weeks prior to the start of the time off.

Leave of Absence

A leave of absence without pay may be granted for medical reasons, family leave, special hardships, or other extraordinary or unusual conditions. Leaves will be granted at our sole discretion. To be considered for a leave of absence, you must present a written request to your supervisor outlining in detail the reasons and time period for the requested leave of absence. In the case of a medical leave of absence or a leave due to serious illness in your family, we may ask you to provide a physician's statement before approving all or part of your request. We reserve the right to require a second medical opinion prior to granting a leave of absence or at any time during the leave. If you do not return from an approved leave of absence on the agreed upon date, your internship may be terminated.

“Open Door” Policy

We employ an “open door” policy, which encourages you to discuss your problems with your supervisor. We will treat your complaint or problem with respect. Your ideas, suggestions, and problems are important to us and will be treated with dignity and respect.

Supervision

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

You will receive a minimum of 2 hours of individual supervision per week from your primary supervisor(s). Two more hours of supervision will be provided during the week, which may include group supervision, supervision with a licensed non-psychologist, or further individual supervision. While supervision can occur on an as-needed basis during the workday, we attempt to have all supervision regularly scheduled for planning purposes.

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

Documentation of supervision issues and the follow-up to such issues are expected for each supervisor. Other expectations include a strict adherence to ethics and legal issues, an avoidance of possible exploitation of the intern and a reasoned clinical supervision approach. Interns are expected to regularly attend such scheduled supervision.

The Consortium resolves to maintain adequate licensed psychologist staffing levels to accommodate the above supervision requirements. In instances of brief unforeseen absences at one site, the supervisor of another placement will provide supervision until that vacancy is filled by a licensed psychologist.

For 2017-2018, the Consortium has the following licensed psychologists to provide the above intern supervision.

Robert Boxley, Ph.D.	PY5867
Pamela Denison, Psy.D.	PY9584
Tracey Henley, Psy.D.	PY6020
Bart Hodgens, Ph.D.	PY8338
Suzanne Lavelle, Psy.D.	PY8288
Barbara Lorry, Ph.D.	PY4233
Matthew Nasseti, Ph.D., M.D.	PY7989

Director of Training

The 2017-2018 Director of Clinical Training is Robert Boxley Ph.D. In most cases, the Director of Clinical Training will always be a licensed psychologist; in some instances, this can be a supervisor of one of the placements.

Answering Phones

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

Confidentiality

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

Ethics

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

Dress Code

We expect that you will exercise good judgment in determining what to wear to work. We are a professional health care organization and many people that we deal with on a daily basis relate abilities and services with our appearance. Accordingly, you are required to follow the dress code at your site with the utmost diligence. We expect that all clothing will be neat and clean and in good taste. Provocative or tight clothing will not be allowed. We reserve the right to ask you to dress appropriately for your job.

Drug/Alcohol Free Workplace

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

Equal Employment/Harassment Free Workplace

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

We will not tolerate harassment. sexual harassment, as defined by the Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any intern/employee engaging in this type of behavior.

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

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

Gifts/Gratuities

In order to eliminate any perception of impropriety, it is our policy to prohibit you from receiving any gift or gratuities of any level from anyone associated with or doing business with our operation without permission from your supervisor. Violations of this policy will be subject to disciplinary action up to and including termination of internship.

Housekeeping

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

Outside Employment/Moonlighting

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

Pay Periods/Payroll Deductions

Pay days are bi-weekly and issued by direct deposit. Only deductions required by law or authorized by you will be made from your paycheck. Required deductions are made for: State and Federal Income taxes, social security taxes, court-ordered child support or garnishment payments and other deductions you have authorized.

Personnel Records

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

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

Emergency Numbers

Home Address

Telephone Number

Marital Status (only if needed for benefits offered)

Dependents (only if needed for benefits offered)

Beneficiary Designations (only if needed for benefits offered)

Educational Achievements

Property/Equipment/Telephone Use

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

Personal phone calls interfere with the operation of our business and should be kept to a minimum. We look to you to inform those who may call the office or your cell phone that telephone calls and text messages received during working hours should be for actual emergencies only. If personal phone calls and/or text messages are received, you should return them on break or lunch times. Long distance calls are never allowed without permission. Texting during patient contact and supervision is prohibited.

Safety

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

Smoking

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

Standards of Conduct

We are confident that you will conduct yourself professionally. No written list of rules can be complete or can substitute for the good judgment exercised by you. However, for the protection of our property, business interests, clients and other employees, we have established some standards for your conduct. These rules do not limit our right to impose discipline for other conduct detrimental to the interest of our patients, the practice, and other employees.

