

2025-2027 Postdoctoral Fellowship in Clinical Neuropsychology
Policies & Procedures

Division of Neuropsychology
Department of Neurology
University of Kentucky College of Medicine



Kentucky Clinic
740 S. Limestone Street
Lexington, Kentucky 40536

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Section 1: Faculty & Staff Contact Information

Faculty:

Timothy Ainger, Ph.D.
Associate Professor of Neurology
Neuropsychology Division Asst. Dir.
Office Phone: (859) 323-6063
Email: timothy.ainger@uky.edu

Sheliza Ali, Ph.D.
Assistant Professor of Neurology
Office Phone: (859) 218-6686
Email: sheliza.ali@uky.edu

Dong (Dan) Y. Han, Psy.D.
Professor of Neurology
Neuropsychology Division Director
Office Phone: (859) 218-5002
Email: d.han@uky.edu

Jordan Harp, Ph.D.
Associate Professor of Neurology
Neuropsychology Fellowship &
Practicum Director
Office Phone: (859) 562-3178
Email: jordanharp@uky.edu

Frederick Schmitt, Ph.D.
Professor of Neurology
Founding Neuropsychologist
Phone: (859) 257-1412 ext. 229
Email: fascom@uky.edu

Postdoctoral Fellows:

Ana Cueli, PsyD (Year 2)
Email: Ana.Cueli@uky.edu

Mallory Richert, PsyD (Year 2)
Email: mallory.richert@uky.edu

Alexandra Jacob, PhD (Year 1)
Email: alexandra.jacob@uky.edu

Alinda Lord, PsyD (Year 1)
Email: alinda.lord@uky.edu

Staff:

Ellen Crawford, Ph.D.
Clinical Psychologist
Phone: (859) 559-2293
Email: elcr222@uky.edu

Clara Southwood
Division Scheduler
Email: clara.southwood@uky.edu

Connie Chilton
Faculty Support
Email: connie.chilton@uky.edu

Psychometrists:

Jennifer Wells, M.S., L.P.A.
Phone: (859) 218-5051

Emma Turner, M.A.
Phone: (859) 218-5001

Alex Urs, M.S.
Phone: (859) 218-5058

Section 2: UK Neuropsychology Fellowship Mission

Prefatory Note: Our program and work environment are intentionally edifying, supportive, and fun (though, perhaps not *always* fun). This handbook is a policy document and is, therefore, not fun. Please construe this document as representative only of policies and procedures—not as an expression of the “personality” of the program. Present note excepted. For more personality, please visit (and follow!) our [Instagram @ukneuropsychology](#).

The two-year neuropsychology fellowship offered in the University of Kentucky College of Medicine Department of Neurology is committed to patient care, teaching, and scholarship. The ultimate goal of the fellowship is to prepare fellows for independent, skilled, and ethical practice in the field of clinical neuropsychology. Training corresponds to **Houston Conference guidelines and meets or exceeds the guidelines for postdoctoral fellowship training required for board certification by ABCN and ABN**. We emphasize both depth and breadth of knowledge in brain-behavior relationships. Continuing commitment to scholarship is fostered through complementary didactic and clinical learning opportunities designed to provide in-depth understanding of functional neuroanatomical correlates in addition to original scholarly activity. Opportunities for research are rich, allowing fellows to prepare manuscripts for submission and to actively participate in local, regional, national, and international conferences and seminars. Finally, fellows are given ample opportunity to develop teaching and supervisory skills with practicum students training the neurology department.

Section 3: Core Clinical Values & Principles of Conduct

Successful postdoctoral learning requires fellows to dedicate a significant amount of effort both clinically and academically. In turn, we are confident that this investment will yield substantial rewards for your career development. We expect that fellows will dedicate themselves to both professional and personal development during their training here, by adhering to the following core principles of (a) maintaining a high standard of patient care, (b) gaining strength in one’s scientific knowledge base, (c) conducting themselves with utmost professionalism, (d) and adhering to all ethical guidelines.

Core Clinical Values & Principles of Conduct

High Standard of Patient Care: The reliable and responsible provision of evidence-based, high-quality clinical care to the patients we serve is a central value held by our faculty. As such, students are expected to hold their practice to the highest standards of scientific knowledge, empathy, and professional conduct.

Scientific Knowledge: The scientific underpinnings of your clinical activity will be reinforced by supportive clinical supervision, seminar attendance, and guided readings regarding the practice of neuropsychology and clinical issues.

