

# Postdoctoral Fellowship Handbook

2022 - 2023 Academic Year

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## **Behavioral Health Dallas**

Behavioral Health Dallas, PLLC is a Clinical and Consulting Psychology group with a specialty in health psychology and medical practice consultation. Dr. Sardone founded BHD in 2016 with the hope of creating an outpatient psychology group with high caliber providers equipped to provide not only general mental health services, but also acute behavioral health interventions more commonly found in inpatient and specialty medical clinics. As the group has grown, and services expanded, the cornerstone of our practice has remained providing high quality care in a collaborative and supportive environment. Patients and providers alike recognize BHD for professional, ethical and effective care.

Many providers market a women's health specialty, but few in the DFW area have the expertise, knowledge, clinical and research experience to back up that claim. At Behavioral Health Dallas, PLLC we are proud to provide an interdisciplinary approach to Women's health from compassionate and experienced providers from the fields of Psychology, Counseling and Psychiatry.

All providers in the practice are either certified in or pursuing certification in Maternal Mental Health from Postpartum Support International and have extensive experience in various aspects of women's health and parenting/family dynamics. BHD providers have achieved the highest level of licensure and certification in their perspective fields and draw on each other's knowledge to provide quality and comprehensive care (i.e., example of past experiences include: antepartum/postpartum/NICU inpatient and outpatient care, healthy psychology intervention, pediatric and play therapy intervention, women's health and parenting academic research and publications, and faculty appointments at UT Southwestern Medical Center, Baylor University Medical Center, and Woodhull Medical and Mental Health Hospital in New York.)

Despite these credentials, our providers feel that their biggest strength is their warm, empathetic, and approachable style that patients and providers find invaluable.



### **Owner and Founder's Message**

Welcome to Behavioral Health Dallas!

We are so grateful that you have decided to complete this important year of training with us. At BHD you will find a dedicated group of highly skilled professionals who are passionate about their chosen field and generous with their time and talent. We strive for a collaborative, supportive, open and fun work environment in which everyone, no matter their role, has the opportunity to grow and thrive.

We do not take your decision to join our team for training lightly and have carefully constructed a training program that we believe will prepare you for independent licensure and beyond. We look forward to working with you in this exciting next step of your career.

Best,

***Katie Sardone***

Katie Sardone, PhD, PMH-C  
Owner and Founder  
Behavioral Health Dallas



### **Training Director's Message**

I am pleased to extend you a warm welcome to Behavioral Health Dallas!

Through my own clinical work and time at this unique group practice, I have developed a strong desire to increase psychology's reach to serve more women and by extension - their families and communities. It has been reinforced to me year over year through clinical work with patients, advocacy in the field and our work with providers and community that there is a strong and growing need for psychological care with this population. Our postdoctoral fellowship program was developed and designed to carry out this mission.

We focus on training early career providers to bolster their skills and confidence related to identification of and intervention for women's health and maternal mental health issues.. We emphasize our fellows' professional development, specifically the preparation for advanced practice with other healthcare providers. Finally, our program aids fellows in learning how to train and educate others, including colleagues and community members, about the importance of identifying concerns and addressing wellbeing for women, particularly those struggling with health-related issues.

I am proud of the providers who have completed the program and continue to contribute to this growing and exciting field! We have truly cultivated a community of providers at BHD who can support one another through collaboration and shared values, while retaining independence and satisfaction in work/life balance.

We are excited to have you on board and looking forward to seeing what you will contribute and how you will grow as part of this team!

Sincerely,

A handwritten signature in black ink, appearing to read "Anna Thomas", followed by a period.

Anna Thomas, MA, PhD, PMH-C  
Training Director  
Behavioral Health Dallas

## **HISTORY**

Behavioral Health Dallas's Postdoctoral Fellowship program was established in the fall of 2020. The program was developed to offer a comprehensive, specialized opportunity to build skills and provide psychological services that can positively impact the health and wellbeing of individual women, their families and the surrounding communities. The training program was also designed to enhance the professional development of clinical psychology fellows, in preparation for advanced practice outside of a medical setting and in collaboration with physicians and other healthcare providers. A key tenet of this development includes training and preparing fellows to communicate and educate other professionals, providers and community members about topics related to women's and infant mental health.

Since its creation, two providers have completed the postdoctoral training and received licensure in Texas. Additionally, these providers have stayed on as staff members of our organization. Our third fellow is currently completing the program and working towards her licensure requirements.

## **TRAINING MISSION**

The Postdoctoral Fellowship at Behavioral Health Dallas fully supports the mission of the organization by providing not only general mental health services but acute behavioral health interventions more commonly found in inpatient and specialty medical clinics. The cornerstone of the practice and fellowship program is providing high quality care in a collaborative and supportive environment.

Our training program has three training goals:

1. The development and refinement of clinical skills broadly related to health psychology and more specifically, working with women and their families.
2. The provision of high-quality evidence-based care to our patients in the outpatient setting.
3. The professional growth of our fellows to prepare them for the next stage of their career.

## **BEHAVIORAL HEALTH DALLAS POSTDOCTORAL TRAINING EXPERIENCE:**

- Training in one specialty area:
  - Women's Mental Health (Supervised by Drs. Anna Thomas and Katie Sardone)
  - Child and Infant Mental Health (Supervised by Drs. Margaret Vadiiee and Katie Sardone)
- Two hours per week of regularly scheduled, face-to-face individual supervision.
- Two additional hours per week in learning activities
- Resources and requirement to complete Maternal Mental Health Certificate Training Course through Postpartum Support International (PSI) prior to beginning clinical work
- Educational opportunities through local organizations including UTSW, Baylor University Medical Center and Dallas Psychological Association
- Speaking opportunities for healthcare providers, psychology and counseling colleagues and community members
- Minimum of 2000 hours completed in no less than 9 months and no more than 24 months.
- Certificate of completion

- Professional development and career consultation
- Due Process and Grievance Procedures

## **SUPERVISION**

Supervision is provided by Drs. Anna Thomas (training director), Margaret Vadiee (supervisor) and Katie Sardone (supervisor) and is in accordance with the Texas State Board of Examiners or Psychologists' regulations for the training of postdoctoral fellows. Weekly on-site supervision includes review of all casework, signing paper and electronic documentation and attending activities involving the fellow. Supervisors provide on-call consultation about emergency situations, diagnostic concerns, or intervention questions. The fellow's casework includes a variety of clinical presentations, which enabled them to receive supervisory input from varied conceptual frameworks and develop individualized case formulations. The supervisory team also works together to discuss program development and address any administrative issues. All fellows are required to receive at least two hours of clinical supervision each week and a group supervision once monthly.

## **OTHER LEARNING ACTIVITIES**

### Teaching Opportunities

A central teaching tenet for postdoctoral fellows is education and teaching opportunities with medical providers, colleagues and community. We organize opportunities with Baylor University Medical Center's residency program, UT Southwestern's Clinical Psychology Program, as well as local organizations (JCC, MOPS groups, Mommy Mixers) to find appropriate opportunities to build relationships and provide speaking training for our fellows.

