Clinical Internship Manual
2-year Forensic Psychology Master
2016-2018

Forensic Psychology
Maastricht University

Forensic Psychology Director
Corine de Ruiter, PhD
Internship Coordinator
Kim van Oorsouw, PhD
Clinical Internship: General Information

Coordinators
- General: Sandra Mulknens
- Forensic Psychology: Kim van Oorsouw & Corine de Ruiter

The entire second year of the Forensic Psychology Master’s program is devoted to internship. The internship period should be divided into a clinical internship and a research internship. The order in which these internships take place, and whether they are conducted in the same or in different institution(s) is not critical. However, since the research internship has to result in the completion of the Master’s Thesis, most students will probably want to complete their clinical internship first.

1. Purpose of the clinical internship
The curriculum of this Master's program will expose students to other disciplines (law, ethics, psychiatry, pharmacology) which will sharpen their insight in the multidisciplinarity of the work in the forensic field. During their clinical internship period, they will acquire experience in applying their knowledge and skills in practice.

The aims of the clinical internship are twofold. Firstly, the internship is meant to provide experience in performing the forensic psychological skills they have been taught during their first year. Secondly, the internship provides an introduction to the organization and practice of forensic mental health care. For students who intend to pursue post-master clinical training as a health care psychologist, psychotherapist, or clinical (neuro)psychologist, participation in these internship activities are a necessary prerequisite for admission to many postmaster programs.

2. Timing and duration
The clinical internship and the research internship both take place in the second year of the Master. The two internships can be conducted either separately (in any order) or in combination with each other. A separate clinical internship lasts 13 weeks fulltime (520 hours). In a combined internship (during a total of approximately 34 weeks), you can establish a plan with your supervisor about scheduling the components of the two internships, as long as the clinical part is equivalent to 520 hours of work (including the Internship report, see Appendix A)

3. Locating a clinical internship institution
- Criteria for internship institutions
The internship must be conducted within a forensic institution that deals with patients/offenders with disorders or disabilities in which cognitive, emotional, and/or behavioral problems play an important role. Diagnostic procedures and interventions (e.g. psychological treatment, psycho education, pharmacological treatment) offered must be focused to a large extent on these problems. Note that these criteria do not limit you to adult forensic psychiatric hospitals. Possibilities extend to forensic mental health settings for children and adolescents (inpatient and outpatient), prisons, child protection agencies, probation services, women’s shelters (domestic violence treatment).

- Strategies for locating a suitable institution
Your strategy will depend on a number of factors: Do you want to do the internship in The Netherlands or in another country? Do you want to combine clinical and research internships, or do them separately? Do you want to fulfill entrance requirements for post-master training to be a registered health care psychologist, psychotherapist, or clinical
psychologist, either in The Netherlands or elsewhere? The Forensic Psychology Master coordinator maintains a list of approved institutions, including some in Belgium, Germany, Canada, UK and the USA.

**Tips to consider:**
- First discuss with the Master coordinator how to approach the institutions you are interested in. Some faculty members of the Forensic Psychology section may already be in contact with the institution, so it is better if you let them take up contact first. This will increase your chances of obtaining an internship placement.
- Clinical internships are generally more difficult to arrange than research internships; combining the two internships is likely to create more options.
- Working in a forensic-clinical setting requires proficiency in the local language. Successfully arranging a clinical internship will require that you can demonstrate excellent communication skills.
- A clinical institution may require an interview with you before agreeing to accept you as an intern.

### 4. Contracts and agreements

Once an institution has informally agreed to accept you, formal contracts need to be signed to finalize arrangements concerning the clinical and (for students who combine the clinical and research internship) the research aspects of the internship: its length, the actual tasks to be performed on location, the type of supervision provided by the institution, who will function as the institutional supervisor, and who will serve as UM supervisor for the Clinical Internship Report. Additional details are mentioned under section 5 below.

The FPN Educational Office is responsible for setting up these contracts, based on the information provided in your application form. The Educational Office will ask the Exam Administration office to confirm that you have met all course requirements to start your internship.

The student and the institutional supervisor must sign the internship contract and return it to Marian Pieters of the FPN Education Office at least 4 weeks before the starting date of the internship. The contract is not valid until signed by the FP internship coordinator, Kim van Oorsouw.

