



**Manual:** Pediatric Psychology

**Section:** Training Program

**Number:** 301

**Policy**  **Procedure**

**Title:** Selection of Psychology Trainees

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| <b>Originator:</b><br><u>Heather Huszti, Ph.D.</u> <u>7/21/08</u><br>(signature)                      (Date) | <b>Medical Executive Committee</b><br><b>Date Approved:</b>   |
| <b>Department Head:</b> Heather Huszti, Ph.D. _____<br>_____<br>(signature)                      (Date)      | <b>Board of Directors</b><br><b>Date Approved:</b>  |
| <b>Committee/Medical Staff Dept:</b> <b>Date:</b>  | <b>Executive Management Team Member:</b><br><u>      Maria Minon, MD      </u><br>(signature)                      (Date)   |
|  | <b>Effective Date:</b> 08/30/08<br><input type="checkbox"/> New <input type="checkbox"/> Reviewed (no changes) <input checked="" type="checkbox"/> Revised<br><b>Replaces:</b> 7/05 |

**I. PURPOSE:**

- A.** To ensure that psychology practicum students, doctoral interns and postdoctoral fellows have demonstrated appropriate past educational and professional experience in order to fulfill training requirements and appropriately provide treatment for CHOC patients.

**II. PROCEDURE:**

- A.** The Department of Pediatric Psychology Staff review and screen applications for all potential practicum students, doctoral interns, and postdoctoral fellow candidates. The Training Committee developed the following criteria, to be used during the initial review and screening process:
1. Child clinical experience;
  2. Assessment experience; including neuropsychological testing
  3. Report writing
  4. Coursework
  5. Supervisor evaluations
  6. Clinical research;
  7. Quality of graduate program (interns), as evidenced by accreditation by the American Psychological Association (APA); and
  8. Quality of graduate program and internship site/program as evidenced by APA accreditation and APPIC membership (postdoctoral fellows).
- B.** The Training Committee developed the following criteria for applications for practicum students, to be used during the initial review and screening process:

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1. Quality of graduate program, as evidenced by accreditation by the American Psychological Association (APA);
  2. Previous clinical experience;
  3. Previous diagnostic experience,
  4. Supervisor recommendations;
  
- C. Applications for doctoral internship training are due in November and are selected according to Association of Psychology Postdoctoral Internship Centers (APPIC) procedures for the training year August through August (12 months). Intern applicants must be doctoral candidates in an APA-accredited program, in the field of professional psychology and be registered as a part of the APPIC Internship Matching program.
  
- D. Postdoctoral fellows are recruited starting in December for the training year August through August (12 months). Postdoctoral fellows must have completed a Ph.D. or Psy.D. from an APA accredited graduate program by the beginning of the fellowship. Applicants with experience and training in clinical child psychology are preferred. Potential candidates must have completed an APA-Accredited or APPIC member doctoral internship in professional psychology, demonstrated competence in working with child clinical and/or pediatric populations and have completed their doctoral degree requirements by the start date of the Postdoctoral Fellowship.
  
- E. Doctoral intern candidates must submit the following for review:
  1. An AAPI application form, including a letter from their Clinical Program Director stating the applicant's readiness for internship
  2. Letter of interest
  3. Curriculum Vitae
  4. Graduate transcripts
  5. Three letters of recommendation
  6. Assessment report sample with identifying information removed, child report is preferred
  
- F. Postdoctoral fellow candidates must submit the following for review:
  1. Letter of interest
  2. Curriculum Vitae
  3. Three letters of recommendation
  4. Assessment report sample with identifying information removed
  
- G. Applicants for the practicum program must submit the following for review:
  1. Letter of interest
  2. Three letters of recommendation

