STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF PSYCHOLOGY
1625 N. Market Blvd., N-215, Sacramento, CA 95834
P (916) 574-7720 F (916) 574-8671 www.psychology.ca.gov

MEMORANDUM

DATE	August 3, 2015
TO	Board Members
FROM	Karen Johnson Licensing Coordinator Karen Johnson
SUBJECT	**Agenda Item 25(e)** Request from R.L. to accrue supervised professional experience in non-mental health services pursuant to section 1387.3 of the California Code of Regulations

Background:

At their July 14, 2015 meeting, the Licensing Committee reviewed R.L.'s plan for supervised experience in non-mental health services.

The Board received an *Application to Employ a Psychologist Assistant* from a licensed psychologist to employ R.L. to provide non-mental health services in a private practice setting.

R.L. was previously registered as a psychological assistant from 6/6/12 to 6/6/14 to a licensed psychologist in a private practice setting providing mental health services. R.L. has a doctorate degree in psychology from The Wright Institute.

Attached:

The redacted supervision agreement form and plan for supervised professional experience in non-mental health services provided by the supervising licensed psychologist.

Action:

To deny or approve the Licensing Committee's decision regarding R.L.'s plan for supervised professional experience in non-mental health services.

California Board of PSYCHOLOGY

SUPERVISION AGREEMENT FOR SUPERVIS[illegible]IONAL EXPERIENCE IN NON-MENTAL HEALTH

(PURSUANT TO SECTION 1387.5 OF TITLE 16 OF THE CALIFORNIA COD[illegible]

Mailed by Supervisor or Employer

This agreement is to be completed by the undersigned primary supervisor and trainee and approved by the Board pri[illegible] **to the commencement of the supervised professional experience (SPE). SPE accrued prior to the approval of the plan will not count toward licensure.** The primary supervisor agrees to maintain this agreement until the trainee completes the SPE and requests the primary supervisor to rate and verify the experience. (Optional: The Primary Supervisor and Co-Supervisor (if there is one) must submit a curriculum vitae at the time that the plan is submitted to the Board.)

PRIMARY SUPERVISOR: _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: Psychologist License #: PSY-

CO-SUPERVISOR: _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: _____ License #: _____

DELEGATED SUPERVISOR(S): _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: _____ License #: _____

TRAINEE: _____
(Print or Type: First Name, Middle Initial, and Last Name)

INTRODUCTION

The above trainee will be delivering non-mental health services described below to the consumer public under one of the following categories under the California Business and Professions Code *(check appropriate category)*:

_____ Business and Professions Code (BPC) Section 2909(d)
Registered Psychologist Registration Number (if applicable): _____

_____ BPC Section 2910 – employee of an "exempt" setting

_____ BPC Section 2911 – intern in a formal internship placement

✓ BPC Section 2913 – registered psychological assistant
Registration Number (if applicable): _____

What is the start and anticipated completion dates of the above checked category?

Start Date: June 2015 Anticipated Completion Date: May 2016

What are the specific duties the trainee will perform as they relate to the practice of psychology at the doctorate level? The plan must demonstrate appropriate preparation of the trainee to practice effectively in non-mental health services and within the specific non-mental health setting. The plan shall address how the quality of the work done by the trainee in a non-mental health role will be monitored and assure protection of the client. (Please use a separate page, if needed.)

— See attached page —

(Revised 7/14)

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The trainee will perform these services in the following location(s) *(please include the address and telephone number)*:

Psychologist's office;

What professional title is the trainee being assigned in this setting?

Psychological Assistant

IN ADDITION TO THE ABOVE PROVISIONS, THE FOLLOWING PROVISIONS OF THIS AGREEMENT ARE TO BE COMPLETED BY BOTH THE PRIMARY SUPERVISOR AND THE TRAINEE AND REVIEWED BY ALL SUPERVISORS

In any supervised professional experience, the primary supervisor assumes professional and ethical responsibility for the psychological functions performed by the trainee. The supervisor is also responsible for ensuring that the supervised professional experience meets all requirements set forth in Section 1387.3 of Title 16 of the Code of Regulations and, in the case of registered psychological assistants, in Section 1391 of Title 16 of the Code of Regulations.

