



2023-2024 Intern Orientation

Agenda

July 27th, 2023

- Welcome and introductions
 - Website Orientation
 - Intern Resources
 - NPTC Staff Introductions
- Training Manual Overview
- Lunch
- Group Activity / Intern Photos
- Time Tracking Overview
 - Hour log descriptions
 - Tracking local and NPTC hours
 - Running reports
- Group Consultation / Wrap up

July 28th, 2023

- Suicide Assessment and Intervention (Dr. Prieto-Welch)
- Lunch
- Introduction to Culture and Diversity (Dr. Asay)



WELCOME!

- Today is an important day...
- ...this will be one of the slowest-fast years of your careers
- ...stay in the moment
- ...use each other
- ...use your supervisors
- ...be kind, compassionate, and gracious towards yourselves



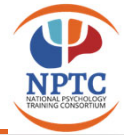
Intern Resources

- Resources are available on our website:
<https://psychologyinterns.org/interns-supervisors/great-lakes-region-interns/>
Password: nptc2017
 - Timesheet FAQs
 - Supervision Cheat Sheet
 - Running Reports
 - Copies of evaluation forms etc.
 - Example ILTP, Action Plans, PIPs



Introduction to NPTC

- Made up of three regions
 - Central –
 - Established in 2003 and celebrating 20 years!
 - APA accredited since 2013 and just received 10 year reaccreditation!
 - Based out of Springfield, MO and contains sites throughout MO
 - **Great Lakes** – (*that's us!*)
 - Established in 2013 and celebrating 10 years!
 - APA Accredited since 2015 and just received 10 year reaccreditation!
 - Contains sites throughout Indiana
 - Cascades –
 - Established in 2016
 - APA Accredited since 2018 and awaiting APA site visit scheduling for reaccreditation.
 - Sites in Seattle and Yakima, Washington
- All three regions dedicated to underserved and rural experiences



Introduction to NPTC

- Matched with over 600 doctoral interns since inception.
- Approximately 168 interns have stayed with NPTC sites post-internship (post-doc or job offer).
- Approximately 112 alumni are currently at one of our sites.
- At least 50 Confirmed National Health Service Core (NHSC) Funded Psychologists.
- Alumni represent at least 35 different states across the US; plus 3 in Canada, 1 in South Korea, and 1 in the Bahamas.



NPTC – Great Lakes Region

- Six primary sites currently with 19 matched positions
 - 3 positions with Aspire Indiana
 - 3 positions with Bowen Center
 - 4 positions with Centerstone
 - 5 positions with 4C Health
 - 1 intern with Little Star ABA Therapy
 - 3 interns with Valley Oaks Health



NPTC Leadership



President/CEO

Adam Andreassen, Psy.D.
aandreassen@psychologyinterns.org



**Interim Regional Training Director
Sr. VP of Clinical Operations**

Angela King, Psy.D.
aking@psychologyinterns.org



DEI Regional Consultant

Aimee Dershowitz, Psy.D.
adershowitz@psychologyinterns.org



NPTC Leadership

Directors of Diversity, Equity, and Inclusion



Ta'janette Sconyers, PhD
Outreach and Intern Experience

Virtual Office Hours: Wednesdays from 6pm–8pm CST (unless otherwise noted) or by appointment

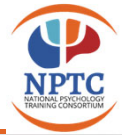
See Dr. Sconyers about DEI-related issues, ideas, needs, or successes you have experienced or noticed; if you need support; etc.



Penelope Asay, PhD, ABPP
Operations

Virtual Office Hours: Tuesdays from 3pm–5pm PST (unless otherwise noted) or by appointment

See Dr. Asay about questions, concerns, feedback, and processing about interpersonal and systemic DEI issues, how to think about and prepare for entering future systems with an eye on DEI issues



Meet the Team



VP of Operations
Katherine Dixon
kdixon@psychologyinterns.org



Operations Coordinator
Audrey DeMate
ademate@psychologyinterns.org



Training Coordinator
Shannon Estabrook
sestabrook@psychologyinterns.org



Operations Manager
Toni Ripper
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Admin Assistant
Amber Bartley
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Communications Coordinator
Mallory Richardson
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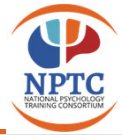


Meet your Interim Regional Training Director



Angela King, Psy.D.

