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#### DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY (PSYD)

## **CLINICAL TRAINING MANUAL**

#### TABLE OF CONTENTS

CLINICAL TRAINING MODEL	4
EVALUATION OF PROGRESS	7
Student Evaluations	7
Evaluation of Students Professional Competencies	7
Site and Supervisor Evaluation	7
Grading of Clinical Practice Seminars	7
Remediation of clinical skills deficiencies	8
Procedure to follow when students present health problems during clinical practices	8
CLINICAL PRACTICUM SITES	9
Affiliation	9
Criteria for certification of practicum sites	9
Primary Responsibilities of Practicum Supervisors	11
GUIDELINES FOR CLINICAL PRACTICE	12
ETHICAL STANDARDS	12
DRESS CODE	12
DOCUMENTATION OF CLINICAL ACTIVITIES	12
SUPERVISION	12
DOCUMENTATION OF TIME IN CLINICAL TRAINING	13
EVALUATION FORMS	13
HANDLING OF CLINICAL EMERGENCIES	13
Appendix A	15
Student Practicum Contract	15
Appendix B	17
EVALUATION OF STUDENT/TRAINEE BY SUPERVISOR	17
Appendix C	21
Evaluation of Students Professional Competencies	21
Appendix D	23
Practicum Site Evaluation by Students	
Appendix E	
Psychological Testing Policy	

Appendix F	28
Elective Practice Sequence	28
Appendix G	29
EVALUATION OF SUPERVISOR BY STUDENT/TRAINEE	29
Appendix H:Practicum Sites	35

#### CLINICAL TRAINING MODEL

The competencies that students need to develop to become professional psychologists are multiple and complex. These competencies are only developed through practical experiences in supervised contexts. Therefore, the clinical practice component of the Clinical Psychology program of Ponce Health Sciences University (PHSU) pays special attention to the processes through which students develop the competencies of the profession. Specifically, our model stipulates that graduates will be proficient in building relationships, especially with those suffering from psychological distress. They will be able to utilize their relationship skills to perform evaluations of patients' circumstances and of their psychological functioning. Our students will develop competencies in the administration and interpretation of psychological tests. Likewise, students will acquire intervention competencies in a range of approaches and modalities, which are a significant component of the clinical skills available to professional Clinical Psychologists.

To achieve the goal of providing its students the clinical skills of the profession, the Clinical Psychology Doctoral Program at PHSU offers its students the following experiential components:

- 1. Practicum seminars emphasizing clinical skills.
- 2. Clinical practice in designated practicum sites.

The practicum component of the program is structured in a sequential manner in order to foster the progressive acquisition of clinical skills. The sequence is as follows:

Practicum Coding and Name	Year & Semester	Number of Hours
PSY 5810 Introduction to Clinical Practice	Year 1 semester 1	50
PSY 5820 Fundamentals of Clinical Interventions and Emergency Psychology	Year 1 semester 2	50
PSY 6870 Psychotherapy Seminar	Year 2 Summer	15
PSY 6850 Conceptualization and Intervention Planning	Year 2 semester 1	250
PSY 6830 Psychotherapeutic Techniques	Year 2 semester 2	250
PSY 7860 General Clinical Practice: Integration I	Year 3 semester 1	250
PSY 7870 General Clinical Practice: Integration II	Year 3 semester 2	250

During the first semester of the first-year students register in PSY 5810, through which they develop basic interviewing and clinical skills. For the second semester of their first-year students register in PSY 5820 and complete a minimum of 50 hours of clinical instruction. This experience includes the opportunity to practice clinical skills within the safe environment afforded by the Standardized Patient Program.

During summer after first year, students take PSY 6870. This seminar serves as a bridge between the two introductory clinical practice seminars offered during the first year and the sequence of model-specific therapy courses of the second-year curricula. This introductory seminar focuses on how to begin a psychotherapeutic process. Students will learn how to begin the psychotherapeutic journey with patients, what they need to do-along the way, and how to assist patients in their self-exploration and growth-enhancing healing process.

During the two semesters of the second year, students complete 400 hours of clinical practice in a designated clinical site and 100 hours of academic instruction while registered in the PSY 6830 & PSY 6850 clinical practicum and seminars. The clinical experiences in practicum sites allow student to gain further exposure to clinical work and to spend more time in the acquisition and refinement of clinical skills. PSY 6850 focuses on the development of conceptualization and basic intervention planning skills. Students have the opportunity to practice case conceptualization and treatment planning skills in their practicum sites. These skills are taught within the context of managed care and of the recent emphasis on integrative health care delivery systems. The instructional component of PSY 6830 focuses on the discussion and application of interventions, especially of psychotherapeutic techniques. At their practicum sites, students perform intake assessments, mental status examinations, case conceptualizations, treatment plans, and provide individual or group psychotherapy. During the second semester, they may also conduct cognitive assessments. All students are supervised by an on-site licensed clinical psychologist.

During the first semester of the third year, students again have the opportunity to practice their clinical skills, in a different setting. At this level of the training sequence, students register in the PSY 7860 seminar, which is designed to assist students in learning to integrate acquired knowledge with diagnostic and general clinical skills. At this stage of the program, every student has approved the cognitive and personality evaluation courses. It is expected that the student will utilize these skills throughout the third year to gain a better understanding of the cases seen at their practicum site. The didactic component of the practicum seminar also focuses on exposing students to empirically validated procedures. While at their practicum sites, students continue to meet weekly with their supervisors to discuss their clinical experiences and to continue with the development of advanced skills in the integration of clinical data and in implementing intervention strategies and techniques. Additionally, during this third year, and

before submitting the APPIC application for pre doctoral internship, students must meet the policy of Psychological Testing (Appendix E).

During the second semester of the third year, students will be exposed to a more advanced level of clinical integration. The General Clinical Practice: Integration II (PSY 7870) seminar explores the different types of interventions supported by empirical evidence as presented in the textbook "Clinical Handbook of Psychological Disorders: A Step by Step Treatment Manual" by Barlow, (2008 & 2014) and "A Guide to Treatments That Work" by Nathan and Gorman, (2015)".

