

Pre-Doctoral Internship Program

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Organization of the Program

Goals and Objectives

Eden Family Institute is committed to the training of pre-doctoral interns in a generalist orientation combining clinical skill building in testing, integrative report writing, and therapy with a variety of clients. Interns are trained in the practitioner-scholar model in which clinical skills are developed in the context of research on the efficacy of treatments as outlined by APA Division 12 standards. Interns are encouraged to stay current on practice issues and are provided with continuing education throughout the training year. The predominant treatment model is brief therapy within a cognitive & behavioral framework although other theoretical conceptualizations are explored and integrated as appropriate, such as psychodynamic and family systems approaches. In addition to general clinical training, specialized training is offered in crisis assessment and intervention, Dialectical Behavior Therapy, and Parent-Child Interaction Therapy.

The overarching goal of EFI's Pre-Doctoral Internship Training Program is to provide broad training in clinical psychology that incorporates treatment of clients across diverse diagnostic & lifespan issues. Interns will be prepared for entry-level positions or post-doctoral residency required for pursuit of state licensure. Objectives are to build their professional identity through team and collegial relationships with other professionals and peers in the community, to develop and refine existing skills, to build more advanced skills, and to foster an enthusiasm and high ethical standards for their work.

Interns will have exposure to diverse experiences and will be encouraged to develop groups, programs, and/or techniques that may be of individual interest. Past interns have incorporated child curriculums and group work with cancer patients derived from dissertation work as a part of their internship experience.

Specific training goals are as follows:

Testing: Intern will provide testing services as well as assist in the training and supervision of practica students who are completing pre-internship hours at EFI.

- Interns will demonstrate competency in planning, administering, interpreting, and reporting full batteries of psychological tests for clients ages 4 to senescence.

10-15 hours per week

Eden Family Institute: Intern will maintain a caseload of 8 to 15 clients with a focus on crisis counseling. Clients will be seen in the main offices located in Norfolk and Hampton, Virginia.

- Intern will demonstrate competencies in general pediatric and adult assessment including traditional clinical issues, developmental assessment, and trauma assessment.
- Intern will be expected to co-lead or run one group each quarter based on interest, experience, and opportunity. New EFI groups must be approved by the training directors prior to marketing or referring clients. ECC groups will be co-led under the supervision of a licensed clinical psychologist.

10-15 hours per week

Other: Administrative, research projects, support activities

10 hours per week

Direct Services

Intern will spend an average of 20 hours per week in direct service delivery. The maximum number of direct service hours per week can reach 30, and the minimum should not fall beneath 16. The intern will be responsible for designating available hours through EFI and will need to coordinate testing schedules with office staff as well as with other psychologists and students who are testing. The office staff will always schedule testing and therapy in appointment books according to the hours available. It will be necessary for the intern to keep in contact with the office staff and to check their appointment book and voice message several times each day so that appointments will not be missed.

Training Curriculum

Training in administration and scoring of psychological tests that the intern is not familiar with will begin at the start of the internship year. Training will be provided by Post-Doctoral Residents and will be in the form of practice administration, review, and taped administration with a client.

Interns will attend didactic training in a variety of clinical topics and applications. Topics are presented by staff or outside professionals as appropriate to training and experience. Eden Family Institute is an APA approved continuing education sponsor.

Interns will attend monthly colloquia at Regent University. Colloquia are held on Fridays from 2-4 p.m. in the library auditorium and host a diverse range of speakers. Continuing education credits are offered.

Interns will also attend monthly CE sessions at Virginia Beach Psychiatric Center.

Training in the implementation of clinical interventions is provided through case consultation and live observation of sessions. Such experiences will be at the

discretion of the therapist with regard given to client preference and issues of confidentiality.

Integration with Eden Counseling Center

Interns will function as members of the clinical staff and will interact with staff and therapists on a weekly basis. The intern will be given office space in which to test clients and score testing. Eden Family Institute is a seasoned training program for both MA residents and Psy.D. practica students and interns. Staff members and therapists are open to questions, consultation, and guidance regarding procedural and clinical issues.