- Worked with NPTC since 2012
- Previous roles include:
 - Regional Training Director for Central Region
 - Director of Special Projects
 - Now Senior Vice President of Clinical Operations
- Completed internship at an inpatient psychiatric facility
- Completed post-doc at a private practice
- Worked in private practice for seven years as a clinician as well as Director of Operations
- Has also worked in executive leadership and been a clinical supervisor for many years.



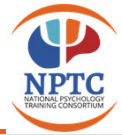
Introductions

- As you have done a number of times... let's do introductions!
 - Your name
 - Placement site/clinic
 - Where did you complete grad school
 - Where are you from originally



Organizational Overview

- Mission statement
 - *Training Tomorrow's Psychologist in the Discipline and Practice of Psychology with Rural and Underserved Patients*
 - Focus on APA's Committee of Rural Health:
 - 1) Ensuring availability of behavioral and physical health services
 - 2) Improving the availability and retention of psychologists
 - 3) Increasing psychological services
 - 4) Encouraging integrative care to reduce behavioral health care stigmas



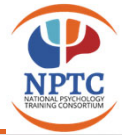
Organizational Overview

- Overview of Training Program
 - *"NPTC's internship training incorporates diverse psychological theories, approaches, and perspectives that are designed to prepare psychology interns for a broad range of professional roles and activities... likelihood that clinical psychologists will engage in multiple roles over the course of their professional careers."*
 - *"Psychology interns are respected trainees who make valuable contributions that enhance the learning environment of the organization as a whole."*



Organizational Overview

- Philosophy of Training Program
 - Competency-based practitioner-scholar model. The three program aims include the following:
 - **Aim 1:** *To provide broad and general training in psychology with emphasis on applied empirical knowledge within their setting.*
 - **Aim 2:** *To prepare psychology interns to competently address the needs of diverse populations, with emphasis on underserved.*
 - **Aim 3:** *To socialize psychology interns to utilize critical thinking, problem solving, and meaningful self-reflection to facilitate life-long professional development.*
 - Local clinical scientist:
 - *Being a generalist of knowledge and method; focusing on local realities in which data are gathered as they apply to a particular case; but may be limited in the extent to which they generalize to other cases; and developing an active inquiring mind as opposed to concentrating on technical expertise with scientific methods*



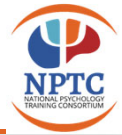
Organizational Overview

- APA Profession-Wide Competencies
 - Research
 - Ethical and Legal Standards
 - Individual and Cultural Diversity
 - Professional Values and Attitudes
 - Communication and Interpersonal Skills
 - Assessment
 - Intervention
 - Supervision
 - Consultation and Interprofessional/Interdisciplinary Skills
 - In manual, specifies how each will be evaluated



Organizational Overview

- Diversity and Inclusion
 - Two Directors of DEI lead the NPTC DEI Workgroup.
 - Group is open to supervisors and interns to join and participate.
 - Meet once a month on Friday afternoons.
 - Committed to infusing diversity into every facet of training experience
 - Long-Term Diversity Plan
 - Diversity education
 - Diversity-focused didactic training throughout the year
 - Interns spend two hours each week in self-directed journal review, with 10% being related to diversity-related topics
 - NPTC's DEI Regional Consultant (Dr. Dershowitz)
 - Psychology intern and Staff diversity recruitment and retention
- <https://psychologyinterns.org/about-nptc/diversity-and-inclusion/>
- This page contains our various diversity information and policies.
 - Page includes a contact field for diversity feedback, recommendations, and/or questions.



Organizational Overview

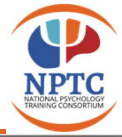
- Board of directors
 - Meets quarterly
- Each year, Site Directors vote on their Board representative
 - Current Representative: Dr. Kulkarni
- Training Committee
 - Meet monthly
 - Members:
 - Regional Training Director
 - DEI Regional Consultant
 - Training Directors from each active site
 - Chief Intern(s)
 - VP of Operations



Organizational Overview

- **Chief Interns**

- Two individuals (from different sites) will be chosen to serve as intern advocates for the year.
 - If there are multiple people interested, interns may change roles at the mid-way point of the year for a total of four individuals from different sites.
- Selected a month after the start date
 - Name provided to RTD by the end of August.
- Intern must be in good standing and have support of their primary supervisor
 - If you are interested, discuss this with primary supervisor during these first two weeks
- Responsibilities
 - Regularly assess needs of interns in their region and report them to the Regional Training Director
 - Attend monthly Training Committee meetings
 - Report out relevant information to the intern cohort
 - Review site-marketing materials and provide feedback
 - Organize and assist with social events throughout the training year
 - Contribute posts for the monthly newsletter
- Additional opportunities to be involved are available to those not selected during the voting process if they are interested.