### Psychology Seminars

Fellows are expected to attend and participate in monthly case conferences at BHD (with BHD staff) and quarterly meetings ("Quarterly Connections") focused on business and personal development. Additionally, fellows are allowed time off to attend local seminars including but not limited to events hosted by Dallas Psychological Association, Texas Psychological Association, Dallas Society for Psychoanalytic Psychology.

### Staff Meetings

Fellows are expected to attend and participate in meetings for BHD staff including monthly staff administrative meetings.

### Diversity

BHD takes action to demonstrate sensitivity to the issues of cultural and individual diversity, a key component of the training of psychologists. Not only is cultural diversity stressed during the context of individual and group supervision, but the issues are frequently reviewed and discussed in special topic seminars and case conferences. The cultural and racial diversity of the DFW area provides residents with many opportunities to provide services to diverse clients and discuss diversity issues in supervision.

## **EVALUATIONS**

### **Evaluation of the Fellowship Program and Supervisors**

Fellows formally evaluate their training experiences and supervisors annually. Standard rating forms are provided for this purpose. Informal evaluation of the fellowship is a continual process in which fellows are encouraged to discuss issues, concerns, and suggestions throughout the year with their supervisors, the training director and BHD's owner. Exit interviews are also conducted by the training director and chief psychologist to gain ongoing feedback regarding the fellow's training experience. Information from this routine evaluation is utilized to ensure program quality and improvement. Prospective fellows are welcome to review these evaluation forms during their interview visit. See Appendix C for the Supervisor Evaluation Form.

### **Evaluation of Fellows**

Fellows receive two formal, written evaluations throughout the fellowship year. These evaluations are based on learning outcomes established by the program to measure the fellow's level of achievement and competencies. Upon completion, copies of the fellow's and the supervisor's evaluations are kept in the fellow's training file. See Appendix B for a copy of the Fellow Evaluation Form.

Should the fellow receive a "N" for "not able to do" or "not acceptable for this point in the training year" on ANY areas of their evaluation form, then a remediation plan will be put into place to facilitate development. The remediation plan will include a time frame for expected remediation and consequences of not rectifying the inadequacies. The remediation plan will be developed by the Training Director and additional program supervisors. Any fellow whose performance or professional behavior is judged as unsatisfactory through formal evaluation will be notified in writing with specification of competency areas needing improvement. See "Due Process for Postdoctoral Fellow Training Discipline Issues" for more information on the remediation process.

## **GENERAL INFORMATION**

### **Salary and benefits**

Compensation is dependent on the fellow's caseload. Postdoctoral fellows can be expected to make, at a minimum, \$40,000.00 with ample room for growth dependent upon scheduling and caseload preferences. The fellowship position includes W-2 benefits, disability benefits, and malpractice insurance. While fellows do not receive traditional paid time off or sick leave, BHD offers a flexible work environment in which providers and trainees alike may take off time as needed to accommodate vacation, sick time, self-care, and educational/training time. Trainees can expect to have major holidays off, as the BHD office is closed on all major holidays.

### **Time Requirements**

The fellowship position typically begins around mid-to-late August and ends mid-to-late August of the following year (although exact start date can be flexible). Fellows are expected to complete one year of full time supervised training and accrue at least 1500 total clinical hours (no less than 25% of the hours to be providing psychological services). Fellows will document their training activities using BHD logs.



### Residency Administration

The training director/primary supervisor works in collaboration with each track supervisor to ensure that fellows experience a well-integrated and meaningful training experience. Supervisors within each track work closely with their fellows throughout the training year, coordinating the assignment of training activities which are aligned to the fellows' training plan, providing weekly individual supervision, and evaluating the fellows. The final administrative responsibility for the fellowship program rests with both the training director and owner of BHD.

### Texas Licensure

Completion of fellowship training at BHD fulfills the licensure requirements for postdoctoral supervised practice in the state of Texas. However, it is the duty and responsibility of the fellow to complete additional requirements and apply for licensure. Psychology candidates considering licensure in another state (s) may want to consider the licensure requirements of the state(s) of interest and plan accordingly. Licensed providers at BHD do often apply for PSYPACT authorization to provide telehealth in approved state (s).

### **DUE PROCESS AND GRIEVANCE PROCEDURES**

BHD may terminate the employment of any fellow demonstrated to not have the appropriate or desired level of competency deemed advisable for the performance of duties assigned or behavior in line with policies of BHD and the APA.

Causes for Imposing Sanctions on a postdoctoral fellow (includes but is not limited to):

- i. Violation of practice policies
- ii. Failure to meet standards of Fellowship program and/or APA Ethical Principles. Should a fellow make a serious ethical or clinical violation they will be immediately terminated from the training program and employment. Acts considered to be "minor" or "moderate" violations will undergo a remediation process.
- iii. Failure to demonstrate competency in performance as determined by formal evaluation

First Notice – Trainee will be notified in writing by the Training Director and next steps will be proposed (e.g., remediation plan or hearing). This will occur within 10 days of the complaint or alleged charge. Should the problem be based on concerns that the Postdoctoral Fellow's behavior may be illegal, dangerous or harmful, they will be prohibited from visiting the BHD office.

### **Remediation Plan**

1. A remediation plan is determined by the supervisor along with the Training Director. If Training Director is the supervisor, will collaborate with additional staff psychologist to determine remediation plan. The plan will be reviewed monthly with Training Director, supervisor and fellow. The postdoctoral fellow will make be re-evaluated using evaluation form and objectives. They will exit the program once deemed improving and "acceptable" on all ratings (determined by Training Director & supervisor).
2. If remediation plan is not resulting in improvement, BHD reserves the right to terminate the Postdoctoral Fellow's contract and/or deny provision of certification of Fellowship completion to any Postdoctoral Fellow who does not remediate deficiencies (in clinical skills and/or behavior that does not align with APA Ethics code). There is no probation plan for Postdoctoral Fellows.

### **Hearing**

1. Upon receiving formal written information of charge, the resident may request a hearing on the charges. If they fail to respond or decline a hearing, the Training Director can request they be terminated.
2. If the fellow requests a hearing, the hearing will be before three staff members, including the Training Director. If the Training Director is not able to make an impartial judgment, a neutral staff member will be appointed. The Training Director (and if not available, the Practice Owner), will make the appointment and communicate findings in a written report.
3. There is no appeal following the hearing decision.

### **Due Process for Grievances From Fellows**

Grievance Protocol: Should a postdoctoral fellow experience problems that are not evaluation related or behavior related (e.g., any element of the training program, poor supervision, unavailability of supervisor(s), workload issues, other staff conflicts) during their training program, they can:

1. Discuss the issue with the relevant parties involved (staff)
2. If the issue cannot be resolved informally, they should discuss the issue or concern directly with the Training Director, who will then consult with the group founder.
3. If the Training Director or founder cannot resolve the issue of concern to the fellow, they can file a formal grievance in writing with the Training Director.
4. When the Training Director has received the formal grievance, they will implement review procedures (documented below) within two business or working days.
5. There is NO requirement of length of time for which a student can lodge a grievance.