Interns will be expected to demonstrate teamwork, consideration, courtesy, and cooperation in negotiating daily responsibilities. When off-site assisting with workshops, service delivery, or attending training, interns are to maintain professional posture as appropriate representatives of the agency.

Training Director

Stacey Scott, PsyD: Licensed Clinical Psychologist, Clinical Training Director, Administrator: FirstFruits Crisis Response, Adjunct Faculty: Regent University PsyD Program

Dr. Scott has specialized training in Dialectic Behavior Therapy and leads 3-4 therapy groups each week in our Norfolk and Portsmouth locations. She also has special training and experience in dealing with bereavement, end of life issues, and serious illness. In response to the Ground Zero Clergy Task Force request for mental health assistance following the World Trade Center Tragedy 9-11-01, Dr. Van Valin, President of Eden Counseling Center, co-founded FirstFruits Crisis Response. Dr. Scott has served as Administrator of the team since 2001 and continues to travel and teach in New York City churches and agencies requesting education and training.

Dr. Scott is on site for a minimum of 32 hours per week to oversee the integrity and quality of the training program. Dr. Scott and a selection committee including key staff and interns/residents are responsible for selecting interns. The training programs goals and activities will be monitored and evaluated as part of the practice's ongoing administrative and clinical review meetings. Interns will keep individual training records and are responsible for submitting documentation of hours and activities at designated evaluation times.

Mission Statement for Interns:

Eden Family Institute is committed to the training and mentoring of master's and doctoral level interns and residents. EFI intends to foster the professional, ethical, and character development of Interns and residents in a manner congruent with and surpassing minimal guidelines and standards for practice.

The clinical training staff at Eden Family Institute consists of five doctoral level licensed clinical psychologists who serve as primary supervisors for interns and residents. Both small group and individual supervision are offered weekly. Interns will be scheduled for a minimum of 2 face-to-face hours of individual supervision per week and 2 hours of group supervision per week. In addition to Dr. Scott, Dr. Van Valin and the clinical psychology faculty are significantly involved in the operation of the training program as consultants and clinical/testing supervisors.

Primary Supervisors:

Stacey Scott, Psy.D.

Judy Jonson, PsyD

Lee Anne Vaughan, Psy.D.

Erica Tan, Psy.D.

Psychological Assessment

Psychological assessment and services at EFI cover a wide range of diagnostic, testing, and therapy modalities including:

- Diagnostic Intake Interviews
- Child Assessment Batteries for LD, AD/HD, ODD, Personality, Achievement, Intelligence, and Emotional referral questions.
- Adolescent Assessment Batteries (as above)
- Adult Assessment Batteries
- Individual Therapy
- Marital/Family Therapy
- Group Therapy

Testing materials available include:

- Bender Visual Motor Gestalt
- Conner's Continuous Performance Test
- Gordon Diagnostic System
- Kaufman ABC
- Millon Clinical Measurement Inventory
- Minnesota Multiphasic Personality Inventory-Adolescent and Adult
- Robert's Apperception Test
- Rorschach Inkblot Test
- Slosson Intelligence Test
- Stroop Color and Word Test
- Thematic Apperception Test
- Visual Motor Integration Test
- Wechsler Abbreviated Scale of Intelligence

- Wechsler Intelligence Scale for Children
- Wechsler Adult Intelligence Scale
- Woodcock Johnson
- Wide Range Achievement Test

In addition to the above tests, pencil and paper questionnaires and evaluation instruments are available.

Interns and Residents will be exposed to diversity in gender, age, ethnicity, religious, and socio-economic status of clients served by the practice. Tidewater, Virginia is home of the largest naval base in the U.S., and military families are part of the client demographic.

