

2023-2025 Postdoctoral Fellowship in Clinical Neuropsychology
Training Policies & Procedures

University of Kentucky College of Medicine
Kentucky Neuroscience Institute



Kentucky Clinic
740 S. Limestone Street
Lexington, Kentucky 40536

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To be signed at start of fellowship	

Section 1: Faculty & Staff Contact Information

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Section 2: UK Neuropsychology Training Mission

Our training model here at the University of Kentucky Neurology Department incorporates complementary, carefully chosen didactic and clinical learning opportunities designed to provide independent, motivated learners with a strong foundation in the practice of clinical neuropsychology. Our mission is to provide postdoctoral fellows with the opportunities for both clinical experience and didactic instruction necessary to support confident entry into the demands of a full-time early-career position.

Section 3: Core Clinical Values & Principles of Conduct

Successful postdoctoral training requires students 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 the clinical 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 training as a vital opportunity for students 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 both 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 also 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.

Professional conduct also entails accurate record-keeping, including clinical documentation and documentation of supervision and clinical hours. Students will be expected to keep records of their clinical activities and completed supervision requirements.

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

In the case of conduct issues or ethical violations, 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 ground for dismissal from the program.

Section 4: Fellowship Training Outline

Training 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 particular interests. 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.

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

Entrance to the second year of training is contingent on successful completion of the first year. Specialization in the second year 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.

These choices will be discussed at the end of year one.

Please see the year one schedule below. Note different times set aside for selected didactic activities (green) and weekly cases (blue and gray). The remaining time will be spent scoring and writing reports. Certain didactic experience, such as hospital rounding and neurology resident seminars need not be attended regularly so long as didactic engagement is otherwise demonstrated.

Proposed Year One					
	Monday	Tuesday	Wednesday	Thursday	Friday
8		Grand Rounds			Rotating Neuro Specialty Seminar
9		Hospital Rounding	Full w/ Dr. Harp	Full w/ Dr. Schmitt	
10					
11					
12					Resident Conference
1	Full w/ Dr. Harp				Neuropsych Team Meeting
2				Clinic time with Dr. Schmitt	
3		Case Review/ Didactics			
4					
5					

Time Commitment

Postdoctoral fellows are employed full-time by the UK College of Medicine and are expected to attend work accordingly. The official work day at UK begins at 8:00 AM and ends at 5:00 PM. Postdoctoral fellows are expected to remain easily available during these hours for communication with the faculty and staff. We are flexible regarding work from home when not in clinic. Fellows will likely spend additional time outside of the official workday dedicated to clinical, research, and academic-related pursuits. Weekly time commitment is estimated to be 45 to 50 hours. Please speak directly with the Training Director if your time commitment regularly exceeds 50 hours.

Regarding clinical scheduling needs, the postdoctoral fellow in the UK Department of Neurology is treated as a regular clinical provider. Your time slot is guaranteed to a specific patient months in advance, some of whom have been waiting about a year for their appointment date. In addition, the availability of clinical coverage is very limited among the technicians and clinical faculty. Thus, any clinical absence creates significant scheduling difficulty for the department and great inconvenience for patients.

Because of these considerations, the postdoctoral fellow will be required to submit requests for time off at least 6 weeks in advance, the same schedule that is required of clinical faculty. You are also required to find coverage or reschedule affected patients accordingly.

The only exceptions to this requirement are unforeseen emergencies, such as sudden illnesses, accidents, and bereavement. It is expected that learners will limit unexpected time away from their scheduled responsibilities to truly unavoidable circumstances. In these cases, the learner is expected to contact the current supervising neuropsychologist and the Neuropsychology Clinic Coordinator by 6:30 AM (by text message and email) in order to provide the clinic with adequate time to adjust operations due to absence of a provider. Coverage will be provided by clinic staff if it is available in the schedule that clinic day. ***However, if coverage is not available, you will be expected to make up the clinic slot within two weeks in order to accommodate the patient. This will be in addition to your regularly scheduled clinic duties.***

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.

