



Postdoctoral Health Psychology Consortium

POSTDOCTORAL FELLOW HANDBOOK

Postdoctoral Fellowship in Clinical Health Psychology
with focus on Primary Care

The Florida State University College of Medicine Clinical Health Psychology Postdoctoral Fellowship Handbook is published annually. Information contained in this handbook is subject to change.

Table of Contents

Introduction	4
Institution Information	4
College of Medicine: Mission & Vision Statements	4
Clinical Health Psychology Postdoctoral Program: Mission & Vision Statements.....	4
History of FSU College of Medicine and the Health Psychology Fellowship Program.....	5
Training Setting	5
Program Leadership Structures & Faculty	6
Orientation of New Fellows	6
Training Program	7
Overview	7
Objectives and Competencies.....	8
Clinical Program Training Activities	9
Sample Schedule	10
Program Activities.....	10
Didactic Training	11
Teaching.....	11
Supervision.....	12
Sample Supervision Contract	13
Evaluations.....	18
Sample Evaluation Form	19
Sample Self-Assessment Form	26
Postdoctoral Awards & Professional Opportunities	28
Postdoctoral Awards.....	28
Benefits	29
Health Insurance Coverage Information.....	29
Paid Time Off (PTO).....	29
Professional Development Allowance	29
Attendance and Leave	30
Attendance Expectations	30
Leave Requests	30
Time Off impact on Program and Licensing Requirements	31
Sample Leave Form	32

Dress Code	33
E-mail Content and Signature Policy.....	34
Voicemail Guide	35
Business Cards.....	35
Wellness.....	35
Mistreatment Policy.....	35
Emergency Operations Plan.....	38
Due Process Policy	39
Due Process Procedure	40
Grievance Policy.....	43
Sample Remediation Plan	44

Introduction

The Handbook for Postdoctoral Fellows provides an overview of the history and administrative structure of the Postdoctoral Fellowship, and the University, and also presents information on various processes and procedures Fellows will encounter in their role. The processes outlined in this handbook are those of direct relevance to Fellows; however, Fellows are also subject to the larger organizational policies that guide the Florida State University and the FSU College of Medicine.

Institution Information

College of Medicine: Mission & Vision Statements

Mission

The mission of the Florida State University College of Medicine is to educate and develop exemplary physicians who practice patient centered health care, discover and advanced knowledge, and are responsive to community needs. Especially through service to elder, rural, minority and underserved populations.

Vision

The FSU College of Medicine will lead the nation in preparing compassionate physicians to deliver the highest quality 21st century patient centered medicine to communities of greatest need, advancing the science of this care and developing innovative educational programs in these communities.

Clinical Health Psychology Postdoctoral Program: Mission & Vision Statements

Mission

The mission of the Postdoctoral Fellowship in Clinical Health Psychology is to develop health psychologists who can provide culturally and linguistically appropriate care within integrated primary care settings and who have the knowledge and skills to work in academic medicine.

Vision

FSU College of Medicine will lead the nation in preparing compassionate, culturally diverse health psychologists to provide care for communities in greatest need and advance the science of this care within an interprofessional delivery system.

History of FSU College of Medicine and the Health Psychology Fellowship Program

Florida State University College of Medicine (FSU COM), The first new medical school of the 21st century was established in June 2000 by the Florida Legislature, with the mission of serving the unique needs of Floridians. Specifically, the college was founded to train physicians with special emphasis on providing health care for medically underserved populations in rural and inner-city areas and to address the needs of the growing geriatric population in the state and nation.

The Florida Legislature created the FSU College of Medicine with clear legislative mandates concerning the structure, mission, and service to the State of Florida. In May of 2001, the inaugural class of 30 students was admitted. Following the initial provisional accreditation in October 2002, the FSU COM was granted full accreditation by the Liaison Committee on Medical Education (LCME) in February 2005. FSU COM became the first new allopathic medical school established in the United States in over 20 years. In July 2003, the inaugural class began clerkship rotations in the regional campuses located in Orlando, Pensacola and Tallahassee. The Sarasota Regional Campus was added in July 2005, along with a rural medical education program in Marianna, FL. In July 2006, the Tallahassee Regional Campus expanded to include training for a limited number of third year students in Thomasville, GA. In July 2007, the COM's last two regional campuses located in Daytona Beach and Fort Pierce accepted their first group of third year students. In addition, the FSU Isabel Collier Read Medical Campus opened in Immokalee, Florida, offering clerkships for 3rd and 4th year medical students from all six regional campuses and rural rotations for residents from the FSU COM Family Medicine Residency at Lee. The campus focuses on serving populations consistent with the FSU COM mission.

The first Postdoctoral Fellow was accepted to the Isabel Collier Read Medical Campus in 2008 in affiliation with the Healthcare Network. The Fellowship has expanded into a consortium consisting of Primary Care Clinics at Healthcare Network and the Lee Health System, along with FSU COM Isabel Collier Read Medical Campus in 2019. The Isabel Collier Read Medical Campus is home to the FSU Center for Child Stress and Health, established in 2016. The Center is an affiliate of the National Child Traumatic Stress Network and serves as a resource, training, and Research Center.

Training Setting

The Fellows train at the Isabel Collier Read Medical Campus, which encompasses two clinical sites: the Healthcare Network in Immokalee and the Lee Health System in Fort Myers, as well as the FSU Center for Child Stress & Health. Individual office space is available for Fellows. Both sites have designated areas for classroom/group teaching and state-of-the-art technology, which includes video conferencing capabilities to connect with other FSU COM campuses and faculty. This allows Fellows to receive training and support from FSU COM faculty and staff from regional campuses across the state. FSU is designated a preeminent University in the State of Florida. Central Campus provides full institutional support for research endeavors. Fellows have full access to the FSU COM McGuire Medical Library. All of the medical library's resources are electronic and available 24 hours a day, seven days a week. Fellows have access to over 2,400 medical and biomedical journals. Evidence based medicine and mobile resources are especially applicable to the online environment, providing access to medical library resources from any internet enabled device. The Isabel Collier Read Medical Campus houses:

The Healthcare Network (HCN) Federally Qualified Health Center. The health center includes Pediatrics, Family Medicine, Internal Medicine (including a specialty HIV clinic), Obstetrics, Gynecology and

Behavioral Health Services. All clinics work within an integrated model of care, with fellows, faculty psychologists and physicians working collaboratively in patient care. The HCN was founded as a nonprofit organization in 1977 by a group of community leaders in Immokalee, Florida to address the health issues of migrant and seasonal farm workers, rural poor, and other citizens in the area. Their first facilities were two small trailers in Immokalee. From the start, the nonprofit was committed to providing basic medical and dental healthcare services at an affordable cost while ensuring dignity and respect to each individual served. The HCN participates in the Accreditation Association for Ambulatory Health Care (AAAHC) accreditation program. Today, the Healthcare Network serves a culturally and linguistically diverse population in 14 healthcare sites in Immokalee and Naples.

Lee Health was founded in 1916 and is the fifth largest health care system in the US. With 1,400 inpatient beds in five hospitals and an average daily census of 900 patients. The system includes the vast majority of all inpatient and outpatient facilities in Lee County. Lee Health is an award-winning health care system with more than a million patient contacts each year. The staff is routinely recognized for the compassionate and dedicated care they provide to their patients. More than 9,500 employees and 4,500 volunteers are part of Lee Health. The medical staff totals nearly 1,130 Lee County physicians. The Postdoctoral fellows work in outpatient Lee clinics, including the FSU Family Medicine Residency Program, the Family Medicine Clinic at Plantation and the Lee Community Clinic at Lehigh. These clinics provide experience working within. Federally Qualified Health Center and Patient Centered Medical Home models of care. All clinics work within an integrated model of care, with Fellows, faculty psychologists and physicians working collaboratively in patient care. Lee Health is committed to meeting the continuum of health care needs of the diverse community.

The FSU Center for Child Stress & Health is an integrated primary care resource center for patients, families and healthcare providers of children exposed to toxic stress, especially children living in rural, minority and underserved communities. The Center is an affiliate of the NCTSN. And serves as a national resource on effective treatment and service approaches for child trauma experienced by children from immigrant and rural families. Fellows interested in research may collaborate with faculty. There may also be opportunity for an optional second year research Fellowship with faculty on a research project.

Program Leadership Structures & Faculty

Dr. Rivera-Morales is an Assistant Professor and the Program Director for the ICR Postdoctoral Health Psychology Consortium. She is the coordinator for Postdoctoral Fellowship rotations at the Lee Health System in Fort Myers and Lehigh. Dr. Rivera-Morales is a Licensed Clinical Psychologist in Florida, and her direct clinical service is in Family Medicine at the Lee Community Healthcare located in Lehigh Acres where she also provides individual clinical supervision.

Orientation of New Fellows

Introduction

FSU COM recognizes the importance of an orientation program to provide professional support and familiarity with the mission, infrastructure, policies and procedures of the COM and its partner clinical sites.

Fellows are given a hard copy of the Fellows Handbook on the first day of orientation. An electronic copy can be accessed on the Program's [website](#). Fellows will be given a checklist of tasks to complete so that they are fully prepared to work in the clinical setting and to function within the academic program.

