

# Practicum Portal Q & A

**2023-2024: DETAILED INSTRUCTIONS FOR  
APPLYING TO THE PORTAL WILL BE EMAILED  
TO ALL ELIGIBLE STUDENTS**

**MONDAY DEC 5TH 12 PM**

# Opening and Closing Dates

01

**Portal Opens**

Monday,  
December 5th  
12 pm

02

**Portal Closes**

Thursday  
December 15th  
5 pm

03

**LATE  
SUBMISSIONS  
CANNOT BE  
ACCEPTED**

04

**ASSIGNMENTS  
and  
PREINTERVIEWS**

Mid January

# Selecting the Right Practica List

**NSU** Florida

REQUEST FOR PRACTICUM: 2023-2024

TO BE SUBMITTED NO LATER THAN **December 15, 2022 by 5 pm**

**NOTE:** ALL FIELDS MARKED WITH AN ASTERISK ( \* ) ARE REQUIRED.  
IF THE QUESTION DOES NOT APPLY, PLEASE CHECK "N/A" (NOT APPLICABLE).

Please clear your internet browser cache before starting this form to ensure you are seeing the latest version. ( [Help](#) )

This is a request for: \*

Select Practicum 

**Please select a Practicum selection to continue.**

# How To Complete The Practicum Portal?

- ▶ 1<sup>st</sup> select appropriate practicum year (e.g., 1<sup>st</sup>, 2<sup>nd</sup>, EI) then hit **CONFIRM** button to start
- ▶ **Once you select your practicum year, then you will be presented with sites for which you are ONLY eligible (e.g., no 1<sup>st</sup> yr will have TRIP be listed)**
- ▶ Complete information, **must use NSU email.**
- ▶ **Upload CV as some sites require this (take CV out of tracking)**
- ▶ Do you have a **master's degree** or no?
- ▶ Are you **enrolled in a concentration**? **Yes**, then select the appropriate one.
- ▶ Do you speak Spanish?
- ▶ Answer yes or no to last question on Neuropsychology experience
- ▶ Lastly. read instructions on medical marijuana (in any state)

# Selecting Your Practicum Year

This is a request for: \*

First Practicum ▾

Confirmed

Upload your CV.\*It must be submitted and only labelled as follows:

Firstname.Lastname.CV.docx

Example: linda.sobell.CV.docx \* (DOCX ONLY)

Choose File no file selected

When did you begin your matriculation in the Doctoral Program?

Semester: \*

Semester ▾

Year: \*

(YYYY) ▾

Practicum-Related Experience: \*

Select Your Experience ▾

Do you Have a Master's degree related to counseling/therapy ATTAINED PRIOR TO ENTRY INTO PHD OR PSYD PROGRAM AT COLLEGE OF PSYCHOLOGY: \*

Select ▾

Zip/Postal Code:\*

# Application Information Requested

All questions with red asterisk\* **must be answered**  
to submit application

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This is a request for: \*

First Practicum

Please confirm your Practicum selection. You **CANNOT** change it later unless you start over.

CONFIRM

# REQUEST FOR PRACTICUM: 2023-2024

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**This is a request for: \***

**Confirmed**

**First Name: \***

**Program: \***

**Last Name: \***

**Email: \***

This is a request for: \*

First Practicum

Confirmed

First Name: \*

Program: \*

Program

Last Name: \*

Email: \*

username@mynsu.nova.ed

NSU ID : \*

Gender: \*

Gender

Current Address

Address: \*

City: \*

State: \*

Cell Phone: \*

Zip/Postal Code: \*

Have exemption from Covid \*

Booster \*

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**Upload your CV and take it out of tracking.\*It must be submitted and only labelled as follows: Firstname.Lastname.CV.docx Example: linda.sobell.CV.docx \* (DOCX ONLY)**

Choose File no file selected

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**When did you begin your matriculation in the Doctoral Program?**

**Semester: \***

**Year: \***

**When did you begin your matriculation in the Doctoral Program?**

**Semester: \***

**Year: \***

**Practicum-Related Experience: \***

**Do you Have a Master's degree related to counseling/therapy ATTAINED PRIOR TO ENTRY INTO PHD OR PSYD PROGRAM AT COLLEGE OF PSYCHOLOGY: \***

**On route masters from NSU does not apply.**

**Are you OFFICIALLY enrolled in a concentration NOW? \***

**Do you speak Spanish fluently enough to interact with clients in a therapy or assessment session? \***

## Site Preference Information:

The following are important points related to all practicum assignments. When you submit this form you are indicating that you have read and understand these points.

### Note:

- For all 1st and 2nd Year Practicum Students you must select 14 sites.
- For sites that include SUMMER starts, there is a symbol like this \* in front of the site's listing. These sites may also include fall starts so please read over the practicum brochure.
- Some students have a Forced Practicum Site and will only have ONE site on the list.
- Please read over site-specific requirements (e.g., certain Non-NSU clinics may require that you work on holidays and days that NSU is closed; requires health insurance; paid parking; urine screening; training before the fall semester).

