

# OFFICE OF CLINICAL TRAINING: PRACTICUM PREPARATION

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Director of Clinical Training

# 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/Faculty Clinic (required for all first-year practicum students)
  - ▶ Outside Practicum Site (for second-year and elective practicum students)
  - ▶ 2025-2026 Brochure: Uploaded to the Student Resource Page under the Practicum section <https://psychology.nova.edu/students/current-students.html>
  - ▶ 2024-2025 Practicum Handbook (updated each summer and also found on the Student Resource Page under the Practicum section): <https://psychology.nova.edu/common-pdf/students/practicum-handbook-2024-2025.pdf>
  - ▶ An elective practicum may be taken during the fourth year. Elective practicum placements are typically for 2 semesters. They are assigned after all first and second year practica students have been assigned. Students are not guaranteed an elective practicum placement.
- ▶ 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 via Time2Track (starting in 2020, T2T linked with AAPI- internship application); All first-year, second-year, and elective practicum students will have a NSU institutional version of Time2Track**
- ▶ 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. However, this seems to be slowing changing the further we move away from the pandemic
  - ▶ Tele-supervision
    - ▶ The doctoral programs are establishing a telesupervision policy

# HOURS FOR INTERNSHIP

- ▶ APPIC Directory: <https://membership.appic.org/directory/search>
  - ▶ To be competitive for internship, students should review the APPIC Directory to identify how many direct hours (i.e., intervention and assessment hours) are required for internship sites they are interested in applying to
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# 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
- ▶ **Use these same courses when establishing your Time2Track placements**

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 academic 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 (e.g., your identified CCE case, providing a client/patient with assessment feedback, etc.). It is limited to 1-2 clients/patients - It is NOT a full caseload.
- ▶ 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.

# DUTIES AND RESPONSIBILITIES OF STUDENTS

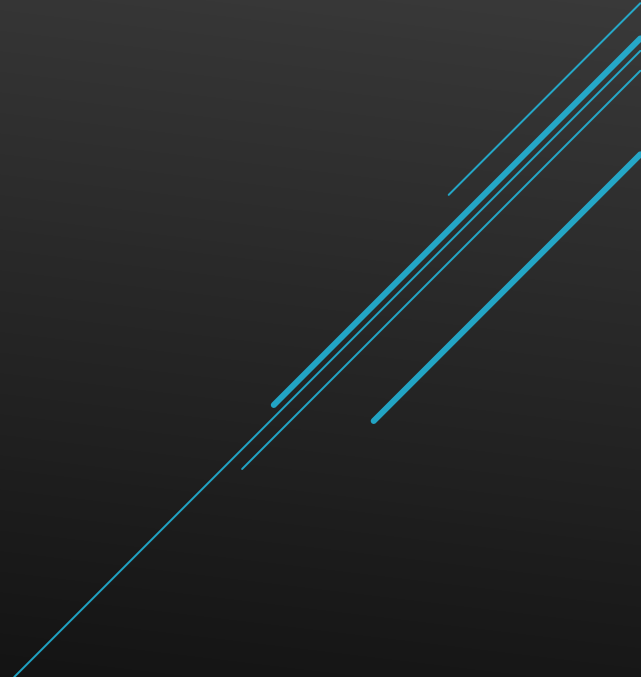
- ▶ Become familiar with and abide by all state and federal regulations governing the practice of psychology (e.g., abuse of disabled, elders, children; rules governing breaking confidentiality)
- ▶ Maintain confidentiality of client records and all relevant information
- ▶ Spend the required amount of time in practicum activities and supervision
- ▶ Log all clinical duties in Time2Track and submit to supervisor(s) for approval on a regular basis
- ▶ 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

## ▶ April-June

- ▶ Update vaccinations
  - ▶ Physical examination
  - ▶ PSC - schedule background check & finger printing with COP HR as directed by the PSC Director, Dr. Schnur
  - ▶ Complete all on-boarding requirements no later than end of June to guarantee August start
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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!

**2023 Mandatory MHS Students Requirements:**

**1. Immunizations**

- MMR (2) or titers
- Tdap or Td (1) within the last 10 years
- Varicella (2) or titers or documentation of disease
- Hep B (3) or HepBisav (2) 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 to March 31 (may be extended)

**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 an exemption.

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



June 2023

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. 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 with 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 X1
Health	Varicella	*2 doses/Titers or declination	Upon program entry	Upon hire X1
Health	Hepatitis B	*3 doses/titers or declination	Upon program entry	Upon hire X1
Health	TB	Annual Neg PPD, TSPOT, QuantiFERON Gold or CXR	Annual PPD, CXR, QuantiFERON Gold upon program entry	Annually for PPD CXR is good for 5yr. QuantiFERON 1 time only
Health	COVID -19 Vaccine	Optional	Optional	Optional
Health	FLU Vaccine	Annual during Flu Season (Oct – March 31)	Annually	Annually
Screening	10 Panel Drug	Negative Screen **	Upon program entry	Upon hire 1X
Screening	Level I background check for non-clinical (must include FDLE, National, IOG, Exclusion, & Sexual Predator)	Negative background check	Upon program entry	Upon hire 1 X
Screening	Level II background check for clinical (must include FDLE, National, IOG, Exclusion, & Sexual Predator)			
Orientation On - Boarding	BH Orientation v 2.0	Certificate	Annually	Annually
	BH Risk Mgt	Certificate	Annually	Annually
	General Compliance Training	Certificate	Annually	Annually
	Code of Conduct	Certificate	Annually	Annually
	Preventing & Reporting Harassment	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 LAB and SW EXEMPT	Current Card	Current Card	Current Card
Nursing Only	Dysphagia & Aspiration Precautions	Completion	Annually	Annually

# Nicklaus Children's Hospital

Category	Category Description
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 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 or a flu exemption form. 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>
Learners COVID-19 Attestation	You must electronically complete the below Learners COVID-19 Attestation If you have been exposed to COVID-19, you must submit a negative COVID-19 test
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 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/>

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