

## Factsheet Guidelines for clinical internships

### Master FPN track NP

Students following the one-year Neuropsychology (NP) master of the Faculty of Psychology and Neuroscience, Maastricht University, can choose between a research and clinical variant. Both variants consist of the same main courses and practical meetings between September and December, but differ in the type of internship(s):

- **Research variant**, includes a research internship resulting in a master's thesis  
Period: between January/ February and August (approximately 28 weeks).  
Work load: 5 credits\* for Academic skills & Research proposal (140 hours), 25 credits for the research internship (700 hours), and 10 credits (280 hours) for the master's thesis.  
Supervision: Students will have two supervisors for the research: the first (external) internship supervisor and a second - UM FPN- supervisor. A research internship at the UM (internal internship) needs two supervisors with a PhD. However, there is an exception for PhD-students and for UM lecturers without a PhD. When they completed the UTQ workshop 'assessment', they can be second supervisor. When in addition, the PhD student or the UM lecturer without PhD already supervised two research internships as a second supervisor, they can also act as first supervisor. In case of a research internship outside UM (external internship) the external supervisor needs to have a PhD or needs to have a track record showing experience in conducting research and writing scientific papers. When this is not the case, two internal supervisors will have to serve as supervisors. The external supervisor still acts as assessor of the practical part (the 'research internship') and informs the internal assessor about the student's performance and grade. The requirements for the other/second assessor are equal to those of an internal research internship.
- **Clinical variant**, includes a research internship resulting in a master's thesis and a clinical internship resulting in a clinical activities report and 3 case reports. The research and clinical internship can be conducted either separately (in any order) or combined at one institution or location.  
Period: between January and August  
Work load: research internship: 2 credits\* for the research proposal (56 hours), 12 credits for the research internship (336 hours), 7 credits (196 hours) for the master's thesis, clinical internship: 14 credits for the clinical internship, 2 credits for the UM clinical supervision meetings and 3 credits for the clinical activities report. In total, the clinical internship corresponds to 532 hours.  
Supervision: Students will have two supervisors for the research (see information above).  
Students also will have two supervisors for the clinical part: the clinical internship supervisor and the UM FPN supervisor. The clinical supervisor needs to be a qualified (neuro)psychologist with extensive experience and a post-doctoral clinical training (i.e., health care psychologist, psychotherapist), who is responsible for some part of the diagnostics and/or treatment offered at the internship institution. The UM FPN supervisor needs to have experience or affinity with clinical work.  
Supervisor for the research and clinical part may be the same person.

### Finding a clinical neuropsychology internship

Students are responsible themselves for finding a clinical neuropsychology internship. The internship must be conducted within an institution that deals with neuropsychological disorders or disabilities in which cognitive, emotional, and/or behavioural problems play an important role. Diagnostic procedures and interventions (e.g., psychological treatments, neuropsychological training or psychoeducation) offered must include neuropsychological aspects. Possibilities are mental health outpatient clinics or hospitals for children, adolescents, adults, and the elderly, and to other institutions ranging from somatic medicine, rehabilitation, mental health, forensic institutions, institutions for the mentally disabled, nursing homes, and others. Keep in mind that working in a clinical setting requires proficiency in the local language.

### **Goal of the clinical internship**

Goal is to gain knowledge of and experience in the work environment of the clinical neuropsychologist. This internship provides students an introduction to the organization and practice of mental health care, as well as basic experience in clinical diagnostics and therapeutic interventions. By the end of the internship students will be able to conduct more or less independent (but always under supervision) the diagnostic cycle, which may include intake sessions, diagnostic procedures, therapeutic interventions, discuss findings during a team meeting, and write summary reports (exact nature of these activities depend on the specific institution). Students formulate learning goals and activities to achieve them in consultation with the supervisors, which are described in the clinical activities report.

For students who intend to pursue a post-doctoral clinical training as a health care psychologist, psychotherapist, or clinical (neuro)psychologist, participation in these internship activities is a prerequisite for admission to many programs in the Netherlands. Provided certain additional theoretical and internship requirements are met, the clinical internship provides the opportunity for students interested in a clinical career in the Netherlands to obtain two official certificates (the BAPD and GZ certificates) that are important for entering the field of mental health care in this country. Students can find more information about the exact requirements on AskPsy.