### Instructions:

- Please review the Practicum Sites listed below;
- From the list, determine which are your top 14 in rank order;
- Click on the site you believe should be ranked #1 and drag it to the top of the list;
- Repeat the same process with the additional sites you rank;
- Once you have reordered the list to reflect your top 14, click on "submit form" which is found at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.

## Site Preference(s):

## Instructions:

- Please review the Practicum Sites listed below;
- **From the list, determine which are your top 14 in rank order;**
- **Click on the site you believe should be ranked #1 and drag it to the right hand column that says selected sites;**
- Repeat the same process with the additional sites you rank;
- Once you have reordered the list to reflect your top 14, click on "submit form" which is found at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.

## Site Preference(s):

### AVAILABLE SITES

Adolescent Drug Abuse Prevention & Treatment (ADAPT)  
- NSU (1, 2) 6112

Adult Services Program - NSU (1, 2) 6113

Biofeedback and Health Psychology Center NSU (1, 2) -

### SELECTED SITES

## Site Preference(s):

### AVAILABLE SITES

Adult Services Program - NSU (1, 2) 6113

Biofeedback and Health Psychology Center NSU (1, 2) - health psychology course required 6115

Broward Health North Memory Disorder Center (1, 2, E) 7175

Child & Adolescent Traumatic Stress Program (CATSP) - NSU (1, 2) 6117

Childnet, INC. (1) 7116

Henderson Behavioral Health: Adult Outpatient (1, 2) 7118

### SELECTED SITES

**1.** Adolescent Drug Abuse Prevention & Treatment (ADAPT) - NSU (1, 2) 6112

**2.** Family Violence Program - NSU (1, 2) 6118

**3.** \*NSU Counseling Center for Older Adults (NCCOA) - NSU (1, 2, E) 6122

**4.** Psychological Services for the Emotionally Distressed (PSED) - NSU (1, 2) - 6123

**5.** Healthy Lifestyles Guided Self-Change Program (GSC) - NSU (1) 6119

**6.** \*School-related Psychological Assessments and Clinical Interventions (SPACI) - NSU (1, 2) 6124

Are you OFFICIALLY enrolled in a concentration NOW? \*

Please select the concentration you are OFFICIALLY enrolled in NOW

- Forensics; I am a 1st year student and I must do a Forensics rotation this coming year
  - Health Psychology, 1st year practicum
  - Serious Mental Illness, 1st year practicum
  - Neuropsychology; I will be 1st year practicum and must do a therapy rotation this coming year
  - Psychodynamic; I will be 1st year practicum and have been told I can do the Psychodynamic rotation this coming year
  - Psychodynamic; I will be 1st year practicum and will complete the Psychodynamic rotation (IPPC) in my 2nd practicum year
-

Are you OFFICIALLY enrolled in a concentration NOW? \*

Yes



Please select the concentration you are OFFICIALLY enrolled in NOW

- Forensics; I will be a 2nd year practicum student, I must do a therapy rotation this year
- Health Psychology ONLY; I will be a 2nd year practicum student, I must do a Health Psychology practicum this coming year
- Serious Mental Illness ONLY; 2nd year practicum and I must do a LTMI rotation this coming year
- Neuropsychology; I will be a 2nd year practicum student, I must do a Neuropsychology rotation this coming year
- Psychodynamic; I will be a 2nd year practicum student, I have not done an Psychodynamic rotation yet and must do it this coming year
- Psychodynamic; I am a 2nd year practicum student, and I am currently doing the Psychodynamic rotation (IPPC) this year in my First Practicum

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**Please clear your internet browser cache** before starting this form to ensure you are seeing the latest version.

**This is a request for: \***

**Confirmed**

**First Name: \***

**Program: \***

**Last Name: \***

**Email: \***

## Instructions:

- Please review the Practicum Sites listed below;
- **Click on the site you want to rank as #1 and drag it to the top of the list;**
- **Repeat the same process with the additional sites you want to rank;**
- You can rank anywhere from 1 to 10 practicum sites.
- **Once you have reordered the list to reflect your top sites, click on the "submit form" button which is at the bottom of this form. If this is not showing, it is because you have not filled in all of items on the form.**

## Site Preference(s):

### AVAILABLE SITES

Broward Children's Center (E) 7152

Broward Health Medical Center- Pediatric Psychology (2, E) - NOTE ONE MUST BE SPANISH SPEAKING 7112

\*Broward Health North Medical Center - Rehabilitation Unit (2, E) 7114

### SELECTED SITES

## Make Sure to Hit the Confirm Site Order Button to Submit

No student is to arrange his/her own practicum site. The student handbook says that students are not to contact practicum sites or supervisors to arrange their own practica. If you do this you can be referred to the professional standings committee.