The program offers a sequence of elective practicums. These practicums provide students with additional opportunities to develop their clinical skills and to explore additional areas of interest. Also, these practicums allow students additional exposure in specialized areas of the profession. The sequence of elective practicum begins during the summer following the second year. The General Clinical Practicum (PSY 7810) and the Advanced Clinical Practicum I (PSY 8810) are available for students during the summers of second and third year respectively. The Advanced Clinical Practicum II (PSY 8820) and the Advanced Clinical Practicum III (PSY 8830) are available to students that want to expand their clinical experiences during their fourth year. The Advanced Clinical Practicum IV (PSY 8840) and the Advanced Clinical Practicum V (PSY 8850) are available to students who want to expand their clinical experiences during their fifth year. These practicums allow students to gain additional exposure to specialized areas or to further strengthen general clinical skills in a setting different from the one selected for the previous semester (Appendix F).

Students will complete a minimum of 1,100 hours of practice before entering the doctoral internship. For each practicum experience, students should complete 100 face to face contact hours for a minimum of 400 face to face hours for all practicum experiences. These face to face hours includes clinical intake, crisis interventions, psychotherapy (individual, group, couples and family), shadowing and testing. The shadowing hours will amount to .5 of the total reported (e.g., of 20 shadowing hours reported, 10 will account as face to face). Record keeping, case management, training, administrative services, staff meetings and supervision hours will be recorded as supplemental hours. If the student cannot complete the 100 face to face contact hours per semester, the Coordinator of Clinical Practice (CCP) and the student will sign an agreement stating the amount of hours owed for the semester and the specific plan to complete them. The plan may include a summer rotation or a practicum placement during the fourth year. The agreement is to be reviewed every semester.

#### **EVALUATION OF PROGRESS**

#### **Student Evaluations**

Students receive two performance evaluations from their site supervisor during each semester. The first evaluation is conducted at mid-semester (beginning of October/March) and the second at the end (December/May). The evaluation form is included in Appendix B.

#### **Evaluation of Students Professional Competencies**

The supervisor should also complete and submit the Evaluation of Students Professional Competencies Form (Appendix C) for each supervisee at least once during the semester. Any concerns in this area will receive immediate attention by the CCP and the program administration.

#### Site and Supervisor Evaluation

The student will evaluate the practicum site and the clinical supervision received at the end of the practicum experience. The evaluation form to be used is found in Appendix D.

Students enrolled in clinical practice are responsible for obtaining and submitting the evaluations and other requirements of the practicum to the CCP in a timely manner. No grades will be posted in a student's transcript until all evaluation forms are turned in.

#### Grading of Clinical Practice Seminars

The practicum hours are credited by the office of the CCP, based upon the practicum log in Time2Track. The student's clinical supervisor signs this log, and the student must submit it to Time2Track system each month. By the end of the semester, the CCP informs the professor of the practicum seminar about the student's performance in their practicum site and the number of hours completed. If the student's performance is evaluated as satisfactory by the practicum supervisor and the number of hours logged for the semester is acceptable, the CCP will certify the student's approval of the practice and of the seminar by using the designation "Pass" (P) or "Not Pass" (NP). A satisfactory evaluation is at least 3 in each section. The description of the score is as follows: 1= Very Poor: Performance well below expectations; 2= Below Average Performance: Below expectations for a trainee at this level; 3=Adequate performance: Comparable to others at this level of training, trainees' demonstration of skills is solid/adequate; 4=Above Average performance: Above expectations for trainee at this level; 5=Outstanding performance: Exceeding expectations for a trainee at this level and Not Applicable (N): This specific item was not observed in this practicum site.

#### Remediation of clinical skills deficiencies

A grade of No Pass will require a remediation of clinical skills. Deficits detected through clinical practicum are required when ratings on the *Student/Trainee Evaluation Form*, and *Evaluation of Students Professional Competencies* indicate unsatisfactory performance (Total score less than 3 in each section). This procedure is also activated when unsatisfactory performance is detected through any other written evaluation method in use at any practicum site, in addition to the Student/Trainee Evaluation Form. Based on the information collected, a remedial plan is developed by the CCP in consultation with the student's practicum supervisor and academic advisor. The student receives a letter from the CCP stating the steps to follow to benefit from the plan, the expected amount of time required to complete, and the possible consequences of noncompliance, including a referral to the Students Promotions Committee for consideration of other actions that may include dismissal from the program.

# Procedure to follow when students present health problems during clinical practices

The whole health of each student is vital to obtaining an adequate supervised practicum experience. We strive to ensure the well-being of students, supervisees, and the people who receive our services. For such purposes, we adopt the following procedures when health problems arise during practicum experiences:

When the student, administrator of the site, or supervisor identifies that any practicum student is experiencing a health problem of a physical or emotional nature, they must ensure that such student receives the necessary medical/psychological care and keep the recommended rest. If the condition requires more than two weeks of rest, it is recommended that the student applies for a Leave of Absence (LOA). To be able to return to their site, the physician or psychologist who provides the health services must certify that the student is ready to retake their practicum responsibilities. The academic advisor must be aware of and collaborate in the necessary coordination to support the student in the required process. The supervisor and the student (to the extent possible) will be responsible for ensuring the transfer of patients as necessary.

The Practicum Coordinator must be notified of each case and will meet with the parties to clarify any doubts. She/he will inform the program director and recommend a referral to the counseling department as deems necessary. The director should use the Student Assessment Committee (SAC) referral form for such a purpose.

Students have the responsibility to notify the supervisor of any physical or emotional health issues limiting their practicum experience. Practicum students must also abide by supervisors' recommendations at the site or in the academic program about remaining or not in the practicum

site during the corresponding semester. As far as possible, the student must collaborate to transfer the cases they are assisting. Under no circumstances will the safety or the best well-being of patients be put at risk.

If a practicum student refuses to follow this policy and procedure or the recommendations offered, it will be treated as a professional behavior fault. The program director or the SBBS dean could refer the student to the professional conduct committee (PCC) for evaluation and recommendations. Based on the advice of the PCC, the dean will decide the action to be taken, which may include a referral to the Promotions Committee with a recommendation of dismissal from the academic program.