Professional Conduct: We view postdoctoral fellowship as a vital opportunity for learners to develop their professional identities. Practicum students and postdoctoral fellows are in a unique position to develop professionally as they serve as representatives of the clinical care UK

provides to the public. As such, we fully expect our learners at UK to reflect the professional demeanor expected of regular employees here in the clinic.

This professional demeanor includes but is not limited to: Regular work attendance; timeliness with arrival to work and completion of required documentation; thoughtful, respectful, and compassionate interactions with both patients and coworkers; independent responsibility regarding required clinical and licensure-related paperwork; and professional appearance.

In addition, our clinic strives to support a team-oriented environment; thus, you may be called upon to assist in unforeseen urgent clinical needs as they arise, although the primary focus of your activities will be on your training experience. This flexibility and willingness to participate as a valued member of our clinical team is highly valued by our faculty, psychometrists, and support staff alike. **We, as a program, commit to respecting your time and minimizing urgent schedule changes.**

Ethical Conduct: As part of your professional development, you will be required to have a strong, thorough knowledge of both the 2010 APA Ethical Principles of Psychologists and Code of Conduct (with 2016 amendments) and the Kentucky State Laws and Regulations Relating to Licensure in Psychology. This knowledge base includes both general ethical principles and Kentucky-specific regulations.

- 2010 APA Ethical Principles of Psychologists and Code of Conduct
<https://www.apa.org/ethics/code>
- Kentucky State Laws and Regulations Relating to Licensure in Psychology
https://psy.ky.gov/newstatic_Info.aspx?static_ID=432&menuid=116

Remediation Procedures and Grievances: In the case of conduct issues or ethical violations on the part of the fellow, verbal and written warnings will be issued. Any professional problems, including those listed above, will be discussed with the fellow emergently and during upcoming training evaluations. Any issues will also be documented in the fellow's training file.

Any violations of ethical conduct will be addressed with the Neuropsychology core faculty members. Persistently documented violations of professional conduct will be grounds for dismissal from the program.

We are committed to a safe and welcoming working environment. Interpersonal, professional, ethical, and other issues on the part of program faculty or other personnel (including colleagues outside of the division), if not readily solvable by the fellow and person in question, should be reported to the program director so that appropriate steps can be taken. Similarly, any such issues with the program director should be discussed with a trusted supervisor or, if necessary, reported to the Chair of Neurology.

Section 4: Fellowship Learning Outline

Learning Schedule Rubric

The fellowship at UK is formatted in a generalist year (general neuropsychology)/specialist year (advanced neuropsychology) format. As such, the first year is focused on providing a strong foundation in the generalist practice of clinical neuropsychology, and the second year allows the learner to choose a more individualized focus based on his or her professional goals. **Some psychometrist support is available in the second year.** Upon completion of the generalist year, the learner is expected to be fully boarded with Health Service Provider designation per Kentucky Revised Statutes. There is flexibility in this timeline due to the state psychology board moving slowly.

The following sections describe the time commitments and clinical/didactic responsibilities expected of the fellows during the fellowship years.

Specialization in the second year/after passing the EPPP can take different forms based on the learner’s interest such as:

- Continued generalist training appropriate for many/most entry-level neuropsychology positions with strong clinical emphases.
- Research in an area of interest (ongoing or new projects).
- Self-selected clinical specialty to emphasize by adding on a weekly case.

Please see a sample year one schedule below. Note different times set aside for selected didactic activities and weekly cases. The remaining time will be spent scoring and writing reports, completing supplementary didactics, engaging in elective clinical activities, and performing research. Certain didactic experiences, such as hospital rounding and neurology resident seminars need not be attended regularly so long as didactic engagement is otherwise demonstrated. Please note that we purposely keep roughly half of the fellow’s schedule unassigned to allow for maximum flexibility in pursuing professional goals.

