



Philadelphia Mental Health Center Psychology Internship Program

The Doctoral Internship Handbook

2014-2015



Compassion. Commitment. Community.

Philadelphia Mental Health Center (PMHC)

1235 Pine Street
Philadelphia, PA 19107

Office Hours

Monday – Friday, 8:00 a.m. – 6:00 p.m.

TABLE OF CONTENTS

The Doctoral Internship at PMHC.....	3
Mission.....	3
The PMHC Pre-Doctoral Internship Training Program Goals.....	4
Behavioral Health Services Offered at PMHC.....	4
Requirements for the Completion of Internship.....	5
Procedures for Intern Selection Non-Discrimination Policy.....	5
Selection of Interns.....	5
Intern Benefits.....	6
Due Process Policy.....	6
Due Process Guidelines.....	6
Unprofessional and / or Non-Satisfactory Performance and Conduct.....	7
Grievance Procedure.....	8
Appeal Procedure.....	8
Didactic and Clinical Trainings.....	9
Summary.....	11

Philadelphia Mental Health Center PSYCHOLOGY INTERNSHIP PROGRAM**THE DOCTORAL INTERNSHIP AT PHILADELPHIA MENTAL HEALTH CENTER**

The Philadelphia Mental Health Center (PMHC) is a member of the Association of Postdoctoral and Psychology Internship Centers (APPIC), and adheres to the intern selection and membership criterion.

The Pre-doctoral Psychology Internship Program at Philadelphia Mental Health Center is designed to train future psychologists as providers of comprehensive psychological services that stress interdisciplinary collaboration. The internship is designed to be fulfilled in 1800 hours of training, in not less than 12 months, and not more than 24 months consecutively. Philadelphia Mental Health Center serves as a mental health resource to the residents of the City of Philadelphia. Philadelphia Mental Health Center fulfills this mission at 1235 Pine Street, Philadelphia, Pennsylvania. At this site, interns collaborate with psychology and allied mental health professionals as a fully participatory member of the health care team, under the supervision of a licensed psychologist. Interns meet with the Internship Director / Director of Clinical Services and Outpatient Program Manager to match their training interests with the patient populations served by Philadelphia Mental Health Center.

MISSION

The mission of the Philadelphia Mental Health Center is two-fold. First, this agency is committed to providing high-quality, professional mental health services to children and families in the Philadelphia area. Second, it is our aim to provide a positive, professional training ground for students at the Masters and Doctoral levels in the fields of human services. It is our mission, through service and education, to continue our sixty year history of providing excellence in mental health services and training today and for the future.

The PMHC Pre-Doctoral Internship Training Program Goals

The PMHC Pre-Doctoral Internship Program seeks to prepare students for the practice of professional psychology consistent with the philosophy embodied in the practitioner - scholar model of training. In collaboration with other health professionals, our clinicians will employ empirically validated cognitive and behavioral interventions in order to maximize positive change in an efficacious manner.

The PMHC Pre-Doctoral Internship Program will insure that interns are competent to practice and perform professional psychological services. This will be accomplished via exposure to a variety of clinical experiences, including assessment and therapy, and thorough clinical and administrative supervision. In addition to the provision of clinical services, interns will actively participate in inter-disciplinary treatment team meetings, trainings, and administrative meetings which focus on the “business” of psychology practice. Interns will respect cultural diversity, recognizing that individual differences may be attributed to culture, race, gender, religion, sexual orientation, and individual identity. PMHC is proud to offer our interns an internal library which offers access to various American Psychological Association journals as well as numerous current books pertaining to psychological disturbance and treatment. Finally, the PMHC Pre-Doctoral Internship Program will provide training and supervision regarding professional conduct, ethics, and legal matters.

BEHAVIOR HEALTH SERVICES

Pre-Doctoral Psychology Interns at PMHC will provide services at the outpatient site at PMHC in Philadelphia, Pennsylvania. Interns will be assigned 15 hours of individual therapy and two evaluations per week. Interns will participate in consultation / supervision services which include individual and a small group training of staff on issues related to applied behavioral assessment, psychological assessment, implementation of cognitive- behavioral interventions based on empirically-supported treatment packages, and in service training seminars related to prevention, early identification and intervention of behavioral health problems.