The supervisor(s) and trainee agree as follows *(please check yes or no as it is reviewed)*:

SUPERVISION REQUIREMENTS (California Code of Regulations, Title 16, Section 1387.3):

	Yes	No
1. A proposed supervisory agreement for those preparing for practice in non-mental health services will be developed and will describe the qualifications and responsibilities of the supervisor (and co-supervisor, if appropriate) in an agreement for supervision that is submitted by the trainee to the Board for approval. The agreement will be reviewed on the basis of its appropriateness for preparation of the trainee to practice effectively within the specific non-mental health/clinical setting.	☑	☐
2. The trainee will be provided with supervision for 10% of the total time worked each month.	☑	☐
3. The trainee will be provided with at least 4 hours per month of face-to-face, direct, individual supervision. The remainder of the 10% may be provided by the delegated or co-supervisor and may include supervision via electronic means.	☑	☐
4. A maximum of forty-four (44) hours per week, including the required 10% supervision will be credited toward meeting the supervised professional experience requirement.	☑	☐
5. The trainee shall have no proprietary interest in the business of the primary, delegated, or co-supervisor and shall not serve in any capacity that would hold influence over the primary or delegated supervisor(s)' judgement in providing supervision.	☑	☐
6. Neither the primary supervisor nor any delegated supervisors will receive payment, monetary or otherwise, from the trainee for the purpose of providing supervision.	☑	☐
7. The trainee will not function under any other license with the same client or in the same setting during the supervised experience.	☑	☐
8. The supervisor(s) will maintain a clear and accurate record of trainee's supervision. This record may be in the form of the SPE log required to be maintained by the trainee pursuant to Section 1387.5 of the Code of Regulations. The log should include information relevant to the co-supervisor.	☑	☐
9. The individual agreement will address how the quality of work done by the trainee working in a non-mental health role will be monitored for quality and assures protection of the client.	☑	☐

QUALIFICATIONS AND RESPONSIBILITIES OF PRIMARY SUPERVISORS (Licensed or Unlicensed)
(California Code of Regulations, Title 16, Section 1387.3 (d)):

THE PRIMARY SUPERVISOR:

	Yes	No
1. Must have a doctorate in psychology from a regionally accredited or California-approved academic institution.	☑	☐
2. If licensed, shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee of any disciplinary action that affects his or her ability or qualifications to supervise.	☑	☐
3. If not licensed, shall never have been denied or possessed a professional license for providing psychological or mental health services issued by any jurisdiction that was subject to discipline or surrendered with charges pending.	☑	☐
4. Shall be employed or contracted by the same organization as the trainee.	☑	☐
5. Shall be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in person or through telephone, beeper, or other appropriate technologies.	☑	☐
6. If licensed, shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b).	☑	☐
7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level duties.	☑	☐
8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences.	☑	☐
9. Shall ensure that all parties to the plan comply at all times with the provisions of the Psychology Licensing Law or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws.	☑	☐
10. Shall ensure that all SPE is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association.	☑	☐
11. Shall monitor the welfare of the trainee's clients.	☑	☐
12. Shall inform each client of the trainee (typically the hiring executive such as the CEO or head of HR) prior to the rendering of services that the trainee is unlicensed and is functioning under the direction and supervision of the primary supervisor.	☑	☐
13. Shall monitor the performance and professional development, including socialization into the practice of psychology, of the trainee.	☑	☐
14. Shall ensure that he or she has the education, training, and experience in the area(s) of psychological practice supervised.	☑	☐
15. Shall have or have had no familial, intimate, sexual, social, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association.	☑	☐
16. Shall not supervise a trainee who is now or ever has been a client of psychological services by the supervisor.	☑	☐
17. Shall monitor the supervision performance of all delegated supervisors and co-supervisor.	☑	☐