As stated above, please arrive at clinic no later than 30 minutes prior to appointments on your clinic day in order to begin seeing patients promptly or engaging in other activities, described below. Time before patients will be spent preparing for the day's case. Time after testing will be spent scoring protocols and organizing clinic notes for supervision. Report writing time may be allotted in clinic or outside of clinic, providing confidentiality measures are honored (i.e., using only de-identified monikers on personal computers). 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. If working from home, please prepare a schedule for all clinical supervisors.

You are allotted 15 total departmental days off for vacation and sick time with additional UK employee holidays and bonus days off (<https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>). 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 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.

Clinical Requirements

Required Caseload & Schedule:

Postdoctoral Fellow: Three to five full evaluations weekly for two years. Observation on complex cases is encouraged throughout training. Interviewing skills will be promoted to independence based on experience and mastery. Students will begin by observing interviews and will be permitted to begin interviewing with supervision after deemed independent.

Please keep your materials clean and use disinfecting wipes as necessary. Please be mindful of practicing good hand hygiene regularly. **Additional COVID protocols are currently in place and will be discussed upon the fellow's start date.**

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

Clinical Supervision:

- *Individual Supervision:* At least one hour per week of one-on-one, face-to-face clinical supervision time with the current supervisor is guaranteed to each student. Supervision for fellows will be scheduled directly with your supervisor.
 - 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. Students 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 student.
- Throughout the clinical training year, students 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 Requirements

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, as this is an excellent opportunity to bolster your knowledge regarding general clinical neurology.

Neurology Department 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 is designed to enhance your fundamental knowledge of medical neurology in order to support your growth as a professional clinical neuropsychologist. Selected conferences include:

- Chairman's Rounds
- Resident Lectures
- Rotating Neurology Specialty Seminar. Attendance at this lecture may be particularly helpful in choosing a clinical specialty focus, if desired, and learning the neurological principles central to that specialty.
- Antiracism series

Guided Readings:

You will be expected to read selected chapters and seminal 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/dbsearch.php>). It is expected that these readings will result in no additional cost to the student, but learners may choose to purchase some texts through use of their book funds.

Research Opportunities:

- Interested students are encouraged to speak with the Director of Clinical Training regarding opportunities for manuscript preparation and collaboration in ongoing research projects. Research involvement must be approved by the faculty, and 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.

Performance Evaluation Procedures

Each student will be provided with regular feedback regarding his or her performance during the fellowship training experience, scheduled *two* times during the year. 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. 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 student evaluations is appended below.

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 4: Benefits and Education Office Support

Standard Benefits include:

- Salary commensurate with NIH Postdoctoral Salary for the training year
- Eligibility for medical, dental, and vision insurance
- Eligibility for retirement benefits

Learner Wellness Initiatives & Benefits

- Twice yearly massages
 - Call Kentucky Healing Arts and schedule at your convenience
- Participation in learner wellness activities (vary)
 - Notification will go out via the NeuroResident Listerve, which you will be added to.

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.
 - The education office can help with travel arrangements, including flights and hotels for use of the department pro-card.
- EPPP and state oral ethics/jurisprudence examination by the end of the first year.
 - Financial support for the exam fees, licensure fees, and some EPPP study materials will be provided.
 - Please work with the education office to make arrangements.
- \$750 per year book/materials stipend
 - Send your requests, preferably with a link, to Megan Northern, Megan.northern@uky.edu
- Additional training may include:
 - 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

Section 6: Fellowship Responsibilities & Expectations Agreement



Department of Neurology
Kentucky Neuroscience Institute

I, _____, have read and understand the clinical responsibilities and expectations required of me during my postdoctoral fellowship with the University of Kentucky Neuropsychology Department. I agree participate fully in all clinical and academic activities as required. In addition, I understand that any agreements for extra projects, including manuscripts and research collaborations, represent verbal contracts between myself and the principal investigator, and non-completion of those additional responsibilities reflect directly on my professional conduct.

Signature <i>Postdoctoral Fellow</i>	Fellow Printed Name	Date of Signature
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Signature <i>Jordan P. Harp, PhD</i>	Faculty Printed Name	Date of Signature
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