

Guidelines for Advanced Practicum

SDSU/UC San Diego Joint Doctoral Program in Clinical Psychology

Advanced graduate students enrolled in the third year and beyond of the training program complete practicum at sites affiliated with the JDP including SDSU, UC San Diego, the Jennifer Moreno Department of Veterans Affairs Medical Center, and Rady Children's Hospital. This document applies to students completing advanced practicum.

General Requirements

JDP students generally train at their practica placement for a one-year period from July 1 through June 30. The specific first day for the student to report to practicum site will be determined by the supervisor. Students are expected to be available for practicum start and onboarding/training during the month of July. Any significant deviation from the expected timeline of a July 1 start date and a June 30 end date requires approval from the JDP Practicum Coordinator.

Students are required to be trained in evidence-based assessments and treatments. Adequate space and resources (e.g., assessment materials, therapy manuals, etc.) will be made available by the practicum site to allow students to fulfill their practicum training responsibilities.

Professional Conduct

Students and supervisors are expected to be knowledgeable of and act in accordance with the APA Ethical Principles of Psychologists and Code of Conduct.

Students are expected to demonstrate the skills required to maintain effective clinical practice including timeliness with meetings and appointments and completion of documentation within the expected timelines, along with adhering to any other site-specific guidelines for clinicians.

Regular attendance is expected for all JDP practicum activities. Students are required to communicate with practicum supervisor(s) with advance notice for any planned absences 60 days in advance and as soon as possible for any emergencies that arise.

On-site Requirements

Consistent with University coursework requirements, practicum are in-person/on-site training experiences. Unless otherwise approved by the JDP practicum coordinator, all clinical activities (i.e. all clinical work and a minimum of one hour/week of clinical supervision) must be completed on site; this includes all delivery of telehealth/telemedicine. Unless telework for clinical activities is required by institutional or local policies, students are expected to complete practicum activities on site.

Supervisor Requirements

The primary practicum supervisors must meet the following requirements:

- (1) Have an active California license and be in good standing with the Board of Psychology.
- (2) Have an active faculty appointment and be in good standing at UC San Diego or SDSU.
- (3) Be approved by the JDP practicum committee as a JDP supervisor
- (4) Complete 6 hours of supervision training (each license renewal cycle)

Supervision Requirements

- (1) Supervisors are expected to be on site and available to practicum students when they are providing clinical care. If the primary supervisor is not on site, the student must be informed of a designated, licensed supervisor who is available on site.
- (2) At least one hour of regularly scheduled face-to-face supervision with the primary supervisor each week is required. It is required that supervision from the primary supervisor to the JDP student be conducted in person. Unless required by institutional COVID policies, any exceptions to in-person supervision must be pre-approved by the JDP Practicum Coordinator. Contingency plans should be made for expected or unexpected absences by the supervisor and practicum student.

Group supervision is not required for practicum students, although many placements offer group supervision and practicum students can participate. Additional group supervision opportunities are not required to be in person. Additional supervision may be provided by a delegated supervisor, who can be a licensed clinician, postdoctoral fellow, or psychology intern.

Students are expected to arrive at supervision on time prepared to participate. A student's ability to engage in supervision, including receiving feedback and engaging in self-reflection on their performance will inform their competency ratings and overall practicum grade.

Direct Observation Requirement

All students at practicum sites must receive some direct observation of their practice by their primary supervisor. Practicum students must be observed at least once per evaluation period (i.e., academic quarter) either live in-person observation (e.g., in the assessment or treatment room or by one-way mirror observation of direct service contact), live simultaneous audio-video streaming, recorded video, or recorded audio. These observations must be done by the primary supervisor. A training site that does not permit live observation, or audio or video recording by policy is not a sufficiently unique circumstance to circumvent this requirement. The JDP Practicum Committee strongly recommends the use of live observation, video streaming, and/or recorded video, but will allow audio recording as a last resort if absolutely necessary.

Trainee Time Requirements and Restrictions

There is a requirement that all advanced practicum should routinely require no more than 10 hours a week including direct patient service, supervision, team meetings, didactics, and administrative activities. At least 50% of the practicum time commitment (generally about 5 hours per week) should be direct patient service. It is recognized that occasionally, due to clinical emergencies, additional hours beyond the approved 10 hours per week may be necessary - this should be the exception, not the rule. If, for some reason, a student wishes to train more than 10 hours per week in a practica setting, the student and the primary supervisor must communicate directly with the student's mentor and make the request to the Practicum Committee (by emailing the JDP Practicum Coordinator). Prior approval by the Practicum Committee is required to exceed more than 10 hours per week of practica experience.

Students are required to monitor their caseloads to ensure that they are maintaining the expected level of clinical hours (direct patient service) per week. If they are not obtaining approximately 5 hours per week of direct patient service, they should discuss their caseload with their primary supervisor. If difficulties establishing or maintaining caseload persist, the JDP Practicum Coordinator should be notified.

Telework Restrictions

Although practicum students may have telework approvals put in place administratively at the beginning of the training year, these do not constitute a blanket approval for telework. These approvals are put in place a priori in order to respond quickly to possible changes in local policies. All clinical services, including telehealth/telemedicine, are required to be onsite, unless prohibited by institutional or local policies. A small portion of non-clinical work may be allowable via telework at specific sites if in compliance with site, supervisor, and institution policies and requirements.

Evaluation and Grading Requirements

Students will be evaluated by their primary supervisor at their practicum site three times per year using standardized JDP practicum evaluation forms. The evaluations will be sent out at the middle and the end of the training year.

Grades will be requested by the JDP Practicum Coordinator at the beginning of December, March, and June to coincide with the quarter system at UC San Diego where all students are registered for practicum. JDP students performing at the expected level for their level of training should receive a grade of A. Any grade of A- or lower indicates that there are competencies that need to be directly addressed by the student and a specific plan should be developed between the primary supervisor and student to target development of the deficient skill(s). Any student who receives a grade of A- or lower will meet with the JDP Practicum Coordinator to discuss the learning plan that was developed to ensure supports are in place for the upcoming training period. Any grade of B- or lower is considered a failing grade and the student would need to remediate their practicum training experience with a formal remediation plan.

Hours Certification

Students are required to track their hours using *Time2Track*. Each practicum site and supervisor should be added to *Time2Track* by the student at the beginning of the year. Students are responsible for maintaining accurate, honest, and up-to-date accounting of their clinical hours in the *Time2Track* system. The primary supervisor will be required to verify all trainee hours at the end of the training year. Supervisors will sign off on hours electronically via *Time2Track* online platform. Hours will be monitored by the JDP Practicum Coordinator.

Support for Students and Supervisors

If students or supervisors need support to meet any of the outlined expectations, they are encouraged to reach out to the JDP Practicum Coordinator at any time throughout the training year.