Clinical Interventions

The institute staff comprises a collective of specialty and interest areas in clinical and counseling interventions. Specializations include:

- Licensed Marital/Family Therapists
- Certified Addiction Counselors
- AD/HD, Child, Adolescent, and Adult
- Dialectic Behavior Therapy*
- Dinosaur School *
- Parent-Child Interaction Therapy (PCIT)*
- Anger Management
- Stress Management
- Critical Incident Stress Debriefing
- Red Cross Disaster Mental Health Debriefing
- Trauma and Loss counseling
- Psycho-oncology interventions
- Family Services for MR Clients
- Women's Issues

(*=research-supported treatments)

Interns and Residents are encouraged to develop areas of clinical/counseling interest in addition to the above staff specialty areas.

Client Population

Eden Family Institute and Eden Counseling Center serve the Hampton Roads area with offices in Chesapeake, Hampton, Portsmouth, and Norfolk, Virginia. Licensed therapists see a wide range of clients from the community who are able to pay for services through traditional means such as insurance. Eden Family Institute offers counseling at a reduced rate for those without insurance or with financial stressors. A sliding fee scale is used to determine payment for each client. Interns will gain experience with clients from lower income brackets and

with a range of difficulties. EFI's Church Assistance Program is the main source of clientele for interns and residents and provides psychological services for church members who come to Eden for biblically-based and faith-congruent counseling. Clients will be diverse in denomination and expression of faith.

FirstFruits Crisis Response serves leadership in church counseling and outreach programs by offering training in trauma services and interventions. The team also facilitates and leads activities and interventions with children, teens, adults, and families in communities affected by disaster. Interns will be exposed to diverse ethnic and cultural communities through occasional trips to underserved areas.

Didactic Activities

Interns and residents will attend group supervision consisting of clinical case studies and exposure to a variety of therapy techniques. In addition, interns and residents will attend monthly colloquia at Regent University through the APA accredited Psy.D. program. Colloquia are held on Fridays from 2-4 p.m. in the university's library auditorium. Interns will be expected to attend monthly CE sessions at Virginia Beach Psychiatric Center. Interns and residents are expected to participate in additional didactic training when offered in-house. EFI training in therapy models or empirically supported treatments may include weekend attendance. The Christian Association for Psychological Studies hosts annual Eastern regional and international conferences in areas such as Richmond, Virginia, Chicago, Illinois, and Bethesda, Maryland. ECC, EFI, and FirstFruits also participate in presenting and attending American Psychological Association conferences. Tidewater Association for Clinical Psychologists offers monthly CEU credits with a variety of speakers and topics.

Other didactic activities will involve on-site training with testing materials and participation in empirically supported treatments. Interns and Residents will also teach a didactic session on a specialty area. FirstFruits Crisis Response prepares training seminars and sessions on a variety of crisis and trauma topics. The team also hosts local training workshops that students can attend.

Students are welcome to seek out therapists who practice in an interest area to receive didactic hours in specific interventions or styles of therapy.

Didactic activity will comprise at least 2 hours per week, on average.

Pre-Requisites for Application

Applicants should have completed an APPIC Application form and be candidates for a Psy. D. or Ph.D. degree in clinical psychology from an accredited college or university. All core doctoral coursework should be completed prior to application. Should an intern require 3 or less credit hours in dissertation course work, consideration will be given provided the intern complete the coursework without compromising their internship schedule and responsibilities.

Applicants are expected to work an average of 40 hours per week on-site. Some clients or groups will necessitate evening hours. Within the required work week, hours will be scheduled according to office space, supervision, and will typically involve at least two evenings a week. Saturday hours are available and can be rotated quarterly or designated as an ongoing schedule.

Applicants need to be proficient in basic testing and therapy procedures and be able to assimilate and implement unfamiliar tests following introduction and training. The ability to work well with others in the practice is essential. EFI offices house a support staff of at least five on a given day. Support staff are responsible for billing, scheduling, accounting, office management, and all other front desk and office procedures. In addition to the office staff, the organization employs as many as 19 therapists and may have 4 to 6 pre-doctoral and masters students completing practica or advanced testing hours.

At least three letters of reference and the required APPIC forms need to be submitted for consideration.

