Rules Regarding Supervisor and Intern Relationship

The MCG-Charlie Norwood VAMC Psychology Internship abides by the RULES OF GEORGIA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS specifying that for Internship and Postdoctoral Supervised Work Experience, the Internship/SWE Supervisor shall:

1. co-sign all written reports and notes of Interns or unlicensed Fellows;
2. co-sign insurance claims with the Intern or unlicensed Fellow;
3. assure that claims to third-party payers clearly reflect who rendered the service;
4. assure that the Intern or Fellow:
   (i) informs patients and clients of the supervisor-intern/fellow relationships;
   (ii) informs clients that they may confer with the internship or Postdoctoral Supervisor about any aspect of the services provided.

The RULES OF GEORGIA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS also specify for Internships the following requirements for Supervision:

1. The Internship Supervisor must approve the Intern’s workload, which must be sufficient to afford the Intern appropriate experience but must not be so great as to impair his/her ability to provide competent service to clients/patients.
2. The Internship Supervisor must require the intern to maintain a file on each client, or of his/her work progress in the case of I/O interns. The intern must update each file no less than once each month with a current summary of client contacts and with a rationale for the procedures that were used.
3. The Internship Supervisor must limit the intern’s activities to the application of assessment, treatment and/or intervention techniques, and methodology which the supervisor is qualified to utilize.
4. The Internship Supervisor shall hold primary responsibility for the intern’s assessment procedures and treatment and/or intervention programs. An intern should be notified as soon as possible if his/her performance is unsatisfactory.
5. All fees for services shall be paid directly to the internship agency or directly to the supervisor.

The APA Ethics Code, adopted by the American Psychological Association's Council of Representatives on June 1, 2010, provides the following guidelines relevant for Supervisor behavior:

2.05 Delegation of Work to Others
Psychologists who delegate work to employees, supervisees, or research or teaching assistants or who use the services of others, such as interpreters, take reasonable steps to (1) avoid delegating such work to persons who have a multiple relationship with those being served that would likely lead to exploitation or loss of objectivity; (2) authorize only those responsibilities that such persons can be expected to perform competently on the basis of their education, training, or experience, either independently or with the level of supervision being provided; and (3) see that such persons perform these services competently.
3.05 Multiple Relationships
(a) A multiple relationship occurs when a psychologist is in a professional role with a person and (1) at the same time is in another role with the same person, (2) at the same time is in a relationship with a person closely associated with or related to the person with whom the psychologist has the professional relationship, or (3) promises to enter into another relationship in the future with the person or a person closely associated with or related to the person.

A psychologist refrains from entering into a multiple relationship if the multiple relationship could reasonably be expected to impair the psychologist's objectivity, competence, or effectiveness in performing his or her functions as a psychologist, or otherwise risks exploitation or harm to the person with whom the professional relationship exists.

Multiple relationships that would not reasonably be expected to cause impairment or risk exploitation or harm are not unethical.

(b) If a psychologist finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the psychologist takes reasonable steps to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

(c) When psychologists are required by law, institutional policy, or extraordinary circumstances to serve in more than one role in judicial or administrative proceedings, at the outset they clarify role expectations and the extent of confidentiality and thereafter as changes occur.

2.08 Exploitative Relationship
Psychologists do not exploit persons over whom they have supervisory, evaluative, or other authority such as clients/patients, students, supervisees, research participants, and employees.

7.03 Accuracy in Teaching
(a) Psychologists take reasonable steps to ensure that course syllabi are accurate regarding the subject matter to be covered, bases for evaluating progress, and the nature of course experiences. This standard does not preclude an instructor from modifying course content or requirements when the instructor considers it pedagogically necessary or desirable, so long as students are made aware of these modifications in a manner that enables them to fulfill course requirements.
(b) When engaged in teaching or training, psychologists present psychological information accurately.

7.04 Student Disclosure of Personal Information
Psychologists do not require students or supervisees to disclose personal information in course- or program-related activities, either orally or in writing, regarding sexual history, history of abuse and neglect, psychological treatment, and relationships with parents, peers, and spouses or significant others except if (1) the program or training facility has clearly identified this
requirement in its admissions and program materials or (2) the information is necessary to evaluate or obtain assistance for students whose personal problems could reasonably be judged to be preventing them from performing their training- or professionally related activities in a competent manner or posing a threat to the students or others.

7.06 Assessing Student and Supervisee Performance
(a) In academic and supervisory relationships, psychologists establish a timely and specific process for providing feedback to students and supervisees. Information regarding the process is provided to the student at the beginning of supervision.

(b) Psychologists evaluate students and supervisees on the basis of their actual performance on relevant and established program requirements.

7.07 Sexual Relationships with Students and Supervisees
Psychologists do not engage in sexual relationships with students or supervisees who are in their department, agency, or training center or over whom psychologists have or are likely to have evaluative authority. (See also Standard 3.05, Multiple Relationships.)

10.01 Informed Consent to Therapy
(a) When obtaining informed consent to therapy as required in Standard 3.10, Informed Consent, psychologists inform clients/patients as early as is feasible in the therapeutic relationship about the nature and anticipated course of therapy, fees, involvement of third parties, and limits of confidentiality and provide sufficient opportunity for the client/patient to ask questions and receive answers. (See also Standards 4.02, Discussing the Limits of Confidentiality, and 6.04, Fees and Financial Arrangements.)