Steps to follow in case of ethical breaches or perception of discrimination in the practice center:

- 1. Familiarize yourself with the policies, regulations, or protocols of the practice center. This is to understand the steps to follow. If they don't exist, you can proceed to step two.
- 2. If the situation is related to the practicum site itself (and does not involve supervision), notify the person responsible for your supervision verbally and in writing. If a satisfactory solution is not reached, you can proceed to step three.
- 3. If the situation involves supervision, notify it in writing by sending an email to request a meeting with the coordination of clinical practices, your academic counselor, and at least one representative from the faculty's diversity committee.

#### CLINICAL PRACTICUM SITES

#### Affiliation

Each practicum site has an affiliation contract with PHSU. The CCP is responsible for coordinating contracts, handling issues related to students' malpractice insurance, assigning students to their practicum sites, and securing all pertinent documentation related to students' practice. Any situation related to students in practicum or to their practicum sites will be reported to and handled by the CCP.

#### Criteria for certification of practicum sites

To assure the availability of adequate training sites, PHSU has engaged in multilateral affiliations and agreements with local and national agencies and organizations. The primary

focus of these organizations is the delivery of health, mental health, and psycho-educational services to their constituents. These organizations provide the resources needed by our students to develop their clinical and intervention skills and to forge their identity as professional psychologists. To achieve this goal, practicum sites must satisfy the basic requirements set forth by our program. These requirements are:

- The site must be engaged in the delivery of health-related, educational or social/community services to individuals, couples or families.
- Licensed health professionals must conduct administration and staff supervision.
- The training site must abide by the appropriate standards of safety that protect students, employees and the persons served from potentially dangerous or risky situations.
- An individual within the organization is designated to supervise and facilitate the student's training program. This person should be a licensed psychologist with a doctoral degree.
- There might be instances in which the requirement of a psychologist with a doctoral degree may be waived, given the characteristics or experiences obtained in the practicum site. In case that a licensed psychologist with doctoral degree is not available on site, two requirements must be met:
  - 1. A licensed health or mental health professional will provide all the guidance and support required for the assignment of cases and will guarantee that students have all the resources needed to benefit from the practicum experience.
  - 2. The student will be supervised on a weekly basis by an assigned field licensed supervisor. An organization may request that a particular student is assigned to the site, based upon mutual interests. However, no student will accept or ask to rotate through a practicum site without the consent of the CCP.

In order to provide diverse experiences, students are usually not allowed to remain in the same practicum site for more than one semester. Nonetheless, under special circumstances, this requirement may be waived. The training experience begins and ends according to the calendar of each training site. Those training calendars do not necessarily correspond to the academic calendar.

Students cannot practice in any site without previous authorization from the CCP and/or the Program Director. This policy includes summer research experiences in or outside the Program. Students are not allowed to continue providing clinical services to the center's clients after completing their rotation every semester.

#### Primary Responsibilities of Practicum Supervisors

- □ Provide guidance and advice to students throughout their training and serve as professional mentors.
- □ Enable students to become thoroughly familiar with the policies and procedures of the practicum site.
- □ Develop graded, sequential experiences for students that will prepare them to assume entry- level responsibilities within the field of Professional Clinical Psychology.
- □ Complete, with the student, the "Students Practicum Contract" (Appendix A) and provide the expected amount of weekly individual supervision of at least 1 hour.
- □ Screen and assign to students' cases of adequate levels of complexity.
- Review the cases assigned to students on a regular basis.
- □ Verify that the student completes all forms and required paperwork
- Address in supervision sessions the scientific basis of clinical psychological practice, professional ethics, and topics related to managed care and its effects on health care systems.
- □ Provide guidance and encouragement for students to progressively acquire independence in their clinical functioning.
- □ Keep the student, as well as the CCP, informed as to the student's progress through both, formal evaluation forms and through informal verbal feedback.

#### **GUIDELINES FOR CLINICAL PRACTICE**

#### ETHICAL STANDARDS

Students will abide by the ethical standards of the American Psychological Association with regards to professional behavior and to delivery of clinical services. Students will follow all rules and regulations of Ponce Health Sciences University and will conduct themselves according to applicable legal standards. Any concern about the student's professional behavior in the clinical setting will be addressed according to PHSU policies and due process.

The safety of clients and issues related to dual relationships are considered to be among the most important aspects of ethical behavior to be observed by all students. It is the responsibility of the students to evaluate for the presence of dangerousness to self or others in the clients served. Likewise, situations of child or elderly abuse need to be reported according to the applicable law. Issues of domestic violence and of abuse to women and children in any form will be handled with utmost care.

#### **DRESS CODE**

The way in which a student dresses to attend their clinical sites has particular significance at different levels. Adequate clothing transmits a sense of professionalism and respect for patients and for the professional staff of the training site. Attire should be consonant with the setting of practice, with the weather and the time of the day. Shorts, running shoes, blue jeans, women pants that are skin-tight, or clothes that excessively expose portions of the body (except arms and legs from the knee down) are not acceptable clothes to be wear on a Practicum site. However, sites that serve children predominantly usually tolerate (and at times require) less formal attire and running shoes. Male students are encouraged to use long or short leaves shirts with tie.

#### DOCUMENTATION OF CLINICAL ACTIVITIES

The student will document each intervention performed with a patient, with his/her collaterals or with any other person involved in the case. The **SOAP** model is recommended to orient progress notes. The **DAP** model is likewise acceptable. However, the student will utilize whichever system is utilized or required by their Practicum site. When the Practicum site does not promote a particular system, the student is expected to utilize SOAP (preferably) or DAP. The student needs to remember that failure to document sessions or crucial information about patients being served constitutes a serious infraction of the ethics of clinical practice.

#### **SUPERVISION**

Each student will have at least one hour of individual supervision each week. The student may cancel a supervision appointment but only when the circumstances that prompted such cancellation justifies such action. Any supervisor may require objective proof of such

justification. All supervisory session will be documented and countersigned by the supervisor. Students must receive at least one direct/in vivo supervision per semester.