Review Procedure: The Review Panel will consist of three BHD staff selected by the Training Director with recommendations from the Training Director and the postdoctoral fellow who filed the appeal or grievance. The Training Director will appoint a Chair of the Review Panel.

1. In case of an appeal, the postdoctoral fellow has a right to express concerns about the training program or staff member and the program or staff has the right and responsibility to respond.
2. Within five business days, the Review Panel will meet to review the appeal or grievance and to examine the relevant material presented.
3. Within three business day after completion of the review, the Review Panel will submit a written report to the Training Director, including any recommendation for further action. Recommendations made by the Review Panel will be made by majority vote if a consensus cannot be reached.
4. If there is a conflict of interest (e.g. The person of concern is the Training Director), the process will be conducted by alternative person including (in this order): practice founder, staff psychologist or clinical psychologist consultant (outside of practice).
5. If the Postdoctoral Fellow is dissatisfied with the decision of the committee, they may appeal their decision to the Training Director and committee. Outside counsel will be sought to aid in decision-making at this time.
6. There is no HR department at BHD; all processes will be completed by staff with consultation of clinical psychologist in community if needed.

## **Fellowship Performance and Evaluation**



Fellows and supervisors are evaluated and provided with both formal and informal feedback on an ongoing basis through weekly individual supervision and formal fellow performance evaluations.

### **Nondiscrimination**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Texas Civil Rights Act), it is the policy of Behavioral Health Dallas not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

### **APPLICATION AND SELECTION**

#### **Internship and Academic Preparation Requirements**

Requirements include: (1) Graduation from an APA-accredited doctoral program with an emphasis in clinical or counseling psychology (2) successful completion of an APA-accredited internship program with demonstrated competence in clinical and/or counseling by the start date of the fellowship (estimated to start in August 2023) and (3) preferred experience or interest in working with women's health issues.

#### **Selection**

Competitive candidates for the position will have training and/or experience in one or more of the following areas: health psychology, women's health, pediatric psychology, infant mental health, and/or couple therapy. Preference will be given to applicants who apply by December 16, 2022 and on a rolling basis after that date. Applicants may be invited by Dr. Thomas to participate in one or more formal interviews which will be held in January.

#### **Start Dates**

Behavioral Health Dallas's Postdoctoral Fellowship begins at the end of August (although start date is flexible based on preference). It is the program's policy that fellow's must have successfully defended their dissertation and have their degree conferred before they may begin the program.

#### **Interviews**

Applicants invited for an interview will have the opportunity to meet with the training director, owner, current fellows, and administrators. While on-site interviews are not required, they are strongly encouraged. Video conferencing may serve as an alternative option for those candidates who are not able

to attend an in-person interview. Interviews are scheduled in January; the program will provide an invitation for an interview a minimum of two weeks prior to interview day.

### **PROGRAM FACULTY**

- **Katie Sardone, PhD.** Dr Sardone received her doctorate in Clinical Psychology from UT Southwestern Medical Center in Dallas, an APA-accredited program, where she received advanced training in health psychology intervention, psychological assessment, psychotherapy and medical resident education. Dr. Sardone completed her APA-accredited internship at Baylor University Medical Center's Women's Health Department where she specialized in providing individualized care for women in antepartum, postpartum, and outpatient clinics, as well as mothers of infants in the NICU. Dr. Sardone completed an APA-accredited Postdoctoral Fellowship at Children's Medical Center Dallas where she specialized in providing intervention with infants, children, parents and families managing medical, developmental and emotional disorders. Following fellowship, Dr. Sardone held a faculty appointment at UT Southwestern in the Family Medicine and Psychiatry departments focused on training medical residents, program developments, and conducting research. She has also earned a certificate in the specialty of Maternal Mental Health from Postpartum Support International (PMH-C).
- **Anna Thomas, PhD.** Dr. Thomas completed her doctoral training and APA-accredited internship at UT Southwestern Medical Center, where she worked with adolescents and adults across a variety of clinical settings. She received additional training during her postdoctoral fellowship at Baylor University Medical Center in the Department of Ob-Gyn. She has also earned a certificate in the specialty of Maternal Mental Health from Postpartum Support International (PMH-C). Dr. Thomas also has a special interest in working on issues related to sexual concerns, sexuality and gender identity. Previously, she received her bachelor's degree in Plan II Honors and English from the University of Texas.
- **Margaret Vadiée, PhD.** Dr. Vadiée completed her doctoral training in Clinical Psychology at Southern Methodist University, an APA-accredited program. She completed her APA-accredited pre-doctoral internship at Tulane University School of Medicine, where she received specialized training in Infant Mental Health. Dr. Vadiée completed an APA-accredited Postdoctoral Fellowship at Behavioral Health Dallas. She has also taken specialty advanced training in Maternal Mental Health from Postpartum Support International.



Appendix A

# **Provider Handbook**

Updated 12/13/22



Valued BHD Team Members,

I am so grateful for each of your dedication and commitment to BHD and the community we serve. Each of you offer unique talents and qualities which work together to make BHD a very special place to provide and receive care.

The purpose of this employee handbook is to outline BHD policies and procedures in order to clarify responsibilities, expectations, and standards. This document will be evolving regularly as the organization grows and changes. My goal is to keep this document updated in such a way that it is a helpful resource for you throughout your career at BHD. I welcome feedback and suggestions regarding our policies. As always, our team collaboration is what makes our organization so strong, resilient, and unique. Let's continue to work together to provide the highest quality care in this fun and supportive work environment.



Best,

*Katie Sardone*

Katie Sardone, PhD  
Founder and Owner of Behavioral Health Dallas



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## **Section 1: Introduction**

### **Clinical Employee Handbook**

This Clinical Employee Handbook is your basic source of information for policies, procedures, and guidelines during your employment at Behavioral Health Dallas (BHD). This Handbook applies to all employees and providers. Compliance with policies outlined in the Handbook is a condition of employment. If you have any questions regarding any of these policies or procedures, please seek clarification with Dr. Katie Sardone.

In this handbook, Behavioral Health Dallas will be documented as Behavioral Health Dallas, BHD or Company. Employees will be documented as Employees, clinicians or providers.

### **Employment-At-Will**

This Handbook is intended for your information and guidance. Nothing contained in this Handbook, nor the Handbook itself, is a contract of employment. Nothing in this Handbook constitutes a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Employment with Behavioral Health Dallas is at-will and either party can terminate employment at any time with or without cause.

### **Commitment To Quality**

At Behavioral Health Dallas, our focus is to provide the best possible environment for each patient to receive evidence-based and quality care and for each clinician to feel empowered and supported in providing such care. Behavioral Health Dallas seeks providers who meet high clinical and ethical standards in their field and who have demonstrated a track record of quality and achievement in patient-focused care.

### **From Time to Time, Our Policies Will Change**

Behavioral Health Dallas reserves the right at any time to create, amend, supplement, modify or rescind, in whole or in part, any policy, procedure, benefit or provision of this Handbook, or the Handbook itself, as it deems appropriate, with or without notice, to meet the changing needs of both Behavioral Health Dallas and its Employees.