### 5. Clinical aspects of the internship

**Description and scope of the activities:** the clinical internship provides an opportunity for you to acquire knowledge of the forensic mental health care system, practice diagnostic and therapeutic skills. Based on the clinical skills trainings and theoretical background you have obtained as a bachelor student and during the Forensic Master, you are able to conduct intake and other interviews with clients (including written summaries), perform assessments (including written summaries), and/or develop individual treatment plans. These activities all take place under supervision. The first weeks of the internship generally include an orientation within the institution, accompanying and observing other mental health care professionals. As the internship progresses, you will have more opportunities to conduct parts of interviews and/or diagnostic or therapeutic intervention yourself, under supervision. By the end of the internship, you will be able to conduct more or less independent sessions with clients, present and discuss your findings in team meetings, and write good summary reports. The nature of client contacts can vary
during the internship and will also depend on the specific institution. Intake sessions, assessment procedures, and therapeutic interventions are among the possibilities; in the case of both assessment and therapeutic interventions, these will often be according to a fixed protocol.

**Learning goals:** What you can learn during the clinical internship depends on your own learning goals as well as the opportunities available at a given institution. These goals, and the activities that you will perform in order to achieve them, should be briefly outlined in your contract with the institution. Learning goals should be approved by your clinical UM supervisor.

**Clinical supervision:** The person who is responsible for guiding and evaluating the aspects of the internship will usually be an employee of the institution and not a member of the UM faculty. This clinical supervisor is a qualified mental health care professional with an academic degree who is responsible for some aspect of intervention offered by the internship institution; this could be, for example, a clinical (neuro)psychologist, psychiatrist, other physician, remedial education expert, mental health scientist. The UM supervisor of your clinical internship are either Corine de Ruiter or Kim van Oorsouw.

**Evaluation:** Performance in the clinical setting is assessed on the basis of (1) the student’s final clinical activities report (see Appendix A), evaluated by the UM internship supervisor (Corine de Ruiter or Kim van Oorsouw) with a grade (1-10) and (2) the evaluation of the practical aspects of the internship, for which the institutional supervisor fills out a rating form. The rating form (clinical internship evaluation form) can be downloaded by the student from Eleum and handed to your institutional supervisor. This rating form should be sent directly to Kim van Oorsouw by the institutional supervisor. Kim or Corine will fill out an Individual Assessment Form and send it to the Educational Office (grade for CAR and sufficient/insufficient for practical part). Materials should reach the Educational Office at least 4 weeks before you graduate, final graduation date is August 31. To receive your diploma in September, however, all materials should reach the UM clinical internship coordinator (i.e., Kim) by July 15.

**Clinical activities report:** Your final report serves three purposes: (1) it enables you both to reflect on personal experience gained during the clinical internship period and to deepen knowledge and insights concerning the structure and functioning of an institution providing forensic mental health care, (2) it provides the internship coordinator with an overview of the various activities you conducted during the internship, and (3) it provides information to the institutional supervisor and internship institution that can be used to assess your accomplishments and their own roles in guiding and facilitating the clinical internship. Guidelines concerning form and content of the final report are available on EleUM (Guidelines clinical activities report). The report is written in English or Dutch. Length is approximately 20 pages A4, 1.5 spaced. Within two weeks of completing the internship, you must submit this report to your UM clinical internship supervisor. The final version should be submitted to your UM clinical internship supervisor and the Educational Office (see Appendix A). Assessment of this report (grade 1-10 scale) is performed by the UM supervisor only. The Educational Office can send a copy of your approved report to the host institution, if so requested.