#### DOCUMENTATION OF TIME IN CLINICAL TRAINING

Students will enter their clinical practice hours through their Time to Track accounts. This service is included in all students' fees and except for extraordinary circumstances, no paper logs are accepted. Students receive a thorough orientation to the use of this system prior to beginning their first practicum. The CCP and the Assistant Dean for Clinical Training serve as system administrators for students' accounts and provide guidance and assistance in the use of the system.

#### **EVALUATION FORMS**

Besides the monthly log, students in practice have the responsibility of obtaining and submitting on time to the office of the CCP, all the required evaluations in original.

- Teaching-Learning Contract: at the beginning of every year (Appendix A)
- Site and Supervision Evaluation by Student: end of semester (Appendix D)

All practicum students will be evaluated by their supervisors as described above. The CCP will make a request for evaluation to students' supervisors via the Time2Track system. The CCP will receive the completed evaluations, already reviewed and discussed with the student, via Time2Track. Additionally, the following documents are submitted via the Time2Track system

- Student Evaluation by Supervisor: mid semester and end of semester (Appendix B)
- Evaluation of Students Professional Competencies by Supervisor: one of each semester (Appendix C)

#### HANDLING OF CLINICAL EMERGENCIES

Students will identify the site supervisor designated to assist students in handling crises and emergency situations and will request a copy of the procedures utilized in the site to address such situations. Any case that may present as potentially dangerous or may pose a risk will be consulted immediately with the corresponding supervisor.

If the site supervisor is not available at the time when the emergency occurs, students will call a PHSU supervisor or advisor for instructions and support. In the absence of that person, the student will contact the CCP. If contact with the supervisors on call through mobile phone is not possible, the student will call the Program's office, the Director of the Program, or any other clinical professor available. The supervisors on call are:

<b>Teacher-Supervisor</b>	Telephone
Dr. Stephanie Vega	787-240-8458
Dr. Hiradith Menéndez	787-509-9852
Dr. Valerie Toro	787-487-8593
Dr. Efraín Ríos	787-955-4135
Dr. Viviana Hoyos	787-479-5080
Dr. Giselle Medina	787-608-0870
Dr. Nydia Cappas	787-463-1018

#### Appendix A

## PONCE HEALTH SCIENCES UNIVERSITY CLINICAL PSYCHOLOGY PROGRAM

#### **Student Practicum Contract**

Nam	e of S	Student: Phone Number:	
Supe	rviso	r:	
Supe	rvisio	on time:	
I.	Ini	itial Student Self Evaluation:	
	A.	Strengths	
	В.	Needs	_
	C.	Goals	-
II.		ompetencies to acquire. Select in priority order assigning 1 to the item with highest aportance.	
	(	) Integration of theory with practice in conducting an interview.	
	(	) Conceptualization of presenting problem from different theoretical frameworks.	
	(	) Elaboration of long and short term intervention plans.	
	(	) Establish clear and realistic therapeutic contracts.	
	(	) Proficiency in the administration and interpretation of psychological testing and report writing	
	(	) Providing effective feedback to referral sources and clients on evaluations Performed	
	(	) Offer effective psychotherapeutic services in accordance with the ethical and legal principles of the profession	

	( ) Learn, select, and integrate psychotherapeutic techniques to assist clients in the solution of their problems
	( ) Writing clear and adequate progress notes
	( ) Focusing on the client's problem and maintaining an atmosphere of respect and acceptance
	( ) Achieve effective termination of the therapeutic relationship
III.	Individual development plan:
IV	Methods of Feedback / Evaluation:  ( ) Participation in weekly supervision meetings ( ) Revision of records ( ) Case discussions ( ) Revision of psychological reports ( ) Discussion of midterm and end of semester evaluation ( ) Participation in case conferences and training ( ) Use of case narratives ( ) Use of audio tapes ( ) Use of video tapes ( ) Direct- in vivo supervision ( ) Other:
V.	Date for revision of contact
VI.	Additional Comments
Site S	upervisor Date
Stude	nt Date

#### Appendix B

#### EVALUATION OF STUDENT/TRAINEE BY SUPERVISOR

Train	ee		Supervisor							
Date_		Site		_ Midterm		Final	l			
	1	2	3	4			5		N	N .
Very F Perform		Below Average Performance	Adequate Above Average Performance Performance					No Appli		
Performance well below expectations		Below expectations for a trainee at this level.	Comparable to others at this level of training, trainee's demonstration of skill is solid/adequate	Above Exceeding expectations for a trainee at this level trainee at this level.		expectations for a trainee at this		g This specific item for a was not observed		observed acticum
1.	Interp	personal Relations	& Personal Qualities							
	A.	Works well with	other staff		1	2	3	4	5	
	B.	Is sensitive to an	d able to establish		1	2	3	4	5	
	_	good rapport wit					_		_	
	C.		families & collaterals		1	2	3	4	5	
	D.		y & responsibility		1	2	3	4	5	
	E.	Is able to functio			1	2	3	4	5	
	F.	Shows good initi			1	2	3	4	5	
	G.	_	s through to completion		1	2	3	4	5	
Total	Score	/								
Comn	nent									
2.	Super	vision								
	A.	Accepts supervis	ion		1	2	3	4	5	
	B.	Applies supervis			1	2	3	4	5	
	C.	Is open & recept			1	2	3	4	5	
	D.	Is on time and pr			1	2	3	4	5	
	E.		supervisor when needed		1	2	3	4	5	
	F.		its ideas or recommendations		1	2	3	4	5	
	G.	Is able to conside	er transference/countertransfe eutic interventions.		1	2	3	4	5	
	H.		sight about his/her strengths a	and capacities	1	2	3	4	5	
	I.		sight about his/her weaknesse		1	2	3	4	5	
Total	Score _									