Because our policies and benefits are constantly under review, you may receive updates on the information in this Handbook. It's your responsibility to keep yourself informed with regard to all such updates.

These updates, as well as other important information regarding your employment, may be distributed electronically, and may require that you provide an electronic signature,





including click-through acknowledgments. In such cases, your electronic signature will have the same force and effect as a written signature.

If you have any questions about the interpretation or application of any information in this Handbook, you are encouraged to discuss them with Dr. Katie Sardone.

In addition, the provisions of this Handbook do not supersede any applicable law. For example, where applicable law is more generous than a particular provision in this Handbook, or in the event any provision of this Handbook is in direct conflict with applicable law, then that law applies. Nothing contained in this Handbook is intended to restrict or limit you in the exercise of your rights under any applicable law including, but not limited to, Section 7 of the National Labor Relations Act and the rules thereunder.

## **Section 2: Our Work Environment**

### **Our Culture: Mission, Values, and More Statement**

Behavioral Health Dallas is committed to ensuring our providers and patients alike feel valued and supported by leadership and colleagues. High quality, evidence-based care is the cornerstone of our practice and teamwork, trust, diversity and collaboration provide BHD a unique advantage as a premier group mental health practice in Dallas-Fort Worth. Dr. Sardone is dedicated to the well-being and growth of each BHD Team member, patient, and the company culture as a whole.

### **Ethical Compliance and Standards**

Behavioral Health Dallas is committed to fair and ethical conduct in all areas of business. As employees and representatives of BHD, you are expected to observe high standards of business and personal ethics in the conduct of your duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable state and federal laws and regulations.

It is your responsibility to report wrongful conduct which is defined in this policy to include: a serious violation of company policy; a violation of applicable state and federal law; or the use of company property, resources, or authority for personal gain or other non-organization-related purpose except as provided under company policy.

We encourage you to share your questions, concerns, suggestions, or complaints with your supervisor or BHD owner Dr. Katie Sardone.

Neither the Company nor any person acting on behalf of the Company shall terminate, discipline, suspend, threaten to terminate, intimidate, or coerce any person, based on the fact that the person has acted in good faith, in accordance with this policy, or has sought to invoke this policy in good faith or has cooperated in any investigation arising from the application of this policy.

## **Conflict of Interest and Outside Employment**

You are expected to devote your best efforts and attention to the performance of your job. You are also expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between your personal interests and the interests of the Company. Both the fact and the appearance of a conflict of interest should be avoided.

A conflict of interest may occur if your outside activities, personal financial interests, or other private interests interfere or appear to interfere with your ability to make objective decisions in the course of your job responsibilities. A conflict of interest may arise when you take actions or have interests that make it difficult to perform your work objectively and effectively. You are expected to abide by federal and state laws when it comes to giving or accepting anything from a government official or employee in return for that person's influence or action on the job. Please contact Dr. Sardone in any of these circumstances:

- If you have any question about whether an outside activity or private interest might constitute a conflict of interest
- If there is a conflict of interest with any employment outside of the Company or self-employment. The Company shall review the circumstances for potential conflicts and appropriate steps will be discussed.

## **Diversity and Equal Employment Opportunity**

We believe in a diverse and inclusive environment, one that is grounded in our dedication to the health and well-being of all people. Respecting, nurturing, and encouraging diversity of thought, background, and experience contribute to positive and effective work environments. Employment decisions are made without regard to race, sex/gender, pregnancy, gender identity or expression, color, creed, religion, national origin, nationality, citizenship status, age, physical or mental disability or medical condition, as defined and protected under applicable law, genetic information, marital status (including domestic partnerships and civil unions), sexual orientation, culture, ancestry, familial or caregiver status, military status, veteran's status, socioeconomic status, unemployment status, status as a victim of domestic violence, or any other basis prohibited by law. We offer a work environment in which diversity and inclusion are embraced, people are hired and advanced based on their skills, and employees treat each other with mutual respect and dignity.

## **Open Communication and Raising Workplace Concerns**

Open and respectful communication will help all of us achieve our business and personal objectives. Should an issue arise, we encourage two-way communication to discuss work

related problems and issues. You are encouraged to speak with your supervisor and/or Dr. Katie Sardone regarding questions or problems relating to your job or well-being.

As an employee of the Company, we rely on you to promptly raise any concerns or questions. Raising a workplace concern may include including, but is not limited to, a complaint of discrimination, retaliation, or harassment, including sexual harassment. If you suspect a violation of law, regulation, company policy or ethical standard, including suspected or attempted fraud or criminal activity, or if you believe you are being asked to act improperly or illegally, or if you receive a complaint or observe any form of discrimination, harassment, or retaliation, you should immediately report it to Dr. Katie Sardone and an appropriate course of action may be determined with the guidance of appropriate legal and professional entities.

### **Sexual Abuse Complaints**

You must immediately report any and all concerns regarding possible sexual abuse to the proper authorities within the legally and ethically required timeframe. Should you have any concerns related to sexual abuse in the workplace please contact Dr. Katie Sardone immediately in order to identify an appropriate course of action with the guidance of appropriate legal and professional authorities.

### **Discrimination, Retaliation, and Harassment including Sexual Harassment**

BHD strictly prohibits all forms of discrimination, whether committed by or against leaders, coworkers, employees, patients/clients, or visitors, and whether it occurs while at work, at work-related events, or outside of work. Whether at work or outside of work employees represent the Company and actions should reflect company values. Employees and applicants for employment may not be subject to different terms or conditions of employment based on an individual's sex (including pregnancy), gender identity or expression, sexual orientation, race, color, religion, national origin, age, physical or mental disability or any other legally protected characteristic.

Sexual harassment means any harassment based on someone's sex, sexual orientation, or gender identity or expression. It includes, but is not limited to, harassment that is not necessarily sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical, or online conduct of a sexual nature.

Examples of sexual harassment include but are not limited to, comments, jokes, or degrading language or behavior that are sexual in nature; sexually suggestive objects, books, magazines, photographs, cartoons, pictures, calendars, posters, electronic communications, or other materials; sexual advances, requests for sexual favors, or any sexual touching.

Such conduct by or towards any employee, contract worker, clients, visitors, or anyone else

who does business with the company will not be tolerated. Any employee, or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement.

### **Section 3: Workplace Safety**

#### **Workplace Violence**

Threats or acts of violence, whether committed by or against leaders, coworkers, clients, vendors, patients, visitors or other individuals in the workplace or outside of work and whether verbal or physical, will not be tolerated. Violence includes, but is not limited to, acts or threats of physical violence and obscene, abusive, or threatening language or gestures. Examples of workplace violence include, but are not limited to:

- Physical assault or threat of assault, fighting, or using obscene or abusive language or gestures
- Making any threat with or by reference to a weapon
- Vandalism or arson
- Racial, sex/gender-based, homophobic, or similar epithets or other derogatory remarks associated with hate crimes
- Threatening or menacing behavior of any kind, including acts of terror, such as bomb threats, bioterrorism, or threats of violence, including domestic violence; stalking, sexual, emotional, and psychological intimidation or verbal abuse
- Comments condoning or inciting violent events or behaviors

You may not use or possess a weapon in the workplace, regardless of whether you have a license. "Workplace," as used in this Handbook, means any company owned or leased property including parking areas, any client or vendor location or hospital, and any other locations where employees and/or providers are gathered.