Philadelphia Mental Health Center provides outpatient treatment to clients spanning the life continuum, but specializes in services for children ages 3 through 21. Treatments are tailored to meet the individual needs of each child, and emphasize parent and family participation. Services offered include comprehensive assessments, cognitive behavior therapy, group and family therapy, and marital counseling. The psychology interns will attend interdisciplinary treatment team meetings and collaborate with the treatment team, which may include psychiatrists, psychologists, psychiatric physician’s assistants, social workers, occupational therapists, physical therapists, Certified Addictions Counselors, and other health care specialists who work with patients and their families to treat and manage a range of psychiatric conditions. Common diagnoses include oppositional defiant disorder, autism, attention deficit hyperactivity disorder, depression and other behavioral disorders.

Psychology interns will follow clients from initial assessment to, if possible, the termination of treatment. They will provide initial assessments to gauge the biological, social, and psychological functioning of clients in order to determine the least restrictive level of behavioral health care. When applicable, interns will provide short-term intensive individual therapy, group therapy, or family therapy.

REQUIREMENTS FOR COMPLETION OF INTERNSHIP

The following requirements must be met to the satisfaction of the Director of Clinical Services to receive satisfactory certification of internship completion:

1. The internship requires a total of 1800 hours. A **minimum** of 50% of the time on internship will be required (19 hours per week) in the provision of direct face-to-face clinical services. The internship may not be completed in less than 12 months, or more than 24 months, in accordance with the standards of the Pennsylvania State Board of Psychology and the American Psychological Association.
2. All assigned clinical documentation and administrative record keeping must be completed.
3. Regular attendance at all Internship Didactic Seminars, attendance at all scheduled assigned treatment team meetings, attendance and participation in education seminars provided by staff, and attendance to clinical supervision must be adhered to. Interns must receive two hours of individual supervision and two hours of group supervision per week. Any trainings that are missed must be made up by participation in an equivalent program, to be determined by the Director of Clinical Services.
4. All supervisor evaluation forms and Internship Program Evaluation forms must be completed.
5. Participation in case conferences and meetings required.

PROCEDURES FOR INTERN SELECTION NON-DISCRIMINATION POLICY

Philadelphia Mental Health Center policy prohibits discrimination on the basis of age, race, color, gender, national origin, ancestry, sexual orientation, religion, creed, disability, veteran's status, political affiliation, union affiliation, or marital status. The policy applies in recruitment of clinical staff, employees, and any scholarship programs. This policy is also followed in the operation of all other facilities within the larger PMHC family. Philadelphia Mental Health Center subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VII of the Civil Rights Act of 1964, amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Age Discrimination and Employment Act of 1975, as amended. Evidence of practices inconsistent with this policy should be reported to the Director of Human Resources, who is the designated coordinator of PMHC's nondiscrimination program.

SELECTION OF INTERNS

The Philadelphia Mental Health Center (PMHC) Pre-Doctoral Psychology Internship Training Program is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Offers are tendered to applicants through the APPIC National Computer Match process in strict compliance with APPIC policy regarding internship offers and acceptances. Instructions for the APPIC-MATCH Procedures can be found on the APPIC website. Applicants are expected to adhere to the requirements of the APPIC program. The PMHC

Pre-Doctoral Psychology Internship Program is an Equal Opportunity Employer and we encourage ethnic minority applicants.

Intern applicants from APA approved doctoral programs in clinical or counseling psychology will be preferred. Interns are expected to have completed at least three years of doctoral study before beginning the internship year, including at least 1,000 clinical practicum hours. Only students who have completed their department's practicum requirements and whose department indicates that the student is ready for a pre-doctoral internship should apply. PMHC will attempt to recruit students with experience in a wide range of clinical settings, but who have significant experience in the assessment and treatment of children and adolescents with severe behavioral and emotional disturbance

INTERN BENEFITS

STIPEND

Philadelphia Mental Health Center is a not for profit psychiatric clinic (501(c)3) that is dedicated to serving children and adolescents who reside in Philadelphia, Bucks, Montgomery, and Delaware counties. The annual stipend for interns for 2013-2014 is \$24,500, paid in increments on a bi-monthly basis. Appointments are offered conditional to satisfactorily passing the required criminal background check and child abuse check.