Due Process Procedure

Updated 03/03/2003

Section 1 Concerns About Intern Performance: Supervisors and Site Training Director

1. Supervisors with concerns about an intern's performance will first attempt to address the concern with the intern during regular supervision or a separately scheduled appointment. Supervisors will document the concern on the appropriate form and review specifics of the problem with the intern, including a plan for remediation. After reviewing the plan with the intern, the intern and supervisor will agree upon a plan for improvement and both parties will sign the form. Documentation of concerns and plan will be copied for the intern and agency's records as well as for the university clinical training director.
2. A follow-up meeting will be scheduled within a month to discuss the intern's progress. At this time, if improvements have not been made, the intern will be assigned materials or training sessions and will be placed on probation. A second form indicating the plan of action and the failure to make the agreed upon changes will be reviewed and signed by both parties. Interns will be given a six-week period in which to complete the training or remediation program recommended. Documentation of the second meeting and plan of action will be copied for the intern and agency's records and will be sent to the intern's clinical training director.
3. At the end of the six-week period, the supervisor and student will meet to review the plan and outcome. Interns may be given an examination in the form of oral, written, or demonstration of the technique, test, or skill that has been targeted.
4. Interns will be given the opportunity to appeal any portion of the procedure to the Board of Directors of Eden Family Institute. Final decisions will be reached through consultation with agency psychologists, staff, Board of Directors, and the intern's university clinical training director.

Concerns about an intern's performance may include but are not limited to:

Therapy/relational skills
Psychological Testing
Attendance
Policy Adherence
Professional Conduct
Ethical Issues

The following issues will be grounds for immediate dismissal:

Gross misconduct with staff or clients including:

- Sexual harassment or inappropriately intimate relationships in or out of session/office with clients or staff.
- Unethical conduct: lying, stealing, verbal or physical intimidation or abuse, misrepresentation of experience, performing unauthorized procedures, gossip, breaking confidentiality.
- Abrasive, obnoxious, or rude behavior with disregard for the feelings of others.
- Failure or refusal to comply with policies and procedures.
- Previous criminal record or current criminal investigation or charges relating to illegal activity or offenses.
- Inability to complete required duties of internship.

Section 2 Intern Concerns About Training Experience

1. Interns with concerns regarding the quality, content, or other aspects of the training experience have the right to voice those concerns without fear of reprisal.
2. Interns with concerns should first speak to one of the clinical supervisors during supervision or by scheduling a separate meeting. Interns are encouraged to document the concern including the date, time, or other factual information regarding the training experience.
3. The supervisor and intern will review the concern and decide together on an appropriate course of action. It may be necessary for the supervisor to take the concern to the training director. Should the nature of the complaint involve the training director, a third party, the practice Vice President Rocky Farmartino, LCSW, CAC, may be included to bring balance to the situation.
4. If the concern is with a primary supervisor, interns are encouraged to bring the concern to the supervisor first so that clarification and understanding are facilitated. Should the issue go unresolved, interns can then take the concern to the training director.
5. Interns are welcome to take concerns, voiced or documented, to their Psy.D. or Ph.D. program's clinical training director and to invite the clinical training director to be a part of problem-solving meetings via phone or e-mail, or personal contact with the training site.
6. If concerns are unsuccessfully handled and no resolution occurs, the intern should contact their university clinical training director for guidance. Again, documentation of the initial concern and attempts to correct the problem should be presented.
7. Interns are able to appeal any portion of the notice and hearing process to the firm's Board of Directors. Board members are not employees of the institute and are responsible for advising and overseeing all general operating functions. A list of current board member's and contact information will be provided to each intern.
8. Interns whose concerns remain unresolved after following these steps, and whose training experience is compromised by any means, can request to be released from the training contract and can seek another placement through their university.

Evaluation Procedures

Interns and Residents will be evaluated in November, March, and July. Interns will also evaluate the training experience of the internship year according to their university's requirements. A copy of the student's report is requested after completion so that the site can evaluate the effectiveness and can make improvements in the program as needed.