Before Arrival

- Complete all FSU Employment Forms required by Human Resources, including a background check.
- Provide required documentation including separate background checks for credentialing at the assigned clinical sites (Lee Health or HCN).
- The Program Coordinator, Ashley Bright is available to answer Fellow's questions about requirements. She can be reached at ashley.butler@med.fsu.edu or (239)658-3729.
- Glendy Perez, Campus Program Manager serves as the liaison between Fellows and the FSU Human Resources Office throughout the Fellowship. She can be reached at Glendy.perez@med.fsu.edu or (239)658-3117.

Orientation

- All Fellows participate in a formal orientation to the program as well as orientation to their clinical sites.
- Structured orientation includes:
 - Philosophy and Mission of the College of Medicine
 - Requirements of the Postdoctoral program
 - Introduction to faculty
 - General introduction to integrated primary care
 - Orientation to the clinical sites and required specific site training
 - Review of handbook which includes general expectations for performance, competencies, and evaluations
 - Training of electronic medical records used at placement sites
 - Meetings with primary supervisors to sign supervision contracts

Training Program

Overview

The Postdoctoral Fellowship in Clinical Health Psychology is a training program of the FSU College of Medicine. The Fellows train at clinical sites affiliated with FSU COM along with medical students and medical residents. It is focused on the training and development of psychologists to work in primary care settings. The one-year training follows a biopsychosocial model focusing on the interaction of biological, psychosocial and medico-legal variables. Fellows develop skills to function as an integrated member of a primary care team serving patients across the lifespan. Focus is on, assessment and intervention approaches consistent with patient presentations within the primary care structure. The training closely follows and is based on the standards set by the American Psychological Association of Accreditation for Health Service Psychology. The program is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC).

Objectives and Competencies

Program Aim - Train Psychologists to provide culturally appropriate integrated care in primary care settings with emphasis on underserved populations.

Objectives:

- Develop skills to work effectively within an interprofessional team.
- Recognize the role of development across the life course in patient care.
- Develop skills to implement evidence-based practices with time efficiency.
- Recognize and work with the population health model of care.
- Develop skills to address chronic disease management.
- Demonstrate respect, compassion, and integrity with patients.
- Apply cognitive behavioral approaches to assessment and treatment in a primary care setting.
- Acquire knowledge of common medical conditions, procedures, and medications when developing psychological interventions.
- Develop knowledge and skills necessary to practice with underserved and rural populations.
- Utilize advanced skills in behavior change, including enhancing motivation to change.
- Use information technology to support telepsychology, patient care decisions and patient education.
- Develop knowledge and skills in medical education and preparation for teaching in an academic medical environment.

Expected Competencies at Conclusion of Fellowship

Competencies expected of the Postdoctoral Fellows will target the components established by the APA Interdivisional Committee for a Primary Care Curriculum. The competencies are grouped into six clusters: Science, Systems, Professionalism, Relationships, Application, and Education.

Cluster	Competencies
1. Science	Science Related to the Biopsychosocial Approach Research/Evaluation
2. Systems	Leadership/Administration Interdisciplinary Systems Advocacy
3. Professionalism	Professional Values & Attitudes Individual, Cultural and Disciplinary Diversity Ethics in Primary Care Reflective Practice/Self-Assessment/Self-Care
4. Relationships	Interprofessional Building and Sustaining Relationships in Primary Care
5. Application	Practice Management Assessment Intervention Clinical Consultation
6. Education	Teaching Supervision

Clinical Program Training Activities

The clinical rotations provided by the Fellowship give Postdoctoral Fellows a unique opportunity to train in clinical health psychology within an ***Integrated Primary Care*** setting. Integrated Primary Care is a model that combines medical and behavioral health services for the spectrum of problems that patients bring to primary medical care. Because most patients in primary care have a physical ailment affected by stress, problems maintaining healthy lifestyles, or a psychological disorder, it is clinically effective and cost effective to make behavioral health providers part of primary care. Patients can feel that for any problem they bring, they have come to the right place. Teamwork of mental health and medical providers is an embodiment of the biopsychosocial model (See <http://www.integratedprimarycare.com>).

Fellows will see patients in ambulatory primary care clinics which includes services in Adult & Family Medicine, Women's Health and Pediatrics.

Lee Health (Fort Myers)

- FSU Family Medicine Program at Lee
- Lee Community Clinic at Lehigh
- Lee Family Medicine at Plantation

Healthcare Network (Immokalee)

- Family Medicine/Internal Medicine
- Pediatrics
- Women's Health

While the established rotations are standard, the length of time spent at a particular training site may vary slightly from year to year based on the interests of the postdoctoral Fellow and the clinical needs of the clinic.

Optional: Research

Center for Child Stress & Health

Fellows have the opportunity to collaborate in research at the Center for Child Stress & Health to increase their knowledge and skills in the area of trauma in children and families. Fellows have the opportunity to participate in Center outreach activities and research.

When a second year Research Fellowship is available, priority is given to individuals who completed the Clinical Fellowship at FSU.

Sample Schedule

Healthcare Network

	Monday	Tuesday	Wednesday	Thursday	Friday	
8a	Patient Care	Patient Care	Patient Care	Patient Care	Patient Care	
9a						
10a						
11a						
12p						
1p	Lunch	Lunch	Lunch	Lunch	Lunch	
2p	Patient Care	Administrative Time	Trainings: Didactics Supervision Case Consultation	Patient Care	Patient Care	
3p						
4p						
5p	Group Therapy for Obesity or Trauma Informed Telepsychology may be scheduled one day per week during this block.					
6p						

Lee Health

	Monday	Tuesday	Wednesday	Thursday	Friday
8a	Patient Care	Patient Care	Patient Care	Patient Care	Patient Care
9a					
10a					
11a					
12p	Lunch	Lunch	Lunch	Lunch	Lunch
1p	Patient Care	Administrative Time	Trainings: Didactics Supervision Case Consultation	Patient Care	Patient Care
2p					
3p					
4p					
5p					

Program Activities

Productivity Expectations: Postdoctoral Fellows are *trainees* and are also clinicians who are being compensated for the delivery of behavioral health services at each clinical site. The priority is the training need of each Fellow. Productivity expectations will be mindful of Fellows' trainee status while gradually preparing Fellows to meet the level of performance expectations seen in typical primary care settings.

Fellows receive periodic "care reports" from each clinical site outlining several other clinical performance measures (i.e., patient satisfaction scores, documentation time, etc). These help in the training of systems competencies.

Didactic Training

- *Behavioral Health Didactics*: This is a weekly mandatory attendance seminar for all Fellows that covers various topics to build core knowledge and skills in practicing primary care psychology. Seminar topics emphasize the reciprocal and dynamic influence of biological, psychological, and social factors on the etiology, treatment and experience of illness and disease. Issues of diversity and culture are discussed as they pertain to providing culturally appropriate care. Seminars are taught by faculty including psychologists, physicians, and pharmacists as well as health administrators with experience in integrated healthcare delivery.
- *Consultation Group*: Weekly group attended by all Fellows and supervised by faculty focusing on cases that have teachable elements for group learning and an opportunity for Fellows to practice presentation skills and consultation. Emphasis is placed on supervision skills with colleagues.

Teaching

- *Doctoring 3 and Residency Didactics and Behavioral Health Didactics*: This is an opportunity for multidisciplinary training/learning between psychology and medical trainees. The overall goal of participation is to enhance Fellows' teaching skills within an academic health setting. Fellows will have the opportunity to be assigned specific topics for presentation to medical students, residents and/or psychology Fellows. Presentations will be developed with faculty supervision. Additionally, Fellows will provide clinical consultation/ teaching to medical students completing rotations in their units.
- *Cross-cultural Medicine/Service Learning*: Fellows are expected to participate in service-learning experience where Fellows are immersed into the community for outreach activities to deliver primary care and education. Faculty and trainees from the FSUCOM as well as from other FSU programs and residencies work together on these outreach projects. This experience is designed to prepare Fellows to work in underserved areas and to have knowledge of public health and diseases commonly found in such communities.
- *Journal Club/Medical Humanities*: Some Didactics seminar sessions focus on scientific literature. This experience allows Fellows to enhance evidence-based practice and to advance their skills at analyzing the quality, validity, and relevance of available evidence. Additionally, twice a year the session will focus on discussion of a common selected book to enhance cultural diversity.
- *Committees*: Fellows will participate in medical staff meeting and may be assigned to clinic/health system committees to enhance competencies in administration and systems.

Supervision

Each Postdoctoral Psychology Fellow receives a minimum of two hours of individual supervision by a Licensed Psychologist/FSUCOM Faculty Member. One hour is for traditional scheduled supervision and one hour is live in-clinic consultation consistent with the integrated care model. Additionally, all Fellows participate in one hour per week of group consultation. Supervisors are assigned to each rotation based on their expertise within that specialty domain and patient population. All supervisors follow an “open door” policy and are readily available for additional and informal supervision session as needed. The structure and content of supervision in Primary Care often mirrors the pace and structure of the Primary Care setting. Supervision frequently occurs at times outside of, and in addition to, the scheduled supervision blocks. Such supervision is flexible and occurs in real-time. Supervisory consultations may include questions regarding diagnostic clarification, treatment planning, care coordination, appropriate triage, and practice management. Furthermore, the content of supervision in primary care is not exclusively about the treatment of patients as working in primary care adds layers of complexity to interprofessional practice, ethics, and practice management. Fellows sign a supervision agreement with their individual supervisors and with the Program Director at the start of the Fellowship. Supervisor also incorporates professional mentoring [for the transition to independent practice / employment].