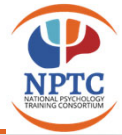


**BREAK
TIME**



Manual Review

- Manual is provided in an online format
 - Follow along if you like: <https://psychologyinterns.org/NPTCManual/>
 - The documents for the 2023-2024 training year are up with “23” listed as part of the name. Any item with “22” is a part of the manuals for the graduating interns and will be removed as all the training years come to a close.
 - The manual is broken down into sections and we will review in order starting from the Internship Overview section
 - Click on the Great Lakes Region drop down when available
- Everyone should know this manual so, please review afterwards
- If there are questions, ask during and after



Internship Overview

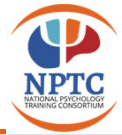
- **Psychology Intern Schedule and Time Allocation**
 - A minimum of 1,500 hours over the course of 12 months.
 - Training begins July 24th, 2023 and ends July 23rd, 2024 unless otherwise specified.
 - Expectation of 40 hours per week.
 - Schedules may vary, however, variation will be specified in your respective site's addendums. Please take time to review the addendums to each site.



Internship Overview

Graduation Requirements

- Complete a minimum 1,500 hour, full-time internship commitment.
- Maintain a minimum caseload of **10** patient contact hours per week, resulting in at least 25% patient contact over the course of the year.
- Complete **4** hours of supervision each week, at least **2** of those hours need to be individual supervision with a licensed psychologist.
- Complete reports as assigned by the placement site.
- Attend all scheduled didactic training activities and/or appropriate makeup assignments as specified in the Didactic Training section of the manual.
- Complete a Critical Analysis.
- Complete time tracking using the NPTC Payroll Manager website.
- Receive scores of at least 4 (Competent) on the final Psychology Intern Quarterly Evaluation with no items rated 1 (Unfamiliar), 2 (Aware/Developing), or 3 (Satisfactory Strength) to demonstrate they have achieved the objectives and competencies set by the Consortium.
- Complete any additional tasks as requested by the Executive Training Office throughout the year.



Internship Overview

• Internship Program Learning Activities:

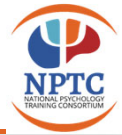
- **Intervention**
 - Expected 10 hours per week
 - **25% of time**
 - Variety of experiences
 - Individual intervention, group, co-visits, shadowing, etc.
- **Supervision**
 - **At least 4 hours of supervision per week**
 - 2 of which are scheduled individual supervision
 - At least two supervisors throughout the year
 - **Primary supervision** – individual, face to face w/ licensed psychologist
 - Can be telesupervision (see NPTC Telesupervision Policy)
 - **Secondary supervision** – provided by both licensed psychologists and non-psychology personnel
 - Activities: Individual, tele, group sup, grand rounds, tx plan meetings, etc.
- Lets review the [Supervision Cheat Sheet](#)



Internship Overview

- **Supervision (cont.)**

- The following topics should regularly be discussed in supervision (more in manual):
 - Topics of diversity (personal or client-related)
 - Supervision theories and style (supervisors style and intern's style)
 - ILTP discussion and review
 - Case conceptualizations
 - Hour reports and time tracking
 - Post-doc applications and process
 - Dissertations and other degree-related topics (as applicable)
- **Making up missed supervision:**
 - Main takeaway is that interns should receive **4 hours** of supervision each week regardless of reason for missing.
 - In general supervisors need to reschedule within the same week, find another supervisor to cover during an absence, or provide telesupervision.
 - In general supervisors are responsible for providing times for supervision, BUT if you are the one consistently missing/canceling supervision then makeups become the intern's responsibility.
 - See policy in manual for guidelines and additional suggestions