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

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

End of Year Requirements

In order to successfully complete the Internship Program, all documentation must be completed and submitted one week prior to graduation date. This includes, but is not limited to, all client notes, discharge paperwork, treatment plans, state forms, and all appointments managed. All psychological testing reports must be completed 48 hours prior to graduation date. Failure to complete necessary documentation or manage client appointments could result in a delay in graduation until incomplete items are satisfied.

Supervision at Centerstone (Bradenton Site)

Practicum Placements can be stressful and exciting at the same time. To help with this, Centerstone offers different levels of supervision for you during your practicum year.

Clinical Supervisor

Your Clinical Supervisor provides the clinical guidance in testing and therapy that meets your school's requirements for supervision. All clinical supervisors are licensed psychologists who have been practicing in the field for some time. You are practicing under their license, so they will help you care for your clients and be successful. You will meet with them in both individual and group supervision settings. Our clinical supervisors for 2017-2018 are:

Dr. Robert Boxley, Ph.D. Dr. Pamela Denison, Psy.D. Dr. Bart Hodgens, Ph.D.

Administrative Supervisors

Administrative supervisors help you with the documentation and practical aspects of the program you are working in. They help you get proficient with the medical record, learn the policies/procedures and keep track of the functional aspects of your placement (scheduling, office supplies, vacation requests etc.). All of our administrative supervisors are licensed clinicians. Our administrative supervisors for 2017-2018 are:

Tari Allan, LMHC (Trauma) Jayne Tingley, LMHC (Outpatient)
Sam Kolb, LCSW (Hospital) Charles Whitfield, M.Ed. (Walk-In Center)

Post-Doctoral Supervisors

Your post-doctoral supervisor can supplement the direction that you get from your clinical supervisor, at times expanding on themes from those supervisors or clarifying implementation of techniques. You may call upon your post-doc supervisor on an as-needed basis, as you may not need weekly contact with your post-doc supervisor. The post-doctoral supervisors for 2017-2018 are:

Dr. Jena Stoltzfus, Psy.D. Dr. Katherine Cypress, Psy.D. Dr. Betsy Elsasser, Psy.D.

Psychology Intern Supervision

Mentoring is a critical part of your professional practice and one that you will be engaged in throughout your career. Our psychology interns have recently been where you are and can help mentor you through practicum challenges. Each extern will be assigned a psychology intern to help them during their practicum here. The intern will be aware of the challenges of the program you are working in (and may be working through that themselves); they will be an asset for you during your placement with us. The Doctoral Psychology Interns for the 2017-2018 year are:

Vanessa Bao Edsaida Ortiz Casy Chehayl Johanna Querengesser
Austin McCall Anne Jackson Natalie Hazzard Angela St. Hillaire

Intern Grievance Procedure

It is the intent of the Consortium to be receptive to interns' expression of problems encountered during the internship and to make reasonable and timely efforts to resolve the causes of interns' dissatisfaction. Faculty are expected to be candid and to act in good faith in dealing with problems and dissatisfaction expressed by interns. No faculty member will interfere with an intern's right to express or file a grievance. Interns are assured freedom from restraint, discrimination, or reprisal in exercising that right.

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

Intern Evaluations and Performance Reviews

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

- Formal assessments of the quality of an intern's work will be provided at mid- internship and end of internship. School-specific mid-internship evaluations that cover the same areas as the Consortium evaluation form can be substituted with the approval of the Director of Training.
- These evaluations will be reviewed with the intern before being sent to the Director of Training. These evaluations will be sent by the Director on behalf of the CCT Committee to each intern's academic training director. The intern will be provided with a copy of these letters.
- Each intern will provide a written evaluation of his/her supervisor and training sites to the Director two times a year.

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

Assessment

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

Consortium Governance

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

Centerstone Consortium Training (CCT) Committee - is the primary governing body of the doctoral psychology internship program. The Director of Training and psychologist representatives from each site participate in quarterly meetings to address issues of concern to the consortium. Changes in sites, additions of new consortium members, intra-site issues, intern grievances/ remediation plans and other consortium-level issues are handled at this level.

Program Evaluation Committee (PEC) - reviews the quarterly program and supervisor evaluations from the interns with a goal of continuously improving the quality of the doctoral internship program. All clinical supervisors at each site participate in this committee. A peer-selected doctoral intern representative assists in providing the committee with up-to-date comments, suggestions and issues on a quarterly basis; the intern may participate in the program-level discussion of the committee.

