

**CHILD AND FAMILY DEVELOPMENT POSTDOCTORAL TRAINING PROGRAM**

**Child & Family Development, Inc., a North Carolina corporation (hereinafter the “C&FD”)**

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### Postdoctoral training program description

- i. Objective to provide advanced training in a range of pediatric focused interventions and competencies
- ii. Goal to engage in practice of psychology to include experiences with psychoeducational diagnostic evaluations, individual therapy for children and adolescents, and ongoing professional development in areas of pediatric practice.
- iii. Initial orientation period of 90 days to focus on exposure to systems and materials. Initiation clinical activities beginning early in the period and develop proficiency through supervision and professional development trainings. C&FD has two locations and trainees are employees that are based at one location. Trainees will develop a caseload that includes evaluation services and individual therapy (i.e., approximately 8-10 counseling clients) and will conduct intakes and parent feedback sessions. Fellows may complete the 1 year of training in a full-time capacity as employees (40 hours), or 2 years of training in a part-time capacity as employees (20 hours). They are licensed at the associate's level and bill insurance for their services.
- iv. Fellows receive 2 hours of individual supervision per week from doctoral level licensed psychologists. 1 hour is for review of all services provided and 1 hour is for exposure to autism focused evaluations. 2 hours of weekly seminar/group consultation is also provided with other staff including LPAs and LMHCAs and graduate students. Trainees will also focus use of professional development funds on areas of interest to facilitate skill development.
- v. Fellows are employees of the organization and participate in team building and recognition activities, company trainings, and group supervision/consultation within the psychology department. As a multidisciplinary practice, fellows are integrated into a variety of clinical teams as interest guides their development of niche specialty services. Integration with the educator team is consistent based on participation in psychoeducational evaluations in a dyad framework with educational specialists. Additional clinical specialties include: bowel and bladder treatment with physical therapy team, pediatric pain treatment with physical therapy team, play therapy and expressive arts interventions with LMHC team, and feeding disorders with occupational therapy and speech therapy team.

### Objectives and goals

1. Consolidate core health service psychology competencies including the attitudes, theoretical knowledge and applied skills necessary for work with a broad range of client issues and problems.
2. Develop pediatric expertise through assessment and intervention with population.
3. Promote and integrate knowledge, awareness, appreciation, and skills for work with diverse pediatric populations.
4. Consolidate knowledge, understanding and application of ethical principles and practices in clinical work, including knowledge of laws and regulations as well as the awareness of challenges, recent developments and trends in the field of psychology.
5. Develop a professional identity as a health service psychologist, including the evolution of self-identity from student to professional and the ability to assume professional and personal responsibility for one's work.

### Competencies

Assessment. Psychological assessment of children, and adolescents serves as a foundation of CFD's planned training program. Fellows will be well versed in the application of appropriate evaluative methods for diverse pediatric patient populations and problems in a variety of contexts. They will be knowledgeable about test construction, standardization, validation, or related psychometric issues as applied to pediatric assessment. Assessment practices, profile interpretation, and use of assessment results are relevant. As well, Fellows will understand and appropriately address individual and cultural diversity factors, ethical issues, and legal issues as they relate to assessment choices, interpretation of results, and outcome evaluation.

**Consultation.** Fellows will demonstrate the ability to communicate and apply knowledge in consultation with others such as health care professionals from other disciplines, educators, social service agencies, legal systems, public policy makers, and individuals in other institutions and settings. In addition, psychologists collaborate with the above professionals and advocate on behalf of the patient with respect for developmental stage and level of functioning.

**Intervention.** Fellows will demonstrate knowledge of potential treatments and interventions to address the cognitive and behavioral problems identified in psychoeducational assessment. Knowledge of evidence based intervention methods appropriate to address deficits in cognition, attention, learning and memory, problem solving, sensory motor processing, and psychological disorders is expected. In other clinical circumstances, specific recommendations for managing the problem are made through referrals to other appropriate professionals.

**Scientific Knowledge & Methods.** Fellows will be knowledgeable about the scientific basis of pediatric psychological practice as defined by the core knowledge base domains and include research methodology in pediatric populations, neurodevelopment, childhood psychopathology, and pediatric clinical syndromes.

**Evidenced Based Practice.** The Fellow will be knowledgeable about the recent literature on normal and abnormal brain development and function, assessment methods, and intervention strategies for the pediatric population and must be able to apply this knowledge according to evidence-based practice concepts.

**Individual and Cultural Diversity.** Awareness of all aspects of individual and cultural diversity and how these issues inform assessment, consultation, intervention, and scientific knowledge must be demonstrated as it applies to the pediatric population. function/dysfunction. The candidate must also be aware of his/her own individual and cultural characteristics as they influence functioning across competency domains and interpersonal interactions.

