

**SECTION - THERAPY SERVICES
ADMINISTRATIVE DIRECTIVE NO. 422
(Replaces AD 422 Dated 8/1/2005)**

Effective Date: August 10, 2006

SUBJECT: PSYCHOLOGY DEPARTMENT

I. PURPOSE

This administrative directive defines the organizational functions of the Psychology Department.

II. AUTHORITY

Special Order 008; Health and Safety Code 1316.5; Title 22, Section 71503; By order of the Executive Director.

III. POLICY

It is the policy of this hospital that psychological services shall be available to each individual served. Psychological services are provided through the organization of various service areas, clinical programs, and projects. Each psychologist assigned to a clinical program will be expected to set priorities for delivery of services that are in accord with hospital policy, program and project goals, evaluation of individual needs and the standards and ethics of the profession.

Psychological services include the following: evaluation; diagnosis assessment; psychotherapy and other therapeutic interventions to improve the functioning of individuals, groups, and/or families; consultation and training for hospital staff; development of clinical wellness and recovery plans; delivery of other recovery-oriented services; supervision of psychological services; forensic evaluations and expert testimony; and psychological research and program evaluation.

IV. METHOD

The psychology staff are organized professionally as the Psychology Department, which shall meet at least once a month, and which operates according to Medical Staff Bylaws and department procedures reviewed by the Medical Staff Executive Committee and approved by the Governing Body.

As the general supervisor of psychology at Coalinga State Hospital (CSH), the Chief of Psychology is a Senior Psychologist Supervisor with designated responsibilities for organizing and coordinating the Psychology Department. Subject to the rules and regulations of the Department of Mental Health and other state and federal agencies, the Chief of Psychology is responsible for clinical definition, direction and evaluation of

the clinical specialty; assures conformance with the Psychology Department approved standards of practice; provides for clinical supervision and training of psychology staff; implements quality assurance evaluation and monitoring systems for the delivery of psychological services; completes the annual performance appraisal of psychologists; and participates in hospital-wide policy formulation and planning.

The Psychology Department Chair, elected by the active Department membership according to Medical Staff Bylaws, is responsible for representing Psychology Department concerns and issues to the Chief of Psychology and the administration. The Psychology Chair works cooperatively with the Chief of Psychology to ensure compliance with Psychology Department Procedures and to facilitate the quality assurance functions of the Department.

In addition to responsibilities with the Medical Staff, The Psychology Department contributes to service delivery and hospital organization through activities that include:

- A. Advising the Executive Director, Clinical Administrator, Medical Director, Coordinator of Nursing Services, and the Chief Physician in matters relevant to the practice of psychology.
- B. Recommending the appointment of representatives from the Psychology Department on all appropriate hospital committees.
- C. Maintaining an active Credentials and Privileges Review Committee that reviews the credentials of all applicants for psychology positions prior to their Qualifications Appraisal Panel (QAP).
- D. Arranging for and approving supervision plans for unlicensed psychologists and psychologists who are developing new areas of competence.
- E. Providing training and professional development for all psychologists.
- F. Recruiting, orienting, and assisting new psychologists, and in the future, maintaining a high quality Clinical Psychology Internship Program.

V. HIRING PRACTICES AND QUALIFICATIONS

- A. Psychologists must have a doctorate from an accredited school of psychology, possess a valid California license or be license eligible, and must also meet other minimum qualifications established by the California State Personnel Board as determined by the appropriate specialty area.
- B. The Credentials and Privileges Review Committee of the Psychology Department shall review all applications for employment as a psychologist or a related position that provides privileged or practice psychological services. The Credentials and Privileges Review Committee shall verify the qualifications of each applicant to ensure that the candidate meets the minimum qualifications as determined by the State Personnel Board. The Credentials and Privileges

Review Committee shall review/interview candidate prior to the hiring interview, to assess suitability for meeting the specific needs of this facility and outlining areas of privilege or practice and/or needs for supervision.

- C. The Chief of Psychology shall recommend the hire of all new psychologists prior to the employment offer.