Internship Overview

- **Reports**

- Reports can be in the form of “comprehensive evaluations, diagnostic consultations, or primary care behavioral health assessments.”
- Site-specific requirements
- Reports are assigned by the site and in general need to include:
 - Relevant biopsychosocial history
 - 2 empirically supported psychological/behavioral measures
 - Summary of findings
 - Treatment recommendations or adequate response to referral question



Internship Overview

- **Didactic Training Schedule**

- Weekly half-day didactics
 - Most Fridays from 9:00 – 1:00
- Four in-person full days
 - In-person events will be from 8:30 – 4:30
 - Lunch will be provided by NPTC

September 29 th (Carmel, IN)	April 5 th (Noblesville, IN)
November 3 rd (Lafayette, IN)	June 7 th (Peru, IN)

- The following is the didactic schedule as it stands. NOTE: Schedule may change based on presenter availability. On all other Fridays you will report to your site as appropriate on those days (except for observed holidays).

Aug. 11 th	Sep. 29 th	Nov. 17 th	Jan. 26 th	Mar. 22 nd	May 24 th	Jul. 12 th
Aug. 25 th	Oct. 6 th	Dec. 1 st	Feb. 2 nd	Apr. 5 th	May 31 st	
Sep. 8 th	Oct. 13 th	Dec. 15 th	Feb. 23 rd	Apr. 26 th	Jun. 7 th	
Sep. 22 nd	Nov. 3 rd	Jan. 5 th	Mar. 1 st	May 3 rd	Jun. 28 th	



Internship Overview

- **Intern Travel Policy**

- When intern primary office location exceeds 120 miles from didactic location, site is required to reimburse interns for travel/hotel expenses for in-person didactics (there are specific guidelines so check the policy).
 - This is reimbursed by the site and not NPTC
- Interns are employees of their matched site and not NPTC.
 - Interns may be eligible for additional/other reimbursement policy benefits based on the individual site mileage reimbursement policy. Always check with your individual HR policy regarding the process for seeking travel reimbursement considerations.
 - Additional information about site provided benefits are provided in each site Training Manual Addendum and your individual site orientation process.



Internship Overview

- **Didactic Training Expectations and Attendance**

- Internship serves as training in *professional development*. Overall standards of behavior and engagement are heavily drawn from expectations in similar professional outlets such as professional conferences, presentations, and CE trainings.
- The Regional Training Director will review professionalism monthly (based on feedback) and provide feedback to sites/supervisors as needed. Continuing concerns will be evaluated by the site supervisor in the Intern Quarterly Evaluation.

- **Expectations**

- *In-Person Didactics*
 - Arrive on time (including breaks).
 - Display professional behavior.
 - Treat interns/presenters with respect even at times of disagreement.
- *Virtual Didactics* (whether scheduled or due to weather)
 - Attend from their office unless other arrangements are approved by the site
 - Keep their cameras on in order to facilitate group engagement
 - Maintain the same professionalism expectations as in-person trainings



Internship Overview

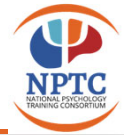
- **Didactic Training Expectations and Attendance cont.**

- **Missing Didactics**
 - A didactic training is defined as one half-day training. A full day of didactics is counted as two didactic trainings.
- **Planned absence**
 - *Definition:* PTO, professional development leave, doctor's appointment, external training/conference, etc.
 - *Process:* Intern must submit a formal request via online survey. This request will be forwarded to the Regional Training Director and Training Coordinator for approval.
 - *Timeline:* No later than two weeks prior to the missed didactic day(s).
- **Unplanned absence**
 - *Definition:* Illness or emergencies
 - *Process:* Intern must notify the Regional Training Director and Training Coordinator via email. No form is required in these situations due to their nature.
 - *Timeline:* No later than 8:00 am on the day of didactics.
- Please note, missing didactics excessively for planned or unplanned reasons can result in a meeting with the Regional Training Director.



