



Manual: Pediatric Psychology

Section: Training Program

Number: 305

Policy **Procedure**

Title: Due Process and Appeals Procedures for Psychology Training Program

Originator: <u>Heather Huszti, Ph.D.</u> _____ (signature) (Date)	Medical Executive Committee Date Approved:
Department Head: Heather Huszti, Ph.D. _____ (signature) (Date)	Board of Directors Date Approved:
Committee/Medical Staff Dept: _____ Date: _____	Executive Management Team Member: <u>Maria Minon, MD</u> _____ (signature) (Date) Effective Date: 08-30-18 <input checked="" type="checkbox"/> New <input type="checkbox"/> Reviewed (no changes) <input type="checkbox"/> Revised Replaces:

I. PURPOSE:

- A.** To clearly delineate the process for addressing concerns about performance or provision of clinical services for doctoral interns and postdoctoral fellows.

II. PROCEDURE:

- A.** Doctoral psychology interns and postdoctoral fellows are not independently functioning psychologists and function under the supervision of a licensed psychologist. Individuals in the training program are expected to always consider the best interests of patients, be aware of any limitations and when more supervision is necessary, be assertive about needs for additional supervision, follow the APA Ethics Code, work hard, be conscientious, and avoid any of the work infractions listed below.
- B.** Minor infractions will typically be brought to an intern's or fellow's attention by the primary supervisor or the Directors of Training at the earliest possible occasion. The first goal is to work with the psychology trainee if there are any concerns.
- C.** If the minor infraction is not solved, if, despite informal instruction from supervisors, a trainee does not perform his/her duties as required, or if

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the trainee conducts himself/herself in a manner that is contrary to the interest of the hospital, the Directors of Training may place them on probation according to the following procedures

- D.** The Directors of Training will discuss the matter with the psychology trainee, set up a contract for remediation of problematic performance within a specified period of time, and reschedule a meeting with the psychology trainee to review his/her performance at the end of that time period. The types of documentation that will be required and maintained will also be reviewed at this time. A copy of the contract will be given to the psychology trainee as well as kept by the Directors of Training. If a psychology practicum student or intern is placed on probation, the Directors of Training will also notify the Training Director of his/her doctoral graduate training program of the reason for probation and the plan for remediation.
- E.** If the psychology trainee has satisfactorily met the conditions of the remediation contract, according to written input from supervisors and other relevant hospital staff, the psychology trainee will be removed from probationary status. In the case of a practicum student or intern, the Directors of Training will also notify the Training Director of his/her doctoral graduate training program of the successful remediation.
- F.** If the psychology trainee does not fulfill the requirements of the remediation contract, and consequently does not perform his/her duties as required or conducts himself/herself in a manner that is contrary to the interests of the hospital, the hospital may terminate the psychology trainee appointment.
- G.** If a practicum student or intern is terminated, a letter will be written by CHOC's Directors of Training to the Director of Training of the doctoral graduate training program outlining the problems, the attempts at resolution and the reasons for the decision to terminate the trainee.
- H.** If the doctoral intern or postdoctoral fellow is dissatisfied with the decisions at any step above, the following procedures will be utilized:
 - 1.** The doctoral intern or postdoctoral fellow will discuss the matter with the Directors of Training. If the problem is with the Directors of Training, the trainee may discuss the issue with the Senior Vice President of Medical Affairs and Chief Medical Officer.
 - 2.** If the matter is not satisfactorily settled in Step 1, the Psychology trainee may appeal in writing to the Chief Psychologist. The appeal shall include all pertinent facts and the remedy requested by the

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trainee. The Chief Psychologist will provide a written letter of her decision in the manner within 10 working days of receipt of the letter. She may talk to relevant parties to gather additional information.

- 3.** If the decision of the Chief Psychologist is not acceptable to the doctoral psychology intern or postdoctoral fellow, he/she may appeal in writing to the Senior Vice President for Medical Affairs and Chief Medical Officer, Dr. Maria Minon.
- 4.** The Senior Vice President for Medical Affairs and Chief Medical Officer will render a decision which shall be final and binding on all parties.
- 5.** Each step must be completed within 10 working days.

*For Doctoral Psychology Interns, the training program is APA accredited.
The American Psychological Association Office of Program Consultation and Accreditation can be reached at:
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