If you are subject to, aware of, or observe any threat or act of workplace violence, including domestic violence that impacts the workplace, you must immediately report it to Dr. Katie Sardone. If you or any of your coworkers are in immediate danger, please call 911.

#### **Drug and Alcohol-Free Work Environment**

The Company is committed to providing a safe and productive work environment for employees. In keeping with this commitment, you are required to report to work in appropriate mental and physical condition to perform your job safely and satisfactorily. We prohibit the illegal use of drugs and alcohol during work hours.



If you report to work unfit for duty you may be referred for an alcohol or drug screening and/or subject to corrective action. Employees who refuse to consent to or fail to submit to such a test may result in disciplinary action. If you are injured on the job and are under the influence, you may not be eligible for Workers' Compensation.

The legal use of prescribed and over the counter drugs is permitted on the job only if it does not impair your ability to perform the essential functions of your job effectively and in a safe manner and does not endanger patients or other individuals in the workplace.

Employees and job applicants may be asked to provide body substance samples to determine the illicit use of drugs or alcohol. The Company will take reasonable efforts to protect the confidentiality of all drug test results in accordance with federal and state laws as applicable.

You are encouraged to contact Dr. Katie Sardone if you need help. It is your responsibility to seek assistance before your job performance is adversely affected.

### **Other Inappropriate Conduct**

Conduct that does not align with the Company's values, is offensive to patients or employees, interferes with business operations, or discredits the Company is considered inappropriate. Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list. These standards of conduct apply to all employees whenever they are on workplace property and/or conducting company business (on or off workplace property).

- Conduct that is unlawful, unethical, or violate provisions of this Handbook, other company policies, and/or the Code of Conduct
- Theft, fraud, or dishonesty
- Misappropriation of assets, services, or benefits
- Misuse of company funds
- Falsification of time and attendance records or other company records
- Inappropriate use of information systems and equipment
- Providing false information in connection with any investigation, audit, or workers compensation claims
- Negligence or other improper conduct leading to damage of company property
- Insubordination

### **Tobacco and Smoke Free Environment**

In keeping with our intent to provide a safe and healthful work environment, tobacco, in any form, including electronic cigarettes/vaporizers are not permitted in any space and/or vehicle leased or owned by the Company or while in any customer facilities. In general, smoking or vaping is permitted only in designated, outside areas, and during regularly scheduled breaks and lunch periods. Employees should follow the local facility policies

and prohibitions with regard to smoking or vaping on facility property.

## **Section 4: Company Standards and Your Responsibilities**

### **Company Property**

All offices, desks, file drawers, cabinets, lockers, and other Company equipment, including but not limited to computers, e-mail and voicemail, and facilities or any area on Company premise are the property of the Company or facility ("Company Property"), and are intended for business use. You will be issued an office key to enter the suite and a security card to access building facilities. Any lost, stolen, or damaged keys should be reported and replaced as soon as possible.

### **Professional Image and Appearance**

Your appearance plays an important part in how the Company is perceived by the public, patients and our clients.

You are to follow the appearance guidelines of the office you are working at, including expectations regarding body modification or self-expression including, but not limited to, jewelry, tattoos, and piercings. Clothing should never be suggestive, offensive, or disrespectful to your coworkers, patients, and/or visitors.

You are expected to maintain standard personal hygiene practices. You should avoid wearing strong or excessive perfumes, colognes, lotions, etc. while in the workplace.

Should you report to work not meeting professional image and appearance expectations, you may be sent home to address the issue prior to returning.

### **Consensual Relationships**

The Company fosters an environment where a clear line between personal and business interactions is most effective. If you are engaged in a consensual relationship, it cannot interfere with work and it must remain professional in the workplace.

### **Updating Personal Information**

It is important to keep your contact information up to date in our records to ensure you receive important notices and documents, including your W-2. You can update your contact and personal information by contacting your office manager or Dr. Katie Sardone.

### **Professional Certifications and Licensures**

To maintain employment, providers will be responsible for ensuring their license(s) and certification(s) are up to date and in good standing. Failure to do so will result in immediate termination of care and could result in suspension until requisites are met.

### **Clinical and Ethical Standards**



Providers are required to abide by APA Ethics guidelines as outlined in the APA Ethical Principles of Psychologists and Code of Conduct document and seek consultation with appropriate parties when necessary. [Ethical principles of psychologists and code of conduct \(apa.org\)](https://www.apa.org/ethics)

Providers are responsible for being aware of human trafficking warning signs and treatment procedures as outlined in HEAL Trafficking and Hope for Justice's Protocol Toolkit. [HEAL Trafficking and Hope for Justice's Protocol Toolkit | HEAL Trafficking: Health, Education, Advocacy, Linkage](#)

ICD-10 Codes for Human Trafficking:  
<https://www.aha.org/icd-10-cm-coding-human-trafficking-resources>

### **Immigration Law Compliance**

The company employs those who are authorized to work in the U.S. and does not unlawfully discriminate on the basis of citizenship or national origin. If you have U.S. work authorization to work through a specific date, you must communicate with Dr. Katie Sardone regarding any extension to the authorization to work in the U.S. You are responsible for maintaining the current status of your work authorization and providing necessary documentation.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present acceptable documentation establishing identity and employment eligibility within three business days. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the company within the past three years, or if their previous I-9 form is no longer retained or valid.

### **Traveling for Company Business Reimbursement**

Traveling reimbursement may be applicable for providers who have an authorized trip to see patients. The Company does not insure an employee's personal vehicles and if an employee is in an accident while driving their personal vehicle the employee's insurance will be primary. Insurance deductibles, such as collision or comprehensive will be the responsibility of the employee. The company will not reimburse the employee if he/she did not have collision coverage or rental reimbursement.

### **Fiscal Responsibility**

Many of our leaders own and maintain budgets for their departments or teams. Every employee, and especially leaders, are expected to be fiscally responsible when spending company funds.

### **Social Media**

We recognize that you may engage in social media platforms such as Facebook, Twitter, LinkedIn, etc. Your activities on these sites should not interfere with your job. Any personal social media activity should be clear you are expressing your own views and not those of the Company. Whether for personal or approved business reasons, you are responsible for all content you post on social media. You must comply with the Company's Code of Conduct and all guidelines, regulatory requirements, including federal security laws and any business specific policies that limits, restricts or prohibits social media activity.

