

2010 INTERN RESPONSIBILITIES AND RIGHTS

Every intern signs a contract, under which the intern has certain responsibilities and rights.

You are responsible for:

1. Fulfilling contracted duties, time and duration commitments, and acceptance agreements.
2. Conducting yourself in a professional manner, including maintaining cooperative relationships with agency staff, completing required paperwork accurately and on time, and supporting and following agency rules, procedures, and policies.
3. Attending all weekly supervision meetings and required training meetings. Any changes in supervision must be approved by the appropriate agency personnel.
4. Working within the limits of your skill and training and handling clinical emergencies and legal responsibilities by consulting your supervisor and other appropriate agency personnel in a timely manner.
5. Providing appropriate and responsible care to patients during emergencies, even if this requires additional time.
6. Adhering to the Ethical Principles of the American Psychological Association and the *California Laws and Regulations Related to the Practice of Psychology*.
7. Maintaining your log of hours as required by the Board of Psychology.

You have a right to:

1. An accurate description of internship activities and time commitment that will be honored by the agency.
2. Expect reasonable accommodations by an agency for documented disabilities in accord with the Americans with Disabilities Act.
3. Have an hour of supervision at each scheduled individual supervision time, and receive regularly scheduled didactic training.
4. Have any change in your contract clearly negotiated among you, the placement, and your school.
5. Have, in writing, ways to reach a licensed staff member if you have an emergency situation with patients.
6. Ask for review by a supervisor of documents you prepare.
7. Know about safety policies and procedures in place to protect you. This may include, but is not limited to, such matters as never being alone in the clinic with a patient, access to an alarm system, training in handling violent patients, an illuminated parking lot at night, etc.
8. Be safe from sexual harassment or discrimination.
9. Have, in writing, agency policies regarding sickness, vacation, and personal leave.
10. Have, in writing, established procedures through which complaints about the internship or agency personnel can be resolved.