Evaluation Criteria are separated into the following categories:

- Clinical Work and Therapeutic Skill
- Case Conceptualization and Diagnosis
- Psychological Testing and Report Writing
- Professional Conduct and Development

Evaluations are completed by the clinical supervisors and training director and are reviewed with the student.

Please see the appendix for a copy of the intern and resident evaluation form.

Additional Information

Number of Intern Slots

Eden Family Institute will employ two pre-doctoral interns and one to two post-doctoral residents per year.

Projected Hours

Interns are contracted for a 40-hour workweek for the duration of the experience; however it is realistic to anticipate that more hours will be needed for report writing, accommodating evening or weekend clients, and workshops. A 50-hour workload is not atypical for internship and post-doctoral sites. At the completion of the internship year, interns and residents can expect to have logged a minimum of 1500 and a maximum of 2000 hours.

Vacation/Time Off

Interns and Residents are allotted one paid vacation week and one paid sick week per year and are paid for standard holidays during the calendar year such as Labor Day, Thanksgiving, Christmas, New Year's Day, Easter, Memorial Day, and Independence Day. Any additional time off will be unpaid and at the discretion of the intern and training director. Interns and Residents may ask to compensate for hours/time off by assisting with staff workshops and seminars, working additional hours, or other such accommodations if approved first by a supervisor. Vacation time is considered to be a business day for a total of five days. Emergency leave or sick time needs to be documented and cleared with a supervisor and will count towards the total time off for the year.

Emergency leave, sick days, car problems, etc. necessitate canceling clients, testing, and training. Interns must contact the reception staff as soon as possible in the event of an emergency or if running late. The staff will document the call; however interns are responsible for reaching their supervisor or the clinical training director by phone within the hour so that they do not hear it from staff first.

Title of Position

Pre-doctoral candidates will have the title of Intern. Post-doctoral residents will have the title of Resident.

Upon completion of the training year, both interns and residents will receive a certificate of completion.

Delineation of Roles

Eden Family Institute trains pre-doctoral practica students, master's interns, pre-doctoral interns, and post-doctoral residents. In order to clarify the roles and responsibilities of each level of training, the following guidelines are provided.

Pre-Doctoral Practica Students

Students currently enrolled in a clinical psychology doctoral program can be placed with Eden Family Institute for their third year clinical experience. Practica students are attending courses either full or part time and are expected to complete 10 hours per week on site for the purposes of psychological testing and to carry a caseload of between 3-6 therapy clients through Eden Family Institute. Practica student positions are part of required doctoral coursework and are not paid.

Practica students assist clinical psychologists in test administration and behavioral observation write-up at the start of their year. By January of the year, practica students begin to write integrated psychological reports for review by their supervising psychologist. Practica students may also be assigned to complete testing batteries begun by interns or residents and are responsible for scoring tests left in the scoring box in the front office.

Practica students are expected to co-facilitate one support or therapy group during the year.

Master's Level Interns

Master's level interns work directly under the supervision of an LCSW or LPC on site. Master's interns do not participate in psychological testing or report writing unless this area is identified as an interest. Interns work through Eden Family Institute to provide counseling services on a sliding fee scale to community residents and to complete hours for graduation and licensure. Interns primarily see clients at off-site locations and return to EFI for supervision.

Pre-Doctoral Interns

Pre-doctoral level interns will have completed doctoral course work with the exception of dissertation defense if applicable. Interns are matched to Eden Counseling Center and Eden Family Institute through the APPIC application process and national match. There will be 2 interns per year on salaried staff who will be considered full time employees of the organization. Interns will work 40 hours per week under the supervision of the clinical training director.

Interns will complete full psychological testing batteries under the supervision of the clinical training director and will assist the clinical psychologists with completion of batteries when needed. Interns are expected to begin writing integrated psychological reports at the start of the internship year. Proficiency will be built in special reports that the intern may have in his or her caseload

including forensic reports for disability and other issues, and reports to schools and agencies advocating for educational accommodations or special services.