Prohibited Postings include, but are not limited to:

- Content that is disparaging, offensive or creates a hostile work environment, including harassing, discriminatory, threatening, or retaliatory behavior between co-workers, regardless of whether it occurs in or outside the workplace.
- Confidential or proprietary information about the Company, its subsidiaries and/or facilities.
- Comments that may provoke controversial feedback that may negatively impact BHD and/or it's patients such as suggestions to negate generally accepted medical or mental health recommendations, information that may negatively impact one's well-being, discrimination or politically or religiously charged comments which may interfere with the patient-provider relationship should they be seen by BHD employees, colleagues, patients, or larger community.
- Disparaging the Company, its clients, vendors or business partners, their products, services or practices or the Company's competitors in your social media activities.
- Content related to patients and patient care, including but not limited to, patient name, patient account numbers, patient date of birth, photos, videos, diagnostic testing results/images, case information, or any information that may lead a reasonable person to be able to identify a patient, etc.
- Confidential circumstance or major business or financial developments at the Company, or rumors about such developments, including developments or speculations about the Company's earnings or financial prospects, purchases or sales of assets, possible leadership changes, or other important business matters. Only authorized spokespersons are authorized to speak on behalf of the Company.

### **Confidentiality and Privacy**

During their course of employment with the Company, providers may have access to confidential information, which may include business strategies, future plans, financial information, contracts, suppliers, personnel information, or other information that the company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the organization's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Providers must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so. This duty of confidentiality applies whether the provider is on or off company premises as well as during and after the end of the provider's employment with the Company. This duty of confidentiality also applies to





communications transmitted by the organization's electronic communications.

The Company is respectful of a provider's private information. All demographic and personal information will be shared only as required in the normal course of business. The Company is committed to properly protecting the privacy of social security numbers as provided by law. All providers that use or have access to any social security number will adhere to the highest degree of confidentiality. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis. The Company does not create or receive any providers' private healthcare information through the course of normal work. If any provider voluntarily shares private healthcare information with a Leader or employee, this information will be kept confidential.

### **Recording Policy**

BHD does not allow the recording of therapy sessions or any clinical/therapeutic work. Should, for training purposes, a recording be necessary, special permission from Dr. Katie Sardone is required and appropriate safeguarding of this information will be discussed.

There may be times when a meeting or conversation is recorded for business purposes. Should you initiate the recording, it is your responsibility to let the other parties know the conversation is being recorded and how it will be utilized and stored.

### **Contact from Government Agencies/Patient Complaint Notices**

All communications and documentation from federal, state, and local government agencies including but not limited to, Department of Labor, Federal Wage and Hour Division, National Labor Relations Board, Occupational Safety and Health Administration, the Equal Employment Opportunity Commission must be sent to Dr. Katie Sardone.

In the event you receive a claim letter requesting a copy of medical records or other response from you, you should contact Dr. Katie Sardone to discuss the disclosure prior to submitting a response. BHD providers will abide by all federal and state laws, as well as ethical and professional standards when responding to such requests.

### **HIPAA**

The Company takes its obligation to maintain the privacy and confidentiality of information of patients very seriously. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and various state laws, patient information, also known as protected health information or PHI, must be kept private and secure. All employees share in this obligation to avoid the unauthorized disclosure of PHI.

Consistent with HIPAA, we do not use, disclose or discuss patient-specific information, including patient financial information, with others unless it is necessary to serve the patient or required by law. Company employees must never use or disclose confidential

information that violates the privacy rights of our patients. In accordance with our information privacy and security policies and procedures, which reflect HIPAA requirements, no employee has a right to any patient information other than that necessary to perform his or her job.

Subject only to emergency exceptions, patients can expect their privacy will be protected and patient specific information will be released only to persons authorized by law or by the patient's written authorization. Any material that contains PHI or confidential information that is to be disposed of must be handled in accordance with the Company's privacy and security policies. In the event you have caused an unauthorized disclosure of PHI, you must immediately advise Dr. Katie Sardone of the disclosure. The improper use or disclosure of PHI may result in irreparable and continuing damage to a patient, a healthcare facility and the Company.

### **Response Policy Given a Confidentiality Breach**

Should a breach of confidentiality occur, BHD will follow appropriate procedures to rectify the situation. BHD will follow state and federal law as well as professional standards to address the situation. BHD will also consider guidance from The Compliancy Group, whom has certified BHD as a HIPAA compliant group.

### **Chart Completion**

Providers are required to follow the documentation guidelines outlined below.

- Abide by documentation process and time-line requirements:
  - Goal is same-day note completion
  - Required to complete notes within 48 hours AND by the end of the day Friday
  - Double check CPT codes, session time and session fees
  - Ensure charges have gone through and reconcile any incomplete charges by the end of the week
  - Admin will pull weekly reports around 4pm on Friday and email you to remind you to complete and sign any notes that are incomplete or still open as well as inquire about any fees yet to be collected.
  - If notes are not completed after two weeks, then Admin will hold adding new patients to your schedule until notes are up-to-date
  - At the end of the month Admin will pull the following reports (1) incomplete notes (2) unlocked notes and (3) uncollected fees
  - Notes MUST BE COMPLETED PRIOR TO any vacations, family medical leave or other time off
- Upon completion of a new intake, ensure that all intake forms and documents are complete (including a baseline mood/anxiety/symptoms screen):
  - Consent Form
  - BHD Telehealth Consent (get this even for in person patients!)
  - BHD In-Office COVID Agreement
  - Texas Notice Form
  - Authorization of release of information form (attempt to complete one for referring physician and significant other)

- o EPDS/GAD-7/PHQ-9
- o Demographics
- o Intake Questionnaire
- o Credit Card form (or info in sample practice)
- o GFE Notice AND completed Estimate
- Abide by [APA Record-Keeping Guidelines](http://www.apa.org/practice/guidelines/record-keeping):  
[www.apa.org/practice/guidelines/record-keeping](http://www.apa.org/practice/guidelines/record-keeping)

## **Section 5: Your Career at Behavioral Health Dallas**

### **Personal Records and Employee References**

The Company maintains a personnel file and payroll records for each employee as required by law. As an employee, you may contact Dr. Katie Sardone to request a time to review your payroll records and/or personnel file during any time of your employment. You may request copies of documents from your file that you have signed, and you may add your comments to any disputed items in the file. The Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### **Expectation Setting and Performance Reviews**

Setting meaningful performance expectations is important to achieving high levels of performance. You and your leader should have an open conversation about goals and expectations to ensure they are in alignment with the overarching priorities and should revisit them throughout the year to adjust if needed.

Performance reviews will be conducted annually and are intended to drive a high level of performance, ensure balance between your demonstrated behaviors and the achievement of performance goals, and prepare you for the future by developing and leveraging your strengths through coaching and feedback.

Performance is evaluated against measurable skills, abilities, and knowledge needed to perform your position successfully.

### **Performance Improvement and Corrective Action**

Our goal is for BHD providers to reach their maximum potential and be successful during their tenure. However, if questions arise related to a provider's role, quality of work, or noncompliance with the Company's policies and procedures, your employment may be subject to termination. Depending on the severity and frequency of the circumstances, Dr. Katie Sardone may coach you, provide documentation on how to improve, or ask you to achieve specific actions to correct your performance.