6. Summary of requirements for passing the examination for the Clinical Internship

Successful completion of all requirements is equivalent to 20 European credits. In a combined internship, the clinical (Clinical Internship Report) and research (Master’s thesis) portions entail separate evaluations and credits.
- final clinical activities report approved (pass/fail) by the UM Clinical Internship supervisor
- satisfactory evaluation of internship performance by the institutional supervisor (see internship evaluation form)

7. Meeting admission requirements for post-academic mental health care/clinical training programmes
FP students who complete both the coursework for their FP Master and the clinical internship will in most cases meet educational prerequisites for admission to post-academic mental health care/clinical training programmes in The Netherlands (see www.spon-opleidingen.nl for more details). Students are responsible, however, for filling any possible gaps in their education, for example by taking extra electives or by extending their clinical internship period to meet the duration requirements (see below). If in doubt, you should contact the FPN internship coordinator (Sandra Mulkens), who is responsible for certifying whether a student has met all prerequisites. It should be noted, however, that completing the FPN clinical internship does not guarantee admission to a post-academic mental health care/clinical programme (in Dutch: GZ-opleiding).

Requirements for post-academic training programmes leading to professional registration as a mental health care psychologist, clinical psychologist, or psychotherapist vary widely between countries. If you plan to pursue clinical training outside of The Netherlands, you should check requirements before starting your clinical internship and discuss options with the FPN internship coordinator and/or the internship institution; it may be possible to tailor the internship so that it meets more (if not all) of the other country’s prerequisites.

For The Netherlands, two certificates are of importance:

Certification of basic proficiency in psychodiagnostics
The certification of basic proficiency in psychodiagnostics (“Basisaantekening psychodiagnostiek” or “BAPD”) is issued by the Netherlands Institute of Psychology (“Nederlands Instituut van Psychologen” or NIP). It is a necessary (but not sufficient) prerequisite for post-academic clinical training programs in the Netherlands. It is also important for obtaining clinical positions in mental health care in general, as institutions often will only hire psychologists that have this certificate. For details, see:

http://www.psynip.nl
http://tinyurl.com/NIPbapd

Also consult the BAPD manual (under FPN master students, clinical internships, BAPD on Eleum). See also appendix B.

Certification of meeting admission requirements to the post-academic programme Health Care Psychologist (GZ-Psycholoog)
In The Netherlands, several clinical psychology titles are protected by law concerning professions in individual health care (“Beroepen in Individuele Gezondheidszorg” or BIG), and these titles, such as “Health Care Psychologist”, can be obtained by following post-academic programmes. These programmes combine working in mental health care with one day per week of training at special institutes (RINOs). They are only open to graduates of master’s programmes who have acquired the certification issued by SPON that they meet admission requirements for the GZ-Psychologist or Psychotherapist training.
These certificates are normally issued by the institutions mentioned, independent of the university. However, several Bachelor-Master programs at Maastricht University have been evaluated by these institutions and the FPN has been granted the right to issue these certificates to students that followed these tracks, provided certain extra requirements are met. The additional requirements are:

- Hold a Bachelor’s degree in Psychology or Mental Healthy obtained at the UM, or a comparable Bachelor’s degree in Psychology from any other Dutch University. The aforementioned regulations do not count for UCM Bachelor’s degrees. Students holding an UCM Bachelor’s degree should individually contact the institutions mentioned in order to obtain the requested certificates.

- Performing a clinical internship that includes:
  - A minimum of 200 hours of psychodiagnostic work, including at least three diagnostic assessments performed independently, and the writing of a clinical report on these three cases (“three-cases-report”) that has to be submitted to Petra Hurks or Sven Stapert. Make an appointment with Sven or Petra before the start of the internship to discuss BAPD guidelines. Also consult the BAPD manual.
  - An additional minimum of 320 hours of experience with clinical psychological work, other than psychodiagnostics. These other activities can be performing interviews, intakes, advice and orientation meetings, counseling, prevention activities, team meetings, supervision of health care workers, treatment, etc.
  - Write a clinical internship report that includes a general section on the organization and ethical and legal aspects of mental health care (this report is already a requirement for graduating).
  - Preferably attending at least one of the intervision meetings that are organized by the FPN, to provide students doing a clinical internship the chance to exchange their experiences during the internship. Check EleUM (clinical internships) for dates of these meetings.
  - Have a faculty supervisor for the clinical internship. The function of this supervisor is to maintain contact with the institutional supervisor, evaluate the draft and final clinical activities report, and (when feasible) conduct the final evaluation with the internship supervisor and the student, either by visiting the location where the internship takes place or via e-mail or telephone.

