



Children's Hospital Colorado
Department of Psychiatry and Behavioral Sciences
Psychology Intern Orientation, Resources,
Policies and Procedures

- Ψ The Psychology Interns are provided with a two-week orientation at the beginning of the training year. During that time, they are oriented to the hospital, department, and training program. Interns are provided with an orientation notebook which includes: all intern specific policies and procedures; rotation and training program goals, objectives and expectations; evaluation forms; the APA Ethical Code, and other information deemed useful as resources. Interns are responsible for completing all aspects of the orientation process, and for reviewing all information provided about the policies, procedures, and expectations and of the training program. Interns are expected to be familiar with, and comply fully with, all Colorado, hospital, department, and training program requirements.
- Ψ The Psychology Interns attend an all-day hospital-wide orientation for new employees the first Monday and Tuesday when they begin work. Hospital policies are reviewed that are relevant to the performance of their duties and their personal rights. All hospital policies and procedures are posted on the Intranet site childrenscolorado.org, to which the interns have access. During orientation, interns are provided with information about their medical benefits, and required hospital safety procedures. Interns are introduced to members of the hospital staff whom they may later contact as resources.
- Ψ The Psychology Interns are provided with a department orientation. During orientation the interns must complete hospital and other regulatory body mandated procedures, e.g., background check, corporate compliance instruction, HIPAA training, etc. The interns receive training in billing, documentation requirements, etc. Department specific policies may be accessed in staff-accessible notebooks maintained by each program.
- Ψ The Psychology Interns are provided with orientation to each of the required and elective rotations by the rotation supervisors. Interns view the physical space of the program, are given information about the patient population served, and the types of interventions utilized on the service. The service expectations and orientation of the supervisors for the rotation are discussed. The interns are provided with written copies of the goals, objectives, and expectations for each of the rotations in their orientation notebook.
- Ψ The goals and objectives of the internship program are reviewed with the training director. Interns are provided with written copies of the competency requirements to successfully complete the internship. They are also provided with copies of the forms on which they will be evaluated to determine if they meet the competency requirements. Interns are provided with information about the number of hours they must document working to complete the program, and the types of activities they must engage in to document those worked hours. Interns are provided with hard copies of other relevant policies and procedures in their orientation notebook, and these are also verbally reviewed with the training director, including: time off policy, evaluation procedures, grievance procedure, and support resources. Interns are provided with hard copies of the APA Ethical Code, and they are expected to comply fully with all ethical requirements. The code will also



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be reviewed in a seminar where discussion is encouraged.

- Ψ During the two-week orientation period, the interns meet as a group with the training director to discuss their outpatient supervisor.

Resources and Support

- Ψ The psychology interns are considered first year hospital employees, therefore they are granted the same rights and responsibilities as employees. However, interns are provided with 10 more days of paid time off than regular first year employees. Interns are provided with seven paid holidays; fourteen days to take as vacation or sick time; five professional leave days for dissertation, graduation and interviews; and five conference leave days. The training program pays for the interns to attend the Department's annual Rosenberry conference. As a condition of employment, interns must pass a Colorado Bureau of Investigation background screening and fingerprint test, and a urine drug screen before beginning work. A health screening with proof of immunizations is also required.
- Ψ Interns may choose benefits from a cafeteria plan of options including health, dental, vision and life insurance benefits. Interns are provided with parking at the employee cost per pay period. Proof of malpractice coverage must be provided by the interns' training institution. As employees, the interns have access to the on-site employee health service, and they may also access the employee assistance program (EAP).
- Ψ The interns are provided with desk space, phones, and computers. The interns share office space with other interns. Additional therapy offices are available for use, as well as larger offices for families and group therapies. Many of the shared therapy and group therapy offices have video monitoring and taping capacity. The training program has regularly scheduled access to rooms for seminars and other training opportunities.
- Ψ The interns are provided with general administrative assistance provided by the Operations Coordinator. Support includes facility and department related issues, Human Resource liaison, department and program support, assessment materials, support for supply and other program business process, systems, and IT support is also provided for the intern either by the Operations Coordinator, or the Children's Hospital IT Help Desk as needed.
- Ψ Interns have access to the hospital medical and patient libraries and to the University of Colorado at UCDSOM Center Library for access to books and journals. Interns have access to resources on the hospital Intranet, and to on-line medical search engines and journals. The interns are provided with an email account, access to transcription services, and voice mail.



Psychology Intern Orientation, Policies and Procedures

I have read and understand these training policies and procedures. I understand that if I have questions, I can ask the training director for clarification.

Printed Name

Date

Signature

Jenna Glover, PhD
Director of Training

Date