1	1	2	3	4		5		N		
Very Po		Below Average Performance	Adequate Performance	Above Average Performance		standing ormance		Not Applicable		
Performance elow expect		Below expectations for a trainee at this level.	Comparable to others at this level of training, trainee's demonstration of skill is solid/adequate	Above expectations for a trainee at this level	expecta train	ceeding ations for ee at this evel.	or a s	was not in this p	ecific item observed oracticum site	
3.	Thera	py Skills	•							
	A.	Shows good gras	p of therapeutic techniques	1	2	3	4	5	N	
	B.		conceptualize patient needs	1	2	3	4	5	N	
	C.		sing evidence-based interver		2	3	4	5	N	
	D.		Ills in individual therapy	1	2	3	4	5	N	
	E.		ills in group therapy	1	2	3	4	5	N	
	F.		ills in family/marital therapy	_	2	3	4	5	N	
	G.		skills in the interview/	1	2	3	4	5	N	
	H.		pacities in forming diagnosti	ic impressions 1	2	3	4	5	N	
	I.		pacities in providing therape		2	3	4	5	N	
Total S	core	/								
Comme	ent									
4.	Assess	sment Skills								
	A.	Administration & of cognitive proc		1	2	3	4	5	N	
	B.	Administration &	t interpretation	1	2	3	4	5	N	
		of projective tech								
	C.	Administration & interpretation of objective personality tests		1	2	3	4	5	N	
	D.	Behavioral assess		1	2	3	4	5	N	
	Б. Е.	Others (specify)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1	2	3	4	5	N	
	F.	Demonstrates cap	pacity in forming impressions, and diagnostic conclusions	ıs, 1	2	3	4	5	N	
	G.	Quality of written		1	2	3	4	5	N	
Total S		/								

1		2	3	4		5		]	N	
Very Poo Performan		Below Average Performance	Adequate Performance	Above Average Performance		standing ormance		N	ot icable	
erformance low expecta		Below expectations for a trainee at this level.	Comparable to others at this level of training, trainee's demonstration of skill is solid/adequate	Above expectations for a trainee at this level	expect train	ceeding ations for ee at this evel.		was not in this p	cific item observed racticum ite	
5. Teai	m Meet	ings/Case Confere	nces							
				1	2	2	1	5		
	A. B.	Is an active particular Is organized and	ripant & contributor	1 1		3	4	5 5		
	C.	Is on time and pro		1	2	3	4 4	5 5 5		
	D.		sitive attitude towards team		2	3 3 3	4	5		
Total So	core	/								
Comme	nt									
6. Writi	ng Skil	ls								
	A.	Exhibits skills in	writing clinical notes	1	2	3	4	5		
	В.		e clear and concise	1	2.	3	4	5		
	C.	Progress notes ar		1	2	3	4	5		
Total So	core	•								
Comme	nt									
7.	Divers	ity								
	A. B.	Considers issues	areness and respect for Divo of diversity in the developm of intervention plan		1 1	2 2	3	3 4 3 4	5 5	
Total So	core	_/								
Comme	nt									
8. (	Other ( <sub>]</sub>	please specify)								
				1 1	2 2	3	4	5 5		
9.	Direct	Supervision: Date		1	۷	3	7	J		
		)Use of audio tapes								
		)Use of video tapes								
			s (Example: Skype, Zoom)							
	(	)One way mirror	, ,							
	(	)Direct-in vivo								

<ul> <li>( )Participation in weekly supervision meetings</li> <li>( )Revision of records</li> <li>( )Case discussions</li> <li>( )Revision of psychological reports</li> <li>( )Discussion of midterm and end of semester evaluation</li> <li>( )Participation in case conferences and training</li> <li>( )Use of case narratives</li> <li>( )Use of audio tapes</li> <li>( )Use of video tapes</li> <li>( )Electronic methods (Example: Skype, Zoom)</li> <li>( )One way mirror</li> <li>( )Direct-in vivo supervision</li> <li>( )Other:</li> </ul>
Narrative Evaluation: (Please provide a narrative evaluation of the student. Be sure to address any ratings below 3 in the above evaluation by specifying the problem and a suggested course of correction. Otherwise provide a general overview of the student's skills and any areas of needed growth or development. The data are to be used as feedback to enhance the student's overall training and preparation.
THE ABOVE RATINGS AND THE NARRATIVE EVALUATION HAVE BEEN DISCUSSED.
Trainee's signature
Supervisor's signature
Date

10.

**Methods of Feedback/Evaluation:** 

## **Appendix C Evaluation of Students Professional Competencies**

To: Clinical Supervisors

Ponce Health Sciences University Clinical Psychology Program

From: Stephanie Vega, Psy.D.

Coordinator of Clinical Practice

Re: Evaluation of Students Professional Competencies

We are including a list of those skills involved in the competency of *Professional Behavior*. We are also asking you to evaluate this competency from your supervisee using the format presented below. Please discuss the evaluation with the student and send a copy to our clinical practice coordinator no later than the month of October and March each semester.

According to ADPTC<sup>1</sup>, the novice student should possess and demonstrate a set of personal characteristics, intellectual and personal Skills:

Interpersonal skills: ability to listen and be empathic with others; respect for/interest in others' cultures, experiences, values, points of view, goals and desires, fears, etc. These skills include verbal as well as non-verbal domains. An interpersonal skill of special relevance is the ability to be open to feedback.

Cognitive skills: problem-solving ability, critical thinking, organized reasoning, intellectual curiosity

Affective skills: affect tolerance; tolerance/understanding of interpersonal conflict; tolerance of ambiguity and uncertainty.

Personality/Attitudes: desire to help others; openness to new ideas; honesty/integrity/valuing of ethical behavior; personal courage.

Expressive skills: ability to communicate one's ideas, feelings and information in verbal, non-verbal and written forms.

Reflective skills: ability to examine and consider ones owns motives, attitudes, behaviors and one's effect on others.

Personal skills: personal organization, personal hygiene, and appropriate dress.