Clinical Competency Committee (CCC) - reviews intern performance evaluations submitted by supervisors and assists the primary clinical supervisor in preparing the mid-year and end-of-year evaluations. This committee meets in December and June each year and includes all the clinical supervisors for the site. This is a site-specific committee, so all sites may not have a CCC committee.

Selection Committee - is an optional site-specific committee that meets during the month of November to review applicant information to determine whether to offer an interview for that year. After interviews, the committee meets to discuss the applicants that will be offered an internship and to arrange for the rank ordering for the National Match. In some case, non-psychologist supervisors and current psychology interns may be involved in the selection process.

Training Structure

Didactics

The Centerstone Consortium offers over 110 hours of didactic training in a variety of areas. Major training topics include: co-occurring disorders across the lifespan, trauma-informed practice, integration with other disciplines/ primary care, Diagnosis-specific trainings and professional development as a psychologist.

Each year the training interests of the interns are taken into account in providing specialty clinical training. Past trainings have focused on: Autistic Spectrum, ADHD, Depression, Adoption Issues, Impulsivity, Addictions. Per the request of our interns, on-line trainings have also been incorporated into our curriculum. Also per intern request, we seek out independent, outside training opportunities and take advantage of training opportunities not listed on the initial didactic schedule.

For Centerstone sites, the didactic schedule for will be posted on the Internship SharePoint site and it is the responsibility of the intern to keep apprised of additions and changes to the didactic schedule. It is the expectation of the internship that all didactics are attended by all interns, unless approved in advance. Should intern attendance at didactics fall below 85%, a discussion with both administrative and clinical supervisors will be indicated. Attendance above 80% is required to successfully complete the program.

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

Research/Journal Club

Research is an important part of one's professional identity as a psychologist. To facilitate this, you will participate in Journal Club each month, which reviews articles pertinent to mental health care and enables a systematic discussion of important research articles. The selection of an article to discuss is on a rotation basis and you will be called upon to present an article to the group on such a rotation. In late spring, Centerstone interns will also present an hour-long research presentation. Past interns have honed their dissertation presentations during these presentations; however, any psychology topic is acceptable. Previous interns have worked with the other staff in the acquisition of grants to further research in the field of psychology and psychiatry.

Treatment Planning

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

Case Conference

Interns participate in a bi-weekly case presentation throughout the training year with medical residents. Each intern will present a case conceptualization of a current client based on their evolving theoretical orientation. These meeting also include focus on: theoretical approaches to change, diversity issues in the clinical setting, ethical issues, problem solving difficult cases, and psychological evaluations.

Providing Supervision

Psychologists must have skills as supervisors, as we are often called upon to fulfill this role. With the variety of externs and medical residents in need of supervision, you can explore your abilities as a supervisor during your internship. This is not a required, or universally available, aspect of your internship but we felt it was important to make available to you.

Administrative Support

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

2017-2018 Internship Placements

Centerstone

Outpatient Mental Health (Child) - Interns will provide psychological services to mostly an adolescent and child population, thereby broadening their range of knowledge, skills and abilities. Family therapy is frequently used in client care. Furthermore, interns will have the opportunity to facilitate groups with clients of various diagnostic issues in a setting that addresses a wide variety of mental illnesses. The interns will also be a part of a treatment team in which interns will review cases and consult with other mental health professionals.

Outpatient Mental Health (Adult) - Interns will provide psychological services exclusively to an outpatient adult population of those with either acute mental health issues or those with severe and persistent mental health issues. Group facilitation in an adult day treatment program is likely. Opportunities to liaise with the hospital to facilitate continuity of care are also offered.

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

Trauma Services (Adult/Child) - Interns will provide psychological services to adults and adolescents within the Rape Crisis Clinic for issues related to sexual assault, child sexual abuse, human trafficking and other traumatic life experience. Individual therapy is the primary intervention for this placement, though ongoing groups for adult survivors and non-offending parents are available to be co-led by an intern. Long-term treatment approaches are central to this placement.

FYI - The above are the primary internship placements for the Centerstone sites. There will be time spent providing comprehensive psychological assessments in our Diagnostic Center.

2017-2018 Internship Placements (cont'd)

Psychological & Neurobehavioral Services

General Assessment (Child/Adult) - Interns will provide comprehensive psychological assessment to children, adolescents and adults for diagnostic clarity and treatment planning. Assessments may include referrals from psychiatrists, therapists, other medical professionals, attorneys or community agencies. Provide adult and juvenile forensic evaluations.