Sample Supervision Contract



THE FLORIDA STATE UNIVERSITY
COLLEGE OF MEDICINE

Postdoctoral Fellowship in Clinical Health Psychology *Supervision Agreement*

This agreement is entered into by _____
and supervisor assigned below regarding the Postdoctoral Fellowship in Clinical Health Psychology at
The Florida State University College of Medicine, Immokalee Health Education Site in Immokalee, FL.
The agreement is effective from **09/01/20XX** to **08/31/20XX**.

Licensed Supervisors will include	Dr. XXXX	FL License # FL YYYY
	Dr. XXXX	FL License # FL YYYY
	Dr. XXXX	FL License # FL YYYY

Purpose of the Agreement:

This document is designed to establish the parameters and responsibilities of the supervisory relationship. The purpose of supervision is to facilitate personal and professional growth of the trainee, to monitor and evaluate student progress and activities, and to ensure quality services are provided to clinic patients. Specific guidelines and expectations regarding the process of supervision will be discussed in detail during our initial meeting.

Description of the Program:

The Florida State University College of Medicine offers a one-year Postdoctoral Fellowship in Clinical Health Psychology. The Fellowship Program will have an emphasis on Primary Care Psychology. Trainees in the program will provide clinical services under the supervision of a licensed clinical psychologist, as named above. The training program is designed to meet licensure requirements for psychologists in Florida. Trainees will attend the training site(s) five days per week and agree to commit 40 hours per week to working at the site(s) [40 hours are required of educational activities]. Specified times will be determined collaboratively based upon Fellow, supervisor, and training site needs and requirements. Fellows may be required to complete readings and clinical paperwork outside of the 40 on-site training hours as well as attendance to occasional required provider staff meetings.

Roles and Responsibilities

Both supervisor and supervisee are expected to be on time and organized when attending regularly scheduled supervision meetings. If a trainee is unable to attend a supervision session, the supervisor should be notified via e-mail or phone as soon as possible. Missed sessions due to holidays, illnesses, or

emergencies can be rescheduled based on supervisor's availability. During the course of supervision, trainees can expect to receive didactic assignments relevant to the activities and goals experienced during evaluation and treatment of clients. All supervision assignments are designed to increase the professional development of the trainee. As part of the Postdoctoral Fellowship training, formal didactic sessions will also be scheduled on a weekly basis. Fellows are expected to attend sessions regularly; however, if unable to attend a didactic, the trainee will be responsible for making arrangements to obtain the missed material/content.

While supervision will be used to complete some limited site administrative tasks and to review notes and other paperwork, supervisors will ensure ample time each week during supervision sessions designated to answering trainee questions and improving the effectiveness of therapeutic interventions. Supervisors are also committed to being available when needed between supervision sessions and to being fully invested in the trainee's skill development, growth, and learning. Supervisees can contact their supervisors accordingly if questions or concerns arise between weekly meetings. In the case of emergencies, call your direct supervisor first. If they are not available, call the on-call supervisor or Dr. XX..

Supervision and Conflict

Sometimes in the course of supervision, conflicts may arise. Initially students should make every effort to resolve conflicts or concerns within the context of the supervision. However, if the trainee's efforts to resolve conflicts or concerns directly with the supervision do not resolve the problem, they should contact the Director of the Program. Formal Due Process and Grievance Process procedures are outlined in the Fellowship Handbook.

Legal and Ethical Issues

During the course of supervision, trainees will inform all patients that they are working under supervision and that certain information may have to be disclosed in supervision. Trainees will provide the name and contact information of their supervisor to clients. Trainees are able to share confidential patient information with the supervisor to ensure quality care. Supervisors make every effort to maintain the confidentiality of trainee personal information that may be relevant to clinical work and discussed in the course of supervision; however, there may be situations in which a supervisor seeks consultation from other supervisors, the Program Director may share limited information. Supervisors will make every effort to communicate with trainees about any information that may be shared.

Trainees are expected to abide by the APA Ethical Principles of Psychologists and Code of Conduct as is any clinical staff at the training site and ethical violations may result in disciplinary action or termination of the supervisee's training contract. Likewise, trainees are expected to follow Florida laws as they pertain to clinical care.

Training Plan

Primary Training Objectives:

Supervisor and Trainee jointly determine objectives for the training year. Please list each of these below, as well as activities that will demonstrate the achievement of each objective.

Objective	Activities
1. Biological Components of Health & Illness: Understand the biological components of health, illness, and disease and the interaction between biology and behavior.	- Identify a primary care physician and arrange for consultation about the biological aspects of the illness of a particular patient. - Research and discuss the potential biological and behavioral effects of medications used to treat the illness of a particular patient.
2. Cognitive Components of Health & Illness: Understand how learning, memory, perception, and cognition can influence health and health behavior.	- In supervision, describe your own family illness history and how this affects your health beliefs. - As you work with Primary Care Providers, identify medical illnesses that can affect cognitive functioning. - When working with families in Primary Care, make note of family beliefs about illness and their beliefs about the cause of illness and its most appropriate treatment.
3. Affective Components of Health & Illness: Understand how emotions and motivation can influence health and health behavior.	List 5 medical problems that might present as depression or anxiety, and then consult with a primary care physician who is assessing and/or treating one of those diagnoses. Discuss the differential diagnosis.
4. Behavioral and Developmental Aspects of Health & Illness: Understand behavioral aspects of health, help-seeking behavior, response to illness and treatment, and prevention.	Work with patients from different stages of the life cycle to understand their experiences of health and illness, including preventive behaviors, help-seeking behaviors, coping and adaptation to the stress of illness, and compliance with treatment regimens.
5. Sociocultural Components of Health & Illness: Understand social and cultural factors in the development of health problems, access to health care, and adherence to treatment and prevention.	Participate in the Spring FSUCares Outreach where you will have an opportunity to visit and interview patients of different ethnicities, religions, and class to learn the impact of such social factors on their health beliefs.
6. Health Policy & Healthcare Systems: Understand how health policy and healthcare systems affects health.	- Consult with Health System Administration and Legal Counsel. - As you work with patients investigate their specific medical plan and what coverage it provides for health and mental health. - As you work with patients, note the different medications they take and go to the pharmacy to learn the total costs per month and what portion the patient is responsible for; compare that to the average household income in that particular community.

7. Common Primary Care Problems: Acquire knowledge concerning the biological, cognitive, affective, behavioral and interpersonal aspects of most common conditions seen in primary care.	• Participate in Grand Rounds or Medical Didactics • Talk with a physician about his/her evaluation and treatment of common primary care problems. • Attend Primary Care Behavioral Health Didactics.
8. Clinical Assessment of Common Primary Care Conditions: Acquire knowledge and expertise in the assessment of relevant cognitive, affective, behavioral, relational, social and psychophysiological components for all common conditions seen in primary care.	• Utilize screeners (as appropriate for patient) as you evaluate and work with patients in the primary care setting. • Work with other Primary Care Professionals to plan and coordinate assessments.
9. Clinical Interventions in Primary Care: Acquire knowledge and skill in implementing empirically supported and awareness of other clinically supported interventions for the treatment and prevention of most common conditions in primary care.	• Develop intervention plans that are collaborative with other Primary Care Professionals. • Design behavioral treatment plans for patients who are seen for brief treatment (vs. long-term treatment). • Work with a physician who is prescribing psychiatric medication to develop effective ways to determine if the medication is indicated and to determine the most appropriate dose. • Utilize the Psychiatry Consultation Service or the Clinical Pharmacist.
10. Interprofessional Collaboration in Primary Care	• Provide consultation to Family Medicine, Women's Health and Pediatric providers • Provide behavioral health services for Family Medicine, Pediatric and Women's health patients
11. Ethical Issues in Primary Care: Identify the distinctive ethical issues encountered in primary care practice.	• Participate Didactics Ethics & PACE Sessions • Identify and discuss ethical issues in supervision
12. Legal Issues in Primary Care: Identify the distinctive legal issues often encountered in primary care practice.	• Attend Didactics on Legal Issues in Primary Care • Consult with the Medical Records Department or supervisor to learn about the legalities behind medical records and their release • Review Florida laws regarding abuse reporting and Baker Act
13. Professional Issues in Primary Care: Be aware of and skilled in the special professional issues found in primary care practice.	• Consult with your supervisor(s) as there are opportunities to collaborate between on-site and off-site practices/providers. • Work with the clinical sites to learn about strategies for seeking reimbursement for psychoeducational groups and collaborative sessions. • Review APA Advocacy Statements related to the inclusion of psychological services in primary care.