Internship Overview

- **Didactic Training Expectations and Attendance cont.**
 - Didactic substitution
 - For any missed didactic trainings, interns may be required to complete missed didactic work and review training materials **regardless of the length of absence**.
 - Conference attendance can be used as a substitute for didactic training **once** during the year with no makeup requirement.
 - Substitution training may consist of the following:
 - *Didactic Presentations*
 - Watch the recorded training in its entirety.
 - Create questions from the recording and handouts (6 questions per hour missed).
 - *Critical Analysis*
 - Register for an APA-sponsored assessment training that has been approved by the Regional Training Director. The training must be no less than one hour.
 - Inclement weather policy



Internship Overview

- *Critical analysis*
 - Presentation schedules will be assigned by the site.
 - Details of the presentations may vary depending on site need but at minimum:
 - 25 minute presentations with 5 minutes for questions
 - Graded by Site Training Director or assessment delegate
 - Presentation can be a topic OR a case presentation
 - List of required discussion areas can be found in the manual.
- *Journal review*
 - Two hours a week of journal review, 10% related to diversity topics
 - This time can be used to work on Critical Analysis
- *Clinical Supervision Exercise*
 - Interns will be provided with either actual or mock supervision experiences at their sites to further training and experience in the supervision competency area.
 - These experiences will be supported by didactic trainings in supervision during the year.



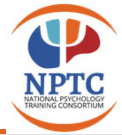
Internship Overview

- **Communication with the Sponsoring Graduate School**

- This is largely handled by Executive Training Office
- Files of interns are kept by NPTC
- If have requests from schools, send to Toni
- ***If your school requires anything specific with regard to your internship hours, please let us know ASAP.***

- **Internship Verification**

- Interns/Alumni should contact Mallory if they ever need internship verification or professional references.
- Also, when it's time for licensure paperwork, feel free to contact Mallory to go over the internship sections to make sure everything is filled out correctly.



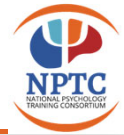
Internship Overview

- **Intern Benefits**

- **Vacation/Leave Policies**
 - PTO – (sick and vacation) 14 days or 112 hours
 - Rules:
 - Needs to be **approved by site** and **entered into your NPTC hours as an activity**
 - Not a huge deal regularly but both need to be aware
 - Sites may have varying policies on whether or not PTO is paid out. For self-care purposes we encourage interns to use all available PTO during the year.
 - Professional Development – 3 days or 24 hours
 - May be called different things by site (conference leave, training time, CME, etc.)
 - Can be used for conferences, workshops, dissertation defense, post-doc interviews, etc.
 - Psychology Intern Extended Leave
 - While there is no formal policy regarding extended leave, if something comes up requiring some kind of medical leave, please speak with us so we can work with you as best as we can.
- **Additional Benefits**
 - Interns are provided with benefits packages and resources from their individual sites. These benefits will be reviewed in detail as a part of each individual site orientation.
 - Some benefits are also noted in the **Training Manual Addendum** at the end of the manual.



BREAK TIME



Evaluation Process and Forms

- **NPTC Evaluation Process**

- Variety of formal evaluations that we will go over
- Need to have multiple ways of evaluating
 - Direct observation, review of notes, supervision, etc.
- Determining intern baseline skillset
 - Supervisors will use a range of methods to help determine this including prior evaluations, intern self-report/discussions, direct observation, etc.
 - This is vital to the evaluation process to help ensure that every intern is receiving the training he/she needs to succeed this year.
 - Being honest about what areas you feel comfortable and what areas you feel you need more help, will help us train you this year.
- Read over the *definition of problematic performance and/or conduct*
- *Key Principles for Evaluation*
 - Review on own



Evaluation Process and Forms

- **Intern Grievance Due Process**

- Review on own
 - Take away point: There is a process that must be initiated if you feel there is an issue/policy that has been enforced that has not been able to be resolved using informal means.
 - Again, don't like surprises, keep TD, RTD, NPTC office informed if issues arise
 - If you feel you need to file a formal grievance, example appeal form is located on the intern page of the website.