Sample Year One Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8		Grand Rounds			Neuro Specialty Seminar (rotates)
9	Full eval w/ Dr. Ali	Hospital Rounding (select weeks)		Full eval w/ Dr. Schmitt	ADC Consensus Conference
10					Supervision #2
11					Supervision #3
12					Resident Conf. / BANG meeting
1			Full eval w/ Dr. Harp		
2			Clinic time w/		

				Dr. Schmitt OR	
3	Supervision #1			admin time	
				(alternate weeks)	
4	Neuropsych Didactics				
5					
Key:					
	Required didactics	Required clinic	Elective clinic or didactics	Clinical/multidisc meetings	Admin or elective research / clinic time

Sample Year Two Schedule						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8		Grand Rounds			Neuro Specialty Seminar (rotates)	
9	Eval w/ Dr. Ali (practicum student testing)	Eval w/ Dr. Harp (psychometrist testing)	Hospital rounding (select weeks)	Stroke study research participant testing (p.r.n.)	ADC Consensus Conference	
10					Fun work-in eval with Dr. Schmitt (psychometrist testing)	Supervision #1
11						Supervision #2
12					Supervision #3	
1	Eval w/ Dr. Ali (psychometrist testing)	Full eval w/ Dr. Ainger			Resident Conf. / BANG meeting	
2					Neuropsych Team Meeting	
3						
4			Neuropsych Didactics			
5						
Key						
	Required didactics	Required clinic	Elective clinic or didactics	Clinical/multidisc meetings	Admin or elective research / clinic time	

Clinical Work

Required Caseload & Schedule:

Fellows are typically scheduled three to four patients per week and are responsible for every aspect of the evaluation, including interviewing, testing and scoring, interpretation, and report writing. Each evaluation requires approximately 3 to 4 hours of interviewing and testing. Fellows are expected to round with attending neurologists, neurology fellows/residents, and medical students on neurology units of interest as a part of clinical/didactic work.

Please keep your materials clean and use disinfecting wipes as necessary. Please be mindful of practicing good hand hygiene regularly. **Additional COVID protocols may resume at any time and will be discussed should that occur.**

Completed report drafts are expected **one week** from the date of each patient's appointment. Supervisory sessions will be held before fellows are expected to write reports. Fellows are welcome to attempt to write reports before supervision if they wish, but this is not required.

Neuropsychology Outpatient Clinic:

Fellows are offered experience with outpatient and inpatient neurology populations referred from a variety of medical settings, such as:

- general neurology
- epilepsy monitoring
- neurosurgery
- psychiatry
- physical medicine and rehabilitation
- sports medicine
- trauma surgery

Typical outpatient neuropsychological evaluations include:

- aging & memory disorders
- pre-/post-surgical epilepsy
- pre-/post-surgical deep brain stimulation for movement disorders
- pre-/post-surgical transplant (kidney/liver)
- pre-/post-surgical tumor resection
- concussion and more severe acquired brain injury
- stroke and other cerebrovascular disease
- other neurologic populations (both monitoring and differential diagnosis)

The vast majority of our patients are adults. Drs. Ali, Ainger, and Han have sporadic pediatric cases and are willing to supervise fellows on those cases.

During the first year, on alternating weeks, fellows will interview patients with Dr. Schmitt in his Thursday clinic (usually memory disorders or complex cases).

Supervision of Practicum Students:

As a graduate practicum site, we work closely with the neuropsychology concentration of the Clinical Psychology PhD program housed in the Department of Psychology here on campus. Fellows will have the opportunity to provide clinical supervision of practicum students (under supervision by an attending neuropsychologist), typically for one evaluation per week.

Elective Clinical Experiences:

Fellows will have the opportunity, if scheduled, to observe and/or take part in:

- **Neurosurgeries (usually resections and device placement)**
- **ISAP/Wada procedures**
- **SEEG brain mapping**
- **Intracranial grid placement**
- **Normal pressure hydrocephalus clinic**
- **Medicolegal capacity evaluations**

Numerous other specialty procedures and experience can be arranged. Particularly during second year, the fellow may elect to participate in **multidisciplinary team meetings** associated with their specialty population. Currently, these include an **epilepsy** care team meeting, a **deep brain stimulation** care team meeting, and a **transplant** care team meeting.

Clinical Supervision:

- *Individual Supervision:* At least one half-hour per case, per week, of one-on-one clinical supervision time with the current supervisor is guaranteed to each fellow. Supervision for fellows will be scheduled directly with your supervisor. Opportunities for supplemental supervision and professional development discussions are highly available.
 - For the first 6 months of training, learners will be expected to attend each individual supervision session with cases for the week scored and a summary of clinical notes prepared. Data for each case will be reviewed in detail, incorporating case conceptualization skills with assistance from the supervisor.
 - After the conclusion of the first 6 months of training, learners will be expected to attend each individual supervision session with their case for the week scored and a case conceptualization completed independently. Fellows will be responsible for presenting the case to the supervisor, and

the pertinent issues of the case will then be discussed between the supervisor and fellow.