CONFIRM SITE ORDER

CLEAR & RESTART

**If you cannot submit the form go back and look for missing/wrongly inputted information. Make sure all required fields are filled out correctly.**

SUBMIT FORM

CLEAR & RESTART

**If you cannot submit the form go back and look for missing/wrongly inputted information. Make sure all required fields are filled out correctly.**

**Do not submit two applications as they will both be deleted.**

**If you have trouble, Email [sobell@nova.edu](mailto:sobell@nova.edu)**

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# **PRACTICUM BROCHURE**

**2023-2024** (v.8)  
11.8.22

**Nova Southeastern University**  
**College of Psychology**  
**Doctoral Program**

**NSU**  
Florida

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NOVA SOUTHEASTERN  
UNIVERSITY

**[https://psychology.nova.edu/common-pdf/students/practicum\\_brochure\\_23\\_24.pdf](https://psychology.nova.edu/common-pdf/students/practicum_brochure_23_24.pdf)**



### NOVA SITES

- Adolescent Drug Abuse Prevention & Treatment (ADAPT) .....5
- ADHD Assessment, Consultation & Treatment Program (AACT) .....7
- Adult Services Program (ASP) .....9
- Anxiety Treatment Clinic (ATC) .....11
- Biofeedback and Health Psychology Center.....13
- Child, Adolescent, and Family Services (CAFS) .....15
- Child & Adolescent Traumatic Stress Program (CATSP) .....17
- Family Violence Program.....19
- Forensic Psychology Practicum.....21
- Healthy Lifestyles Guided Self Change Program (GSC) .....23
- Intensive Psychodynamic Psychotherapy Clinic (IPPC) .....25
- Neuropsychology Assessment Center (NAC) .....27
- NSU Counseling Center for Older Adults (NCCOA) .....29
- Psychological Services for the Emotionally Distressed (PSED) .....31
- School-Related Psychological Assessments and Clinical Interventions (SPACI).....33
- Trauma Resolution Integration Program (TRIP) .....35

### OTHER SITES

- Barry University for Counseling and Psychological Services.....37

- Research Children's Center .....39

COLLEGE OF PSYCHOLOGY PRACTICUM BROCHURE DESCRIPTION

FULL SITE NAME: ADHD Assessment, Consultation, and Treatment Program

Type of Site (check one):  Nova PSC  NonNSU

Site Number: 6111

Data Last Modified	September 2021
Program/Institution	Nova Southeastern University
Department	COP
Address	3301 College Avenue, Fort Lauderdale, FL 33314
Supervisor Name and Degree	David Reitman, Ph.D.
Supervisor Email	reitmand@nova.edu
Supervisor Phone: Work/Cell	954-262-5717 / 954-562-4323
Agency's Web Address	

**BRIEF CLINICAL DESCRIPTION OF PROGRAM**

**CLIENT/PATIENT POPULATION:**

- Children (under 13)   
  Adolescents (13-18)   
  Adults (19-64)   
  Older Adults (65+)  
 Individual   
  Group   
  Couples   
  Family  
 College Students   
  Veterans   
  Homeless   
  LGBTQ+  
 Other:

**PRIMARY TREATMENT MODALITIES:**

- Cognitive Behavioral Therapy   
  Acceptance and Commitment Therapy  
 Interpersonal Therapy   
  Solution-Focused Brief Therapy  
 Exposure Therapy   
  Marriage and Family Therapy  
 Psychodynamic Psychotherapy   
  Play Therapy  
 Dialectical Behavior Therapy   
  Motivational Interviewing  
 Neuropsychology  
 Other: Applied Behavior Analysis, evidence-based treatments

**ASSESSMENT TYPE:**

- Achievement and Aptitude Tests  
 Intelligence Tests  
 Neuropsychological Tests  
 Objective Personality Tests  
 Projective Personality Tests  
 Other (list all major assessments not included above): Direct observation

**BRIEF OVERVIEW OF PROGRAM:**

Introduction to working with parents and children presenting with a range of common difficulties. Referrals tend to cluster around disruptive behavior disorders but comorbidities that include anxiety, depression, learning disabilities, and

PLACEMENTS AND STUDENT SLOTS AVAILABLE FOR 20 22 - 20 23 YEAR

THIS PAGE MUST BE FILLED IN EVERY YEAR

6 Total number of doctoral students we will take from College of Psychology

Number of summer starts only: 0

Number of fall starts only: 6

Will ONLY accept students who speak Spanish:  NO  YES

Spanish speakers preferred:  NO  YES

Number of students by year (should equal total # of students listed above)

1<sup>st</sup> year practicum students: 3

2<sup>nd</sup> year practicum students: 3

Elective practicum students: 0

**SPECIAL PROGRAM REQUIREMENTS FOR COMPLETING THIS AGENCY'S PRACTICUM**

<input checked="" type="checkbox"/> Interview	<input type="checkbox"/> Proof of Immunization
<input type="checkbox"/> Background Check; if yes Level: _____	<input type="checkbox"/> Proof of Health Insurance
<input type="checkbox"/> Fingerprints	<input type="checkbox"/> Physical Examination
<input type="checkbox"/> Drug Test	<input type="checkbox"/> Physician's Statement of Readiness
<input type="checkbox"/> Other (describe): _____	<input type="checkbox"/> TB Screening
<input type="checkbox"/> Other (describe): _____	
Student use of prescribed Medical Marijuana is permitted: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	
Costs to park? If yes, how much per day? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES; COST: _____	

**HOURS AND DAYS PER WEEK REQUIRED FOR PRACTICUM:**

1<sup>st</sup> year practicum student hours: Min. 4 hrs. avg. \_\_\_\_\_ (max hours 10-15/week)

2<sup>nd</sup> year practicum student hours: Min. 6 hrs avg. \_\_\_\_\_ (max hours 15-20/week)

Elective practicum student hours: \_\_\_\_\_ (max hours 10-15/week)

**Note:** The only thing that takes precedence over practicum hours are College of Psychology doctoral class hours. Students cannot come to a practicum site if they have classes –there is no exception to this.

