

## **BAPIC POLICY: Practicum Site Guidelines**

The Bay Area Practicum Information Collaborative ([www.bapic.info](http://www.bapic.info)) is a partnership between Bay Area Doctoral Psychology Programs and practicum agencies. BAPIC was organized in 2008 with the primary goal of centralizing practicum training information and streamlining the practicum application process for doctoral students and agencies. In the San Francisco Bay Area, BAPIC sites agree to follow the BAPIC application and placement timelines, policies and procedures.

The following doctoral programs are currently participating in BAPIC:

ALLIANT INTERNATIONAL UNIVERSITY, CALIFORNIA SCHOOL OF PROFESSIONAL PSYCHOLOGY, SAN FRANCISCO

<https://www.alliant.edu/locations/san-francisco-campus-beachst/>

CALIFORNIA INSTITUTE OF INTEGRAL STUDIES, CLINICAL PSYCHOLOGY DOCTORAL PROGRAM

<https://www.ciis.edu/academics/graduate-programs/clinical-psychology>

FIELDING GRADUATE UNIVERSITY, PHD CLINICAL PSYCHOLOGY

<http://www.fielding.edu/our-programs/school-of-psychology/phd-clinical-psychology/>

JOHN F. KENNEDY UNIVERSITY, DOCTOR OF PSYCHOLOGY

PROGRAM <https://www.jfku.edu/Programs-and-Courses/College-of-Psychology/Clinical-Psychology/Programs/PsyD-Doctor-of-Psychology.html>

PALO ALTO UNIVERSITY, PHD PROGRAM IN CLINICAL PSYCHOLOGY

<https://www.paloaltou.edu/graduate-programs/phd-programs/phd-clinical-psychology>

PGSP-STANFORD PSYD CONSORTIUM AT PALO ALTO UNIVERSITY

<https://www.paloaltou.edu/graduate-programs/pgsp-psyd-stanford-consortium>

SOFIA UNIVERSITY <http://www.sofia.edu/academics/psyd/>

THE WRIGHT INSTITUTE <http://www.wi.edu/psyd-program>

UNIVERSITY OF SAN FRANCISCO

<https://www.usfca.edu/nursing/programs/graduate/doctoral/clinical-psychology>

Participating doctoral programs set their own standards and requirements for practicum training. These programs share a common understanding and standards for how practicum is defined and meets training requirements set by the profession, by accrediting bodies, and by laws and regulations. This document puts forth that shared understanding.

However, each program may have additional requirements that are integral to their education and training model.

The purpose of this document is to inform, communicate and establish practicum standards that are consistent with the mission of BAPIC.

### **Practicum Training Defined**

A practicum is defined as an organized training program in a setting that provides professional psychological services. The objectives of practicum training include integrating academic knowledge with applied experience, development of foundational and functional clinical skills and competencies, and development of a professional identity as a healthcare service psychologist.

“Practicum training is sequential, cumulative and graded in complexity, and designed to prepare students for further organized training” (IR-C-12 D. Practicum Guidelines for Doctoral Programs, November 2015).

Practicum experiences should be structured to facilitate the development of the following criteria:

- (a) Understanding of and commitment to professional and social responsibility as defined by statutes of the ethical code of the profession;
- (b) The capability to conceptualize human problems;
- (c) Awareness of the full range of human variability;
- (d) Understanding of one’s own personality and biases and of one’s impact upon others in professional interactions;
- (f) Ability to contribute to current knowledge and practice; and
- (g) Ability to integrate research findings into practice

## **SPECIFIC EXPECTATIONS OF PRACTICUM SITES**

### **Adherence to Legal and Ethical Standards**

Agencies serving as practicum sites for students are expected to adhere to the strict interpretation of all legal requirements and professional and ethical standards of the American Psychological Association and the State of California and/or the site’s jurisdiction.

### **Practicum Handbook Requirements**

Primary supervisors must be familiar with the expectations of each trainee’s doctoral program for clinical practicum placement training, as described in the program's practicum handbook.

### **Practicum Duration/ Start and End Dates**

A minimum of 38 weeks is required, with a maximum of 52 weeks allowed. Any other arrangements must be negotiated between the agency, the school's director of training and the student contracted. Practicum placements typically begin in summer or at the beginning of the academic year.

