

Arizona Psychology Training Consortium

DIRECTOR OF RESIDENCY TRAINING POSITION DESCRIPTION

PREAMBLE

The Arizona Psychology Training Consortium (AZPTC) is a not-for-profit corporation with a 501 (C-3), tax-exempt designation from the Internal Revenue Service. Corporately it is a subsidiary of the Arizona Psychological Association (AzPA). The members of the Consortium's Board of Directors are elected by the Governing Council of AzPA, and they serve without remuneration.

The Consortium is a multisite training program that provides organized, sequential, learning experiences for postdoctoral residents in psychology. The Consortium maintains a membership in the Association of Psychology Postdoctoral and Internship Centers (APPIC), whose standards of training, together with the licensure requirements of the Arizona Board of Psychologist Examiners, largely shape the Consortium's training program. The Consortium is intended to increase the availability of high-quality, postdoctoral training in Arizona.

Position Title: Director of Residency Training

Organizational Relationships: Reports to the Consortium's Board of Directors

Job Summary:

Responsible for the smooth and efficient operation of AZPTC's training program. In this capacity, the Training Director carries responsibility for integrating the policies of the Consortium and the decisions of the Consortium's Board of Directors with the operation of the training program.

The Training Director will exercise management responsibility over the training program. This will be done either directly or through delegation.

Duties and Responsibilities:

1. General/Administrative
 - 1.1 Appropriately represent the training program at the Board of Directors level.
 - 1.2 Oversee the didactic program
 - 1.3 Shepherd the placement of incoming residents
 - 1.4 Problem-solving/Crisis intervention with respect to residencies
 - 1.5 Interface with APPIC and with APPIC's Universal Psychology Postdoctoral Directory (UPPD)

2. Executive Responsibilities
- 2.1 Prepare and distribute reports to the Board of Directors for each quarterly meeting and periodically between scheduled meetings as the activities and situations warrant.
- 2.2 Facilitate the didactic training program including facilitating the sessions, securing presenters, securing facilities, and communicating this information in a timely fashion to presenters and attendees.
- 2.3 Receive and approve/deny requests for didactic-session substitutions. Document residents' attendance at substitute events.
- 2.4 Receive and acknowledge incoming applications for residencies, interview prospective residents, gather supporting documentation (*CVs, letters of recommendation, transcripts, professional liability insurance*).
- 2.5 Prompt completion of the *Residency Training Agreements*. Review and sign the *Agreements* on behalf of the Consortium.
- 2.6 Provide an orientation to the Consortium to each incoming resident.
- 2.7 Prompt completion of the mid-year and end-of-year reviews of residents' performances and the residents' evaluations of their respective training experiences. Document the completion of these evaluations.
- 2.8 Respond to indications of dysfunction at the Consortium's sites, to reports of problematic behavior, and to requests for change of status at affiliated sites (both for residents and for supervisors).
- 2.9 Availability to provide supervision in urgent situations (e.g. when a resident's named supervisor(s) become unavailable).
- 2.10 Verify postdoctoral residency experience for Consortium alumni/ae as they apply for licensure or employment.
- 2.11 Maintain records of the above, per APPIC rules (15 years) and as needed to fulfill responsibility #2.10, above.
3. Relationships
- 3.1 Maintain an active relationship to APPIC through attendance at APPIC's biennial membership meetings, responding to its requests for information on the Consortium, or providing services to APPIC (e.g. serving as a mentor to other programs).
- 3.2 Update the Consortium's listings on the UPPD in a timely fashion.

Qualifications

4. Essential
- 4.1 Earned doctorate in psychology from an accredited university
- 4.2 Licensed Psychologist in Arizona
- 4.3 Qualified to supervise postdoctoral residents in Arizona
5. Desired
- 5.1 Initiative. This position requires an initiatory trait. The incumbent must start things, prompt things, follow-up on assignments, and generally maintain forward movement on the Consortium's program. It is not merely responsive or reactive,

although the incumbent must also be readily responsive to residents, sites, and the Consortium Board of Directors.

- 5.2 Relationship maintenance. The position requires the early establishment of relationships with incoming residents and the maintenance of those relationships during their residencies. Relationships with site supervisors and with prospective sites are also important, but other members of the Consortium's Board of Directors also carry responsibility for maintaining those relationships.
- 5.3 Mediation. The ability to move into the center of a dysfunctional, possibly adversarial, situation and lead the parties to resolution.
- 5.4 Previous experience supervising residents or interns.
- 5.5 Recent Continuing Education in supervision.