**DESCRIBE SPECIFIC SITE REQUIREMENTS:**

**Mandatory Trainings/Meetings** (days/hours):

Orientation is second week of August (3 days), and Monday afternoon supervision with coordinators and practicum director (3 hours each week). Individual supervision each week (1 hr).

**Required Training Prerequisites** (classes, degrees, experience, etc. that is outside of regular required curriculum/grades):

Experience with children and behavioral therapies preferred. Occasional travel to schools may be required/necessary.

**Supervision Requirements:** None specifically other than being prepared

**Specific Evening Hours Requirements:** None specifically

**Direct Clinical Contact** (hours/week): Minimum 4-6 hours per week, more in the spring, typically.

# Reminders

- ▶ **IT IS CRITICAL TO YOU READ AND MEET THE REQUIREMENTS FOR EACH SITE BEFORE SELECTING IT.**
- ▶ We review students' eligibility before assigning them. If you do not meet the requirements for a site we cannot assign you there and you have wasted 1 or more of your 14 site selections.
- ▶ Immediately after you submit your application, a copy will be sent to the Office of Clinical Training and a copy will be sent to your NSU email address.
- ▶ **Sometime in late Jan to early Feb we will notify students of their assigned practicum placements.**
  - ▶ **BROWSERS THAT CAN BE USED TO SUBMIT YOUR APPLICATION:** You can **only use Outlook, Chrome, or Firefox.** The Explorer browser cannot be used as it comes up with errors and will be rejected.
- ▶ **THE PORTAL IS CORRECT!** Do not be alarmed if some sites are not listed under a certain year.
- ▶ **Intensive Supervisors:** For 1<sup>st</sup> and 2<sup>nd</sup>-year students not at a PSC faculty site, After sending out practicum assignments we will send out intensive supervisor assignments. Elective students can ask for an intensive supervisor, but it will cost 1 credit hour.

# How Sites and Students Get Assigned

- ▶ By year
- ▶ By concentration
- ▶ Pre-interviews
- ▶ By need for a clinical rotation
- ▶ PSC faculty selections
- ▶ Having special skills (e.g., Masters, past experience in an area)
- ▶ Site requirements
- ▶ Number of students needed type, Spanish, male
- ▶ Do not contact outside non-PSC sites
- ▶ Social media postings

QUESTIONS?

Maria Fimiani, Psy.D.

Linda Carter Sobell,  
Ph.D., ABPP

# CLINICAL TRAINING: PRACTICUM



# PRACTICUM

- ▶ Both Clinical Psychology doctoral programs require students to successfully complete two 12-month practicum placements, during the second and third year of the curriculum.
  - ▶ Psychology Services Center
  - ▶ Outside Practicum Site
  - ▶ 2023-2024 Brochure:  
[https://psychology.nova.edu/common-pdf/students/practicum\\_brochure\\_23\\_24.pdf](https://psychology.nova.edu/common-pdf/students/practicum_brochure_23_24.pdf)
  - ▶ 2022-2023 Practicum Handbook (updated each summer):  
<https://psychology.nova.edu/common-pdf/students/practicum-handbook-2022-2023-final.pdf>
  - ▶ An elective practicum may be taken during the fourth year. Elective practicum placements are typically for 2 semesters or 8 months. They are assigned after all first and second year practica students have been assigned.
- ▶ Eligibility
  - ▶ Prerequisite courses
  - ▶ Core performance standards



# CORE PERFORMANCE STANDARDS AND DISCLOSURES

- ▶ In addition to academic abilities and skills, students must possess **interpersonal, communication, behavioral, and personal attributes** that are considered integral and necessary parts of professional functioning (profession-wide competencies), including:
  - ▶ Professionalism – attendance, timeliness, dependability, demonstrating concern for well-being of clients. Self-awareness and reflection, professional attire, etc.
  - ▶ Communication and Interpersonal Skills - Respectful and positive interactions with others, professional oral and written communication, openness (non-defensive) to feedback from supervisors and others, etc.
  - ▶ Ethics – ensures client confidentiality, record-keeping, etc.
- ▶ Students who do not meet the minimum requirements will be advised and remediated as appropriate
- ▶ Disclosures – students must disclose any prior charges, arrests, convictions, etc. prior to beginning practicum and before applying for internship (contact Dr. Fimiani immediately)