**Ethical Legal Standards and Policy.** The Fellow is aware of:

- (1) current APA ethical principles and practice standards;
- (2) current statutory and regulatory provisions applicable to pediatric practice; and
- (3) implications of these principles as they relate to children and their families.

**Professionalism.** The Fellow must understand his or her role in different contexts and systems relevant to children and families. He or she must remain current in knowledge and skills of brain-behavior assessment in children and adolescents and engage in ongoing analysis of their skill set and knowledge base. They should strive to continuously improve their practice and be an effective advocate for their patients, their families, and the profession. They must recognize the limits of their own competence and seek consultation and/or additional training as warranted to meet the needs of their patients. Demonstration of lifelong learning and maintenance of competence is expected.

**Interdisciplinary Systems.** Fellows must demonstrate knowledge of key issues and concepts in related pediatric disciplines (e.g., psychiatry, rehabilitation, education) and the ability to communicate and interact knowledgeably with professionals across these disciplines. Candidates should be able to articulate the roles of other professionals with regard to patient care, integrate the perspectives of related pediatric disciplines into their case conceptualizations, display the ability to work as a member of interdisciplinary teams, and collaborate with other pediatric professionals to contribute neuropsychological information to overall team diagnostic formulation, planning, and intervention.

### Training Director Role

Gretchen Hunter, PhD serves as the Training Director for C&FD's postdoctoral program. As a pediatric neuropsychologist she has expertise in the range of training activities and psychological services provided by Fellow. She has served in a leadership position for 8 years and has administrative duties related to personnel management and development of company goals. She is responsible for the selective of Fellows, monitors and

evaluates the training program's goals and activities, and documents and maintains Fellows' training records.

### Additional Training Faculty

Brandyn Street, PhD and Lindsey Pallas, PsyD are licensed for independent practice at the doctoral level and both hold additional levels of leadership in the organization. Brandyn Street is the administrative supervisor for the psychology department and has personnel management duties associated with that position. Lindsey Pallas is the coach for the psychology and education department and provides clinical guidance for a range of providers. Both have tenure in the organization and have provided clinical supervision per NC licensure requirements for the past several years. They have expertise in a range of psychological services that will be part of the Fellows scope of training.

### Individual supervision

The postdoctoral program includes a minimum of two hours per week of regularly scheduled, face-to-face individual supervision with the specific intent of supervising the psychological services rendered directly by the Fellow. Fellows are required to obtain associate level licensure at the doctoral level for practice in North Carolina as a condition of employment. This level of supervision, as defined by the NC Practice Act, allows for independent practice with weekly supervision. A supervision contract is signed by C&FD doctoral psychologists and the Fellow and outlines the requirements for frequency, documentation, and review of ethical concerns if they arise. Clinical supervision is provided for 2 hours per week. Supervisors review raw data for evaluations, treatment notes, video clips of interventions, and final reports.

Additionally, individual goals and training objectives specific to the identified training track and practice setting will be identified early in the training year, and support around those goals and objectives will be provided. These can include focus on ASD evaluation and treatment, and participation in multidisciplinary treatment teams at CFD including pediatric feeding, bowel and bladder, and pain clinic.

### Additional learning activities

Fellows participate in 1 hour weekly group seminar with a Developmental and Behavioral Pediatrician, LPAs, LMHCAs, and graduate students. Content includes case consultation and training materials that are of interest to the group. An additional hour per week is provided through Didactic Calendar and focuses on introduction and review of a variety of pediatric focused intervention programs in addition to ASD focused evaluation training. Additional training opportunities are through review of continuing education materials, and group consultation with other postdoctoral trainees.

### Time spent in professional psychological services.

Fellows are expected to develop competency in a range of psychological services including range of test administration, report writing, and individual therapy. The schedule allows for direct treatment time (approximately 20-25 hours/week), administration time, and training activities not to exceed 40 hours. This is the equivalent of 60% of time spent in professional psychological services.

## Admission Requirements

Admission requirements include completion of all professional doctoral degree requirements from a regionally accredited institution of higher education or an APA/CPA-accredited program and APA accredited predoctoral internship.

## Number of Fellows

C&FD has one full-time equivalent postdoctoral Fellow at the postdoctoral level of training, who began employment in 11/2022.

## Titles for trainees

C&FD provides Fellow as the designation of trainee status.

## Training hours

C&FD's postdoctoral training programs is a full-time experience (40 hours/week and 1500 hours) and is provided over the course of 1 year. Part-time employment and training (20 hours/week and 750 hours annually) is completed over the course of 2 years.

A certificate of completion is granted upon fulfillment of the program requirements.