<sup>&</sup>lt;sup>1</sup> May 2004 Report from The Association of Directors of Psychology Training Clinics (ADPTC) Practicum Competencies Workgroup

# PONCE HEALTH SCIENCES UNIVERSITY Clinical Psychology Program<sup>2</sup> Evaluation of Students Professional Competencies

Student Name:		Date:		
Practicum Site				
Supervisor Name:		Direct Obse	ervationYes]	No
Supervisor Signature:				
Each student is evaluated on the following din indicated below.	nensions at the conclusion	on of each practicum	with a 5-point scale	a
1 2	3	4	5	
Very Poor Below Average Performance Performance	Adequate Performance	Above Average Performance	Outstanding Performance	
Performance well below expectations for a trainee at this level.	Comparable to others at this level of training, trainee's demonstration of skill is solid/adequate	Above expectations for a trainee at this level	Exceeding expectations for a trainee at this level.	
Dimension	Rating	Comments ase explain any score	6(1) (2)	
<ol> <li>Respectful interpersonal behavior towards supervisors &amp; peers</li> <li>Punctuality/Attendance</li> <li>Level of participation/Preparedness</li> <li>Use/Integration of theory with practice</li> <li>Concern for the welfare of others</li> <li>Cultural sensitivity and awareness</li> <li>Insight and use of self</li> <li>Appropriate affect modulation</li> <li>Organizational and systems awareness</li> <li>Openness to feedback</li> <li>Oral and written communication skills/Use of professional language</li> <li>Conduct self in an ethical manner in all</li> </ol>		ase explain any score		
professional activities  13. Commitment to values and attitudes consistent with professional standards  Student has read this form and is aware that it w of their professional competence. Ratings below site supervisor and by the program.				
Student Signature	Date	_		

<sup>&</sup>lt;sup>2</sup> Distributed by NCSPP, as submitted by Department of Professional Psychology-Chestnut Hill College

#### Appendix D

## PONCE HEALTH SCIENCES UNIVERSITY

Clinical Psychology Program

#### **Practicum Site Evaluation by Students**

Training Year:Date:
Student Name
Practicum Site
Please answer below, explain, elaborate and give suggestions when appropriate.
I. Supervision:
Supervisor's Name:
1. Was an assessment of your levels of clinical development performed by your supervisor at the beginning of this placement?
Yes No Explain:
2. Was the amount of supervision adequate? (at least an hour of individual supervision peweek
Yes No Explain:
3. Was supervision readily available?
Yes No Explain:
4. Was the supervision challenging and of sufficient complexity for your levels of clinical development?
Yes No Explain:
<ol> <li>Was the feedback provided and the evaluation done on your work helpful?</li> <li>Yes No Explain:</li> </ol>
6. Were there training needs not met through this placement?  Yes No Explain:
7. How did this supervision compare with the one you received in other placements?
Much Better Better About the SameWorst
Overall rating: (1= lowest; 10= highest) Comments:

## II. General Characteristics of the Agency:

1.	Were the staff, etc.		dequate for carrying out your work? (i.e., space, equipment, support
			_ Explain:
2.			portive of your development as a professional?
	Yes	No	_ Explain:
3.			and flexibility to learn and gain new experiences?  Explain:
4.	-		eract with other disciplines in ways that added to your understanding ibutions and facilitated cooperation and mutual respect?
	Yes	No	_ Explain:
5.	•		udited during the past year?
	Yes	No	_ Explain:
6.			lback on the audit performed on your caseload?
	Yes	No	_ Explain:
7.			learning experience?
	Yes	No	_ Explain:
Overa	ll rating (1	- 10):	Comments:
III: <b>Di</b>	agnostic E	xperience:	
1.		gain adequa nent planni	te experience in formulating diagnoses, doing mental status exams, ng?
			Explain:
2.	-	-	o a variety of diagnostic categories?
	Yes	No	_ Explain:
3.	Did you h Yes		quate mix of age, gender, and cultural cases?  Explain:
	1 00	1 10	

rerall rating (	1 -10):	Comments:
IV. Psychot	therapy Exp	perience:
_	have a suffi No	cient number of cases? Explain:
	re an adequa No	ate variety of clinical cases? Explain:
develop	-	the case assignments as sequenced and graded in complexity as you ence throughout your practicum? Explain:
•	r supervisor No	s provided encouragement and help in conceptualizing cases? Explain:
aspects	gain adequa of treatment No	
6. Did sup process:	ervision help	you gain an understanding of your influence in the therapeutic
7. Were di encount	versity issue	es (gender, religious or affectional orientation, socioeconomic), n your therapy sessions.
Overall ratio	ng (1 -10): _	Comments:
V. Psychol	ogical Asses	ssment:
•	get an adeq	uate number of referrals for assessment? Explain:
	e assessmen No	t cases sufficiently varied? Explain:
•	ou given ade No	quate experience with the major testing instruments? Explain:
		t instruments that you would have liked to learn or increase your

	experience using?	
	Yes No 1	Explain:
5.		knowledge and ability in administering, scoring, interpreting conceptualizing cases based upon such conceptualizations? Explain:
6.	Did you attain adequate manner?	e ability to write meaningful and accurate test reports in a timely
	Yes No 1	Explain:
7.	Was the testing supervi	sion adequate?
	Yes No ]	
VI. <b>O</b> 1	ther Clinical Training I	ssues:
1.		understanding in dealing with professional, ethical, and legal
	issues? Yes No l	Explain:
2.	Did this practicum furth diversity?	ner your appreciation for cultural, ethnic, and socioeconomic
	Yes No ]	Explain:
3.	Did you have adequate of Yes No l	opportunity for consultation and supervision? Explain:

#### Appendix E Psychological Testing Policy

## PONCE HEALTH SCIENCES UNIVERSITY CLINICAL PSYCHOLOGY PROGRAM

#### STUDENT PRACTICE OF PSYCHOLOGICAL TESTING POLICY

All third-year students will provide evidence of the completion of at least 4 batteries of psychological tests including its corresponding psychological reports. The reports written for the required testing courses will not satisfy this requirement. To evidence this policy, the student must hand a copy of the report signed by their supervisor.

In the case that the practicum setting to which the student is assigned does not provide the opportunity for psychological assessment, the student will be assigned to a special rotation with supervision at the Center for Psychological Services or other center that provides this experience. The coordinator of practice and the director of CPS will be in charge of assigning cases and supervisors to these students. Those students with documented deficiencies in the testing area will be required to satisfy a remedial plan<sup>2</sup>. Students should complete this requirement before applying for internship.

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<sup>&</sup>lt;sup>2</sup> The remedial plan may be completed during the fourth year.