# CLINICAL TRAINING REQUIREMENTS

- ▶ Track all clinical training activities - Time2Track, PsyKey, personal Excel, etc. (starting in 2020, T2T linked with APPI-internship application)
- ▶ Pre-pandemic
  - ▶ First year practicum students (Clinical Practicum I, II and Summer) – Minimum average of 10 hours/week
    - ▶ Minimum average 5 face to face hours in direct service provision (e.g., assessment or intervention). 480 hours total.
  - ▶ Second year practicum students (Clinical Practicum III, IV and Summer) – Minimum average of 15 hours/week
    - ▶ Minimum average 7.5 face to face hours in direct service provision delivery (e.g., assessment or intervention). 720 hours total.
  - ▶ Elective practicum students – minimum average 10 hours/week
    - ▶ Minimum average 5 face-to-face hours in direct service provision (e.g., assessment or intervention). 480 hours total.
- ▶ Post-COVID-19 – APA, APPIC, and all training counsels recommend flexibility and focus on clinical competency instead of hours.
  - ▶ Tele-supervision
  - ▶ Telehealth - Florida Law requires telehealth providers to be in Florida to provide services to clients in Florida.



# REGISTRATION: PRACTICUM AND INTENSIVE SUPERVISION

- ▶ During the second year of matriculation, students are required to enroll in a 3-credit hour course for each of 3 semesters. Concurrently with each practicum registration, students enroll for 1 credit of intensive supervision with a faculty member.
  - ▶ Fall: PSY 2701 Clinical Practicum I and PSY 2703 Intensive Supervision
  - ▶ Winter: PSY 2702 Clinical Practicum II and PSY 2704 Intensive Supervision
  - ▶ Summer Practicum PSY 270A and PSY 270B Intensive Supervision
- ▶ During the third year of matriculation, students are required to enroll in a 3-credit hour course for each of 3 semesters. Concurrently with each practicum registration, students enroll for 1 credit of intensive supervision with a faculty member.
  - ▶ Fall: PSY 3701 Clinical Practicum III and PSY 3703 Intensive Supervision
  - ▶ Winter: PSY 3702 Clinical Practicum IV and PSY 3704 Intensive Supervision
  - ▶ Summer Practicum PSY 370A and PSY 370B Intensive Supervision

The ONLY requirement that can take precedence over practicum hours is enrollment in a course



# SUPERVISION

- ▶ Minimum hours of supervision:
  - ▶ 45 minutes/week of site supervision (clinical caseload)
  - ▶ 45 minutes/week of intensive (in-depth focus on a limited number of cases) or its equivalent in groups (e.g., if there are 6 students in a supervision group, the group will be 6 x 45 minutes or 4.5 hours in length). Optional for elective practicum.
  - ▶ Students who are in practicum placements directed by a COP faculty member (in the PSC) have as their supervisor the faculty member who heads the faculty clinic.
- ▶ Students assigned to PSC clinics directed by staff psychologists or to community placements are also assigned COP faculty members who serve as their intensive supervisors, and who provide intensive supervision.
- ▶ American Psychological Association requires that an appropriately credentialed (i.e., licensed psychologist) individual who is located at the site at least 20 hours/week provide all supervision.
- ▶ Direct observation - audio/video or live supervision
  - ▶ Students are required to obtain written consent prior to discussing or playing recorded sessions of clients in intensive supervision. Signed consent forms remain in the client's file at the practicum site.



# EVALUATIONS

- ▶ Each semester all students will be evaluated and will receive:
  - ▶ A practicum grade
  - ▶ An intensive supervision grade (for students in PSC clinics directed by staff psychologists and those in community placements)
  - ▶ Students will be evaluated on nine (9) areas of profession-wide competency: research; ethical and legal standards; individual and cultural diversity; professional values, attitudes and behaviors; communication and interpersonal skills; assessment; intervention; supervision; and consultation and interprofessional/interdisciplinary skills
- ▶ Each semester students will complete anonymous (i.e., students are never identified in any data summaries provided to supervisors) evaluations:
  - ▶ Practicum Placement Evaluation form
  - ▶ Intensive Supervision Evaluation form, if applicable.
- ▶ Check with supervisors to make sure evaluations are completed on time to avoid prolonged “IP” or “PR” grades on transcripts



# GRADING

- ▶ In order to receive a grade for a practicum, students must:
  - ▶ Satisfactorily demonstrate competencies as required by the practicum site
  - ▶ Complete all the practicum site requirements (e.g., paperwork, reports etc.)
  - ▶ Demonstrate satisfactory performance on the Practicum Training Evaluation form.
- ▶ Evaluations of the delineated competencies will be assigned according to the following system:
  - ▶ A = 93-100% Meets or Exceeds Expectations
  - ▶ A- = 90-92% Meets or Exceeds Expectations
  - ▶ B+ = 88-89% Meets Expectations
  - ▶ B = 83-87% Meets Expectations
  - ▶ B- = 80-82% Minimum Level of Achievement
  - ▶ C+ = 78-79% Does not meet Expectations
  - ▶ C = 73-77 % Does not meet Expectations
  - ▶ C- = 70-72% Does not meet Expectations
  - ▶ F = Below 70% Does not meet Expectations
- ▶ Remediation MUST have occurred prior to students earning ratings lower than B- on competency items of evaluation and/or an overall practicum eval grade lower than B-