- Throughout clinical training, fellows are encouraged to seek out relevant literature to support their clinical approach and diagnostic conclusions.
- *Goal Setting:* In your initial supervision with Dr. Harp, you will discuss your current strengths and weaknesses, with appropriate goals for the upcoming training period. Some goals will be determined by faculty, and other goals will be generated by the learner. These goals will be revisited and updated during your scheduled evaluations. Please give thought to these elements before coming to your evaluation and have potential goals prepared for discussion. Reevaluation of goals during both years of fellowship is expected, and the fellow and training faculty will collaborate to identify unique experiences that will aid in achieving professional goals.

Academic Involvement

Neurology Grand Rounds:

Grand Rounds for the Neurology Department are held on Tuesday mornings, featuring various members of the Neurology faculty, Neurology residents, visiting faculty from other institutions, and faculty candidates. **You are required to attend Grand Rounds** (which are held virtually), as this is an excellent opportunity to bolster your knowledge of general clinical neurology.

Fellows will be required to present at Grand Rounds one time during the second year and will be asked to provide small case presentations to supplement faculty Grand Rounds presentations intermittently.

Neuropsychology Didactics

Didactic seminars and discussions are held Mondays at 4PM on site in the Kentucky Clinic. This series is attended by program faculty, fellows, practicum students, and geriatric neurology faculty and fellows. **You are required to attend this didactic series.** Didactics include clinical practice updates, professional development discussions, condition-based and cognitive domain-based lectures, case discussions, and ABCN certification exam preparation in the form of fact-finding cases. Faculty and fellows will lead didactics on a rotating schedule.

Elective Didactics:

Didactics will be provided through the Neurology department, and access to the scheduled didactics can be accessed through MedHub. These are the same didactics that are provided to medical students and Neurology residents at the UK College of Medicine. Attendance at these conferences is designed to enhance your fundamental knowledge of medical neurology in order to support your growth as a professional clinical neuropsychologist. Selected conferences include:

Didactics	
Various Journal Clubs	Child Neurology Conference
Psychiatry Grand Rounds	Neurology and Neurosurgery Stroke Conference
Neurosurgery Grand Rounds	Neurology Chairman's Conference
Neuroscience Conference	Refractory Epilepsy Conference
Clinical Neuroscience Conference	Neuroimaging Conference
Bluegrass Area Neuropsychology Group (BANG) Meetings	Neuropathology Sessions / Brain Cuttings
Neuromuscular Conferences	Medical Antiracism Conference

Guided Readings:

Throughout the course of fellowship, fellows will be expected to read selected chapters and key articles chosen to enhance your understanding of the theoretical underpinnings of clinical neuropsychology as well as your knowledge of the common neurobehavioral, neuromedical, and neuropsychiatric disorders as seen in clinical practice. They will be provided for you in PDF form or can be accessed via UK's online library system (<https://libraries.uky.edu/>). It is expected that these readings will result in no additional cost, but learners may choose to purchase some texts through use of their book funds.

Research Opportunities:

Neuropsychology faculty members are extensively involved in many areas of research. **Research involvement is required** but will be selected based on professional goals. Activities may range from clinical research data collection, conference presentations, and contributions to manuscripts (for those targeting more clinically oriented careers), to leading a manuscript preparation, grant submission, or small study execution (for those targeting careers with more academic research involvement). All research is expected to comply with institutional standards for research set forth by the IRB. Learners are encouraged to pass the EPPP prior to pursuing research endeavors to allow for ample study time.

Please approach the program director to seek approval for involvement in ongoing research opportunities. **Core clinical training takes priority over research productivity.**

Many opportunities in a variety of topic areas are available, including (but not limited to) dementia, stroke, epilepsy, movement and neuromuscular disorders, and brain injury. Fellows may have the opportunity to participate in secondary analyses of large data sets or design their own study and pursue grant funding to support that project. There is also a wealth of clinical data available that could be utilized for original analyses. Past fellows' research endeavors typically resulted in 2 to 4 publications by the end of their two-year fellowship. Such opportunities exist

with collaboration with [Sanders-Brown Center on Aging](#), [Spinal Cord and Brain Injury Research Center](#), [UK Multidisciplinary Concussion Program](#), and the [UK Stroke Affiliate Network](#).

