



NPTC

HRSA BHWET Site Visit Checklist

Site must have plans in place for:

- Experiential site MOUs. Information can include, but is not limited to the following:
 - Primary site will sign a Business Affiliation Agreement (BAA) with experiential site to allow for the mutual sharing of protected health information
 - Experiential sites will comply with the training expectations of NPTC including, but not limited to, providing supervision and client contact opportunities.
 - Nothing in the MOU shall superseded or contradict the obligations of the Primary Site and Experiential Site to NPTC. Further, the intern is an employee of Primary Site and all availability is subject to the approval of the Primary Site, which must adhere to the didactic and training requirements for the intern as set by NPTC.
 - All aspects of this agreement are secondary to NPTC requirements of the intern and their sites. NPTC shall in no way be a party of this agreement nor serve as an arbiter of any aspect of it.
 - Primary site can negotiate fees with the experiential sites for the use of interns and the use of Primary site supervisors to provide supervision.

Intern onboarding

- Plans in place for Intern Primary site orientations (when will they be, how long does it last?)
- Plans in place for Intern Experiential site orientations (when will they be, how long does it last?)
- Coordinated orientation dates with HR, Partner Agency, and NPTC.

Intern patient contact

- Plan includes plausible schedule that would allow interns to be seeing a full “caseload” (or equivalent) of patients a week starting no later than week 3.
- 25% of intern time will be spent in direct patient services (approximately 10 hrs/wk).
- Sufficient training activities provided to gain a well-rounded experience.
- Contingency plans in place in the event interns aren’t getting enough hours.
- EHR templates in place for Behavioral Health Clinicians at all experiential sites.

Intern supervision plan

- Have reviewed the NPTC Supervision Handout detailing requirements.
- Plan in place for all Psychology supervisors from Partner Agencies to have access to/orientation with the local site EHR.
- Interns will have at least 4 hours of supervision each week scheduled/planned.
 - Interns should have weekly *on-site* contact with at least two supervisors who are licensed clinical psychologists
 - 2 hours per week **MUST** be individual supervision with licensed psychologists (1 hour with each supervisor)
 - 2 hours per week additional supervision. Can be additional individual supervision or other activities