# EXTENSION OF PRACTICUM EXPERIENCE

- ▶ At times students may choose to extend a practicum placement, either to gain further experience with current clients or continue treating specific clients for training purposes.
- ▶ Students must obtain permission from the practicum supervisor and must submit a Practicum Extension Form to the Clinical Training Office prior to continuing the practicum placement beyond the required one-year period.
  - ▶ PSC Extension form:  
[https://psychology.nova.edu/common-pdf/studentresources/PSC\\_Extension\\_Form.pdf](https://psychology.nova.edu/common-pdf/studentresources/PSC_Extension_Form.pdf)
  - ▶ External practicum site Extension Form:  
[https://psychology.nova.edu/common-pdf/studentresources/Non\\_Nova\\_Site\\_Extension\\_Form.pdf](https://psychology.nova.edu/common-pdf/studentresources/Non_Nova_Site_Extension_Form.pdf)
- ▶ Must be registered in a course to be covered under liability insurance.

# DUTIES AND RESPONSIBILITIES OF STUDENTS

- ▶ Perform appropriate job-related functions in the facility as directed by the on-site supervisor(s).
- ▶ Demonstrate competencies associated with the areas described in the Practicum Training Evaluation form.
- ▶ Read assigned materials or applicable literature in the knowledge base.
- ▶ Discuss with the site supervisor and/or the intensive supervisor any problems or issues that may arise at a practicum. If a problem arises at the site that cannot be resolved, the student should contact the DCT or Associate DCT to discuss this further.
- ▶ Continuously work to improve his or her performance in response to constructive feedback provided by supervisors.
- ▶ Complete the *Evaluation of Clinical Experience* form collected at the end of each semester.
- ▶ Abide by the ethical principles of the American Psychological Association (APA) and understand the State of Florida statutes for Licensed Psychologists (Title XXXII, Chapter 490). Likewise, as representatives of NSU, all students have an obligation to perform at the highest level of functioning and to demonstrate professional behavior as specified in this Statute, and the Clinical Psychology doctoral program handbooks at all times.
- ▶ Become familiar with and abide by all state and federal regulations governing the practice of psychology (e.g., abuse of disabled, elders, children; rules governing breaking confidentiality).
- ▶ Maintain confidentiality of client records and all relevant information.
- ▶ Spend the required amount of time in practicum activities and supervision.
- ▶ Audio or video record assessment, intervention or consultation sessions provided clients (or guardians) allow for such and with the proper informed consent. Students are never to coerce clients into signing consents for recording.
- ▶ Must have completed HIPAA training offered through COP prior to starting their first practicum as well as any other additional training required by practicum placements.
- ▶ Complete (in a timely manner) any background check, drug screen, physical readiness or other screening required PRIOR to beginning the placement and to take all necessary steps to have such screening steps completed.
  - ▶ \*Respond to emails from Office of Clinical Training regarding on-boarding to avoid delays in starting practicum



# PRACTICUM STUDENT PERFORMANCE DIFFICULTIES

- ▶ First, the on-site supervisor, faculty supervisor, or both will discuss the difficulties with the student, suggest changes (e.g., additional reading) or implement changes (e.g., providing for supervisor review additional audio recordings of practicum performance), and monitor and provide feedback on their impact.
- ▶ Second, if such steps do not lead to the warranted knowledge or skill improvement, the on-site and faculty supervisor will jointly develop a written performance improvement plan review it with the Director or Associate Director of Clinical Training and discuss and sign it with the student before implementation.
- ▶ Third, if the performance improvement plan does not result in the targeted change(s) during the period specified, the matter will be referred to the Director of Clinical Training. In consultation with the Clinical Training Committee, the Director of Clinical Training will meet with the student and his/her supervisors, identify the areas of continuing concern, and determine whether interruption of the clinical practicum sequence is warranted to facilitate more intensive remediation steps.
- ▶ At the scheduled conclusion of the remediation period, the student, the Director of Clinical Training, and the practicum supervisor(s) will meet again to review the student's performance on the behavioral indicators, and determine whether the student (1) can return to clinical practicum training, (2) needs to extend the remediation plan with or without modification(s), or (3) warrants referral to the Professional Standing Committee for a determination of his/her fitness to continue doctoral training.



# PRACTICUM ON-BOARDING

## ▶ May-June

- ▶ Update vaccinations
- ▶ Physical examination
- ▶ PSC - schedule background check & finger printing with COP HR as directed by Cavell
- ▶ Complete all on-boarding requirements no later than early-July to guarantee August start

Greetings student,

We are very excited that you will be doing a clinical rotation/internship at Memorial Healthcare System. Here is a list of items that are required in preparation for your clinicals at Memorial Healthcare System. Please be sure to have all this information readily available to upload to Complio one month before your rotation/internship begins. Your school's coordinator will provide more information about your start date and the on-boarding process. Please remember that you can always contact American Databank for any questions, concerns or technical assistance at [Complio@americandatabank.com](mailto:Complio@americandatabank.com) or 800.200.0853. See you soon!