## **Section 6: Your Compensation and Benefits**



### **BHD Benefits**

Behavioral Health Dallas does not provide health insurance benefits or other traditional paid time off/sick time benefits. BHD also does not limit vacation time or dictate specific holidays. Clinicians and employees have flexibility to choose their own vacation time and regular weekly hours based on their own needs and mutual agreement with Dr. Katie Sardone upon hire. Providers who are W-2 full-time status (i.e., see an average of 20 hours per week of patient care or more) are eligible for disability benefits provided by BHD through Northwestern Mutual, as well as standard financial and tax benefits associated with W-2 employment.

### **Employment Classifications**

Your letter of employment will indicate whether you are classified as full-time, part-time or PRN as well as outline expected and mutually agreed upon client contact hours. Your letter of employment will also indicate if you are classified as a W-2 employee or a 1099 employee and associated benefits.

**Appendix B**  
**Behavioral Health Dallas**  
**Evaluation of Postdoctoral Fellow**

**Name of Fellow:**

**Name of Supervisor:**

**Signature of Fellow and Date:**

**Signature of Supervisor and Date:**

**Which time period do these ratings reflect?**

**Directions for supervisors:**

Evaluations should be based on the trainee's current level of skill and progress in his/her clinical assignments. Mark the rating that best describes the postdoctoral fellow's level of functioning on each of the items below. Rate each category independently. There is a section for written comments on each item. If there is a rating of "is able to do with significant supervision" or "is not able to do," the supervisor must provide descriptions which would be useful to the postdoc and to the training program in identifying areas for improvement. There is a section at the end of the evaluation where the supervisor can outline strengths and areas for improvement. Please also rate the fellow's competence in overall areas as being acceptable for this point in training year or unacceptable for this point in the training year.

**Competency Areas**

I-Is able to do independently

MC- is able to do with minimal consultation

MS- is able to do with moderate supervision

SS- is able to do with significant supervision

N- is not able to do

N/A- insufficient data to rate at this time or does not apply

**Clinical Assessment**

1. Obtains adequate information about presenting problem, background, and differential diagnoses during clinical interview(s) \_\_\_\_
2. Demonstrates knowledge of the DSM/ICD diagnostic criteria \_\_\_\_
3. Can develop an assessment plan for patients if needed, which may include tests appropriate for age, language, setting, and assessment goals \_\_\_\_
4. Administers and scores assessments effectively and accurately \_\_\_\_
5. Interprets data from assessments instruments; integrates information from assessments and interviews; incorporates assessment into overall diagnosis and conceptualization of the patient; provides treatment recommendations linked to results of assessment \_\_\_\_
6. Provides clear and effective feedback to patient, family, and other professionals \_\_\_\_

Comments:

**Intervention**

7. Conceptualizes cases independently and accurately \_\_\_\_
8. Can develop and implement a treatment plan that uses interventions appropriate for presenting issues; evaluates treatment effectiveness and role in treatment \_\_\_\_



9. Independently recognizes and manages special circumstances in intervention (e.g. crises, need for consultation) \_\_\_\_
10. Develops and maintains rapport with a wide variety of clients in assessment, intervention, and consultation activities \_\_\_\_

Comments:

### **Consultation**

11. Identifies when and what psychology services may be beneficial to a patient \_\_\_\_
12. Presents cases effectively in supervision and consultation \_\_\_\_
13. Demonstrates skill in clinical settings in working and communicating with other professionals to incorporate psychological information into planning and implementation \_\_\_\_
14. Knowledgeable about each health and mental health condition with which he or she works \_\_\_\_

Comments:

### **Professional Development**

15. Generates timely progress notes that include pertinent information while demonstrating sensitivity to patient confidentiality \_\_\_\_
16. Communicates clearly and effectively with clients and other professionals, in both verbal and written communication \_\_\_\_
17. Maintains acceptable interpersonal relationships with clients, peers, and public \_\_\_\_
18. Regularly uses knowledge of self to monitor and improve effectiveness as a professional \_\_\_\_
19. Systematically and effectively monitors and adjusts professional performance in action as situation requires \_\_\_\_
20. Consistently recognizes and addresses personal problems, minimizing interferences with competent professional functioning \_\_\_\_
21. Implements effective self-care \_\_\_\_
22. Takes responsibility for continuing professional development \_\_\_\_
23. Demonstrates knowledge of the process and steps toward licensure \_\_\_\_
24. Takes EPPP prior to or during his/her training at BHD \_\_\_\_
25. Can articulate steps necessary for finding relevant position postings, preparing an updated CV, interviewing for positions, and negotiating positions \_\_\_\_

Comments:

### **Supervision**

26. Comes to supervision prepared and uses time in supervision productively \_\_\_\_
27. Evaluates and implements feedback from supervisors \_\_\_\_
28. Accurately identifies level of competence across domains and recognizes when new/improved competencies are required for effective practice \_\_\_\_
29. Works increasingly autonomously throughout the training year with an appropriate awareness of own competence and when to seek supervision \_\_\_\_
30. Provides consultation to less advanced students, peers, or other service providers in typical cases appropriate to the setting \_\_\_\_

Comments:

### **Individual and Cultural Diversity**

31. Can identify primary cultural variables for each patient (e.g. gender, sexuality, race, ethnicity, SES, religion) and understands how a specific cultural component may impact a patient's current presentation and self-understanding \_\_\_\_
32. Incorporates information about cultural variables into assessment, intervention, and consultation with patients \_\_\_\_
33. Articulates knowledge of culturally-appropriate skills, techniques, and behaviors \_\_\_\_
34. Independently articulates, understands, and monitors own cultural identity in relation to work with others \_\_\_\_

Comments:

### **Scholarship**

35. Reviews scholarly literature related to clinical work and applies knowledge to case conceptualization and intervention \_\_\_\_
36. Incorporates knowledge from empirical articles and books into clinical work and supervision \_\_\_\_
37. Demonstrates an ability to educate non-psychology staff about psychological concerns and interventions within the medical setting as appropriate \_\_\_\_

Comments:

### **Ethical/Legal Standards**

38. Demonstrates awareness and application of the APA Ethical Principles and Code of Conduct and other relevant ethical, legal, and professional standards and guidelines of the profession \_\_\_\_
39. Integrates an understanding of ethical/legal standards and policies when performing all competencies \_\_\_\_
40. Spontaneously and reliably identifies complex ethical and legal issues, analyzes them, and proactively addresses them \_\_\_\_
41. Develops strategies to seek consultation regarding complex ethical and legal dilemmas \_\_\_\_
42. Demonstrates awareness of the obligation to confront peers and/or organizations regarding ethical problems or issues and deals proactively with conflict when addressing professional behavior with others \_\_\_\_
43. Takes independent action to correct situations that are in conflict with articulated professional values \_\_\_\_

Comments:

### **Health Psychology Competencies**

44. Utilizes a biopsychosocial framework to guide a thorough clinical interview and develop a clear case conceptualization \_\_\_\_
45. Demonstrates understanding of interventions in health psychology and uses that knowledge to develop and implement effective treatments \_\_\_\_
46. Collaborates and communicates effectively with various members of the multidisciplinary team to positively impact patient care \_\_\_\_
47. Demonstrates knowledge and understanding of ethical and cultural issues in health psychology \_\_\_\_
48. Demonstrates knowledge of the impact of health conditions on individual and family adjustment and quality of life \_\_\_\_