Interns work closely with the post-doctoral resident and training director in the training and monitoring of practica student testing and will provide additional supervision and case conceptualization hours for students. Interns may assist in the practice administration and observation of practica students as they gain experience with unfamiliar tests.

Please reference pages 2-3 of the handbook for specific training goals and objectives.

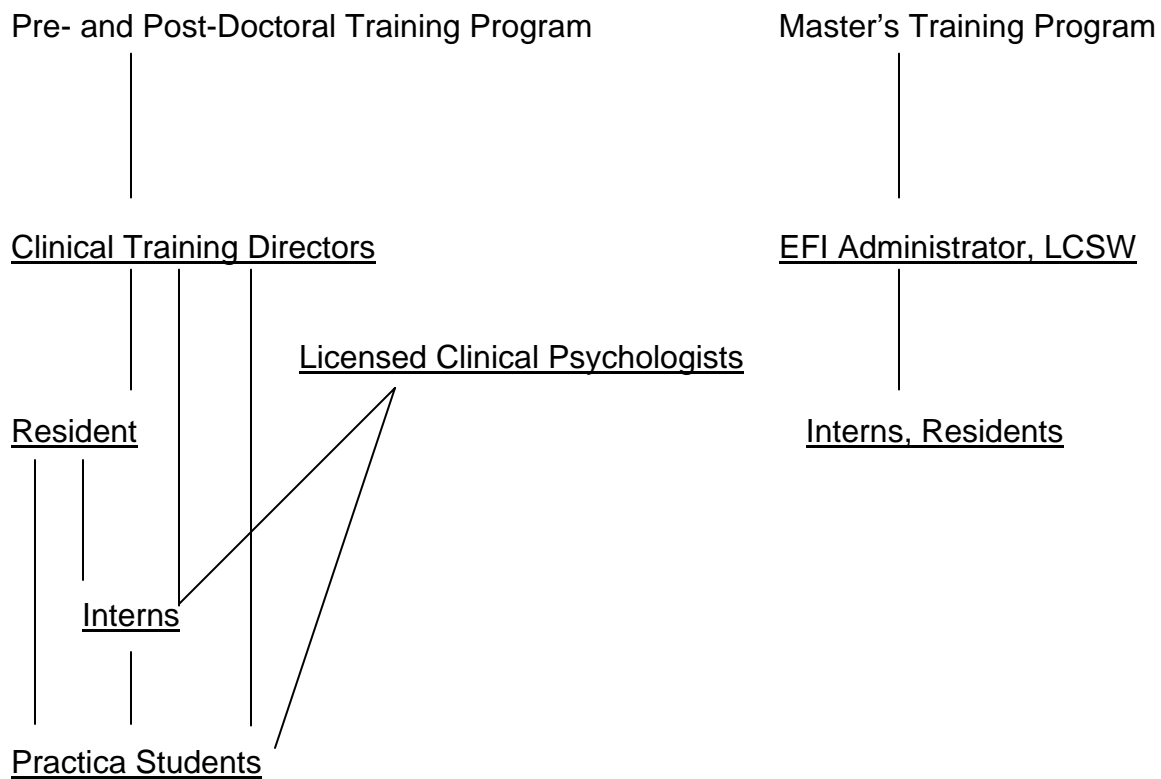
Post-Doctoral Residents

Residents have graduated from an APPIC or APA approved program in clinical or counseling psychology and have completed a pre-doctoral internship year. Residents are placed with Eden Counseling Center's APPIC Member Post Doctoral Residency after stating interest, completing an interview process, and as positions become available. Residents will be part of Eden's full-time salaried staff and will work 40 hours a week under the supervision of the clinical training director, Paul Van Valin, Ph.D.

Residents will have the ability to schedule diagnostic interviews and to choose appropriate tests for clients in their caseload and will also carry out full batteries for the clinical training director. Residents will assist in the supervision of practica student testing and training. Residents will be expected to write integrated psychological reports for all testing cases.

Residents are encouraged and supported in the marketing and development of any areas of special training and to implement special groups and programs. Residents will be called upon to present and teach on testing or other designated areas at staff CE sessions and at conferences as appropriate.