**2022 Mandatory MHS Students Requirements:**

**1. Immunizations**

- MMR (2) or titers
- Tdap or Td Booster within the last 10 years
- Varicella or titers or documentation of disease
- Hep B (3) or titers (for healthcare worker only). MHS Hep B declination form will be accepted.

**2. Health screening** Upload 1 negative PPD, 1 negative QuantIFERON Gold, 1 negative T-SPOT test or 1 positive PPD AND a negative chest x-ray dated after the positive PPD. The student/faculty member will only have to do this once. However, a yearly TB signs and symptoms form will be required.

**3. 8 panel drug test or higher**

**4. Background check**

- Level 1 - Tri county (Broward, Miami Dade, Palm Beach) background check
- Level 1 - State/FDLE background check
- Level 1 - National background check
- Level 1 - Sexual Predator background check
- Level 1 - [OIG Sanctions & Exclusions Check](#)
- Level 1 - Employment verification – the last year
- Level 2 - Includes level 1 and fingerprinting (depending on the type of student)

**5. Flu shot \*** - October 1, 2021 to March 31, 2022

**6. BLS for Healthcare providers** from AHA or the Red Cross only (if working in an area with patients)

**7. COVID - 19 Guidelines and Attestation**

**8. Waiver of Liability**

**9. Hand Hygiene Competency** – must be signed by student AND the school

**10. Email Communication Guidelines**

**11. Full Covid-19 Vaccine \***

- a. Pfizer or Moderna, 2-shots; Johnson & Johnson, 1-shot
- b. All additional doses received (boosters)

**12. Covid-19 Vaccine Acknowledgement**

\*Medical/religious exemptions for flu or COVID-19 vaccines may be requested on behalf of the student by the school. MHS reserves the right to deny and exemption.

**MHS will not accept exemption requests directly from students or their parents/caretakers.**

Jan 2022

Greetings Students and Faculty

We are excited that you have chosen to participate in your clinical and practicum experiences at the facilities of Broward Health. In order to be compliant with the many regulatory agencies, the following listing are the requirements for participation with Broward Health. Completion of all requirements in Complio is necessary 1 month prior to the beginning of your practicum, clinical rotation or internship. Your program coordinator will provide you more information on the start date and the on boarding process. Please remember to you can always contact American Data Bank for any questions or technical assistance at

[Complio@americandatabank.com](mailto:Complio@americandatabank.com) or 800-200-0853. Best wishes for a productive experience at Broward Health. **The "one off" site for schools not contracted with any system is: <http://browardhealth.complio.com/>**

Mandatory Broward Health Student and Faculty Requirements

Item	Title	Type of Proof	Required for Student	Required by Faculty
Health	MMR	*2 doses or titer	Upon program entry	Upon hire
Health	Varicella	*2 doses/Titers or declination	Upon program entry	Upon hire
Health	Hepatitis B	*3 doses/titers or declination	Upon program entry	Upon hire
Health	TB	Annual Neg PPD or Quantiferon Gold or CXR	Annual PPD, CXR, Quantiferon Gold upon program entry	Annually
Health	COVID-19 Vaccine	Proof of Full Vax Status Boosters not required	Upon assignment to BH effective 1/5/2022	Upon Assignment to BH effective 1/5/2022
Health	FLU Vaccine	Annual during Flu Season (Oct – March 31)	Annually	Annually
Screening	10 Panel Drug	Negative Screen**	Upon program entry	Upon hire
Screening	Level I background check for non clinical (must include FOL, National, IIG, Exclusions, & Sexual Predator)	Negative background check	Upon program entry	Upon hire
	Level II background check for clinical (must include FOL, National, IIG, Exclusions, & Sexual Predator)			
Orientation On - Boarding	BH Orientation v2.0	Certificate	Annually	Annually
	BH Risk Mgt	Certificate	Annually	Annually
	General Compliance Training (video & PDF)	Certificate	Annually	Annually
	Code of Conduct	Certificate	Annually	Annually
	Preventing & Reporting Harassment	Certificate	One time	One Time
	COVID-19 student guidelines	Certificate	One Time	One Time
Documents	Data Security Form	Signed form	Upon program entry	Upon hire
Pt. Care & Clinical Areas Only	For Pt. Care Areas BLS	Current Card	Current Card	Current Card
Nursing Only	Dysphagia & Aspiration Precautions	Completion	Annually	Annually