#### Appendix F

## PONCE HEALTH SCIENCES UNIVERSITY CLINICAL PSYCHOLOGY PROGRAM

#### **Elective Practice Sequence**

Clinical Psychology students have the option to take advantage of the program's sequence of Advanced Clinical Practice to increase their competencies in general clinical practice, in specific settings, or with populations of their interest. These clinical practice experiences are electives to be taken on voluntarily basis.

The program includes clinical activities in which third- and fourth-year students may register. These are:

PSY 8880 Advanced Clinical Practicum: Clinical Health Psychology (250 hrs.) PSY 7890 Advanced Clinical Practicum: Child and School Psychology (250 hrs.)

In addition to these didactic activities, students have the option to voluntarily register in one or all of the sequence of general elective clinical experiences by utilizing the following registration codes, starting with the summer of their second year in the program:

PSY 7810 General Clinical Practicum. Second Year—Summer (200 hours) (PSY 7810 may be taken before PSY 786 General Clinical Practice: Integration I and PSY 7870

General Clinical Practice: Integration II)

PSY 8810 Advanced Clinical Practicum I Third Year – Summer (200 hours)

PSY 8820 Advanced Clinical Practicum II Fourth Year (200 hours)

PSY 8830 Advanced Clinical Practicum III Fourth Year (200 hours)

PSY 8840 Advanced Clinical Practicum IV Fifth Year (200 hours)

PSY 8850 Advanced Clinical Practicum V Fifth Year (200 hours)

These elective clinical experiences may be used by students to enhance their internship application. This Clinical Practicums are 0 credits and equivalent to 2 credit cost each.

#### Appendix G

#### EVALUATION OF SUPERVISOR BY STUDENT/TRAINEE

Trainee		Supervisor		
Date	Site		Midterm	Final

#### **Instructions:**

The purpose of the evaluation of supervisor form is to assess the effectiveness of the supervisory relationship, identifying areas of improvement, and ensuring the alignment of supervision with professional standards and guidelines. It is important to provide honest and constructive feedback. All feedback should be respectful and professional. Your feedback is important to continue shaping the supervisory experience.

Read each of the following statements carefully and indicate how much you agree with them. Mark your answers by circling the number that approximately reflects your level of agreement with the content of each statement on the numerical continuum provided to the right of each statement. Try to answer all statements without omitting any. Remember that there are no right or wrong answers, so answer each statement honestly. A rating of 1 indicates low agreement, while a rating of 5 indicates high agreement.

1	2	3	4	5	N	
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	

1.	Supe	rvisor Competence								
	A. Supervisor provides a comprehensive orientation to the supervision process, including clarifying the expectations, goals, and roles of both the supervisor and me.				1	2	3	4	5	N
	B.	of the supervision n	Supervisor ensures that I have a clear understanding of the supervision model being used, its purpose, and the process for feedback and evaluation.					4	5	N
	C.		me to set professional e feedback and resources.		1	2	3	4	5	N
1		2	3	4			5		N	
Strongly D	isagree	Disagree	Neutral	Agree		Strong	gly Agro	ee	N/A	
	D.		es my exploration of my o reas for personal and prof		1	2	3	4	5	N
	E.	regarding the areas	Supervisor provides up to date knowledge and skills regarding the areas being supervised including psychotherapy, research, assessment, psychological theories				3	4	5	N
	F. Supervisor ensures that the use of technology in the supervision process complies with ethical and legal standards, and protects confidentiality and privacy.				1	2	3	4	5	N
	G.	highlighting my str	Supervisor provides timely and constructive feedback, highlighting my strengths and areas for improvement in a respectful and supportive manner.					4	5	N
Total S	Score _	/								
Comm	ent									
2.	Dive	rsity								
	A.	Supervisor incorpor supervision process	rates cultural consideratio	ns into the	1	2	3	4	5	N
	B.	competence in me a	es the development of divisors a supervisee, including ing on cultural issues.		1	2	3	4	5	N

C.	Supervisor encourages self-reflection on personal biases and attitudes related to diversity, encouraging supervisees to explore their own cultural identities and biases.	1	2	3	4	5	N
D.	Supervisor guides me in addressing systemic barriers and inequalities that impact clients' access to mental health services and support my involvement in advocacy initiatives.	1	2	3	4	5	N
E.	Supervisor recognizes and addresses the intersectionality of my multiple social identities (e.g., race, ethnicity, gender, sexual orientation, socioeconomic status) in the context of supervision and clinical practice.	1	2	3	4	5	N

Total Score \_ Comment 2 3 5 4  $\mathbf{N}$ Neutral N/A **Strongly Disagree** Disagree Agree **Strongly Agree** 3. **Supervisory Relationship** 5 A. The supervisory relationship has consistently demonstrated 1 2 3 N a positive and effective dynamic, characterized by open communication, mutual respect, and a strong working alliance. B. 1 2 3 5 N Supervisor encourages me to engage in reflective practice, promoting critical thinking, self-awareness, and the integration of theory and clinical experience. C. 5 Supervisor fosters my autonomy and independence, 1 2 3 N allowing me to make clinical decisions within my scope competence and providing guidance when needed. D. 5 Supervisor provides me with ongoing support and 1 2 3 N guidance, assisting me in navigating challenges, professional dilemmas, and self-care strategies. E. I feel that I can speak openly during supervision about 1 2 3 4 5 N my experiences with patients and the difficulties I face in my clinical work. F. The supervisor clarifies expectations for supervision, 1 2 3 4 5 N determines goals and discusses the supervision contract. 5 H. Supervisor actively seeks feedback from me, creating 1 2 3 4 N opportunities for collaborative decision-making and

mutual learning.