Requirements for passing the examination for the clinical internship

- Satisfactory (sufficient/insufficient) evaluation of practical part of the clinical internship performance by the clinical supervisor;
- Satisfactory Clinical Activities Report (CAR), including satisfactory evaluation of 3 case reports (6 or higher). This is evaluated by the UM FPN supervisor, unless students want to obtain the BAPD or GZ certificate. In this latter case, the CAR is evaluated by the UM FPN supervisor and the 3 case reports are evaluated by an UM FPN certified BAPD case report assessor.

Guidelines concerning form and content of the clinical activities report as well as the 3 case reports are available on AskPsy and are discussed with students in the UM Clinical Supervision meetings.

**Responsibilities of the student**

- Finding a clinical internship\*\*, finding two supervisors and fill in the application form (at least one month before start, but half of December);
- Keeps track of and communicates with both supervisors the timelines for assessment of the practical evaluation, the clinical activities report and the 3 case reports. In case students want to obtain the BAPD or GZ certificate, they should additionally communicate with an UM FPN certified BAPD case report assessor;
- Ensures that the relevant documents and information about assessment is sent to the responsible supervisors.

**Responsibilities of the clinical supervisor:**

- Familiarizes student with the host institution and clinical activities at the institute;
- Provides regularly clinical supervision, advice and help;
- Is responsible for evaluating the practical aspects of the internship by means of a rating form. Students download this from AskPsy and give it to the supervisor. This form can also be used for intermediate evaluation. After finishing the clinical internship, the external supervisor should send the completed rating form to the UM FPN supervisor;
- Initials the Clinical Activities Report including 3 case reports, indicating that the student was involved in the diagnostics or treatment of the case patients;
- Contacts the UM FPN supervisor, if student's clinical performance is insufficient or in case of other problems/questions.

**Responsibilities of the UM FPN supervisor (a FPN clinical supervisor receives 7 hours for his/her supervision):**

- Maintains contact with the student while (s)he is at the external institution;
- Communicates with the external supervisor if necessary;
- Assessment of the clinical activities report and assessment of the 3 case reports (unless student wants to obtain BAPD or GZ registration).

Assessment forms must be completed via DorsWebApp within 15 working days after the student has handed in the final documents. This final assessment includes the assessment of the clinical activities report, including the 3 case reports (UM FPN supervisor, and potential the UM certified BAPD case report assessor) and the assessment for the practical part (handed in by clinical supervisor).

## Insurance

The host institution is responsible for concluding a liability insurance for the student. As students will work under supervision and are not yet a registered professional themselves, there is no professional liability insurance needed. In the event the host institution fails to conclude the necessary insurance and something unforeseen does happen, the UM provides for a back-up liability insurance. The Department of Treasury of the UM will have a mediating role.

## Contact persons

NP internship coordinator:	Dr. Ieke Winkens, <a href="mailto:i.winkens@maastrichtuniversity.nl">i.winkens@maastrichtuniversity.nl</a>
Education Office:	<a href="mailto:fdp-masterthese@maastrichtuniversity.nl">fdp-masterthese@maastrichtuniversity.nl</a>
UM FPN supervisors:	See list AskPsy
UM FPN certified BAPD case report assessor:	See list AskPsy

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\*Credits are the unit of the European Credit Transfer and Accumulation System. One academic year corresponds to 60 credits. One credit is equivalent to 28 hours of study.

\*\*Students should hand in the clinical internship application form before half of December. Otherwise, students' choice for the clinical NP variant will be **changed to the research variant**. This change has consequences for the number of credits associated with the research internship, which will be 40 credits in the research variant (as opposed to 21 credits in the clinical variant). In case you (have to) switch from the clinical to the research variant, make sure that you discuss this amount of credits (so 6 months of research internship/ 40 credits) with both your supervisors and check whether your research contract also includes at least 6 months. Furthermore, this change to the research variant means that you must follow the 'Academic skills & Research proposal course' (140 hours)