# Nicklaus Children's Hospital

Category	Category Description
Clinical Student/Preceptor Checklist	You must electronically complete the below Clinical Student/Preceptor Checklist.
COVID-19	You must submit either 2 doses of the Moderna or Pfizer vaccines, or 1 dose of the Johnson & Johnson vaccine here. You will not be compliant until two weeks have passed from the date of completing your series. If you are completing the below COVID exemption, page 1 and 2 must be completed, along with provider information on page 3. If you have an exemption, you will need to submit weekly testing.
CPR	You must submit your current American Heart Association Basic Life Support CPR Card. To see what is required on your documentation, please see <a href="http://forms.complio.com/ReviewStandards/32.pdf">http://forms.complio.com/ReviewStandards/32.pdf</a>
Drug Screen	You must order a drug screen from American DataBank. Your results will be uploaded for you here once completed. If you are Nicklaus Children's Hospital employee have have completed a drug screen previously, you may submit a copy of your Nicklaus Children's Hospital Employee Badge instead.
Influenza	You must submit a flu shot for the current season. Your flu shot must be received no earlier than 8/1 to be accepted for the current flu season. This category is not tracked between 4/2 and 11/30. To see what is required on your documentation, please see <a href="http://forms.complio.com/ReviewStandards/1.pdf">http://forms.complio.com/ReviewStandards/1.pdf</a>
Level 2 Background Check	You must order a level 1 background check from American DataBank. Your results will be uploaded for you here once completed. If you are Nicklaus Children's Hospital employee have have completed a background check previously, you may submit a copy of your Nicklaus Children's Hospital Employee Badge instead.
MMR	You must submit A OR B OR C: A) 2 doses of the MMR Vaccine. B) Positive titers for Measles, Mumps, and Rubella. C) A copy of your Nicklaus Children's Hospital Employee Badge. To see what is required on your documentation, please see <a href="http://forms.complio.com/ReviewStandards/3.pdf">http://forms.complio.com/ReviewStandards/3.pdf</a> .
NCHS Student Assessment	You must download the NCHS Student Assessment quiz below and enter your answers into Complio.
Physical Exam	You must submit a physical exam or a copy of your Nicklaus Children's Hospital Employee Badge. <a href="http://forms.complio.com/ReviewStandards/4.pdf">http://forms.complio.com/ReviewStandards/4.pdf</a>
Screening Attestation for Rotating Students	You must print, complete, and submit the below Screening Attestation for Rotating Students. If you answer yes to any questions from 3-11 you must also submit a negative COVID test received after this form is completed. This form cannot be completed more than three weeks prior to your rotation start date.
Student Orientation Manual	You must read the below student orientation manual and then complete the student orientation manual, indicating you have read the document.
Tuberculosis	You must submit a negative TB screening annually. This can be a PPD, IGRA (QuantiFERON or T-Spot), Chest X-Ray, or TB Clearance Letter or a copy of your Nicklaus Children's Hospital Employee Badge.
Varicella	You must submit A OR B OR C: A) 2 doses of the Varicella Vaccine. B) Positive Varicella Titer. C) A copy of your Nicklaus Children's Hospital Employee Badge. To see what is required on your documentation, please see <a href="http://forms.complio.com/ReviewStandards/3.pdf">http://forms.complio.com/ReviewStandards/3.pdf</a>

# Cleveland Clinic FL

## Health

- Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 5 years
- Proof of Rubella and Rubella immunity by positive antibody titers or 2 does of MMR
- Varicella immunity by positive history or chickenpox or proof of Varicella immunization
- Proof of Hepatitis B immunization or completion of a certification of declination of vaccine, if patient contact is anticipated
- COVID-19

## Background Check

- Social Security number verification
- Criminal Search (7 years)
- Violent Sexual Offender & Predator Registry
- HHS/OIG?GSA

## Flu

- Current season vaccine required

# University of Miami Miller School of Medicine

## Exhibit C Form

### Health

- Valid CPR Training Certificate
- Negative PPD/Chest X-ray (performed within the preceding one-year period)
- Immunization Record including Hepatitis B vaccine
- 10-Panel Drug Screening conducted within the past 12 months
- Statement from physician that student is capable of participating in program
- Tuberculin Skin test within the past 12 months or documentation of a previous positive reactor

### Background Checks

- Social Security number verification
- Seven-year multi-county or statewide felony
- Two standard employment history references
- HHS/OIG list of excluded individuals/entities – GSA
- Violent sexual offender & predatory registry

# Miami/Broward/West Palm Beach Veterans Administration

- Evidence of satisfactory physical condition based on a physical examination in the past 12-months;
- Evidence of up-to-date vaccinations for healthcare workers as recommended by Centers for Disease Control (CDC) and VA <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> to include:
  - Hepatitis B
  - Seasonal Influenza, before November 30 of influenza season
  - Measles, Mumps, & Rubella
  - Varicella
  - Tetanus, Diphtheria, Pertussis
  - Meningococcal
  - COVID-19
- Evidence of tuberculosis screening and testing per CDC health care personnel guidelines <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>;
- Identification documents to meet VA security requirements; [https://www.oit.va.gov/programs/piv/\\_media/docs/IDMatrix.pdf](https://www.oit.va.gov/programs/piv/_media/docs/IDMatrix.pdf); and
- Results of screening against the Health and Human Services' List of Excluded Individuals and Entities (LEIE). <https://exclusions.oig.hhs.gov/>.
- **HPTs who were born male** and who are US citizens, immigrants to the US, or are otherwise required by law to register, have registered with the Selective Service System. <https://www.sss.gov>
- **HPTs who currently have or previously had full unrestricted license(s)**, including licenses in other professions, have been screened against the National Practitioner Data Bank (NPDB). <https://www.npdb.hrsa.gov/>

# TRAINING OFFICE CONTACT INFORMATION

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