Assignments:

Average number of hours weekly the Trainee will engage in the following:

Year 1

Intervention in Primary Care/Consultation, Assessment and Follow-Up	32
Clinical Supervision	2-3
Planned Didactics	2
Administrative time & Other Activities	2-4

Other Activities:

Research/Program Evaluation	Ongoing (based on trainee interest)
Program Development/Design	Ongoing (based on trainee interest)
Providing Training/Presentations	Minimum 2 per year
Community Engagement/Outreach	2 per year
Clinical Teaching of Medical Students/Residents	Ongoing

Statement of Agreement

My signature on this document indicates my understanding and acceptance of the roles, expectations, and responsibilities described in this document for supervisees and clinical supervisors, as well as indicates that I have received, understand, and agree to the policies and procedures outlined in the Fellowship Handbook. I agree to participate in supervision and the Postdoctoral Training Program at The Florida State University College of Medicine, Isabel Collier Read Medical Campus in accordance with these guidelines.

Postdoctoral Psychology Fellow

Date

Program Director Signature

Date

Supervisor Signature

Date

Supervisor Signature

Date

Supervisor Signature

Date

Evaluations

Postdoctoral Fellows are formally evaluated midyear and at the end of the academic Fellowship year. For each of these evaluations the Fellow meets with their rotation supervisor and with the Program Director to review performance and progress and set training goals. The Postdoctoral Fellow is provided with written and oral feedback regarding their performance and progress toward meeting the program objectives, professional development and expected competencies. At each evaluation point, the fellow is given an opportunity for self-assessment and also provides feedback to their supervisor and the Program Director about their training experience. At any time that the Fellow may not be meeting expectations, additional reviews of performance with supervisors and/or Program Director may be necessary.

A Psychology Postdoctoral Fellowship Competencies Fellow Evaluation Form is utilized for all formal evaluations. Overall, ratings are provided to measure Fellow's performance in each competency area. Overall performance ratings provided are based on the following scale:

1. Unsatisfactory (fail)
2. Need Improvement (Specific Remediation REQUIRED; performance below level of training)
3. Meets Expectations (Performance and Recommendations equal to Level of Training)
4. Exceeds Expectations (Performance greater than Level of Training)
5. Outstanding (Exceptional Performance significantly above Level of Training)

Postdoctoral Fellows also receive formal evaluation by the Didactics course Director on their case presentations. These are typically scheduled after the midyear evaluation. Overall performance ratings provided are based on the following scale:

1. Unsatisfactory (fail)
2. Meets Expectations (Performance and Recommendations equal to Level of Training)
3. Exceeds Expectations (Performance greater than Level of Training)

Failure to meet expectations may trigger a Remediation Plan as outlined in the Due Process Policy.

Sample Evaluation Form

Clinical Health Psychology Postdoctoral Fellow Evaluation

Fellow: _____ Date of Review: _____

Supervisor: _____ Rotation: _____

Feedback for period ____/____ through ____/____

Rating Guide:

- 5 Outstanding – Fellow consistently demonstrates superior performance far exceeding the standards for this position
- 4 Exceeds Expectations – Fellow significantly exceeds the standards for this position and at times goes above and beyond expectations
- 3 Meets Expectations – Fellow meets the standards for this position and demonstrates dependable work outcomes
- 2 Needs Improvement – Fellow performance is below the standards for this position, and some effort is needed to improve and meet position objectives
- 1 Unsatisfactory – Fellow does not meet the minimum acceptable level for the position
- NA Not Applicable – Fellow does not participate in this activity as part of his/her position

Professional Skills and Competencies:

Below are the dimensions on which Fellows are rated, based upon the program training mission and objectives.

- A. Biological components of Health & Illness
- B. Cognitive & Affective Components of Health & Illness
- C. Behavioral and Developmental Aspects of Health & Illness
- D. Sociocultural Components of Health & Illness
- E. Health Policy & Healthcare Systems
- F. Clinical Assessment & Interventions
- G. Interprofessional Collaboration/Relationship Management
- H. Ethical, Legal & Professional Issues in Primary Care

Biological components of Health & Illness

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Uses scientific literature in the daily PC practice	5	4	3	2	1	NA
2.	Recognizes and names appropriate dosages of medications for commonly occurring medical or psychological/behavioral conditions	5	4	3	2	1	NA

Cognitive & Affective Components of Health & Illness

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Articulates an understanding of health belief models and attitudes regarding help seeking	5	4	3	2	1	NA
2.	Demonstrates knowledge of cognitive factors (i.e., memory, attention) that influence reactions to medical diagnoses and processing of health information	5	4	3	2	1	NA
3.	Demonstrates knowledge of the impact of biological factors on cognitive functioning	5	4	3	2	1	NA
4.	Demonstrates knowledge of affective factors that influence reactions to diagnoses, injury, disability and processing of health information	5	4	3	2	1	NA

Behavioral and Developmental Aspects of Health & Illness

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Demonstrates knowledge of behavioral risk factors, including the effect of coping on health	5	4	3	2	1	NA
2.	Recognizes the effect of acute and chronic illness on physical and mental health of caregivers,	5	4	3	2	1	NA

	siblings, and other family members						
3.	Utilizes knowledge about the effect of the family and other members of the support system on medical regimen adherence	5	4	3	2	1	NA

Sociocultural Components of Health & Illness

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Demonstrates openness to exploring diversity issues with clients	5	4	3	2	1	NA
2.	Seeks consultation related to diversity issues and explores diversity issues in supervision	5	4	3	2	1	NA
3.	Understands the impact of own personal culture on values, relationships and worldview	5	4	3	2	1	NA
4.	Demonstrates an understanding of the psychological impact of privilege, prejudice, oppression, culture, & sociopolitical structures	5	4	3	2	1	NA

Health Policy & Healthcare Systems

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Demonstrates knowledge of population-based approaches to health promotion	5	4	3	2	1	NA
2.	Applies evidence-based approaches to patient care, including use of stepped care approaches to match treatment effort with patient complexity	5	4	3	2	1	NA
3.	Utilizes appropriate screening procedures to inform further assessment	5	4	3	2	1	NA
4.	Employs proactive follow-up to support patient self-management	5	4	3	2	1	NA

Clinical Assessment & Interventions

1.	Gathers adequate and meaningful information from initial interviews & sessions	5	4	3	2	1	NA
----	--	---	---	---	---	---	----

2.	Appropriately administers, scores & interprets PC psychological instruments & screening measures	5	4	3	2	1	NA
3.	Works collaboratively with PC team to perform on-going assessment of fluctuations in presenting problem & of emerging problems	5	4	3	2	1	NA
4.	Integrates test/screening data appropriately into intervention strategies and other recommendations	5	4	3	2	1	NA
5.	Demonstrates an understanding of common PC problems and is able to present coherent and meaningful case formulations	5	4	3	2	1	NA
6.	Uses appropriate intervention techniques grounded in theory and a clear conceptual framework	5	4	3	2	1	NA
7.	Understands & reacts therapeutically to relational aspects between self & client	5	4	3	2	1	NA
8.	Evaluates therapeutic progress and alters the approach or strategy as needed	5	4	3	2	1	NA

Interprofessional Collaboration/Relationship Management

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Demonstrates empathy & respect for clients and colleagues	5	4	3	2	1	NA
2.	Is able to form effective therapeutic relationships with clients	5	4	3	2	1	NA
3.	Is open to feedback from others and integrates that feedback usefully	5	4	3	2	1	NA
4.	Demonstrates self-reflection as it relates to relationship management	5	4	3	2	1	NA
5.	Demonstrates an understanding of the potential impact of differences in cultural values, backgrounds, and experiences on developing relationships	5	4	3	2	1	NA

Ethical, Legal & Professional Issues

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Conducts self in a professional and ethical manner	5	4	3	2	1	NA
2.	Seeks consultation and/or supervision appropriately	5	4	3	2	1	NA
3.	Demonstrates understanding of the major ethical dilemmas in PC	5	4	3	2	1	NA
4.	Demonstrates understanding of the distinctive issues related to informed consent & confidentiality related to team-based care	5	4	3	2	1	NA
5.	Completes documentation in a timely manner and follows prescribed protocols for charting	5	4	3	2	1	NA
6.	Punctual and reliable attendance	5	4	3	2	1	NA
7.	Follow state laws regarding practice of psychology	5	4	3	2	1	NA
8.	Demonstrates skills of self assessment and seeks and is receptive to feedback on performance.	5	4	3	2	1	NA

Didactic/Outreach Participation

	<i>Item</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Not Applicable</i>
1.	Conducts self in a professional manner [arrives on time; asks relevant/appropriate questions; treats others with respect; stays on topic]	5	4	3	2	1	NA
2.	Demonstrates preparedness for activity [i.e. has needed materials/has read required readings, etc]	5	4	3	2	1	NA
3.	Actively participates in the discussion/activity	5	4	3	2	1	NA

Case Presentation Evaluation Form

Name: _____

Date: _____

Title: _____

Oral Presentation	Unsatisfactory	Meets Expectation	Exceeds Expectations
Clear explanation about importance of topic consistent with PCBH model of care			
Interactive with the audience			
Prepared and did not simply read power point			
Answered audience questions			
PowerPoint	Unsatisfactory	Meets Expectation	Exceeds Expectations
Clear, professional and well edited			
Objectives listed (min of 3 and max of 5)			
Included all components of case presented as per instructions			
Clear diagnosis and differential			
Treatment recommendations presented with justification based on evidence-based practice			
Minimum 6 primary references which include latest literature review on topic and/or academic book and 5 other peer reviewed journal articles. APA style citation.			

