

NICPP Intern Log Operational Definitions

Record all activities in 15-minute increments. If an activity lasted less than 15 minutes, round up to the next 15-minute increment (i.e., .25 hr, .5 hr, .75 hr, 1 hr).

Supervision Received

Direct face-to-face supervision:

- This category includes any supervision received in person. It may be weekly scheduled supervision with a primary supervisor, secondary supervisor, or peer supervisor. It also includes spontaneous face-to-face supervision as well as group supervision that occurred during scheduled meetings.
- Example: If an intern is observed providing an assessment by a supervisor, count the administration of the assessment as a direct service. When the intern receives feedback from the supervisor about the assessment, count this a supervision received.

Other supervision:

- This category includes any supervision that occurred via any mode other than face-to-face. This category includes supervision received from your university advisor or other supervisors over the phone.

Face to Face Psychological Services (Direct Service)

Number of scheduled therapy hours:

- This category includes all therapy hours (individual, group, family) scheduled for the week, whether the appointments were held or not.

Number of scheduled therapy hours that were no shows/canceled:

- This category includes the number of hours where the clients who did not attend their appointment, whether they canceled the appointment or simply did not show up.

Total hours of individual therapy:

- This category includes the total time spent providing individual therapy services for the week. Round therapy appointments to .5-hour or 1-hour increments.

NICPP Hours Requirements

Revised July 2018

minimum of 2,000 hours completed during a 12-month period (at least 50 working weeks). A minimum of 25% of hours (500) in face-to-face psychological services to patients and clients. A minimum of 2 hours per week in individual supervision.

Total hours of group therapy:

- This category includes the total time spent in group therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Total hours of family therapy:

- This category includes the total time spent in family therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Total hours of couples therapy:

- This category includes the total time spent in couples therapy for the week. Round therapy appointments to .5-hour or 1-hour increments.

Assessment (admin/feedback):

- This category includes time spent conducting assessments, including intake assessments, and specific diagnostic, achievement, and/or cognitive assessments with any type of informal or standardized assessment instruments. This category also includes time spent delivering the assessment results to the client and/or guardian, caseworker, administrative staff, etc.

Training/supervising others:

- This category includes activities related to the intern providing training or supervision to others. This category includes time spent providing peer supervision.

Teaching (lecture/rounds):

- This category includes time spent engaged in the activity of teaching. This category includes presentations given to community members or the public when conducted as a responsibility of your intern training program. When conducted as a private endeavor, this time is not recorded on the NICPP Intern Log.

Consultation/collaboration:

- This category includes time spent *directly providing* consultation to others or collaborating with others on assessment, treatment, or evaluation. This includes treatment team meetings, case conferences, school meetings (IEPs, MDTs, SATs) and consultation to others including, but not limited to: case workers, probation officers, in-home service providers, outpatient therapists, etc.

Outreach:

- This category includes activities related to community outreach, including volunteering at events directly involving your training site. If an intern elects to participate in outreach or volunteer activities not associated with the training site and outside of clinical hours, do not count this time.

Walk-in/crisis:

- This category refers to time spent in managing crisis situations or walk-in appointments. It includes time spent managing emergency calls.

Other (Indirect Service)

Professional development:

- This category includes time spent attending a formal workshop or conference. This does not include time spent traveling or overnight hours. Travel may be recorded under the Other category.

Didactics:

- This category includes time spent in training sessions at your training site or sessions attended while on a site visit. This also includes training sessions attended on monthly consortium days. This category includes time spent preparing for didactics by reading assigned literature or completing other assigned preparatory activities.

Clinical preparation:

- This category includes time spent preparing for clinic sessions. Preparation may include review of file information, reading articles, or using other resources to develop or refine interventions.

Supervision preparation:

- This category includes time spent preparing for supervision including reviewing tape, reading notes, and preparing for supervision (either receiving or providing). This category applies to any time spent related to receiving or providing supervision.

Reports, documentation:

- This category includes time spent on documentation. Documentation includes written, typed, or electronic work, as well as dictation. This category includes, but is not limited

to: initial clinical assessments, therapy notes, standardized assessments or psychological testing reports, treatment plan documents, caseworker/court letters, physician letters, correspondence with clients/legal guardians, etc.

Research/professional reading:

- This category includes time spent conducting research activities (including dissertation), including conducting literature reviews; developing research designs; meeting with research team members; collecting, analyzing, and reporting data; and writing up research activities. This category does not include reading for clinical preparation. Time spent reading for clinical preparation is included under the Clinical Preparation category. Dissertation-related or other research-related activities conducted during leave/vacation time, or outside of paid work hours is eligible to log under this category.

Staff/Administrative meetings :

- This category includes time spent participating in non-clinical meetings. This often includes meetings in which administrative matters are the primary focus.

Other:

- This category includes any other activities that are not included in any other category.