SICK AND VACATION DAYS

Interns are provided with 15 Paid Time off (PTO) days per year, used as vacation and sick time, in addition to 6 paid holidays per year. Interns are not paid at the end of the Internship for any unused sick or vacation days.

INTERN WORK SCHEDULE

Philadelphia Mental Health Center's operation hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. Interns are expected to work 37.5 hours per week during the hours of PMHC's operation hours, unless other arrangements are made with the Director of Training or their supervisor. In addition, interns may sometimes be required to work outside of the traditional Monday through Friday schedule, but not more than 37.5 hours per week. Clients are typically scheduled between 9:00 a.m. to 5:00 p.m. Vacation days, sick days and holidays do not count towards the 1800 hours of psychological service activities required to complete the internship.

DUE PROCESS POLICY

While most trainee problems and conflicts can be resolved informally, this policy is written to provide a formal mechanism to resolve issues of concern.

DUE PROCESS GUIDELINES

- (1) During orientation, interns will be given a description of expectations for their professional behavior. These will be reinforced in regular meetings with the Director of Clinical Services and supervising psychologist(s).
- (2) Formal written evaluations will be completed twice during the year, in December and May. Feedback from staff, supervisors, and clients, as well as self-report from the interns will insure a thorough assessment of the intern's progress.

- (3) The Director of Clinical Services will develop, as necessary, a written action plan for identified deficiencies, including a time frame for the expected remediation, and consequences of not resolving the deficiencies. During the remediation period, the intern's duties may be decreased to allow for additional supervision and training, and the incorporation of new skills. Concerns noted on the written action plan will be discussed with the intern's graduate school Director of Training, or equivalent school personnel.
- (4) If the Director of Clinical Services determines that the intern did not address the concerns identified in the written action plan, additional time may be agreed to for training, or, dismissal of the intern will be recommended to the PMHC Executive Director.
- (5) If the intern wishes to appeal the action or remediation plan, the intern may appeal to the PMHC Executive Director, who will be charged with rendering a final decision in the appeal within five business days.
- (6) The PMHC Executive Director will render a final decision regarding dismissal, inform the intern in writing of the concerns noted in the written action plan and rationale for dismissal, and inform the intern's graduate school Director of Training or equivalent school personnel.

Unprofessional and / or Non-Satisfactory Performance and Conduct

Unprofessional and inappropriate conduct may be present when the intern does not display professional skills or behavior, or is unable to master professional competencies in an adequate timeframe, preventing effective treatment and completion of the Pre-doctoral Internship.

Should an unacceptable rating on an evaluation, or a concern or complaint from a supervisor, staff member, or other intern be presented, the following actions will be taken:

- A meeting with the Intern and Director of Clinical Services will be held. A verbal notice will be provided to correct any problematic behavior or deficiency.
- The Director of Clinical Services will determine if the problematic behavior warrants the need of a written Corrective Action Plan. If so, a time frame with measurable objectives will be jointly developed between the Intern and Director of Clinical Services that allows the Intern to correct the problematic behavior. The Corrective Action Plan will become part of the Intern's personnel file.
- If the Corrective Action Plan does not result in the resolution of the problematic behavior, OR if the Intern disagrees with the Corrective Action Plan, the PMHC Executive Director will meet with the Intern and Director of Clinical Services to discuss the issue(s). The Executive Director will conduct an inquiry in to the matter, shall render a final decision about the matter, inform all parties in writing of her decision, and place a copy of the written decision in the Intern's personnel file. Decisions of the Executive Director shall be final.