VI. SUPERVISION AND ACCOUNTABILITY

- A. Program psychologists are accountable to and administratively supervised by a Senior Psychologist (Supervisor) or Program Director.
- B. When assigned administratively to the Program Director, the quality of the Psychologist's clinical work is evaluated and/or supervised by the Psychology Department.
- C. All psychologists who are not licensed to practice independently in the State of California, all postdoctoral fellows in psychology, all graduate student assistants providing psychological services, and all psychologists who seek additional training outside of their previous education, training, and experience will receive supervision in keeping with the guidelines of the Board of Psychology as outlined in Title 16 of the California Administrative Code. The Chief of Psychology will maintain a documentation file containing all supervision plans (including those of unlicensed psychologist).
- D. Licensed members of the Psychology Department who provide clinical services must apply for provisional privileges through the Psychology Department Credentials and Privileges Review Committee within five (5) working days of their initial employment date.
- E. All new members and adjunct staff of the Psychology Department will be assigned a proctor by the Chief of Psychology, for a minimum of one (1) hour face-to-face supervision weekly for the civil service probationary period.
- F. Licensed members of the Psychology Department who provide clinical services will apply for active membership through the Psychology Department Credentials and Privileges Review Committee no later than 30 days prior to the end of their civil service probationary period. An evaluation from the assigned proctor addressing areas of clinical competence will be required as part of the review process.
- G. Unlicensed psychologists and associate psychology staff who provide clinical services will submit a supervision plan to the Psychology Department Credentials and Privileges Review Committee within 30 days of their initial employment date. This plan will include a minimum of four (4) hours of supervision a week in accordance with the requirements of the Board of Psychology, State of California Board of Medical Quality Assurance.

- H. Licensed Psychologists who wish to acquire clinical supervision in order to meet the criteria for a specific psychology staff privilege must submit an acceptable supervision plan to the Credentials and Privileges Review Committee of the Psychology Department prior to practicing the privileged service.
- I. It is the responsibility of the adjunct practitioner who is providing direct psychological services to maintain an accurate, current, approved supervision plan on file with the Credentials and Privileges Review Committee of the Psychology Department.
- J. Members of the Psychology Department who are not licensed as psychologists in the State of California and/or newly employed psychologists during their probationary period shall conduct all clinical activities under the supervision of a member of the Psychology Department.
- K. Determination of clinical privileges shall be based upon the applicant's specific requests and other relevant information including privileging criteria approved by a majority of the Psychology Department and authorized by the Governing Body.
- L. Re-determination of clinical privileges shall be made at least biennially and no longer than triennially beginning with a recommendation from the Psychology Department through its Chair and Chief, and subject to review by the Credentials Committee and Executive Committee of the Medical Staff prior to Governing Body approval.

VII. ANNUAL PERFORMANCE APPRAISAL

All psychologists will have the quality of their practice reviewed by an elected Peer Review Committee on an annual basis. This review will evaluate each psychologist's compliance with hospital policy, while ensuring that the professional performance of each psychologist conforms to state licensure requirements, local standards of practice and the ethical standards of the American Psychological Association. The Chief of Psychology is responsible for overseeing the annual Performance Appraisal process and formulating a written summary to the administrative supervisor consistent with the procedures of the Psychology Department.

A special review may be initiated by way of a formal written complaint regarding the ethics or quality of practice of a psychologist and shall be processed by the Psychology Department, and consistent with Articles VI and VII of the Medical Staff Bylaws.

VIII. DUTIES

Consistent with the Hospital's generic duty statement, the Chief of Psychology and Supervising Senior Psychologist or Program Director shall develop a specific duty statement noting those areas of service to be provided in relation to the psychological needs of individuals served, within the structure and preview of the program. This will be done in collaboration with the Psychologists. The duty statement should address the following:

- A. The role of the psychologist as a member of the wellness and recovery team;
- B. Provision of psychological assessment and evaluation services;
- C. Delivery of psychological interventions (i.e., courses, groups, or other therapeutic activities) to individuals on the unit and/or in the Psychosocial Rehabilitation Mall;
- D. Documentation of psychological services including written assessments/evaluations, individuals' progress notes, and court evaluations;
- E. Provision of service as an expert witness to courts;
- F. Administrative, management and supervisory duties when these are components of the psychologist's assignment;
- G. Clinical accountability to the Chief of Psychology and to the quality assurance functions of the Psychology Department, including participation in Department committees and the provision of clinical supervision when assigned.

IX. CLINICAL PSYCHOLOGY INTERNSHIP (When Implemented)

- A. The Psychology Internship Director, a Senior Psychologist-Specialist, is responsible for the overall administrative operation of the Internship Program, while the responsibility for evaluating the quality of clinical supervision and training is under the direction of the Chief of Psychology.
- B. All clinical psychology interns will meet the guidelines for supervision outlined in the Psychology Department Internship Policy.



W. T. VOSS
Executive Director

Cross Reference(s):

A. D. No. 206 – Medical Staff Committees