Given the importance of these certificates for future work in mental health care in The Netherlands, FPN students are encouraged (but not formally required) to arrange to obtain certification. Under specified conditions, Dutch certification can also be obtained if you follow the clinical internship abroad. Other countries have their own certification programs and requirements. You are advised to check local certification requirements before starting the clinical internship.

Given the limited time available for the clinical internship in the Forensic Psychology Master, completing the requirements for these certifications will rarely be feasible during a 13-week clinical internship. Nevertheless, FP students can take advantage of opportunities the clinical internship offers to get started on this process. Students interested in this option must consider extending the clinical internship, for example in the summer, or choosing a combined clinical and research internship. Be sure to discuss your options with the clinical internship coordinator.

8. Contact persons

Internship coordinator FPN (general):
Sandra Mulkens, 043 3884052, s.mulkens@maastrichtuniversity.nl
- contracts between student and clinical institution, information about pre-requisites for post-academic clinical training programs
- internship-related issues/questions

**FP internship coordinator(s)**
Kim van Oorsouw, 043 3884050, K.vanOorsouw@maastrichtuniversity.nl
- placement of FP students and internship-related issues/questions
Corine de Ruiter, Corine.deRuiter@maastrichtuniversity.nl
- specific questions about institutions and contact mediation

**International office**
Iro-outgoing-fpn@maastrichtuniversity.nl
Check EleUM for information about office hours.
- information about obtaining visas, financial support, and other practical assistance for organizing an internship abroad
Please consult AskPsy first

**BAPD**
- Sven Stapert, tel. 043 3881912, s.stapert@maastrichtuniversity.nl Room: UNS40 East 2.731
- Petra Hurks, 043 3884269, pm.hurks@maastrichtuniversity.nl Room: UNS40 East 2.747
Sven Stapert and Petra Hurks have been certified to judge the three-cases-report and determine whether it meets the NIP requirements. Please consult Sven or Petra for BAPD supervision before the start of your internship. For NIP regulations and guidelines concerning certification of basic psychodiagnostic proficiency (in Dutch), see also the NIP website:

http://tinyurl.com/NIPbapdAanvraag

**Health Care program certificate**
Hanneke van Mier (043 3884010, h.vanMier@maastrichtuniversity.nl) is the chair of the Exam Committee (EC). The EC is responsible for evaluating whether Health Care Program admission requirements have been met. If this applies, the student will receive the Health Care program certificate together with their Master’s degree.

### 9. Insurance during your clinical internship

The host institution where you conduct your clinical internship is responsible for arranging a liability insurance for you. As you will work under supervision and are not yet a registered professional yourself, there is no professional liability insurance needed.

In the event your host institution failed to arrange the necessary insurance and something unforeseen does happen, the UM provides a back-up liability insurance. The department of Treasury of the UM (contactpersons: mr. S. Groenveld and ms. M. van Reij) will have a mediating role.

Please note that it is your own responsibility to arrange a liability insurance for the time outside your clinical work (private / off work). If you remain in The Netherlands, you will likely already have such an insurance policy. When you go abroad, check if your policy covers you abroad as well. Needless to say, you need to take care of your own health care insurance as well.
Last update, May 2017
Appendix A

Guidelines for Clinical Internship Activities Report

Content of the report

The report includes both a general section, based mainly on a literature review (see points 1 and 2 below), and sections specific to your internship activities and the institution where you carried them out (points 3 through 11). The general section is necessary for two reasons. Firstly, we consider basic knowledge concerning the organization of (mental) healthcare services, legal and ethical aspects to be important for anyone working in these settings. Secondly, demonstrating an understanding of these issues is a formal requirement for admission to post-graduate clinical training programs in the Netherlands. The guidelines concerning the content of the report have been formulated in consultation with the Dutch LOGO, so that the clinical internship will fulfill this aspect of the admission criteria. All students, regardless of their intention to pursue clinical training in the Netherlands or elsewhere, are required to complete the general as well as the specific sections of the summary report.

1. An overview (≥ 4 pages) of the organization of (mental) healthcare, services for persons with a disability, and services for youth in the country where the internship takes place. Study relevant literature sources and indicate what the role is of the general practitioner, secondary and tertiary care facilities, etc. Try whenever possible to link this information to your own internship institution.