Additional Comments:

Summary Rating:

<i>Item</i>	<i>Has Met Fellowship Expectations</i>	
Overall Fellow performance	YES	NO

Fellow Signature

Date

Supervisor Signature

Date

Program Director

Date

Sample Self-Assessment Form

Postdoctoral Fellow

Competency Self-Rating Form

Ratings	1	I am competent
	2	I need improvement or assistance
	3	I have had no <i>clinical</i> experience

Competency	Technical Skill	Self-Assessment	
		Start	Final
Clinical Skills in Primary Care	Implementing Interventions through other Providers		
	Motivational Interviewing		
	Case Management		
	Implementing Prevention Interventions		
	Psychological Treatment in Collaborative Care		
	Diagnostics/Assessment		
	Brief Interviewing Methods		
	Therapeutic Alliance		
	Medical Assessment Methods [knowledge of]		
	Program Evaluation		
Temporal Orientation	Brief Treatment		
	Extended Treatment		
Modality	Group		
	Individual		
	Family (in Primary Care)		
Patient Population: Developmental Considerations	Infant		
	Preschool		
	Elementary School		
	Middle School		
	High School/Adolescents		
	Transitional Youth		
	Adults		
	Older Adults (65 and up)		
Sociocultural Components of Health & Illness (Patient Diversity Considerations)	Gender		
	Sexual Orientation		
	Disability		
	Low SES		
	Culture (Hispanic/Latino)		
	Culture (Haitian)		
	Culture (Rural)		
	Language (Spanish)		

	Language (Creole)		
	Religion & Spirituality		

Competency	Technical Skill	Self-Assessment	
		Start	Final
Psychodiagnostics	Child Behavior Checklist		
	Achenbach Teacher/Caregiver Report Form		
	Developmental Profile III		
	Conner's Parent/Teacher Rating Scale		
	Conner's Continuous Performance Test		
	PHQ-9/GAD-7		
	CSBS DP Infant-Toddler Checklist		
	ADOS		
	Pediatric Symptom Checklist		
	Geriatric Depression Scale		
	CAGE (Substance Abuse Screening Tool)		
Interprofessional Collaboration in Primary Care	Teamwork		
	Co-Therapy		
	Negotiating Treatment Plans		
	Consultation		
Understanding Biological Components of Health & Illness	Human Anatomy		
	Pathophysiology		
	Physiology		
	Pharmacology		
Knowledge of Cognitive Components of Health & Illness	Health Belief Models		
	Biologic Factors (Impact on cognitive functioning)		
	Cognitive Factors (influence on reactions to initial diagnoses)		

Postdoctoral Awards & Professional Opportunities

Postdoctoral Awards

Fellows have opportunities to be recognized for special achievements during their training. Awards are presented at the time of presentation of certificates of program completion.

Mission & Service Award recognizes the Fellow who has distinguished themselves through exemplary activities and service in line with the Mission of the FSU COM, which focuses on the practice of patient centered healthcare that is responsive to community needs. Examples of exemplary activities and service might include:

- Community outreach (participation in health fairs, facilitating psychoeducational sessions outside of clinical site).
- Exemplary patient care (compassionate care, excellent patient-satisfaction scores)
- Exceptional response to identified needs (volunteering to serve on workgroups, committees, or facilitating professional development activities for other healthcare workers)

Outstanding Early Investigator Award recognizes the Fellow who demonstrates outstanding productivity in research as an early investigator as evidenced by any of the following:

- Presenting research findings at a state/national/international meeting
- Developing a research plan/project (this can include community-based research, project within clinical site, etc)
- Other measures of outstanding research productivity or promise as a researcher

Professionalism Award recognizes a Fellow who has gone beyond the expected performance with complex patient situations, collaboration and/or helping peers or contributing to the clinics and program success. Trainees present themselves and the program in an exemplary professional and ethical fashion.

Selection: Program director chairs a selection committee. Any faculty member can nominate the Fellow for an award by providing a statement of why the Fellow is worthy of recognition. Faculty are welcome to nominate trainees during the Annual Faculty Retreat so all faculty can comment/discuss. The selection committee will evaluate the credentials of Fellows active during the academic year and will make a selection for each of the available awards. Not all awards are presented every year.

Benefits

Health Insurance Coverage Information

A benefit provided to fellows includes the selection of a health insurance program for the fellow as well as spouse and children. Through these state employees preferred provider organization. (PPO) plan or a health maintenance organization (HMO).

Health insurance coverage begins the first day of the month following enrollment/hire date. The fellow has 60 days from the higher date to enroll. The campus manager will provide the fellow direct contact to the FSU HR department so that the fellow can be fully informed about this benefit. It is strongly encouraged that the fellow complete enrollment as soon as possible.

Paid Time Off (PTO)

Fellows accrue paid time off, which can be used for periodic vacations, personal reasons, illness, or other pre-approved reasons.

- PTO is accrued during each pay period.
- Fellows earn 104 hours during the training year.
- PTO will be recorded using the OMNI timesheet and approved by the supervisor.
- Time off taken due to medical reasons may require a physicians note if the clinical site requires it.
- No PTO can be taken in the first 60 days of the academic year, with the exception of time off due to illness. This allows for appropriate transition to new clinic environment.
- PTO cannot be taken during the last two weeks of employment.
- In addition to PTO, Fellows have official university holidays off. When Fellows cover clinics during holidays, they may take a compensatory day.

Professional Development Allowance

Funds are available to enhance the Postdoctoral Fellows' training, research, writing, or other forms of professional development. Up to 5 days of professional leave are allowed for pre-approved training activities such as conference attendance, paper presentations or advanced trainings consistent with a health psychology framework. All professional development leave is subject to approval by the Program Director.

NOTE - All requests for leave should be made **at least one month** in advance to allow time to adjust clinic schedules.

Use of Professional Development Funds

Fellows are allotted \$1,500 for professional development. If a travel stipend is being requested from any available College of Medicine funds, approval is required from the Supervisor and Program Director.

NOTE - All requests for funds should be made **at least one month** in advance to allow time for processing.

Attendance and Leave

Attendance Expectations

Postdoctoral Fellows are expected to work a minimum of 40 hours per week but may be scheduled more than 40 hours per week for special outreach activities or occasional mandatory provider meetings at their clinical sites. However, the professional obligations and learning activities of each Postdoctoral Fellow are comprised of both scheduled and nonscheduled activities. Normally, time is allowed within the regular workday for all activities outlined in Postdoctoral Fellows' Supervision Agreement. However, medical record documentation is expected within the required time of the clinical site and may require completion outside of the 40 hours. Fellows are expected to engage in adult learning seeking to supplement their classroom/supervision learning with review of material suggested by faculty and making use of the medical library.

When leave requests are being made, the Postdoctoral Fellow should be mindful of scheduling educational activities and should make every effort to plan around such activities as they are an essential part of the training experience. Similarly, the Postdoctoral Fellow should be mindful of his or her responsibility to patient care and be considerate of how leave requests will impact care delivery - making every effort to plan ahead and to coordinate as needed to minimize any interruptions to patients' treatment.

Approval of the dates on which a Postdoctoral Fellow wishes to take PTO is at the discretion of the Program Director. Once the leave request has been approved, the Postdoctoral Fellow should also notify other clinical staff to ensure that the proper procedures are followed in terms of patient care during the Fellow's absence. It will also be the Postdoctoral Fellow's responsibility to reschedule any individual supervision sessions that will be missed during his or her leave, notify the supervisors and notify the Course Director if Didactic Seminar will be missed.

Note - Fellows provide clinical coverage during FSU holiday when clinics are operating. Faculty are available for supervision. Fellows will be compensated their holiday time on an alternative date within a month of the holiday. Holiday coverage are prepared by the lead psychologist in consultation with the Program Director who will use a rotating schedule to maximize equity.

Leave Requests

Unless there are special circumstances, leave requests should be made at least **one month prior** to desired time off. The leave request form is completed and signed by the immediate supervisor. It is the Fellow's responsibility to secure coverage for clinical work before securing signature from their immediate supervisor. Once approved by supervisor(s), the form should be sent to the Program Director for approval signature. The program director has the ultimate authority to approve time off. It is the responsibility of the Fellow to have the leave form completed and secure all required signatures.

Family Medical Leave Act (FMLA)

Fellows planning to take family leave due to qualifying event, should notify the program director as soon as possible. In accordance with FSU HR policy, the FSU HR department policies and procedures are followed. Glendy Perez, Campus Program Manager, will guide the Fellow on how to work with FSU Central Campus HR. Note that time off taken may result in extension of Fellowship to complete all

requirements. A plan should be completed with the Program Director as soon as possible to make accommodations with assigned clinical sites and academic work.