I.	Supervisor provides periodic evaluation of my progress.	1	2	3	4	5	N
J.	Supervisor establishes and maintains appropriate professional boundaries with me, ensuring clarity and professionalism in our interactions.	1	2	3	4	5	N
Total Score	_/						
Comment							

1 Strongly Disagree		2 3		4		5				
		Disagree	Neutral	Agree		Strongly Agree			N/A	
4.	Profes	sionalism								
	A.		professional behavior, inc inctuality, and appropriate		1	2	3	4	5	N
	B.		s my professional develop tive feedback, guidance, a earning.		1	2	3	4	5	N
	Score	/								
Comi	ment	/ t/ Evaluation/ Feedba	ack							
Comi	ment	t/ <b>Evaluation/ Feedb</b> : Supervisor provide	es feedback that is direct, c s and areas for improvem		1	2	3	4	5	N
Comi	ment	t/ Evaluation/ Feedbar Supervisor provide highlights strength supportive and act Supervisor provide supervision session	es feedback that is direct, c s and areas for improvem	ent in a nsistent oviding	1	2	3	4	5	N
Comi	ssessment A.	Supervisor provide highlights strength supportive and act. Supervisor provide supervision session adequate time for contract.	es feedback that is direct, c s and areas for improvem ionable manner. ed me with regular and cons as at least once a week, pr liscussion, feedback, and a	ent in a  nsistent  oviding  reflection.						

notes in a reasonable amount of time.

Total Score	/								
Comment									
6. Ethical, Leg	al, and Regulatory C	onsiderations							
A.	themselves in accor	ethical practice and condrdance with the APA Ethind Code of Conduct.		1	2	3	4	5	N
В.	confidentiality and	that I understand and adh privacy standards when v sensitive information.		1	2	3	4	5	N
1	2	3	4			5		N	
Strongly Disagree	Disagree	Neutral	Agree		Strong	gly Agr	ee	N/A	
C.		me in navigating legal and I have a clear understand Isibilities.		1	2	3	4	5	N
D.	D. Supervisor encourages me to act responsibly, maintain appropriate professional boundaries, and avoid conflicts of interest.				2	3	4	5	N
E.		es my awareness of currer ses in the field of psychological		1	2	3	4	5	N
F.	Supervisor ensures I understand the importance of clear and concise documentation and the potential legal and ethical implications associated with record keeping.					3	4	5	N
Total Score	_/								
Comment									
( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (	dback/Evaluation: )Participation in weel )Revision of records )Case discussions )Revision of psycholo )Discussion of midter	m and end of semester ev conferences and training							

(	)Use of audio tapes
(	)Use of video tapes
(	)Electronic methods (Example: Skype, Zoom)
ĺ	)One way mirror
Ì	)Direct-in vivo supervision
Ì	)Other:
`	,
T. 61.4	
Types of Inter	
(	)Individual Therapy
(	)Group Therapy
(	)Couples Therapy
(	)Family Therapy
Comments	
Comments	
THE ABOVE I	RATINGS AND THE NARRATIVE EVALUATION HAVE BEEN DISCUSSED.
THETHOULE	RATHINGS THE THE WRIGHTITE EVALUATION THAT E BEEN BISCOSSES.
Trainee's signa	ture
18	
D.	
Date	

## Appendix H **Practicum Sites**



Tamdiu Discendum Est. Quamdiu Vivas

## **CLINICAL PSYCHOLOGY PRACTICUM SITES**

- ASSMCA Drug Court
- Canas Medical Center
- Casa Belén- Madre Dominga Center
- Centro de Adiestramiento, terapia y desarrollo educativo profesional (CADEP)
- Centro de Ayuda Psicológica y Servicios Integrales (CAPSI)

- Centro de Ayuda Víctimas de Violación (CAVV) (diferentes pueblos de PR: Ponce, Caguas, Arecibo, Fajardo y Mayagüez)
- Centro de enfermedades inflamatorias del intestino en RCM
- Centro de Recuperación del Caribe en Villalba
- Centro de Salud Deportiva y Ciencias del Ejercicio (SADCE) Albergue Olímpico
- Centro de Salud Mental del Oeste
- Centro de Servicios Psicológicos Raigambre en Guaynabo
- Centro Médico en Salinas
- Centro Ponceño de Autismo (CEPA)
- Centro Psicológico de Salud Integral
- Centro Psicoterapéutico Multidisciplinario Inc.
- Centro Terapia Amor
- CETMA
- Clínica de la Familia
- Clínica de Servicios Psicológicos, PHSU
- Clínica Yagüez
- Coalición de Coaliciones para Personas sin Hogar de PR
- Concra
- Consultorio Psicológico Degetau
- Cristo Pobre
- Descubriendo Caminos-Centros Sor Isolina Ferré
- Faro de Esperanza
- Fundación Stefano

- Fundación de Esclerosis Múltiple
- Forensic Psychological Group
- Grupo de Servicios en Salud Mental
- Head Start & Early Head Start
- Health Assessment and Psychological Innovation Gogol Pediatric Institute
- Hogar Palacio en Yauco
- Hogar Norte Verdadero
- Hope Center
- Hospital La Concepción
- Hospicio La Guadalupe
- Hospital Auxilio Mutuo
- Hospital De la Montaña en Arecibo
- Hospital Damas
- Hospital el Maestro
- Hospital Menonita en Aibonito
- Hospital Panamericano
- Hospital Pavia
- Hospital Psiquiátrico en Aibonito (CIMA)
- Hospital San Lucas
- Instituto de Medicina de Familia del Sur
- Instituto Sexológico Educativo Psicológico (ISEP)
- InterCede, Ponce
- Interamericana en Guayama

- Jeshua Community Mental Health Center, Cidra
- Love Lines
- Metacognitva
- Mente Activa
- National University College
- Organización en Pro de la Atención a la Persona con Alzheimer (OPAPA)
- Ponce Hematology Oncology/Salud Holística para la Mente (PAPSI)
- Portal de Amor en San German
- Procuradora de la Mujer en Caguas
- Programa de Adultos con Discapacidad Intelectual (DSPDI)
- Programa de Reeducación y Orientación a Personas Agresoras (PROPA)
- Programa de Recuperación, ASSMCA (diferentes pueblos de PR: Ponce, Mayagüez, Cayey,
   Trujillo Alto, San Patricio y Moca)
- Programa Psicología Cuidado Primario Clínica de Inmunología- Ryan White
- Psicomédica del Oeste
- Puedo Health Transitions
- Renacer
- RESET Wellness
- Respeto y Dignidad
- Restaurando Portillo
- Resurgir
- Servicios Psicológicos Raigambre
- Universidad Interamericana Guayama

- UPR Ponce
- UPR Río Piedras, Recinto de Ciencias Médica (RCM)
- UPR Cayey
- Wellness Center, PHSU