### **Hours**

Requirements for practicum placement hours are specific to each doctoral program. For example, Doctoral Program A may require 16-20 hours for students in years 1-2 and 20-24 hours in years 3-4, while Doctoral Program B may require no more than 20 hours in years 2-4. In general, students in BAPIC-affiliated doctoral programs are expected to spend *no less than* 16 hours and *no more than* 24 hours per week in a practicum placement. Specific hours requirements are always negotiated between the doctoral program and practicum agency, and this arrangement is documented in the student's practicum agreement.

### **Training Activities**

#### Provision of Direct Clinical Services

The following activities, when conducted in the presence of a patient or client, are included as part of the supervised training experience:

- psychotherapy
- counseling
- crisis intervention
- intake interviews
- milieu treatments in inpatient and day treatment settings
- psychological & neuropsychological assessment
- consultation services
- case-specific collaborative treatment planning

#### Percentage of Trainee Time Providing Direct Clinical Services

Requirements about the percentage of time trainees spend in face-to-face psychological services are specific to each doctoral program. Doctoral Program C may require a minimum of 25% of the trainee's time be spent in face-to-face clinical services (mirroring APPIC's minimum requirement for interns), whereas Doctoral Program D may require 50% of the trainee's time be spent in face-to-face clinical services. The trainee's time spent providing face-to-face clinical services varies according to setting, populations seen, and other variables such as number of trainees and clinician demand. BAPIC recommends that trainees spend no fewer than 25% of their time in face-to-face services, and whenever possible that trainees spend closer to 50% of their time in face-to-face psychological services. Specific requirements must be arranged between the doctoral program and practicum agency and documented in the student's practicum agreement.

### **Supervision**

To serve as a supervisor for a student enrolled in Practicum, the licensed supervising

psychologist (or licensed professional) agrees to accept the following responsibilities:

- The primary supervisor shall be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in-person, by telephone, by pager or by other appropriate technology.
- Primary supervisors shall possess and maintain a valid, active license free of any formal disciplinary action, and shall immediately notify the supervisee of any disciplinary action, including revocation, surrender, suspension, probation terms, or changes in licensure status including inactive license, delinquent license or any other license status change that affects the primary supervisor's ability or qualifications to supervise.
- Primary supervisors shall complete a minimum of six (6) hours of supervision coursework every two years.
- Primary supervisors shall be in compliance at all times with the provisions of the Psychology Licensing Law and the Medical Practice Act, whichever is applicable, and the regulations adopted pursuant to these laws.
- Supervisors will demonstrate knowledge and practice that are consistent with all relevant legal requirements and APA ethical and professional guidelines.
- The practicum will provide a minimum of 2 hours of supervision per week.
- Students must receive a minimum of *one (1) hour per week of individual, face-to-face supervision* from a doctoral level psychologist, licensed based on state jurisdiction. Any exceptions to this policy must be arranged between the practicum agency and the doctoral program.
- The second hour of supervision may be provided by another licensed allied mental health provider (i.e., a licensed, master's level clinician or psychiatrist).
- Primary supervisors agree to arrange for back-up supervisory coverage when they are not personally available due to illness, vacations, holidays or personal emergencies.
- Primary supervisors shall ensure that a plan is in place to protect the patient/client in the event a patient/client crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the trainee is working. The primary supervisor shall ensure that the trainee thoroughly understands the plan in the event of a crisis/emergency.

### **Didactic Training**

In addition to individual and group supervision, and provision of direct clinical services, practicum sites must provide students with an average minimum of one (1) hour per week of didactic training. The following activities are included under this category:

- training seminars and lectures
- clinically oriented staff meetings
- clinical grand rounds

### **Student Clinical Practicum Evaluations**

Primary supervisors agree to evaluate practicum students using the form provided by the doctoral program. In accordance with APA's Standards of Accreditation (SOA) (November 2015), "each practicum evaluation must be based in part on direct

observation (either live or electronically).” The primary supervisor must engage in direct observation, which includes in-person observation (in room or through one-way mirror), video recording or live video streaming. Direct observation is required for each practicum evaluation completed. (APA Commission on Accreditation, Implementing Regulations, IR-C-14D)

### **Due Process and Grievance Procedures**

Practicum programs must provide documented due process and grievance procedures that describe separately how the program and/or student may address (1) the program’s concerns about trainee performance, and (2) a trainee’s concerns about training. These procedures include the steps of notice, hearing, and appeal for trainees. Due process and grievance procedures are to be given to trainees at the beginning of the training period.

### **Reporting Concerns and/or Problems**

Primary supervisors agree to report any concerns about the practicum students or the practicum placement to the person designated by the doctoral program as soon as they arise.