## Financial information

The program has the necessary financial resources to achieve its training goals and objectives. Postdoctoral stipends shall be reasonable, fair, and stated clearly in advance.

The stipend for is \$47,840. Fellows are full-time employees who are eligible for benefits (i.e., medical, dental, short-term and long-term disability, and life insurance, 401k with employer match), 16 days of PTO and 10 paid holidays. An educational benefit includes \$1050 of professional development funds.

## Due Process for Postdoctoral Program

## Employment standards

Postdocs are employees of C&FD and receive feedback and guidance from their administrative and clinical supervisors on a regular basis. Fellows routinely record assessment and therapy sessions using secure means to review content with clinical supervisors in weekly supervision. Fellows regularly observe their clinical supervisors in the provision of services to improve training outcomes. Fellows review all raw data from assessment cases with clinical supervisors to ensure accuracy scoring and interpretation of data. All clinical documentation is reviewed and signed off by clinical supervisors for the entirety of their training year to ensure they are meeting quality metrics.

Performance metrics include productivity, documentation audits, patient survey data, and feedback regarding proficiency in core areas of competence related to clinical work (i.e., assessment and therapy). Patient survey data is gathered on an ongoing basis from our patient check-in interface and is designed to measure how a parent/patient believes that are making progress on treatment goals, quality of communication with provider, amount of time provider spends with them to answer questions, and overall satisfaction with services. On a quarterly basis, administrative supervisor provides data in each of these areas using an HR communication tool (i.e., Bamboo). Productivity is based on billable hours during the month and factors in PTO and holidays related to individual goals. Individual ratio of assessment to therapy is based on Fellow's interest and training needs and is aligned with administrative supervisor input. Our Quality Management program provides guidance for meeting medical

necessity on clinical documentation and is reviewed by one of our clinical supervisors three times per year. Any areas for improvement are shared with the Fellow by the administrative supervisor.

On an annual basis, to align with performance review, comprehensive peer and patient survey data is gathered and reviewed with the Fellow. Peer survey data gathers input on collaboration on clinical cases, timeliness of interactions with accounts or medical records department, and level of engagement in company culture and is shared with the Fellow. The scope of the training year is to provide the Fellow time to build core competencies in assessment and therapy and these areas are informally assessed weekly during individual supervision. If clinical supervisors have concerns regarding the quality of services being provided they will seek guidance from both the administrative supervisor and training director.

If a Fellow is performing consistently below expectations on performance standards: productivity, documentation, or patient satisfaction then the Fellow's administrative supervisor will initiate our discipline procedure to begin with a discussion note. If the clinical supervisor has concerns regarding the quality of psychological services being provided, they will initiate a discussion with the administrative supervisor and the training director. A training plan will be developed and reviewed with the Fellow that may include focused continuing education, increased supervision, temporary reduction to type of services being provided or removal from certain cases that are problematic, recording of all clinical services provided to ensure quality.

Depending upon the facts and circumstances involved in each situation, management may choose to discipline at any of the following steps. In general, the guidelines of progressive discipline will follow this sequence; however, C&FD reserves the right to start at any level and the right to skip levels if the behavior and/or actions determined it to be warranted. C&FD current has a professional employment organization contract for co-employment with Insperity Holdings. Based on our contractual agreement, we are required to consult with our representative prior to any employee termination.

Any employee under current written corrective action will not be eligible for any discretionary incentives or bonus payments for six (6) months following the signature date of the written corrective action document.

#### Steps for Due Process for Fellows

##### Discussion Note to be signed by the employee.

Supervisor will meet with employee for a coaching conversation. The conversation will be documented and outline specific recommendations for improvement.

##### Verbal Notice

When coaching is not successful, a verbal warning will be issued. A time frame will be determined for evaluation, usually thirty (30) days. If the employee does not receive any other warnings either verbal or written within the following six (6) month period, the employee will be placed off of current corrective action. If the behavior is not corrected within the time frame given, the progressive corrective action procedure will proceed.

##### Written Notice –Performance Improvement Plan

For a repeat minor infraction or a more substantial infraction, C&FD may start the discipline process with a formal written warning. This warning should state the inappropriate actions or behavior, the corrective action necessary, a time frame to correct the problem and stated progressive discipline for not correcting the action within the stated time frames.

##### Appeal Process-Hearing portion

Fellow may submit details regarding their appeal to the Training Director for review. This is consistent with the Hearing portion of the Due Process procedures required for APPIC. An investigation of the matter will be undertaken with assistance by HR as needed. Written response to the appeal will be provided with 15 calendar days or as soon as possible following receipt of formal complaint.