Current projects:

- We are a host site for several seminal national and international studies of neurodegenerative conditions, including:
 - Alzheimer Biomarker Consortium for Down Syndrome (ABC-DS) study – contact Site PIs Schmitt and/or Harp
 - Biomarkers for Vascular Contributions to Cognitive Impairment & Dementia (MarkVCID) study – contact Site Co-I Schmitt
 - Alzheimer’s Disease Neuroimaging Initiative (ADNI-4) – contact Site Co-I Harp or Glueck
 - Alzheimer’s Disease Cohort (ADC) housed within Sanders-Brown Center on Aging, which has been continuously running since the founding of the Alzheimer’s Disease Research Center initiative of the NIH National Institute on Aging – contact site Co-Is Schmitt and/or Harp
- “SAIVAR-Tech: Stress Augmentation with Immersive Virtual Reality and Augmented Reality Technologies” – contact PI Glueck
- “FINDERS: Functional Imaging for Neurodiagnostics for Epilepsy and Resective Surgery” – contact Co-I Ainger
- “INDICATE: Investigating Neuromarkers of Decline and Improvement of Cognition After Thrombectomy for ELVO” (stroke and post-stroke dementia biomarkers) – contact PI Harp
- “GUIDE: Feasibility and Safety of Autologous Unconditioned Peripheral Nerve Tissue Delivery to the Substantia Nigra” (movement disorders, DBS adjunctive treatment) – Contact Co-Is Schmitt and/or Ali
- “MERIT: Multidisciplinary Engagement for Recovery and Intervention in Tobacco-use” – contact Co-I Han

Time Commitment

Postdoctoral fellows are employed full-time by the UK College of Medicine. **We are flexible regarding work from home when not in clinic.** However, postdoctoral fellows must remain easily available during the workday hours for communication with the faculty and staff. Fellows may spend additional time outside of the official workday dedicated to clinical, research, and academic-related pursuits. Weekly time commitment is estimated to be 40-45 hours. **Please speak directly with the program director if your time commitment regularly exceeds 45 hours.**

Fellows will be asked to submit requests for planned time off at least 6 weeks in advance, the same schedule that is required of clinical faculty. **Please note, though, that the program**

director is very flexible with scheduled time off—even on shorter notice than 6 weeks—when fellows have arranged coverage of their clinics.

In cases of **emergency**, the learner should contact the current supervising neuropsychologist and the neuropsychology clinic scheduler to allow us to arrange for coverage.

Any additional coverage requested of the fellow in case of psychometrist illness or absence **MUST** be approved directly by both the fellow and Dr. Harp. Such coverage should only occur in rare circumstances.

Please arrive at clinic no later than 30 minutes prior to appointments on your clinic day in order to prepare for the day's case and to begin seeing patients promptly. Report writing time may be allotted in clinic or outside of clinic, if confidentiality measures are honored. Learners will not be allowed to take patient protocols and testing materials home with them, but they may use de-identified score summary sheets and clinical notes to support report writing at home. More conveniently, our fellows tend to work directly from our secure shared drive over VPN when off site, which does not require deidentification. If working from home, please prepare a schedule for all clinical supervisors.

*Fellows have 15 days of vacation leave (pro-rated according to start date) and up to 12 days of sick leave with additional UK employee holidays and bonus days off (see: <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule> & <https://postdoc.uky.edu/current-postdocs/benefits>). ***Be active in your own self-care. We encourage you to allocate your time off actively, in order to balance self-care and your other responsibilities.****

Licensing Requirements

You are required to maintain an active license allowing practice in the state of Kentucky for the duration of your fellowship. The first year is covered through temporary licensure, and the second is covered by full licensure. As such, you are expected to pass the EPPP and the state oral ethics/jurisprudence examination by the end of your first year. Study materials will be provided. Again, delays created by the state board of psychology are not counted against this requirement.

Performance Evaluation Procedures

Each fellow will be provided with regular feedback regarding their performance during the fellowship training experience, scheduled at or around 6 months, 1 year, and 18 months, and completion of the program. Additional feedback will be provided at any time at the learner's request.

Evaluations will be based on essential skills for the successful practice of neuropsychology and on criteria proposed by the **Houston Conference training guidelines** for clinical neuropsychologists. We will integrate the competency model proposed by the **Minnesota Conference training guidelines** as they develop. You will be expected to demonstrate progress in these domains throughout your tenure, with the goal of clearly demonstrating increasing independence by the end of your training.

