

TRAINING PROGRAM POLICY for Michigan Medicine/VA Ann Arbor Healthcare System Network of Postdoctoral Programs in Psychology		
Supervision Policy		
Date Initiated: 06/07/2018	Last Revised: 10/02/2019	PTC Approval: 10/02/2019

STATEMENT

It is the policy of the University of Michigan that psychologist members of the Medical Staff will actively supervise Advanced Postgraduate Trainees (APTs) enrolled in Psychology Postdoctoral Training Programs and appropriately document this supervision in the medical record.

PURPOSE

The purpose of this policy is to establish institution wide standards for psychologist members of the Medical Staff engaged in the supervision and teaching of APTs (APTs) enrolled in Psychology Postdoctoral Training Programs to follow and to establish guidelines that program-specific policies must meet. This policy applies to both inpatient and outpatient supervision of the APTs enrolled in Psychology Postdoctoral Training Programs.

STANDARDS

- A. This policy applies to all psychology members of the Medical Staff engaged in the supervision and teaching of APTs enrolled in Psychology Postdoctoral Training Programs.
- B. All APTs enrolled in Psychology Postdoctoral Training Programs will function under the primary supervision of an appropriately credentialed psychologist member(s) of the Medical Staff. Each fellowship training program must ensure that adequate supervision is provided for APTs at all times. A responsible member(s) of the Medical Staff must be immediately available to the Advanced Postgraduate Trainee in person or by telephone and able to be present within a reasonable period of time, if needed.
- C. Specific responsibilities and relationships of the Graduate Psychology Education Committee (GPEC), Program Directors, Attending psychologists of the Medical Staff, and APTs enrolled in Psychology Postdoctoral Training Programs are shown under the section entitled Roles and Responsibilities below.
- D. As part of their training program, APTs enrolled in Psychology Postdoctoral Training Programs will be given progressive responsibility for the care of patients. Supervised delegation of responsibility to an Advanced Postgraduate Trainee to provide care to patients must be provided in one of the following manners:
 - a. Direct supervision – where the supervising psychologist is physically present with the Advanced Postgraduate Trainee and patient.
 - b. Indirect supervision with direct supervision immediately available – where a supervising psychologist is physically within the hospital or other site of patient care and is immediately available to provide direct supervision, if needed.

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- c. Indirect supervision with direct supervision available – where the supervising psychologist is not physically present within the hospital or other site of patient care, but is immediately available by means of telephonic and/or electronic modalities, and is available to provide direct supervision.
- d. Oversight – where the supervising psychologist is available to provide review of procedures/encounters with feedback provided after care is delivered.

The GPEC expects each Advanced Postgraduate Trainee, Program Director, and training program to meet the supervision requirements of the APA Standards of Accreditation for Health Service Psychologists. Note that the use of telesupervision is discouraged, except under extraordinary circumstances when in-person supervision is not possible.

The type of supervision provided to APTs enrolled in Psychology Postdoctoral Training Programs will be based upon regular documented evaluation of the Advanced Postgraduate Trainee's progress with regard to clinical experience, judgment, knowledge, and technical skill. Ultimately, it is the decision of the supervising members of the Medical Staff as to which activities the Advanced Postgraduate Trainee will be allowed to perform within the context of each of the assigned levels of supervision. The overriding consideration must be the safe and effective care of the patient.

ROLES AND RESPONSIBILITIES

<i>Responsibility</i>	<i>Action</i>
Graduate Psychology Education Committee (GPEC)	<ol style="list-style-type: none"> 1. Shall be responsible for establishing and monitoring policies and procedures with respect to the institution's Psychology Postdoctoral Training Programs. 2. Shall forward minutes to the Associate Dean for GME for biannual review and appropriate action if needed/as appropriate regarding patient care and professional conduct by trainees and faculty.
Program Director	<ol style="list-style-type: none"> 1. Shall be responsible for the quality of overall Advanced Postgraduate Trainee education. 2. Shall ensure that the training program is in compliance with the policies of the APA Standards of Accreditation for Health Service Psychology. 3. Shall monitor Advanced Postgraduate Trainee progress and ensure that supervision problems, issues, and opportunities to improve are addressed.
Attending Psychologist	<ol style="list-style-type: none"> 1. Shall be personally involved in, and responsible for, directing the evaluation and management and care transitions of individual patients under their care and supervision. The attending psychologist has the ultimate responsibility for all decisions regarding their patients. 2. Shall be responsible for providing oversight and supervision of all care provided by APTs enrolled in Psychology Postdoctoral Training Programs. This responsibility includes being immediately available when required. Immediately available means that the attending or supervising psychologist is physically within the hospital or other site of patient care, and is immediately available to provide direct supervision. <ol style="list-style-type: none"> a. Shall delegate responsibility to the Advanced Postgraduate Trainee and other caregivers for the care of a patient under an appropriate level of supervision based upon the patient's clinical problems and condition, the complexity of the management plan, and the experience and judgment of the Advanced Postgraduate Trainee being supervised. b. Shall be expected to comply with the Code of Conduct at all times in regard to Advanced Postgraduate Trainee supervision and shall encourage each Advanced Postgraduate Trainee to seek guidance from the attending at any time the Advanced Postgraduate

	<p>Trainee believes it to be necessary in the care of the patient. At a minimum, the Advanced Postgraduate Trainee must be told to notify the attending of significant changes in the patient's condition, regardless of the time of day or day of week.</p> <ul style="list-style-type: none"> c. Shall communicate clearly to each Advanced Postgraduate Trainee involved in the care of the patient when the attending expects to be contacted by the Advanced Postgraduate Trainee. d. Shall be notified immediately by an Advanced Postgraduate Trainee for any "significant changes" in a patient's condition, such as admission to hospital of any unstable patient, as appropriate.
<p>Advanced Postgraduate Trainee (APT) enrolled in Psychology Postdoctoral Training Programs</p>	<ul style="list-style-type: none"> 1. Shall be responsible to speak up regardless of the time of day, or day of the week to identify real or perceived safety concerns, uncomfortable situations, or confusion about care provided in the course of patient care, and go up the Chain of Command if concerns are not addressed. 2. Shall speak up in good faith free from any retribution or penalty. 3. Shall follow procedure actions outlined in Speak Up With Safety Concerns UMHC Policy 05-01-004. 4. Shall be aware of and comply with the training program's supervision policies. 5. Shall immediately notify the responsible attending psychologist for any "significant changes" in the condition of a patient, which includes each of the following situations: <ul style="list-style-type: none"> a. Admission to hospital of any unstable patient b. New disclosure or significant change in report of suicidal intent, homicidal intent or self-harm behaviors c. New disclosure or significant change in report of hallucination or uncommon neurological symptoms affecting functioning in non-hospitalized patients

UNIVERSITY OF MICHIGAN MONITORING OF SUPERVISION

- A. The Graduate Psychology Education Committee and each Program Director is responsible for monitoring the supervision of all APTs enrolled in Psychology Postdoctoral Training Programs, identifying problems, and devising plans of action for their remedy.

- B. At a minimum, the monitoring process must include:
 - 1. A review of compliance with inpatient and outpatient documentation requirements, as part of medical record reviews;
 - 2. A review of American Psychological Association concerns and follow-up actions, as appropriate;
 - 3. A review by the Graduate Psychology Education Committee of all incidents, risk events, and claims with complications to ensure that the appropriate level of supervision occurred in each of these situations.