Neuropsychology - Interns provide neuropsychological assessment to children, adolescents, adults and geriatrics presenting with psychological, neuropsychological and medical conditions. Adult conditions include traumatic brain injury, stroke, seizure disorder, depression, anxiety and other mood/affective conditions. Childhood conditions include traumatic brain injury, autism spectrum disorders, attention deficit hyperactivity disorder, learning disorders, depression, anxiety and other mood/behavioral disorders. Provide cognitive rehabilitation services to remediate cognitive deficits and protect against future decline.

Forensic Assessment - Interns will provide comprehensive forensic assessments to juveniles and adults to assess competence to proceed, sanity at time of offense, ability to waive Miranda rights and mitigation. Some court involvement is likely; interaction with court representatives is highly likely.

FYI - All Psychological & Neurobehavioral Services primary placements will provide intern experience in the non-primary placement at that site.

Jewish Family & Children Services

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

AllCare Medical Centers

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

Non-Primary Site Electives

Elective rotations at Consortium sites other than your primary site are available. For the 2017-2018 Internship year: PNS will offer neuropsychological assessment opportunities to interns at Centerstone and JFCS. Centerstone will offer hospital-based therapy or assessment opportunities to interns at PNS and JFCS. JFCS will offer school-based individual and family therapy opportunities for Centerstone and PNS interns.

If interested in a Non-Primary Site Elective, please discuss first with your site supervisor. If approved, then discuss with the non-primary site supervisor. Please note that accessing an elective rotation is at the discretion of the sites involved and are subject to the availability of that particular elective at the time you are requesting.

Site-Specific Appendix (PNS - LAKELAND)

WHO TO CALL FOR AN ABSENCE

You should leave a voicemail with the front office and text your primary supervisor; Dr. Henley (863-670-6857) or Dr. Lavelle (813-385-1632).

BREAKS/LUNCH PERIODS

You are entitled to a 15-minute break for each 4 hours worked. Lunch periods are any unworked time in excess of 30 minutes or more.

ANSWERING PHONES

The office phones are answered “Good morning (or Good afternoon) Psychology Office”. While you are not required to answer the office phone as part of your internship, you may be required to assist at times.

DRESS CODE

Appropriate attire includes: dresses and skirts of modest length; suits / pantsuits; blouses / skirts and any type of business shoe. Jeans are allowed if they are paired with a professional shirt and appropriate work shoe. If you wear sneakers, they must be clean and appear neat. Examples of inappropriate attire include: facial jewelry; hair color which is not a natural, human hair color; sundresses; and midriff tops. Jeans worn with a tee shirt and sneakers is not professional attire.

HOURS OF WORK

Your normal working hours may vary but will typically include Monday through Friday 8:30-4:30. You may be permitted to work off site or write reports from another location, pending supervisor approval. Work hours may be changed to accommodate work demands and patient needs when necessary. We will try to take into account your personal preference in hours, but the final determination must be based on the needs of our office/patients. You are expected to be in the office on time in the morning and after breaks and work until closing time or the end of your work hours. A report writing day is considered a work day and you are expected to be available and present in the office, unless otherwise arranged. A report writing day does not constitute a vacation or travel day.

LEAVE OF ABSENCE

If you request a leave of absence, you must have used all of your available vacation time before we will approve a personal leave of absence.

BEREAVEMENT

Immediate family is defined as spouse, parent, child, sibling, mother-in-law, father-in-law, son or daughter in-law, grandparent or grandchild. We will provide up to 3 days for In State & 5 days for out of State funerals. Unpaid time off may be granted at your primary supervisor’s sole discretion to attend the funeral of other relatives not found above.

SAFETY

Report all injuries to Dr. Henley, Dr. Lavelle or front office manager.

SMOKING

Smoking is only allowed in designated areas of the office property, and nowhere else.

Site-Specific Appendix (JFCS - SARASOTA)

WHO TO CALL FOR AN ABSENCE

You should leave a voicemail with the front office and contact Dr. Trzeciak-Kerr (941-366-2224 x. 124).

POLICIES & PROCEDURES

As a large behavioral health facility, Jewish Family & Children Services has a number of policies that it is important for you to familiarize yourself with. Each intern will receive a supplemental handbook that will discuss the JFCS policies and procedures in depth.

BREAKS/LUNCH PERIODS

You are entitled to a 15-minute break for each 4 hours worked. Lunch periods are any unworked time in excess of 30 minutes or more.

DRESS CODE

Appropriate attire includes: dresses and skirts of modest length; suits / pantsuits; blouses / skirts and any type of business shoe. Examples of inappropriate attire include: facial jewelry; hair color which is not a natural, human hair color; sundresses; and midriff tops. Jeans worn with a tee shirt and sneakers is not professional attire.