PRIMARY SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a supervisor, and will ensure to the best of my abilities, that the trainee and all delegated supervisors will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # PSY-

Signature _____ Date 4-21-15 City and State Orinda, CA

QUALIFICATIONS AND RESPONSIBILITIES OF DELEGATED SUPERVISORS (if applicable)
(California Code of Regulations, Title 16, Section 1387.3 (e)):

THE DELEGATED SUPERVISOR(S):

	Yes	No
1. Shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects their ability to provide supervision.	☐	☐
2. Shall be employed or contracted by the same organization as the trainee.	☐	☐
3. Shall ensure that the trainee is in compliance at all times with the provisions of the Psychology Licensing Law, the licensing laws of the Board of Behavioral Sciences, or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws.	☐	☐
4. Shall ensure that all SPE conducted under the supervision delegated to them is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association.	☐	☐
5. Shall monitor the welfare of the trainee's clients while under their delegated supervision.	☐	☐
6. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor.	☐	☐
7. Shall ensure that they have the education, training, and experience in the area(s) of psychological practice to be supervised.	☐	☐
8. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association.	☐	☐
9. Shall not supervise a trainee who is now or ever has been a psychotherapy client of the supervisor.	☐	☐

DELEGATED SUPERVISOR(S) SIGNATURE(S)

I understand and accept this agreement, including, but not limited to, my duties and responsibilities as a delegated supervisor and will ensure to the best of my abilities that the trainee and I will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____

Signature _____ Date _____ City and State _____

Name (Print or Type) _____ License # _____

Signature _____ Date _____ City and State _____

This section only applies when the primary supervisor is not licensed pursuant to Section 1387.3 (f) of the California Code of Regulations.

QUALIFICATIONS AND RESPONSIBILITIES OF THE CO-SUPERVISOR (California Code of Regulations, Title 16, Section 1387.3(f)):

	Yes	No
1. Shall possess and maintain a valid, active license issued by the Board free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects his or her ability to supervise.	☐	☐
2. Shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b).	☐	☐
3. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor.	☐	☐
4. Shall not supervise a trainee who is now or ever has been a former client of psychological services provided by the supervisor.	☐	☐
5. Shall not exploit or engage in sexual relationships or any other sexual contact with trainee.	☐	☐
6. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association.	☐	☐
7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level.	☐	☐
8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences.	☐	☐
9. Shall not supervise more than 5 trainees under any section at any given time.	☐	☐

CO-SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a co-supervisor, and will ensure to the best of my abilities, that the trainee and primary supervisor will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____ Exp. Date _____

Signature _____ Date _____ City and State _____

TRAINEE'S SIGNATURE

I understand and will comply with the terms and conditions of this agreement. I will cooperate with my supervisor(s) to ensure that conditions of the supervision are fulfilled and will provide my supervisor(s) with all information necessary to supervise me on matters involving professional, ethical, or legal concerns. All of the foregoing is true and correct.

Name (Print or Type) _____ Phone _____ -mail _____

Signature _____ Date 4/21/2015

Address _____ City and State Oakland CA 94618

Approved _____ Date _____

Plan for Alternative Supervised Professional Experience in Non-Mental Health Services

In accordance with Requirements of Section 1387(b) (10) and 1387(b) (11) of the CA Code of Regulations

I. Duties to be Performed

The supervisee will provide organizational consultation services to corporate clients within a non-mental health setting. The types of services he will provide include: (1) psychological assessment of employees for hiring, promotion and development purposes (2) psycho-educational programs on relevant topics such as stress management (3) conflict resolution and mediation (4) group facilitation to address problematic communication or build team cohesiveness and (5) psychological support during organizational transitions (e.g., restructuring, redeployments and layoffs). For each client engagement, the supervisee will manage the consulting process including initial in-person or telephone contact with the client, defining and contracting consulting services to be delivered, performing data collection and analysis, documenting findings and feeding back results, designing and participating in the delivery of interventions, evaluating the effectiveness of interventions, and termination. Throughout the consulting process, the supervisee will establish and maintain an effective, collaborative working relationship with his client and the client organization. Additionally, the consulting services he delivers will be based on the principles of organizational psychology and behavior. Finally, the supervisee will adhere to legal, regulatory and ethics codes guidelines for the practice of Industrial and Organizational (I/O) Psychology.