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- 3.** Testing report sample with identifying information removed if applying for an assessment track
  - 4.** Curriculum Vitae.
- H.** For doctoral psychology interns, the Directors of Training (Director and Manager) review all applications initially to determine if minimum requirements have been met, including, advanced candidacy, good standing in their graduate program and current enrollment in an APA accredited clinical, counseling, or school psychology program; two years of part-time clinical placements, one year of which must include services to children; a background in basic psychological testing measures (e.g. IQ, achievement, objective and projective personality measures).
- 1.** Applications are then reviewed by one additional faculty member, utilizing a standardized evaluation, scoring applications based on academic quality, therapy experience, assessment experience, letters of recommendation and quality of essays and goodness of fit for the internship.
  - 2.** Scores on written materials are then aggregated and reviewed by the training faculty and selected applicants are invited for interviews.
  - 3.** Applicants are interviewed by 2 professional staff, as well as one of the Training Directors, during a 3/4 day interview process. Professional staff utilize a standardized, behavioral interview and rating scale for the interviews. A clinical scenario is also included.
  - 4.** Applicants who state an ability to provide therapy in Spanish will also be asked to complete an optional clinical scenario in Spanish with a bilingual faculty member. Declining of this portion of the interview will not adversely affect rankings.
  - 5.** Interview scores are aggregated and added to written scores. Scores are adjusted so written and interview scores are equivalent.
  - 6.** The training faculty reviews the total scores and rank order applicants for the APPIC match.
- I.** For postdoctoral fellows, all applications are initially reviewed by the Directors of Training or designee to determine if minimum requirements have been met, including, graduation from an APA accredited clinical, counseling, or school psychology program and current enrollment in an APA accredited internship, preferred; clinical experience with children, preferably in a medical setting depending on the postdoctoral fellowship track.
- 1.** Written materials are then reviewed by those faculty involved in the postdoctoral training and selected applicants are invited for interviews.

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- 2.** Applicants are interviewed by 2 professional staff, as well as one of the Training Directors, during a 3/4 day interview process. Professional staff utilize a standardized, behavioral interview and rating scale for the interviews. A clinical scenario is also included.
  - 3.** Applicants who state an ability to provide therapy in Spanish will also be asked to complete an optional clinical scenario in Spanish with a bilingual faculty member. Declining of this portion of the interview will not adversely affect rankings.
  - 4.** Interview scores are aggregated and added to written scores. Scores are adjusted so written and interview scores are equivalent.
  - 5.** The postdoctoral training faculty reviews the total scores and rank orders applicants. The Directors of Training make the offers for the positions.
- J.** Selection processes will conform to APA and APPIC guidelines.
- K.** For practicum students, all applications are initially reviewed by the Directors of Training or designate to determine if minimum requirements have been met, including, current enrollment in an APA accredited clinical, counseling, or school psychology program and advanced student (at least 3<sup>rd</sup> year student) status for certain tracks, clinical experience with children, preferred.
- 1.** Written materials are then reviewed by those faculty involved in the practicum training and selected applicants are invited for interviews. Applicants are ranked for interview or no interview.
  - 2.** Applicants are interviewed by 1-2 professional staff during a 3 hour interview process. Professional staff utilize a standardized, behavioral interview and rating scale for the interviews. A clinical scenario is also included.
  - 3.** Applicants who state an ability to provide therapy in Spanish will also be asked to complete an optional clinical scenario in Spanish with a bilingual faculty member. Declining of this portion of the interview will not adversely affect rankings.
  - 4.** The faculty involved in each practicum track reviews the total scores and rank orders applicants. The Directors of Training or supervisor for the specific track makes the offers for the positions.
- L.** All selection processes adhere to CHOC policy HR193, General Employment Policy, which indicates that all hiring decisions will adhere to the principles of equal employment opportunity.

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*For Doctoral Psychology Interns, the training program is APA accredited.  
The American Psychological Association Office of Program Consultation and Accreditation can be reached at:  
750 First Street, NE  
Washington, DC 20002-4242.  
Telephone: (202) 336-5979  
TDD/TTY: (202) 336-6123  
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