Time Off impact on Program and Licensing Requirements

PTO will be approved by the program director, depending on the individual Fellows needs. Once a fellow exceeds 104 hours of PTO, they may be required to make up missed time to fulfill program and licensing requirements.

The continuous period of PTO commences with the first day of absence and includes all subsequent work days until the Fellow returns to work. For this purpose, Saturdays, Sundays, and official holidays observed by the University are not counted unless the Postdoctoral Fellow is scheduled to work on such days.

When an unanticipated need to use PTO due to illness occurs, the Postdoctoral Fellow should notify both the immediate rotation Supervisor and the Program Director. If the Fellows planned activities for that day involve patient care, the Fellow should also directly contact management at the clinical site (in addition to notifying the supervisor). In order to facilitate coverage for patient care, management should be contacted via telephone call in addition to e-mail or other forms of communication (i.e., text messages). This will ensure that the clinical site is informed of the absence with sufficient time to contact patients who may need to be rescheduled. The Fellow will be responsible for reviewing his or her clinical schedule to ensure there is proper clinical coverage, making arrangements for any urgent high-risk patients scheduled for that date and/or making arrangements with a colleague to cover other scheduled tasks (e.g., on-call calendar, in-baskets). Below is a summary of the steps to follow should there be an unanticipated need to use PTO due to illness:

- Notify the immediate supervisor and the Program Director
- Notify the FSU program managers [Ashley Bright and Glendy Perez (e-mail is acceptable)].
- When scheduled to be in clinic:
 - Notify management at the clinic (via telephone call allowing sufficient time to contact patients whose appointments will be affected by the absence)
 - Review patient schedule and make coverage arrangements with a colleague. For any urgent/high-risk patients, on-call calendar, and in-basket. Be sure to notify management at the clinic site of such arrangements (i.e. nursing staff leader).

Florida State University College of Medicine
Isabel Collier Read Medical Campus
Postdoctoral Fellowship in Clinical Health Psychology

Name: _____ Date: _____

Leave Request:

Will return on: _____

Department (Clinic): _____

Template Change Request:

--

Program Director Signature: _____

Dress Code

The Florida State University College of Medicine is committed to presenting a professional image for the patients and families served at our clinical training site. Fellows represent the FSU COM to the individuals served and can contribute to the organization's image by taking pride in their personal appearance and respect for patients.

Outlined below are general guidelines for professional attire that are consistent with community norms for psychologists.

Dress Standards

1. Fellows are expected to wear professional attire:

For men or those who identify as male, professional attire consists of slacks, a collared shirt and dress or casual shoes, no sport shoes or sandals. Shirts should be tucked in at all times. Ties may be optional in clinical situations; however, when presenting such as grand rounds, they would be appropriate. Any jacket/sweaters should be in line with professional attire (i.e, avoid team sports jackets, etc).

For women or those who identify as female, professional attire consists of slacks or a conservative length dress or skirt with a blouse or sweater. Skirt edge should rise no higher than two inches above the top of the knee during all clinical care and should not be tight fitting. Heels more than 3" in height are never appropriate/safe in a clinical setting. Generally, shirts and blouses should be tucked in at all times unless the style of the shirt blouse (e.g., some tops or women's blouses) is designed to be worn over slacks or skirts.

2. Jeans/denim shorts, leggings, skorts, tanks, t-shirts, backless/strapless tops or dresses, low necklines or midriff bearing clothes, sweatshirts, logo t-shirts, spandex, revealing or tight clothing, see-through fabrics and sheer attire are not acceptable work attire.

At the discretion of the Regional Director, FSU COM may support the "Casual Friday" norm (e.g., during football season or special occasions) noted by the clinical site. On these days, Fellows may wear jeans (if accepted at the clinical site) accompanied by a business blouse or sweater or an FSU polo shirt. No sports t-shirts without collars are allowed. No holes or torn or skin-tight jeans. No canvas or sports shoes. Shirts should be tucked. The overall appearance should remain business casual.

3. Shoes must be clean and in good repair. Footwear that violates a safety or infection control regulation is prohibited. In compliance with OSHA regulations, close-toed shoes are required in all clinical settings. Flip flops are not acceptable footwear.
4. Jewelry worn in the workplace should be modest. Large earrings or loose jewelry are distracting and in some clinical settings may be dangerous. Pins, rings, or studs may not be worn in the nose, eyebrows, tongue, or in or around the lips (consistent with requirements by the clinical site).
5. FSU respects dress requirements of clinical partners. All tattoos must be covered during all work activity. This includes any outreach in which Fellows engage in outside of the clinical rotation.

FSU COM name tag must be worn inside FSU COM/Lee Health buildings and when engaged in activities representing FSU COM (e.g., health fairs).

Use of White Coats During Times of Declared Health Emergencies Requiring PPE

Fellows may use white coats only if they are issued by their clinical site. No scrubs are permitted to be worn by FSU employees in the Fellowship program. White coats must be maintained neat and clean. All FSU personnel must abide by their own clinic rules, including wearing any and all PPE that is required.

Grooming Standards

1. Hair must be neat and clean. Hairstyles that obstruct eye contact and/or extreme colors or styles are not acceptable. For example, long spiked or mohawk haircuts are not acceptable.
2. Facial hair must be neatly groomed or clean shaven.
3. Strong perfumes are to be avoided for patient comfort.

The established “norms” at certain clinical settings may modify these standards for professional attire, but any variations in professional attire must be approved by the supervisor. Fellows should consult the rotation supervisor to clarify expectations.

E-mail Content and Signature Policy

Purpose

FSU College of Medicine Faculty, students, residents, fellows, and staff are expected to use appropriate and professional language in all communications, including electronic media. E-mail content reflects on the sender and the college. Users are expected to be courteous and not pass on off-colored stories or jokes, religious diatribes, political statement, slogans, urban legends, chain letters, or other content that is not likely to be of interest to the recipient or related to work. That there are laws and rules governing the disposition of confidential information – HIPPA rules should always be followed. There are also laws and legal proceedings that provide access to e-mail records.

Policy

FSU is a state institution. Florida has a very broad public records law. Most written communications to or from state/university employees and students are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Be mindful to not say or portray anything in an e-mail that they would not want to see on the front page of a newspaper. In addition, e-mail signatures should be used to provide e-mail recipients with the senders contact information. The following guidelines should be followed:

- Limit the length of the signature to 12 lines.
- Pictures and wallpaper/ background images are not appropriate for message formats and signatures.
- Signatures should be limited to contact information. Examples include: full name, position, title, phone number and address (1441 Heritage Boulevard, Immokalee, FL 34142)
- E-mail content and signatures should not include philosophical and religious phrases, slogans, pictures, etc. that do not relate to the overall content and intended purpose of the message.
- Considering many emails within our environment are public records, users should use the following statement as a footer.

“Please note: Florida has very broad public records laws. Most written communication to or from state/ university employees and students are public records and available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.”

Voicemail Guide

It is imperative that Fellows' office voicemail box message include instructions for the caller to follow in case of an emergency. Fellow should consult with their main rotation supervisor for voicemail protocols for Fellows' assigned clinical site.

Business Cards

Business cards issued by FSU should only be used for professional purposes, not including clinical activity. Business cards offered to patients should only be cards issued by the clinical sites. This is for patient safety, so that in case of emergency or clinical situation they can contact the clinic.

Wellness

The Fellowship program is committed to the health of all trainees. Activities are scheduled throughout the year to encourage Fellows in self-care. Fellows are encouraged to ask the Program Director or other supervisors for referrals to local physicians and mental health providers. Additionally, fellows are encouraged to support their Fellow trainees and to talk to the Program Director whenever a health concern is present. The FSU Wellness Community regularly send emails updating information on Wellness events for the FSU COM community.

Mistreatment Policy

The FSU COM strives to provide an environment that is supportive of all trainees. Fellows are encouraged to discuss any incident of mistreatment with their supervisor and or Program Director. Additionally, discrimination, bias or related incidents can be reported to the Council on Diversity and Inclusion - <https://med.fsu.edu/councildiversityinclusion/reporting>

Additionally, Fellows help to teach medical students and residents in their clinical sites. Fellows are expected to follow all FSU policies when interacting with these trainees.

The Florida State University publishes two separate bound documents, the General Bulletin, Graduate Edition and the Student Handbook that outlines policies with regard to:

1. Equal Employment Opportunity and Non-Discrimination.
2. Persons with Disabilities.
3. HIV/ AIDS policy.
4. Sexual harassment policy.
5. Values and Moral Standards.

The "Equal Opportunity and Non-Discrimination Statement reads in part:

Florida State University (the University) is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran or marital status, or any protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws regulations. The ordinances, orders and rules and the University's, policies, procedures and processes.

In pursuing its mission of excellence as a comprehensive graduate research university with a liberal arts base, the university strives to create and maintain a harmonious, high-performance work and educational environment. It is the expectation that all members of our community are provided.

equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, trust, and is free from discrimination or harassment. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

The University will continue to reinforce its commitment of nondiscrimination to all groups protected by state and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students, and annually examine our affirmative action plan as prescribed by federal guidelines to measure whether our campus is reflective of the community we serve.