In the event that the Fellow does not feel comfortable raising concerns with their administrative supervisor, Human Resources will be the alternative first contact and any investigation will be conducted by them. Additional alternatives to due process if there is a conflict of interest (i.e., the person of concern is the training director). Human Resources will involve the primary Supervisor for personnel management issues if Training Director needs to be excluded. The President may also become involved as an additional party as it relates to Appeals. Fellows can appeal any decision and it must be made in writing to HR within 5 days of receipt of corrective action plan. The President is the final decision maker regarding personnel management. Additionally, Fellows can communicate with APPIC directly for appeal or consultation during this process.

#### Final Written Warning

The final written warning is usually the last chance for an employee to show sustained, improved performance or conduct. It should be used after other corrective actions have failed or there is a very serious problem. If immediate and demonstrated improvement is not shown after a final written warning, an employee will be subject to immediate termination.

#### Discharge

C&FD reserves the right to discharge at any time. However, supervisors must approve any discharge of an employee with the President prior to termination.

#### Additional Due Process Tools

##### Suspension from work

Employees may be suspended from work while an investigation is being conducted, or any time that the employee's presence would jeopardize safe and efficient business operations. Supervisors will consult with the Human Resources Manager and/or President when suspension is recommended. Whether this suspension is paid or unpaid will be determined based on the outcome of the incident.

##### Day or time of contemplation

Time off where an employee showing lack of dedication to the job is granted the opportunity to rethink their commitment to working at C&FD.

C&FD has a goal that all employees understand expectations of job performance and conduct, and receive support in meeting those standards. While it is impossible to provide rules or guidelines for every type of situation, C&FD has created a non-inclusive list meant to assist employees in adhering to C&FD standards and expectations.

Infractions that will be cause for immediate dismissal from job duties is provided. The list provided in that document is not all inclusive based on unforeseen situations.

- Unauthorized possession or use of C&FD property including intellectual property and information technology including hardware, software and equipment, or telephone systems, for illicit purposes such as sales, inappropriate conduct, conducting outside business, gambling or any other illicit activity.
- Having possession of items intended to cause harm such as weapons or explosives on your person or on the premises.
- Conviction of a felony while employed by C&FD.
- The purchase, sale, possession of any controlled substances or being under the influence of alcohol or other intoxicants while being on C&FD time.
- This includes failure to report use of prescription drugs that may cause work-related threat or harm others.
- Excessive use of C&FD materials, time or equipment for personal use or being wasteful of materials, property or working time.

- Falsification of C&FD records, resumes/applications or reports.
- Release or misuse of confidential and private information regarding C&FD as a whole, C&FD business, clients or any violation of current HIPAA regulations.
- Verbal, written or physical assault on anyone including horseplay, practical jokes or other disorderly conduct.
- The use of threatening, abusive or profane language.
- Failure to perform or meet essential job functions as well as the insubordination or willful refusal to carry out instruction and job assignments and attend required meetings and trainings.
- Failure to maintain a cooperative and helpful work environment to the extent that work being performed is hindered or below required standards including failure to disclose or eliminate conflict of interests.
- Failure to meet and adhere to Attendance Standards

## Grievance Policy for Postdoctoral Program at CFD

### Problem Resolution

C&FD expects its employees, co-workers, and their supervisors will make every reasonable effort to resolve the issue(s) or grievances following these steps:

#### Initial Contact - Direct Supervisor:

Employee must first discuss any problem(s) or complaint(s) with their immediate supervisor within five (5) days or as soon as possible after the employee could have reasonably known of the perceived grievous act or omission within the scope of employment with C&FD. Should the Fellow not feel comfortable initiating a discussion with immediate supervisor, then Human Resources may be an alternative initial point of contact.

Employees are encouraged to discuss these matters in person, and not by email.

Supervisors are expected to take prompt, and positive action to answer any questions or resolve the complaints brought to their attention.

Should the supervisor's efforts be unsuccessful in resolving the employee's complaint, the employee, within (5) working days or as soon as possible after final discussion with the supervisor, should contact Human Resources.

#### Subsequent contact - Human Resources (HR)

HR will investigate all reports of problems and will hold meetings to discuss the situation with involved individuals.

Meetings and discussions are informal meetings which are held to review all the facts pertaining to the situation in question. For this reason, only employees of C&FD will be permitted to attend.

HR will provide a solution or explanation within five (5) working days or as soon as possible after reviewing all gathered information.

If the employee believes that HR was not helpful with respect to their grievances, they may contact the President for further review and resolution.



[Final Contact - President of C&FD](#)

If the problem or situation is still not settled, the involved parties will meet with the President and HR to discuss the situation further.

This is the final step in the problem resolution procedure.

C&FD will attempt, at any point in this process, to resolve all employee grievances in the most prompt and confidential manner possible and will issue a final written decision within fifteen (15) calendar days or as soon as possible from receipt of the initial complaint by the employee.