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## Resident Responsibilities

The acceptance of a training agreement by an applicant establishes obligations and responsibilities binding the applicant, the affiliated training site, and the Consortium. It protects the supervisee, the affiliated training site, the Consortium, and the recipients of the psychological services. Supervisees are obligated to comply with all applicable legal, ethical, and professional standards. These standards include: the American Psychological Association's *Ethical Principles of Psychologists and Code*

*Of Conduct*, Arizona Revised Statutes 32-2061 *et seq.* and rules of the Arizona Board of Psychologist Examiners, specialty guidelines of the American Psychological Association or its divisions, and other statutes and standards applicable to the practice of psychology. The resident will maintain professional liability insurance for the duration of the residency.

Supervisees must meet the credentialing, security, and health requirements at their training sites at their own expense. They are expected to participate actively in all professional supervisory and training activities. Residents should model professional behavior on an ongoing basis throughout their training experience. Within the Consortium, residents are expected to interact with each other for mutual support and shared learning.

The resident will inform each client, both verbally and in writing, that he or she is practicing under the supervision of a licensed psychologist and will provide each client with the supervisor's name and means of contacting him or her. When relevant, the resident will inform clients that some third party payers may not cover services provided by such resident. As a condition of providing services, the resident will obtain each client's informed, written consent to share confidential information with the supervisor for the purpose of supervision. The sharing of confidential information with the supervisor may take the form of live observation and/or participation in the provision of psychological services; reviewing video or audio tapes of psychological services; and reviewing and discussing case notes, progress notes, treatment plans, tests, reports, correspondence, or discharge summaries. The resident will not provide services to clients that do not provide this informed consent.

The resident will create and maintain client records consistent with all applicable Arizona Statutes of the Arizona Board of Psychologist Examiners. These records will remain with the supervising psychologist or the affiliated training site upon the completion of the residency. Clients served will be advised as to how to access their records subsequent to the resident's completion of the training experience. The resident will consult with the Director of Residency Training if he or she believes their supervisor may have violated legal, ethical, or professional standards or has failed to comply with this *Training Agreement*. The resolution of these concerns will follow the *Resident Grievance Procedures* document of the Arizona Psychology Training Consortium.

**Social Media:** The use of social networking sites (e.g., Instagram, Twitter, Facebook, etc.) is ubiquitous. We understand that residents may use social networking platforms for a variety of reasons. As an emerging professional, it is important to use these sites in accordance with the ethical and professional standards that govern the profession of psychology.

## Record Keeping

Residents are responsible to keep track of their training / clinical hours. A monthly log, detailing the time spent in various training / clinical activities, is completed and submitted by the 10<sup>th</sup> day of each month. Additionally, residents are responsible to ensure that their bi-annual training evaluations are signed and submitted to the Director of Residency Training.

Primary supervisors must keep supervision notes for each resident in a confidential and secured location. Supervision notes should be kept for 15 years post training. The Consortium will maintain monthly logs and evaluation forms for 15 years post training. Supervision records will include the following: a signed copy of the *Training Agreement*; each formal written evaluation of the resident; documentation of supervision meetings; records of the number of hours the resident devotes to each of the training activities; written summaries of the supervisor's consultations regarding the resident with the Director of Residency Training of the Consortium; copies or summaries of all disciplinary and grievance actions. Supervisors will countersign all documents and records prepared by the resident including all assessment notes, treatment plans, interview or progress notes, testing, reports, correspondence, billings, and all other documents generated by the resident in the course of providing psychological services or in communicating with others about such services. All reports or correspondence written by the resident will be on the supervisor's or the organization's official stationery.