(b) When obtaining informed consent for treatment for which generally recognized techniques and procedures have not been established, psychologists inform their clients/patients of the developing nature of the treatment, the potential risks involved, alternative treatments that may be available, and the voluntary nature of their participation. (See also Standards 2.01e, Boundaries of Competence, and 3.10, Informed Consent.)

(c) When the therapist is a trainee and the legal responsibility for the treatment provided resides with the supervisor, the client/patient, as part of the informed consent procedure, is informed that the therapist is in training and is being supervised and is given the name of the supervisor.

Therefore, Internship Supervisors and Interns will adhere to the following standards of conduct based on the Georgia Board of Examiners of Psychologists Code of Conduct regarding Delegation and Supervision of Psychological Services and the APA Code of Ethics:
1. **Delegation of Professional Responsibilities:**
   - **A.** Faculty Supervisors delegate to Interns, with the appropriate level of supervision, only those responsibilities that such persons can reasonably be expected to perform competently and ethically based on the Intern’s education, training, and experience. Therefore, Faculty Supervisors are responsible for determining the competency of the Interns and will not assign or allow the Interns to undertake tasks beyond the scope of the Interns’ training and/or competency.
   - **B.** Faculty Supervisors shall not delegate responsibilities or accept supervisory responsibilities for work which they are not qualified and personally competent to perform. Moreover, the Faculty Supervisor shall hold primary responsibility for the Intern’s assessment procedures and treatment and/or intervention programs.
   - **C.** Faculty Supervisors must retain full, complete, and ultimate authority and responsibility for the professional acts of Interns. Therefore, Faculty Supervisors are to take reasonable steps to insure that Interns are performing services competently.
   - **D.** The Faculty Supervisor is to take reasonable steps to avoid delegating work to Interns who have a multiple relationship with those being served that would likely lead to exploitation or loss of objectivity.

2. **Informed Consent:**
   - **A.** The Interns must fully inform their clients/patients receiving services of his or her role as supervisee and the name of the Faculty Supervisor. The Interns must also inform their clients/patients of their right to confer with the Faculty Supervisor with regard to any aspect of the services, care, treatment, evaluation, or tests being performed.

3. **Adequacy of Work Experience and Supervision:**
   - **A.** The Faculty Supervisor must approve the Intern’s workload, which must be sufficient to afford the Intern appropriate experience but must not be so great as to impair his/her ability to provide competent service to clients/patients.
   - **B.** The Faculty Supervisor must meet personally with the Intern on a continuous and regular basis concerning each patient or client and must review the treatment record, including progress notes, on a regular basis as appropriate to the task(s). The Faculty Supervisor must provide a minimum of one hour of supervision for every 20 hours of face-to-face clinical contact.
   - **C.** The Faculty Supervisor must require the Intern to maintain a file on each client/patient. The Intern must update each file no less than once each month with a current summary of client contacts and with a rationale for the procedures that were used.
   - **D.** When engaged in teaching or training, Faculty Supervisors must present psychological information accurately.

3. **Assessing Intern Performance**
Psychologists evaluate students and supervisees on the basis of their actual performance on relevant and established program requirements.
   - **A.** Faculty Supervisors must evaluate the Interns on the basis of their actual performance on relevant and established program requirements as established by the internship evaluation forms.
   - **B.** The Faculty Supervisor must maintain a timely and specific process for providing feedback to the Interns. Information regarding the process is provided to the Intern at the beginning of supervision.
   - **C.** According to the Internship policy, Rotational/Track Supervisors are to provide written
feedback of Intern performance at the completion of each rotation. At the Mid-Year and End-of-the Year evaluations the Overall Supervisor is expected to complete the MCG-CHARLIE NORWOOD VAMC PSYCHOLOGY INTERNSHIP INTERN PERFORMANCE TRACKING form. These written evaluations are to be reviewed with the Interns and should be submitted to the Internship Training Director in a timely manner. Persistent problems with completing evaluation forms in a timely manner or any evaluation form that is past due greater than 30 days is considered a violation of this policy.

D. The Faculty Supervisor is responsible for notifying an Intern as soon as possible if his/her performance is unsatisfactory.

4. **Multiple Relationships**
   A. Faculty Supervisors must refrain from entering into multiple relationships with Interns if the multiple relationship could reasonably be expected to impair the Faculty Supervisor’s objectivity, competence, or effectiveness in performing his or her functions as a supervisor or otherwise risks exploitation or harm to the Intern with whom the professional relationship exists.
   
   B. If a Faculty Supervisor finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the Faculty Supervisor takes reasonable steps to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

5. **Intern Disclosure of Personal Information**
   A. Faculty Supervisors do not require Interns to disclose personal information in internship-related activities, either orally or in writing, regarding sexual history, history of abuse and neglect, psychological treatment, and relationships with parents, peers, and spouses or significant others except if the information is necessary to evaluate or obtain assistance for Interns whose personal problems could reasonably be judged to be preventing them from performing their training- or professionally related activities in a competent manner or posing a threat to the students or others.

6. **Exploitative Relationships**
   A. Faculty Supervisors will not exploit Interns in any manner.
   B. Faculty Supervisors do not engage in sexual relationships with Interns.

7. **Fees**
   A. All fees for services shall be paid directly to the Internship agency.

Faculty Supervisors or Interns that do not uphold these standards of behavior are subject to review processes as described in the Evaluation and Grievances section of the Policy Manual.