The form used in fellow evaluations is appended below.

To Reiterate: Thank you for reading through these very necessary policies and procedures. Again—our program and work environment are intentionally edifying, supportive, and fun. This handbook is a policy document and is, therefore, not fun. Please construe this document as representative only of policies and procedures—not as an expression of the “personality” of the program. We make it a point to see to the happiness and well-being of our learners and staff. For more personality, please visit (and follow!) our [Instagram @ukneuropsychology](#).

Postdoctoral Fellow Evaluation for Neuropsychology

Learner's Name:	Date of Evaluation:
Quarter:	

Please rate performance quality in each area below, using the following scale:

1 = Unacceptable 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

PROFESSIONALISM

Applies ethical principles to all realms of professional practice	1	2	3	4	5	NA	
Delivers courteous and conscientious patient care	1	2	3	4	5	NA	
Demonstrates respect for a positive work environment	1	2	3	4	5	NA	
Works with supervisor in an open, non-defensive manner	1	2	3	4	5	NA	
Attends work as scheduled	1	2	3	4	5	NA	
Builds positive relationships across disciplines	1	2	3	4	5	NA	
Sets goals in alignment with identified priorities	1	2	3	4	5	NA	
Progress in achieving clinical volumes	1	2	3	4	5	NA	

CLINICAL SKILLS

Interviewing	1	2	3	4	5	NA	
Data gathering	1	2	3	4	5	NA	
Test administration/scoring	1	2	3	4	5	NA	
Providing feedback	1	2	3	4	5	NA	

REPORT WRITING

Psychometric interpretation	1	2	3	4	5	NA	
Formulation/Diagnosis	1	2	3	4	5	NA	
Organization, focus, and clarity of writing	1	2	3	4	5	NA	
Providing appropriate recommendations	1	2	3	4	5	NA	
Timeliness of reports	1	2	3	4	5	NA	
Knowledge and use of clinical literature	1	2	3	4	5	NA	

THE LEARNING PROCESS

Seeks and participates in learning activities	1	2	3	4	5	NA	
Takes an active role in the learning process	1	2	3	4	5	NA	
Identifies and solves problems	1	2	3	4	5	NA	
Demonstrates leadership in didactics	1	2	3	4	5	NA	
Supervision of learners (e.g., students, residents)	1	2	3	4	5	NA	

Section 5: Benefits and Education Office Support

Salary

Fellows are employed under the postdoctoral scholar designation identified by University of Kentucky's Human Resources guidelines. Health insurance along with other benefits will correspond to this designation. Salary is competitive with similar training sites and pegged to the [NIH postdoctoral fellow stipend rates](#). Note that these are 2024 figures.

The salary schedule does update each year, historically only increasing. As each year's salary schedule is released, we update to the new amounts, even mid-fellowship. That is, in the first year, incoming fellows for this cohort will receive the 2025 "Postdoc Year 0" salary (once it has been updated by NIH), and in the second year they receive the 2026 "Postdoc Year 1" salary.

Standard Benefits

- Eligibility for medical, dental, and vision insurance
- Eligibility for retirement benefits
- 15 days of vacation leave (unless pro-rated according to start date) and up to 12 days of sick leave with additional UK employee holidays and bonus days off (see: <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule> & <https://postdoc.uky.edu/current-postdocs/benefits>).
- Access to University of Kentucky libraries, subscription databases, and Up2Date.

Learner Wellness Initiatives & Benefits

- Twice yearly massages
- Participation in learner wellness activities offered to neurology residents and fellows. These vary but have included hikes, escape rooms, and competitive activity rooms.

Neuropsychology Specific Benefits

- Yearly attendance of the International Neuropsychological Society annual meeting. An alternative national meeting may be selected if approved in advance by the Neuropsychology Training Director.
- EPPP and state oral ethics/jurisprudence examination by the end of the first year.
- Financial support for the exam fees and some EPPP study materials will be provided. Due to enterprise policy, the licensure fee itself is **not** covered by the department.
- \$750 per year book/materials stipend
- Up to 3 visiting fellowships or courses per training period to study related topics such as: neuroanatomy, neuroimaging, statistics, data analysis, or other neurology/neuropsychology related training. In the past, these have included NAN Distance Learning courses on clinical neurology and functional neuroanatomy, the MRI and fMRI data analysis workshops, and workshops focused on specific clinical populations.