Hierarchy of Student, Intern, and Resident Supervision



Due Process: Supervisor

Date: _____
Supervisor: _____
Intern/Resident: _____
Training Director: _____

Nature of Concern:
Testing Client Staff Office Safety Therapy
Supervision Testing Policy Students Conduct Other
Type of Meeting: First Follow-Up Six-Week Review Final Appeal

Explanation of Problem:

Plan for Correction:

Follow-Up Meeting on: ____ / ____ / ____

Probationary Status: Issue Resolved-No further action required
 Issue Unresolved-Probationary Status with Remediation

Six-week Review on: ____ / ____ / ____ (probationary status only)

Supervisor Signature: _____
Intern Signature: _____
Consulting Staff: _____
Other: _____
(University Clinical Training Director or other intern advocate)

Due Process: Intern

Date: _____
Supervisor: _____
Intern/Resident: _____
Training Director: _____

Nature of Concern:
Testing Client Staff Office Safety Therapy
Supervision Testing Policy Students Conduct Other
Type of Meeting: First Follow-Up Six-Week Review Final Appeal

Explanation of Problem:

Plan for Resolution:

Follow-Up Meeting on: ____ / ____ / ____

Concern Status: Issue Resolved-No further action required
 Issue Unresolved-Plan in place for resolution

Six-week Review on: ____ / ____ / ____ (for unresolved concerns)

Supervisor Signature: _____
Intern Signature: _____
Consulting Staff: _____
Other: _____
(University Clinical Training Director or other intern advocate)

Evaluation Criteria

Clinical Work and Therapeutic Skill

- | | |
|---|---|
| <input type="checkbox"/> Establishes rapport with clients | <input type="checkbox"/> Keeps accurate and detailed notes |
| <input type="checkbox"/> Employs appropriate techniques | <input type="checkbox"/> Moves therapy towards stated goals |
| <input type="checkbox"/> Appropriately confronts clients | <input type="checkbox"/> Maintains appropriate client load |
| <input type="checkbox"/> Completes intake and treatment paperwork | |
| <input type="checkbox"/> Seeks weekly supervision | <input type="checkbox"/> Demonstrates empathy in session |
| <input type="checkbox"/> Assesses risk competently | <input type="checkbox"/> Assimilates new therapeutic skills |

Case Conceptualization and Diagnosis

- | | |
|--|---|
| <input type="checkbox"/> Thorough intake conducted | <input type="checkbox"/> Background history gathered |
| <input type="checkbox"/> Etiology of disorder conceptualized | <input type="checkbox"/> Predisposing factors considered |
| <input type="checkbox"/> Diagnostic criteria examined | <input type="checkbox"/> Diagnosis formulated at intake |
| <input type="checkbox"/> Treatment goals match problem | <input type="checkbox"/> Treatment goals realistic for client |
| <input type="checkbox"/> Prognosis formulated | <input type="checkbox"/> Rule-outs explored if necessary |

Psychological Testing and Report Writing

- Familiar with basic intelligence and personality tests
- Learns unfamiliar tests under supervision
- Administers tests accurately
- Establishes rapport with client during testing
- Scores tests and questionnaires in a timely and accurate manner
- Keeps equipment and materials in good condition
- Coordinates scoring and report writing with client's psychologist
- Writes concise and accurate reports in timely manner (10 day turn-around)
- Uses clinical judgment in choosing order and timing of tests

Professional Conduct and Development

- Interacts with staff and therapists in congenial manner
- Maintains appropriate boundaries with staff and clients
- Dresses professionally (Business dress, business casual with slacks, blouse, or dress shirt, clothing neat, pressed, clean, appropriate for office)
- Groomed, neat appearance
- Respectful of shared office space, computers, kitchen, break room, etc.
- Attends bi-monthly staff meetings
- Seeks opportunities to expand training through consultation, seminars, reading, research, or creating new services (groups, etc.)
- Accepts constructive criticism