2. An overview (≥ 3 pages) concerning the judicial and ethical aspects of healthcare services. Discuss here regulations concerning legal responsibilities in the mental healthcare system, involuntary admission and treatment, and professional ethics.

3. A description of the internship setting (organization and structure of the institution, the population group(s) for which the institution focuses its services, the manner in which referrals to and from the institution take place, the types of problems that are treated, methods and procedures used for diagnosis, treatment, and follow-up.

4. A description of the professional disciplines working in the division of the institution where the internship takes place and the activities they perform.

5. The role and function of a psychologist in this setting.

6. Are research activities (other than your own) also conducted in this setting? If so, describe briefly.

7. An overview of your own clinical activities during this internship. Provide quantitative as well as qualitative details (tip: keep a daily diary).

8. An overview of the clinical learning goals that you had formulated for the internship period and an evaluation of these at the end of the internship.

9. Describe one case (either intake or intervention/support) in detail. (Be careful that the client in question cannot be readily identified; do this by omitting the name and changing specific details such as profession, age, or gender.) Note that this case description has a different character than those that may be required for certification in psychodiagnostics!

10. A brief overview and evaluation of your research activities during this internship.

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1 LOGO: Landelijk Overleg van GGZ-Opleidingsinstellingen

2 Additional criteria exist with regard to the nature, duration, supervision, and reporting of specific clinical activities, in particular psychodiagnostics. For details, please contact Anton de Vries or Sven Stapert, FPN.
11. Evaluation of the internship, your own functioning in this setting, reception and clinical supervision you received in the institution, feasibility of combining clinical and research activities there, contact with the university.

12. Suggestions for changing or improving the internship (in general or at this internship institution).

**Length and form of the report**
Adequate coverage of the above points will usually require at least 20 pages, not including table of contents, reference list, tables, etc. Although we encourage conciseness, there is no upper page limit. Style should follow APA (6th edition) guidelines. Except when the institution requests and by prior agreement with the clinical internship coordinator, the report should be written in English. Students doing their internships in Dutch facilities can request their UM supervisor permission to write the report in Dutch.

**Submission and approval**
Submit an *electronic version* of your report to your clinical internship supervisor within 2 weeks after completion of the clinical internship. Your supervisor may require that you make changes or additions. Send the final version of the report (as an e-mail attachment) to your supervisor and the Educational Office (mailto: fdp-masterthese@maastrichtuniversity.nl) (Marian Pieters) at least 4 weeks before your graduation date, following these rules:

This digital copy:
- is required to award credits to your work,
- will be used to check for plagiarism, and
- is archived for future reference.

To be accepted, the document name must have the format as specified below *(the format specified in the handbook writing skills is incorrect)*:

Last name_idnumber_CAR_track.pdf
(type your last name without extras such as van, der, de, etcetera)

CAR refers to Clinical Activities Report
Use the appropriate track abbreviation in your file name:
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For example:

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Please note that the final version of your thesis must be sent in a correct way, before the final credits will be awarded.

If the name of your document, do not meet the conditions mentioned above, your document will be removed. It is your own responsibility to deliver your paper(s) in a correct way. In case the title of your electronically paper is not correct, you have to hand in your paper again.

Approval of this report (as “sufficient”) by your UM clinical internship supervisor is one of the criteria for obtaining credits for the clinical internship. The Educational Office can send a copy of your approved report to the host institution, if so requested.
Appendix B

Important information about BAPD

Important:
- read the BAPD manual carefully (Eleum: under FPN master students, clinical internships, BAPD).
- make an appointment with Petra Hurks or Sven Stapert to discuss options
- discuss with your institutional supervisor what the options are for diagnostics
- be creative and responsible
- substantiate your choice for certain tests with research questions or hypotheses
- UM grades the CAR and not the institution. Your institutional supervisor is free to provide feedback or check the report, but his/her approval does not automatically mean that the UM supervisor does the same.
- Students with a non-UM bachelor: please make an appointment with Petra Hurks to discuss possible shortcomings in your bachelor curriculum which may be problematic for obtaining the BAPD.