II. SPE Plan - Goals, Objectives and Professional Socialization

The goals and objectives of the supervised professional experience are to develop the organizational consulting knowledge and skills of the supervisee so that at the conclusion of the psychological assistantship he is sufficiently competent to consult independently in private practice. These goals and objectives will be accomplished, along with his socialization into the profession of I/O psychology, through weekly supervision. Mentoring, teaching, role modeling and consultative guidance will occur in the process of supervision via verbal and written consulting progress reports, detailed review of work products produced by the supervisee on behalf of the client (e.g., assessment reports, workshop training materials), and periodic feedback on the supervisee from consulting clients. Furthermore, the supervisor will role-play and teach appropriate interventions with all clients and will provide de-identified examples from his own practice and experience to guide the supervisee. The supervisee will also assign appropriate readings to enhance the training experience and encourage the supervisee to make optimal use of consultation, outside didactic trainings, and continuing education courses to stay current with I/O psychological knowledge, and all ethical and legal issues as they pertain to the practice of I/O psychology.

Section IX. Functions

The psychological assistant will be providing industrial/ organizational (I/O) psychological services within a non-mental health setting. Specifically, he will function as an I/O consultant to client organizations, helping them to assess, diagnosis and develop interventions for work-related challenges that are of a psychological and/or behavioral nature. The scope of consulting services the psychological assistant will provide includes: (1) psychological assessment of employees for hiring, promotion and development purposes. In particular, using personality assessments (strength-based measures) to promote enhanced job performance and satisfaction of employees for optimal health and wellbeing in the workplace (2) psycho-educational programs on relevant topics such as stress management (3) conflict resolution and mediation (4) group facilitation to address problematic communication or build team cohesiveness and (5) psychological support during organizational transitions (e.g., restructuring, redeployments and layoffs). The consulting services he provides will be based on the principles of organizational psychology and behavior, and are designed to restore or enhance employee functioning and strengthen the organization.

For each consulting engagement, the psychological assistant will contract and maintain an effective working relationship with, an appointed representative from the client organization (i.e., the primary client). Working in close collaboration with his primary client, the psychological assistant will manage the consulting process – entry/contracting; discovery/data collection; feedback; formulation/implementation of recommended action(s); evaluation and extension or termination of the engagement. Throughout each engagement, he will adhere to legal, regulatory and ethics code guidelines; and provide the client with a written summary of all findings and recommendations.

Section X. Supervision

The supervisor is a licensed psychologist in private practice with specializations in organizational, forensic and clinical psychology. The psychological assistant will be provided with one hour per week of direct, individual, face-to-face supervision for every ten client hours worked during the week. The supervision will take place at the supervisors' office, which will function as the psychological assistant's primary work premises when not engaged in client-related fieldwork. Supervision of each client's consulting engagement will take place including: (1) reviewing the purpose and objectives of the engagement (2) discussing and evaluating progress made on each phase of the consulting process (3) discussing and evaluating the use of various consulting interventions and techniques (4) making use of relevant professional research and empirically validated approaches to ensure the quality of consulting services delivered and (5) monitor the quality of the consultant's relationship with the client to ensure an effective working alliance is maintained throughout the consulting engagement. The supervisor will stay current of I/O psychological knowledge through continuing education, membership in professional organizations and readings.
He will impart his knowledge and experience to the psychological assistant.
Furthermore, the supervisor will encourage the psychological assistant to make use of consultation and continuing education courses to stay current with I/O psychology knowledge and all ethical and legal issues as they pertain to the practice of I/O psychology.