49. Demonstrates knowledge of the impact of non-adherence across health conditions and can implement effective interventions aimed at improved patient adherence \_\_\_\_

Comments:

### Overall Ratings

A-Acceptable for this point in the training year

N- Not acceptable for this point in the training year

### Competency Areas

1. Clinical Assessment \_\_\_\_
2. Intervention \_\_\_\_
3. Consultation \_\_\_\_
4. Professional Development \_\_\_\_
5. Supervision \_\_\_\_
6. Individual and Cultural Diversity \_\_\_\_
7. Scholarship \_\_\_\_
8. Ethical/Legal Standards \_\_\_\_
9. Health Psychology Competencies \_\_\_\_

### Professionalism

1. Presents self in a professional manner through composure, organization, and confidence \_\_\_\_
2. Readily accepts and performs assigned duties \_\_\_\_
3. Maintains appropriate boundaries in all clinical activities \_\_\_\_
4. Seeks out opportunities to improve skills and knowledge base \_\_\_\_

### Specific Activities

CA- Completed and acceptable

CU- Completed but not completed at a level appropriate to training

N- Not yet completed

### Progress Towards Licensure

1. Fellow has submitted application for provisional licensure to state board \_\_\_\_
2. Fellow has taken state jurisprudence \_\_\_\_
3. Fellow has passed state jurisprudence \_\_\_\_
4. Fellow has scheduled EPPP \_\_\_\_
5. Fellow has taken EPPP \_\_\_\_
6. Fellow has passed EPPP \_\_\_\_

### Progress Towards Job Search

1. Fellow has updated CV \_\_\_\_
2. Fellow has searched for relevant job postings \_\_\_\_
3. Fellow has prepared cover letter(s) \_\_\_\_
4. Fellow has prepared job talk, if necessary \_\_\_\_





5. Fellow has interviewed for jobs \_\_\_\_
6. Fellow has been offered position(s) \_\_\_\_
7. Fellow has secured a position \_\_\_\_

**Other**

1. Fellow has presented at least one case in group supervision \_\_\_\_  
List patient initials:
2. Fellow has attended continuing education opportunities in community \_\_\_\_  
List:
3. Fellow has given formal presentation to community or medical providers \_\_\_\_  
List:
4. Fellow has contributed to ongoing project(s) \_\_\_\_  
List:

**Strengths and Opportunities for Growth**

Listing of Fellow's Current Strengths:

Listing of Fellow's Opportunities for Growth:

**APPENDIX C**  
**SUPERVISOR EVALUATION FORM**

Supervisee Name \_\_\_\_\_

Supervision Period \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Purpose: To provide the supervisor with an understanding of his/her job performance in relation to the supervisee, to suggest areas for improvement, to permit the student to offer feedback to the supervisor in a written form that is based on a set of clearly and previously-established criteria, and to increase the supervisor's competence as a supervisor.

Performance Level Rating Scale: Based on current assessment and progress of supervision and expectations of supervisee:

- 3 – much more of this is needed
- 2 – it would be desirable to have somewhat more
- 1 – it would be desirable to have a little more
- 0 – this area is satisfactory

Directions: Utilizing the Rating Scale above, place the appropriate number on the line provided at the end of each item.

Evaluation Items

Supervisor is able to:

1. Be flexible and responsive to your changing needs \_\_\_\_\_
2. Establish an atmosphere of acceptance and psychological safety \_\_\_\_\_
3. Call attention to errors in a tactful manner; \_\_\_\_\_
4. Recognize and accommodate to your level of experience and style of learning \_\_\_\_\_
5. Refrain from indiscriminate use of praise \_\_\_\_\_
6. Provide opportunities for you to question, challenge or doubt \_\_\_\_\_
7. Encourage you to explore the implications of your interventions \_\_\_\_\_
8. Encourage you to formulate your understanding of the case material \_\_\_\_\_
9. Make specific suggestions when you need them \_\_\_\_\_
10. Not foster undue dependence on your part \_\_\_\_\_
11. When asked, present a clear, theoretical rationale for suggestions \_\_\_\_\_

12. Clearly inform you of legal issues \_\_\_\_\_
  13. Clearly inform you of ethical issues \_\_\_\_\_
  14. Be sensitive to the requirements placed on you by your agency \_\_\_\_\_
  15. Admit errors and/or limitations without undue defensiveness \_\_\_\_\_
  16. Be concrete and specific in comments \_\_\_\_\_
  17. Facilitate your understanding of countertransference reactions to your clients \_\_\_\_\_
  18. Seek consultation when it is needed \_\_\_\_\_
  19. Summarize and/or highlight major points of supervisory session \_\_\_\_\_
  20. Be reached in case of emergencies \_\_\_\_\_
  21. Help you formulate the dynamics of the client \_\_\_\_\_
  22. Listen sensitively to you \_\_\_\_\_
  23. Help clarify and define the nature of problem(s) you are having in your work \_\_\_\_\_
  24. Be clear about the limits of the supervisory relationship \_\_\_\_\_
  25. Deal explicitly with the formal evaluation process \_\_\_\_\_
  26. Through role-playing or other suitable techniques, to help you more effectively intervene with your client \_\_\_\_\_
  27. Be straightforward with you regarding areas in which you need improvement \_\_\_\_\_
  28. Be clear with you about the differences between supervision and psychotherapy \_\_\_\_\_
  30. Maintain an appropriate focus in your sessions \_\_\_\_\_
  31. “Be there” to meet your needs and not impose his/her issues on you \_\_\_\_\_
  32. Be open to discussing any difficulties between the two of you which are hindering your learning \_\_\_\_\_
  33. Clearly define the nature, structure, expectations, and limitations of the supervisory relationship \_\_\_\_\_
  34. Make decisions and take responsibility when appropriate \_\_\_\_\_
  35. Make you feel s/he genuinely want to help you learn \_\_\_\_\_
  36. Be a good role model for you \_\_\_\_\_
  37. Provide you with general knowledge about professional psychology \_\_\_\_\_
  38. Be sensitive and adaptive to the stresses you are experiencing as a student \_\_\_\_\_
- Summarize the supervisor’s strengths and weaknesses as you currently view them and make suggestions for ways in which your supervisor could further facilitate your learning.

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Hall-Marley (2001) developed this Supervisor Feedback form as an instrument to provide feedback to supervisors on the trainee's experience of supervision. The form consists of sections including atmosphere for learning, supervision style, supervision conduct, and supervision impact. It is recommended a supervisor feedback form be used a minimum of four times during the training year and ideally, more frequently. It is a tool in establishing a dialogue and a feedback loop which should enhance the supervisory alliance.

© Susan Hall-Marley, 2001

(Also included in Appendices of Falender, C.A., & Shafranske, E.P. (2004). *Clinical Supervision: A Competency-based Approach*. Washington, D.C.: APA.