HOURS OF WORK

Your normal working hours may vary but will typically include Monday through Friday 8:30-5:00 (including a 30-minute unpaid lunch). You may be permitted to work off site or write reports from another location, pending supervisor approval. Work hours may be changed to accommodate work demands and patient needs when necessary. We will try to take into account your personal preference in hours, but the final determination must be based on the needs of our office/patients. You are expected to be in the office on time in the morning and after breaks and work until closing time or the end of your work hours. A report writing day is considered a work day and you are expected to be available and present in the office, unless otherwise arranged. A report writing day does not constitute a vacation or travel day.

SMOKING

JFCS is a smoke-free facility and smoking is strictly prohibited on office property. Smoking is only allowed in areas off the property.

Site-Specific Appendix (CENTERSTONE - BRADENTON)

WHO TO CALL FOR ABSENCE

Call your program supervisor if you will be absent on a given day.

ADMINISTRATIVE SUPERVISION

Your administrative supervisor is responsible for all the administrative aspects of your internship, (i.e. scheduling, time off approvals, timecards etc.).

POLICIES & PROCEDURES

As a large behavioral health facility, Centerstone has a number of policies that it is important for you to familiarize yourself with. These policies can be found on SharePoint in the Policies & Procedures area. Of course, your administrative and clinical supervisors may direct you to specific policies for your review.

BREAKS/LUNCH PERIODS

You are entitled to a 15-minute break for each 4 hours worked. Lunch periods are any unworked time in excess of 30 minutes or more.

DRESS CODE

Appropriate attire includes: dresses and skirts of modest length; suits / pantsuits; blouses / skirts and any type of business shoe. Jeans are allowed if they are paired with a professional shirt and appropriate work shoes, but only on Fridays or other designated casual dress days. If you wear sneakers, they must be clean and appear neat. Examples of inappropriate attire include: facial jewelry; hair color which is not a natural, human hair color; sundresses; and midriff tops. Jeans worn with a tee shirt and sneakers is not professional attire. Please refer to the Human Resources Dress Code Policy for additional information.

HOURS OF WORK

Your normal working hours may vary but will typically include Monday through Friday 8:30-5:00 (including a 30-minute unpaid lunch). You may be permitted to work off site or write reports from another location, pending supervisor approval. Work hours may be changed to accommodate work demands and patient needs when necessary. We will try to take into account your personal preference in hours, but the final determination must be based on the needs of our office/patients. You are expected to be in the office on time in the morning and after breaks and work until closing time or the end of your work hours. A report writing day is considered a work day and you are expected to be available and present in the office, unless otherwise arranged. A report writing day does not constitute a vacation or travel day.

SMOKING

Centerstone is a smoke-free facility and smoking is strictly prohibited on office property. Smoking is only allowed in areas off the property.

Site-Specific Appendix (ALLCARE – LAKEWOOD RANCH)

WHO TO CALL FOR ABSENCE

You should contact the front office at (941)388-8997.

POLICIES & PROCEDURES

As a private behavioral health and medical facility, AllCare has a number of policies that it is important for you to familiarize yourself with. Please speak with the Office Manager to direct you to specific policies for your review.

BREAKS/LUNCH PERIODS

You are entitled to a 15-minute break for each 4 hours worked. Lunch periods are any unworked time in excess of 30 minutes or more.

DRESS CODE

Appropriate attire includes: dresses and skirts of modest length; suits / pantsuits; blouses / skirts and any type of business shoe. Jeans are allowed if they are paired with a professional shirt and appropriate work shoes, but only on Fridays or other designated casual dress days. If you wear sneakers, they must be clean and appear neat. Examples of inappropriate attire include: facial jewelry; hair color which is not a natural, human hair color; sundresses; and midriff tops. Jeans worn with a tee shirt and sneakers is not professional attire.

HOURS OF WORK

Your normal working hours may vary but will typically include Monday through Friday 8:30-5:30 (including a 60-minute unpaid lunch). You may be permitted to work off site or write reports from another location, pending supervisor approval. Work hours may be changed to accommodate work demands and patient needs when necessary. We will try to take into account your personal preference in hours, but the final determination must be based on the needs of our office/patients. You are expected to be in the office on time in the morning and after breaks and work until closing time or the end of your work hours. A report writing day is considered a work day and you are expected to be available and present in the office, unless otherwise arranged. A report writing day does not constitute a vacation or travel day.

SMOKING

Smoking is only allowed in designated areas of the office property and nowhere else.