- **Intern Resources**

- Examples of evaluations and other important documents are available on the intern resource page on the NPTC website



Policies and Guidelines

- **Internship Forms**

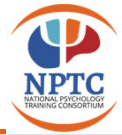
- *Timesheet approval*
 - Submission deadline is 9:00 AM on the 24th of each month.
 - If the date falls on a weekend or you will be on PTO / out for any reason, please submit in advance.
 - Something you will want to stay on top of
 - Even though they're submitted formally monthly, be sure to enter your hours on a daily or weekly basis anyway to keep up with it.
 - Will need to submit other timesheets/PTO request at own site
 - MAKE SURE YOUR LOCAL TIMESHEET AND NPTC HOURS MATCH
- *Individual Learning and Training Plan*
 - Tool used at the beginning of the year to assist interns and supervisors to assess intern competencies in various aspects of the training program unique to each site.
 - This form will help determine the intern's strengths and areas where additional training is necessary to help inform the goals and objectives for the training year
 - Update throughout year



Evaluation Process and Forms

• Internship Forms cont.

- *Psychology Intern Quarterly Evaluation*
 - Complete by respective supervisor
- **Frequency:**
 - Once per quarter
- **Minimum Levels of Achievement:**
 - Second Quarter – Average of 2.5 (no 1's)
 - Third Quarter – Average of 3.0 (no 1's or 2's)
 - Fourth Quarter – Scores of 4.0 and up (no 1's, 2's, or 3's)
- **Outcomes:**
 - Interns not meeting these quarterly goals/trajectories would be placed on a performance improvement plan.
 - Interns who do not successfully remediate or who do not receive 4's or 5's on all items in the fourth quarter will not be eligible for graduation.



Evaluation Process and Forms

• Internship Forms cont.

- *Quarterly Site Feedback*
 - Interns complete feedback regarding their experiences at their site every quarter. Site Training Directors will receive a report of this feedback following the submission of each form.
 - Interns can request in-person meetings if they have concerns.
 - NPTC can also request in-person meetings if there are concerns listed in the feedback that warrant follow-up.
- *Supervisor Feedback*
 - Completed twice per year on each *primary* supervisor (licensed psychologist)
 - Data is aggregated and sent as a regional report to the group as a whole to protect intern anonymity.
 - Supervisors get individualized feedback from the year after graduation.



Evaluation Process and Forms

- **Internship Forms cont.**

- *Didactic satisfaction surveys*
 - Completed by interns following each didactic training.
 - Really important and helpful for us! Especially written comments!
- *Performance Improvement Policy*
 - Policy listing out the procedure for creating and implementing performance improvement plans.
 - Three categories of “Performance Plans”:
 - Action Plan: concerns related to things not within the interns control or not performance related
 - Level 1: problem behaviors or performance worthy of additional oversight and accountability
 - Level 2: problematic performance and/or problematic conduct that pose more significant barriers to graduation progress due to their severity and/or repetitive nature.
 - In short, the intent behind a PIP is **not** punitive or punishment. It is put in place to ensure all interns are on a proper trajectory to graduation.



Evaluation Process and Forms

- **Internship Forms cont.**

- *Exit Survey*
 - Graduation requirement updating post-internship plans and contact information.
- *Alumni Survey*
 - Intern feedback on the program one year post-internship.
 - This is a very important part of maintaining our APA accreditation.
- There is a lot... and for good reason
- If you are having problems, do not wait... we are here with you



Questions / Comments?



**GROUP
ACTIVITY**



Find 10 Things In Common

Break into small groups

1. Get into groups of 3-5
2. Pick those that aren't sitting next to you if possible
3. Spend 7-10 minutes together
4. Switch groups if time permits and start over

Find 10 things that you all share in common

1. Start a conversation!
2. Use pen and paper to write down the items you came up with that everyone in the group has in common
3. If time permits, share your 10 things with the other groups

Some guidelines

- Avoid the obvious, i.e., all humans, all students, all in the same group...
- Talk about topics like food, travel, siblings, home state, tv and movies, books, music, favorite activities, etc.



Whodunit?

Break into small groups

1. Get into groups of 3-5
2. Pick those that aren't sitting next to you if possible
3. Spend 5-7 minutes together
4. Switch groups if time permits and start over

Write down something interesting you've done

1. Each person should have a notecard or slip of paper and a pen
2. Write something interesting (crazy, silly, or serious) you have done or something about you
3. Fold the paper and place in the middle
4. After each person has written something, each person should pick a piece of paper (reshuffle if you get your own)
5. Each individual, or as a group, should read each piece of paper and guess who's it is
6. Provide an explanation for your choice
7. Person chosen should reveal if it was them



**BREAK
TIME**