The University further recognizes that forms of discriminatory or harassing behavior may create an unwelcome or hostile environment and lead to an uncomfortable situation. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate (Florida State University Bulletin Graduate Edition)
<https://report.fsu.edu>

The Florida State University College of Medicine is committed to maintaining an academic environment in which faculty and students can work together freely to educate and develop exemplary physicians who provide the highest level of patient centered health care, discover and advanced knowledge, and are responsive to community needs, especially through service to elder, rural, minority and underserved populations. The College of Medicine recognizes that each member of the medical school community should be accepted as an autonomous individual and treated in a stable and humane manner, without regard to his or her race, religion, sex, sexual orientation, natural or ethnic origin, age, disability or any other factor relevant to participation in the activities of the College of Medicine. Diversity in background, outlook and interest among faculty, students, and patients inherent in the practice of medicine, and an appreciation and understanding of such diversity is an important aspect of medical training. The development and nurturing of professional and collegial attitudes for effective, caring, and compassionate health care requires mutual respect among members of the College of Medicine community (faculty, staff, and students) and between these members and patients and their families.

Certain behaviors are inherently destructive to the teacher learner relationship. Behaviors such as violence, sexual harassment, or inappropriate discrimination based on personal characteristics must never be tolerated. Other behavior can also be inappropriate if the fact if the effect Interferes with professional development. Behavior patterns such as making habitual demeaning or derogatory remarks, belittling comments, or destructive criticism fall into this category. On the behavioral level, abuse may be operationally defined as behavior by medical school faculty, staff, or students consensually disapproved of by society and by the academic community as either exploitative or punishing.

Unacceptable types of mistreatment are:

- Public belittlement or humiliation
- Threats of physical harm or actual physical punishment.
- Requirements to perform personal services, such as shopping.
- Being subjected to unwanted sexual advances.
- Being asked for sexual favor is in exchange for grades.
- Being denied opportunities for training because of gender, race, ethnicity or sexual orientation
- Being subjected to offensive remarks/names directed at you based on gender, race/ethnicity or sexual orientation.
- Receiving lower grades or evaluation based on gender, race/ ethnicity, or sexual orientation.

- Physical punishment or physical threats.
- Sexual harassment.
- Discrimination based on race, religion, sex, sexual orientation, national or ethnic origin, age, disability.
- Repeated episodes of psychological punishment of a student by a particular superior (e.g., public humiliation, threats and intimidation, removal of privileges).
- Grading used to punish a student rather than to evaluate objective performance.
- Assigning tasks for punishment rather than to evaluate objective performance.
- Requiring the performance of personal services.
- Taking credit for another individual's work.
- Intentional neglect or intentional lack of communication.

Reporting Harassment and/or Abusive Treatment

Fellows who believe they have been subject to abusive. Treatment may report the allegations to the Program Director, Assistant Dean for Student Affairs and Diversity at Central Campus, and the Council on Diversity and Inclusion or any faculty or staff member in the College of Medicine. If the Fellow contacts a College of Medicine staff or faculty member, that individual should report the incident to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs reviews the circumstances as reported, reviews relevant documentation, and conducts an investigation of the complaint. The Dean of the College of Medicine may be informed of the findings of the investigation and may further act on them accordingly.

Any student, staff, or faculty member who witnesses mistreatment of a COM student or any student who experiences mistreatment, should report the event using the **Report of Mistreatment of a Student** form at: <https://intranet.med.fsu.edu/sites/academicaffairs/Pages/Mistreatment.aspx> The report can be made anonymously if desired.

Reporting Discrimination, Bias or Related Incidents to the Council on Diversity and Inclusion

The Council on Diversity and Inclusion (CODI) offers a reporting service available to all members of the College of Medicine community, including students and all programs, residents and Fellows, as well as faculty and staff at Central Campus and all Regional Campuses. Please note this form is for individuals who have an affiliation with the College of Medicine and can be accessed at.

<https://med.fsu.edu/councildiversityinclusion/reporting>

If the claim involves sexual harassment, the University's policies regarding reporting are followed as outlined at.

<https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>

Chemical Dependency Policy

The Florida State University College of Medicine recognizes that chemical dependency represents a problem of national proportions and medical students, faculty and staff may be at increased risk. The Florida State University College of Medicine recognizes that chemically dependent students, faculty, and staff may potentially bring harm to themselves or the public they serve, and that chemical dependency can impair a student's academic progress, and a faculty or staff members ability to fulfill his or her professional responsibilities. Furthermore, the Florida State University College of Medicine recognizes that chemical dependency, including alcoholism, is a treatable disease. The College of Medicine is

therefore committed to providing Wellness education programs through professional education and prevention programs concerning chemical dependency and alcohol use, to identify and assisting students, faculty and staff who may be chemically dependent, and to provide access for students, faculty, and staff to confidential chemical dependency treatment that will not jeopardize their professional career goals.

Definitions

Impairment is defined as recurring trouble associated with alcohol or drug abuse. The trouble may occur in any of several domains, including interpersonal (family or other relationships), educational, legal, financial, or medical. Examples include the range of behaviors from absence from class, clinical clerkships or other professional, academic, scholarly, or administrative responsibilities; repeated lateness in the initiation or completion of assigned responsibilities; binge drinking; violence while under the influence of chemicals; traffic accidents; and arrests for driving while under the influence; receipt of criticism about alcohol and/or drug use from Fellow students or colleagues, and most especially, the students, faculty or staff members continue drinking or drug use in spite of being informed of adverse consequences. Abuses characterized as insidious, progressive, chronic, malignant, primary, family centered and treatable. The medical consequences resulting from impairment from substance abuse range from a mild hangover to death due to bleeding, infection, or trauma.

University Disciplinary Sanctions for Alcohol and Drug Offenses

Students, residents, faculty, or staff in violation of state laws, local ordinances, or university policies relating to the unlawful possession, use, or distribution of illicit drugs or alcohol may be subject to sanctions by the University. Such sanctions may include suspension, expulsion, or dismissal of students or suspension, sanction, non-renewal or termination of residents, faculty, and staff.

Emergency Operations Plan

Emergency operations plans by site may vary. Fellows are to follow the plan issued by FSUCOM Southwest Florida Regional Director. Additionally, they should be in contact with their immediate supervisor to follow protocols for their assigned clinical site. The Regional Director will send updates of any campus closure due to weather conditions. Up to date, emergency contact information has to be submitted to the Campus Program Manager, Glendy Perez.

Due Process Policy

Purpose

The Florida State University College of Medicine is committed to the maintenance of a supportive educational environment in which Fellows are given the opportunity to learn and grow. The position of the Fellow represents the dual aspect of learning and postgraduate education while actively participating in the delivery of patient care. It is expected that all trainees will demonstrate appropriate professionalism and motivation to improve performance.

Rights & Responsibilities

The purpose of a Postdoctoral Fellowship is to provide fellows with training and mentorship for the purpose of enhancing their skills in line with their plan for career development. Postdoctoral training helps fellows acquire the professional skills needed to pursue their career goals. Fellows have a shared responsibility to make the mentorship relationship work effectively. Fellows are expected to comply with all established policies of the Fellowship Program and with the policies of the Florida State University College of Medicine and the clinical site where psychological services are rendered.

Fellow rights include:

- Clear terms of appointment, including performance expectations, clearly defined policies and procedures, and clearly defined benefits.
- Supervision: Fellows should always have an assigned supervisor with routinely scheduled meeting times and instructions for how to seek supervision outside of scheduled sessions. Fellows should receive periodic evaluations, including formal annual evaluations and faculties full support to address and remedy any identified areas for improvement.
- Right to appeal the actions taken by the program in regard to any identified problem behavior(s).
- Right to a grievance process that includes an opportunity for an external review of a Fellow's appeal by individuals not directly responsible for the Fellow's supervision.
- Mentorship: Sympathetic professional guidance to foster growth.

The Postdoctoral Fellowship program is responsible for providing an environment that is conducive to learning and professional growth. This includes providing opportunities for supervised clinical practice that are balanced in terms of setting fair and obtainable productivity goals.

Academic Standards

A Fellow's continuation in the training program is dependent on satisfactory performance as a learner, including the maintenance of satisfactory professional standards and the care of patients, interactions with others on the healthcare team, and maintenance of medical records. The Fellow's academic evaluation will include assessment of American Psychological Association core competencies, including conduct that reflects professional standards, ethics, and collegiality. Disqualification of a Fellow as a learner or as a member of the health care team from patient care duties disqualifies the Fellow from further continuation in the program. To continue as a Fellow in the FSU College of Medicine

Postdoctoral Fellowship in Clinical Health Psychology Program, the Fellow must meet eligibility criteria for appointment as a Fellow at the participating clinical institution.

Due Process Procedure

Postdoctoral Fellows are formally evaluated at the middle and end of the Fellowship year. The Postdoctoral Fellow is provided with written and oral feedback regarding their performance and progress toward meeting the program objectives, professional development and expected competencies. At each evaluation point, the Fellow is given an opportunity for self-assessment and provides feedback to the Program Director about their training experience.