Grievance Procedure

The grievance procedure is designed to provide a mechanism for the resolution of problems through communication between an intern and the PMHC executive team. A grievance is defined as an intern's expressed feeling of dissatisfaction or concern with the interpretation or application of any work-related policy, condition of employment, or any other aspect of the program. The Philadelphia Mental Health Center recognizes the importance of full discussion in resolving grievances and promoting harmonious and cooperative relationships between and amongst the Center and its interns. It is the policy of PMHC that any intern be given the opportunity to present any work-related complaint or grievance.

The grievance procedure begins with the intern verbally presenting his/her concerns to the Director of Clinical Services. Every attempt will be made to resolve and correct the problem presented by the intern through this informal process. If the problem cannot be resolved to the intern's satisfaction within five (5) business days, the intern may institute a formal grievance by placing his/her concerns in writing to the Director of Clinical Services. The Director of Clinical Services will investigate the grievance, attempt to resolve it, and respond to the employee in writing as promptly as possible, normally within 5-7 business days from the time the grievance is presented in writing. If the grievance cannot be resolved by the Director of Clinical Services, or is related to actions taken by or concerning the Director of Clinical Services, or is of such a nature as to be inappropriate to discuss with the Director of Clinical Services, the intern should present the formal grievance to the Vice-President Administration who will initiate a further investigation. The Vice-President Administration will investigate the grievance, attempt to resolve it, and respond to the employee in writing as promptly as possible, normally within 5-7 business days from the time the grievance is presented in writing. If the complaint cannot be resolved by the Vice-President Administration, or is related to actions taken by or concerning the Vice-President Administration, or is of such a nature as to be inappropriate to discuss with the Vice-President Administration, it should be directed to the Executive Director who will make every attempt to bring final resolution to the grievance. The Executive Director will investigate the grievance, attempt to resolve it, and respond to the employee in writing as promptly as possible, normally within 5-7 business days from the time the grievance is presented in writing. The decision of the Executive Director will be final. Any intern who files a grievance under this procedure should expect to receive written notification of the outcome of the investigation within five (5) business days following the resolution of the grievance. **Under no circumstances should an intern feel there is no one to whom a grievance may be presented.**

Interns will not be penalized for presenting a grievance or complaint. However, an intern should neither abuse the grievance process by raising grievances in bad faith or solely for the purpose of delay or harassment, nor repeatedly file grievances that a reasonable person would consider to have no merit. Implementation of the grievance procedure by an intern does not limit the right of PMHC to proceed with any disciplinary action or termination of employment.

Appeal Procedure

Should an intern wish to appeal the resolution of any grievance or outcome of any decision, a formal letter of appeal should be submitted to the Director of Clinical Services within five (5) business days of formal notification of the decision being appealed. The Director of Clinical Services will present the appeal to the Vice-President Administration, Executive Director, or

other appropriate individual or position, within five (5) business days to address the decision being appealed. The intern submitting the appeal will be notified of this presentation at that time. Following appropriate discussion and/or investigation, normally within ten (10) business days, the intern will receive written notification from the Director of Clinical Services of the appeal decision. There will be no further opportunity for appeal of this matter.

Didactic and Clinical Trainings

Philadelphia Mental Health Center takes great pride in the wealth of advanced clinical trainings provided to staff and Interns. In collaboration with various local universities, our clinicians are exposed to current and cutting edge treatment protocols and research, conducted by authorizes in the field. Lectures, seminars, and case presentations are offered throughout the year, on topics relevant to psychologists such as research, ethics, and practice management.

A comprehensive list of didactic trainings for the 2014-2015 year is in development.

Summary

The PMHC Pre-Doctoral Internship Program provides the future psychologist with a wide variety of clinical experience, thorough supervision, collaboration with healthcare professionals, and opportunity for advanced training. Set in historic Philadelphia, Pennsylvania, the year long internship allows the Intern to grow professionally and culturally.

Contact PMHC:

Jordan Weisman, Psy.D

Director of Clinical Services

Philadelphia Mental Health Center

1235 Pine Street, Philadelphia, PA 19107

P 215-735-9379 F 215-732-8199

jweisman@pmhccares.org