



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Instructions for Arranging Practicum Placements

(Revised 6-16-16)

1. **Required Procedures:** All psychologists on the faculty of the Yale Department of Psychiatry are required to use the process outlined below for bringing graduate students into the university for practica in the Department and its affiliated institutions, with the exception of the VA Connecticut Healthcare System.
 - a. These procedures can be used with psychology students and students from other disciplines.
 - b. These procedures can be used for clinical and/or research training experiences.
 - c. All graduate students placed in VA practica involving clinical care or research must have a VA appointment. These are obtained by following internal VA procedures. The Yale procedures below are not used in this situation because of the student's VA (non-Yale) status.
 - d. Undergraduate students may be brought into the Department and its affiliated institutions using different procedures, which can be found at: <http://provost.yale.edu/policies/visiting-students-research-yale-laboratories>.

2. **Determine the Student's Eligibility:** To be eligible for a practicum, the student must meet the following requirements.
 - a. The student must be currently enrolled and in good standing in a graduate program.
 - b. The program must be regionally accredited.
 - c. If the student is enrolled in a clinical or counseling oriented doctoral program in psychology the program must be APA accredited.

3. **Training Affiliation Agreement:** For a graduate student to participate in a practicum placement in the Yale Department of Psychiatry and its associated clinical facilities there must be a Training Affiliation Agreement signed by authorized representatives of the student's university and Yale. This is an Agreement developed by Yale and available on the Psychology Section practicum webpage <http://medicine.yale.edu/psychiatry/psychology/education/practicum.aspx>. Yale will not accept Agreements developed by the student's graduate school, and this Agreement can only be used with graduate students (not undergraduates). The Agreement between the student's university and Yale need only be executed once. It will cover all future practicum students from that school until the Agreement is terminated by either the student's university or Yale. The Yale faculty member hosting the practicum student should complete the following steps:
 - a. Read the Agreement so that you are familiar with its contents and requirements.

- b. Determine if there is an existing Agreement between the university and Yale by contacting the Psychology Student Coordinator at psychsec@yale.edu. No action is required on the Agreement if: (1) a signed Agreement exists or (2) the student is enrolled in the Yale Department of Psychology graduate program.
 - c. If no signed Agreement exists, request that the Student Coordinator provide that university with a copy of the Agreement for review and signature by an authorized university official. To facilitate this process provide the Student Coordinator with the name of the university, name of the student, and the name and email address of your university contact, such as the graduate school training director. You will be notified when the Agreement has been successfully executed by the other university and Yale.
4. **Placement Description:** A Practicum Placement Description must be completed for every student.
- a. Download the form from the practicum webpage.
 - b. Complete the form in collaboration with the student.
 - c. Have the form signed by the student and the graduate school representative.
 - d. Sign the form as the primary faculty supervisor at Yale.
 - e. Provide a fully signed copy to the student, the student's graduate school representative, and to the Psychology Student Coordinator.
5. **Required Verifications:** Yale requires written verification of numerous items from the student's school. These verifications are obtained through a signature by the school's representative on the Placement Description form. The verifications are automatically assumed to be in place for practicum students from the Yale Department of Psychology.
6. **Human Resources Requirements:** To process the student through the Yale Human Resources system, complete the following tasks:
- a. Inform the student that his/her formal status in the Human Resource system will be "Sponsored Identity".
 - b. Download the Human Resource Data Collection Form from the practicum webpage, have the student complete it, and submit it to the Student Coordinator.
 - c. Obtain a Curriculum Vitae from the student and submit it to the Student Coordinator.
 - d. Direct the student to log on and activate their Net ID and create a password using instructions provided by the Student Coordinator.
 - e. Instruct the student in use of a Yale email address, which will be provided by the Student Coordinator to all practicum students based at CMHC. Students placed at YNHH will receive an email address from YNHH and may use this for all communications within Yale and YNHH.
 - f. Provide the student with directions for completing the Yale Training Assessment. These can be accessed on the practicum webpage. Direct the student to take the online Yale Training Assessment and then complete all trainings that are mandated as a result of the assessment.

- g. Note: A background check is not required by Yale University. Verification that a background check was conducted by the graduate school and passed by the student will be obtained on the Practicum Placement Description form.

7. **Facility-Based Requirements:** Follow the directions below regarding facility-based requirements:

Connecticut Mental Health Center

- a. Practicum students placed at the CMHC Child and Adolescent Service at West Haven must complete criminal and child welfare background checks, obtain a negative finding on a TB screen, and provide evidence of physical health through a recent physical exam. The faculty at the Child and Adolescent Service provide to students the forms necessary to complete these requirements.
- b. CMHC does not complete a State Background check on Yale staff and students, with the exception noted immediately above.
- c. For Yale practicum students placed at CMHC, a State of Connecticut (DMHAS) agreement with the student's graduate school is not required. The Yale agreement described above is sufficient.

Yale-New Haven Hospital

- a. The student must complete the YNHH Clinical Fellow application. The application and instructions can be found at: <https://www.ynhh.org/medical-professionals/clinical-fellows.aspx>.
- b. Routine background checks are not performed for practicum students by YNHH. If one is required, the YNHH Medical Staff Office will notify the student.

8. **Completion Deadlines:** The Training Affiliation Agreement and Placement Description must be signed by all parties prior to the start of the practicum. Human Resource requirements must be completed within two weeks of the start date. CMHC and YNHH establish deadlines for their internal requirements regarding these students.
9. **Orientation:** The primary faculty supervisor at Yale is responsible for organizing a thorough orientation of the student to the practicum and to all relevant Yale and facility policies and procedures.