Should problems be identified with the Fellows professional behavior or in meeting the expected competency level during the formal evaluation or any other time in the program, the following procedures will be implemented:

Notice

The Fellow will be notified that a problematic behavior/ deficiency has been identified through the following incremental steps:

1. Verbal Advisement: The Postdoctoral Fellow is verbally informed of the observed problem and is made aware that corrective action should be taken. This will be in the form of advising/ supervision from the faculty member/ supervisor during individual supervision. While it is the responsibility of the supervising faculty and consultation with the Program Director to determine the length of time to resolve the problem, two to four weeks is the typical duration of this step of the due process. The supervisor will then inform the Fellow during supervision when the problem has been resolved and the Fellow continues with the normal program progression.
2. Written Notice: If after the verbal advisement, the problem, behavior, and/ or deficiencies have not been resolved, the Postdoctoral Fellow receives a written notice from the Program Director documenting the area of deficiency and notifying the fellow of the program's intention to develop a remediation plan. The notice will set a time within five business days for a hearing.

Hearing

A hearing is a meeting called by the Program Director to gather information to help clarify the reason(s) for the Fellows deficiencies and the possible need for a remediation plan. Feedback from all supervisors will be sought by the Program Director. Evaluation forms will be reviewed with the Fellow, who will be asked to share any other information that may be helpful for the program, to understand why the difficulties exist, or whether the Fellow is in disagreement that there are deficiencies. The meeting will be attended by the direct supervisor and the Program Director. Based on all input, if the Program Director decides that a remediation plan is warranted, a plan will be discussed and developed with input from the Fellow. Upon completion of the meeting, the Program Director will send the Fellow in writing within two business days, a written copy of the remediation plan and a notice will be filed in the Fellows file. If the Fellow disagrees with the need to proceed with the remediation plan, the Fellow can proceed to the step of Appeal.

Remediation Plan

If a remediation plan is warranted after the hearing, a written notice will be sent to the Fellow and will include the following disclosures:

- a. A copy of the written notice will be placed in the Fellow's file.
- b. The Program Director, in consultation with the supervisor, will work with the Fellow to further develop a remediation plan to rectify the problem.
- c. A remediation plan form will be attached to the written notice. The remediation plan will outline: (1) The specific deficiencies, (2) The specific goals of the remedial plan, (3) Measures to evaluate whether these goals are met, and (4) The time frame within which these goals are expected to be met, which may be a two-to-four-week period.
- d. The written notice will include notification that if the problem is not resolved within a specific amount of time, a written warning will be issued.
- e. After the remediation plan has been completed and the problem has been resolved, the Fellow will be notified by the Program Director and a note will be placed in the Fellows file reflecting the resolution.

Written Warning

If the problem behavior and/or deficiencies identified persist beyond the time frame developed in the remediation plan, the Fellow will receive a written warning within three business days from the Program Director. The written warning will include the following information:

- a. Detailed description of the Postdoctoral Fellows unsatisfactory performance.
- b. Specific actions needed by the Postdoctoral Fellow to effectively resolve the problem behavior and deadline for resolution.
- c. Consequences to be applied if the problem behavior is not resolved, which may include placement on probation.
- d. Time frame for complying with specified actions, which can be two-to-four-week period.
- e. The Fellow will meet with the Program Director to review the written warning and both the Fellow and the Program Director will sign an attestation that the meeting took place and the Fellow is aware of requirements to stay in the program. The Fellow will have an opportunity to respond to the concerns, including choosing to include a written response in their file within five business days of receiving the written warning.
- f. Resolution of the problem will be communicated in writing to the Fellow by the Program Director. A copy of the notice will be placed in the Fellows File
- g. If the Fellow fails to rectify the identified problem after the written warning, the Program Director will review the Fellows problems/deficiencies as well as the steps that have been taken to resolve the problem. The Program Director will determine the recommended next step - placement on probationary status. The Fellow will be notified in writing of the decision within five business days from the end of the written warning period and a notice will be placed in the Fellows file outlining the problem, the failure to achieve remediation and the decision to place on probation. The terms for completion of probation are to be outlined.
- h. Upon satisfactory achievement of the probationary term, the Fellow will be notified within five business days that they returned to good standing in the program and a note will be placed in their file.

- i. If the probationary terms are not met, the Program Director will meet within five days with the Fellow to review the reason for failure to meet the terms of probation. If the Program Director decides there are grounds for dismissal, the Fellow will be informed in writing within three days.
- j. The Program Director will make the decision whether or not to dismiss.
- k. The Program Director will notify the FSU Human Resources department.

Appeal

An appeal is an opportunity for the Fellow to express their disagreement with any actions taken by the program because of problem behaviors or failure to achieve competencies. A Fellow may request a meeting with the Program Director to express their disagreement with an action of a supervisor. If after meeting with the Program Director, no resolution is found, the Fellow may appeal the decision to the FSUCOM SW Florida Regional Director. If a resolution is not found, they should notify the Dean of FSUCOM in writing of their intention to appeal a decision within three days of being notified of the decision. This appeal must be made in writing to the Dean within 10 business days from the Fellow's receipt of the decision. Failure to file such an appeal within 10 business days will render the decision of the person suspending the Fellow the final agency action of the Florida State University College of Medicine.

If an appeal is filed with the Dean, the Dean will inform the Program Director of the appeal. The Program Director will provide the Dean with a copy of the decision and accompanying documents and any other material submitted by the Fellow or considered in the appeal process. The Dean will refer the appeal to a special committee appointed by the Dean consisting of three College of Medicine faculty members who have not previously been involved in the appeals process for the Fellow. The purpose of the Special Committee is to ensure that the Fellows due process rights have not been violated and that the decisions of the Program Director are consistent with the policies and procedures of the program and the FSU COM. The special committee must meet and make a recommendation to the Dean within 10 working days upon receiving the charge from the Dean to consider the appeal. The Dean then makes the final decision to grant or deny the appeal based on the recommendation of the special committee. The Dean will use his or her best efforts to render a decision within five working days of the special committee's recommendation. However, failing to do so is not grounds for reversal of the decision under appeal. The Dean will notify in writing the Program Director and Fellow of the decision.

Suspension of Clinical Responsibilities

In the event that the actions of a Fellow are considered to interfere with patient safety, the following individuals are authorized to suspend a Fellow from patient care responsibilities immediately. The Program Director, FSU Regional Director for Southwest Florida, the Dean of the FSU College of Medicine, or the Chief Medical Officer at the clinical institution to which the Fellow is assigned. The Fellow will be informed of the reason(s) for the suspension and will be given an opportunity to provide information in response.

The Fellows suspended from patient care may be assigned to other duties as determined, appropriate and approved by the Program Director. The Fellow will either be reinstated with or without the imposition of probation or other conditions, or dismissal. Proceedings will commence by the Fellowship program within 15 days of the date of suspension. Any suspension and reassignment of the Fellow to other duties may continue until final conclusion of the decision making or appeal process.

Grievance Policy

The program strives to provide a healthy and safe environment for all Fellows. Fellows are routinely requested by the program to provide anonymous feedback on strengths and opportunities for program improvement. Additionally, Fellows are encouraged to seek out any faculty to discuss any individual concerns or complaints about the program or clinical sites at any time during the course of their training. As part of professional mentoring, faculty have an open-door policy that encourages open discussion about concerns and mentoring for resolution of conflicts or other issues of concern. Fellows are also encouraged to discuss problems or complaints with the Program Director, who will try to help the Fellow find solutions or guide the Fellow on how to appropriately file a formal complaint. The Program Director serves as FSU 's representative with the affiliated clinical sites and will take up any issues/complaints with the leadership of the site. The Program Director will provide a response to the Fellow about the complaint after meeting with appropriate site official no later than ten business days after the Fellow has shared the complaint. If the complaint involves the faculty, the Program Director can help the trainee resolve the issue with a mediation meeting with the faculty within five days of the Fellow's complaint. If the Fellow does not feel comfortable with the mediation and the situation warrants a formal complaint (e.g., inappropriate behavior by faculty) the Program Director will help the Fellow to immediately direct the complaint to the FSU Office of Human Resources for further follow up and HR protocols are then followed.

If the Fellow submits a grievance involving the Program Director, they can meet with the Regional Director of Southwest Florida to discuss their complaint. The Regional Director can assist the trainee to resolve the issue with a mediation meeting with the Program Director within five days of the Fellow's complaint. If the trainee feels that resolution is not possible and the grievance warrants a formal complaint, the Regional Director will assist the Fellow in directing the complaint to the Senior Associate Dean for Medical Education and Academic Affairs. The grievance should be submitted in writing within 10 working days of meeting with the Regional Director of Southwest Florida. The Senior Associate Dean for Medical Education and Academic Affairs will make the final decision and notify the Regional Director and Fellow in writing within five working days.

Sample Remediation Plan

Postdoctoral Fellow Remediation Plan

Goal	Plan (Remediation/Accommodation)	Measured Success	Time Frame for Reaching Goal	Comments

Fellow Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Program Director Signature: _____

Date: _____