


<b>BHS Policies and Procedures</b>	
	<p>City and County of San Francisco            Department of Public Health            San Francisco Health Network            BEHAVIORAL HEALTH SERVICES</p>
<p>1380 Howard Street, 5<sup>th</sup> Floor            San Francisco, CA 94103            (415) 255-3400            FAX (415) 255-3567</p>	
<p>Policy or Procedure Title: Use of Trainees/Interns for Clinical Behavioral Health Services</p>	
<p>Issued By: <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">DocuSigned by: <i>Maximilian Rocha</i> EB51A346C32641B...</span>            Maximilian Rocha, LCSW            Director of Systems of Care</p> <p>Date: November 2, 2022</p>	<p>Manual Number: 2.06-16</p> <p>References:</p>

**(Substantive Revision. Replaces 2.06-16 of 3/1/2016.)**

**Equity Statement:**

The San Francisco Department of Public Health, Behavioral Health Services (BHS) is committed to leading with race and prioritizing Intersectionality, including sex, gender identity, sexual orientation, age, class, nationality, language, and ability. BHS strives to move forward on the continuum of becoming an anti-racist institution through dismantling racism, building solidarity among racial groups, and working towards becoming a Trauma-Informed/Trauma Healing Organization in partnership with staff, clients, communities, and our contractors. We are committed to ensuring that every policy or procedure, developed and implemented, leads with an equity and anti-racist lens. Our policies will provide the highest quality of care for our diverse clients. We are dedicated to ensuring that our providers are equipped to provide services that are responsive to our clients' needs and lived experiences.

**Purpose:**

The purpose of this policy is to provide guidance on the onboarding, training, and supervision of clinical behavioral health graduate interns/trainees in order to ensure the quality and consistency of training.

**Scope:**

This policy applies to all BHS civil service programs and contracted agencies that host behavioral health trainees/interns in a training program.

**Definitions:**

**Trainee/intern** is defined as a student who is actively enrolled in a behavioral health related graduate program (e.g. MSW, MA, Ph.D./Psy.D., etc.) or a post-doctoral psychologist acquiring hours towards licensure. In accordance with the California Business and Professions Code, the Board of Psychology, and the board of Behavioral Sciences, non-licensed trainees and interns must be under the immediate supervision of a licensed clinician who shall be responsible for ensuring that the extent, kind and quality of the services performed are consistent with his or her training and experience and be responsible for his or her compliance with applicable state and county law.

**School** is an academic institution with which the San Francisco Department of Public Health has executed an agreement for use of SFDPH facilities for clinical job-related experience. Schools include universities, colleges, technical schools, institutes or community colleges that offer education and training opportunities resulting in academic credit for enrolled students.

**Supervision** is an activity that is provided by a senior member of a profession to a junior member of that same profession. This relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional functioning of the junior, monitoring the quality of professional services offered to the clients they serve, and serving as a gatekeeper for those who are to enter the profession.

**Statement of Policy:**

It is the policy of BHS to support the professional development of student trainees and pre-licensed interns through the provision of field placement based training and supervision to ensure that individuals trained acquire the knowledge and skills to work with public behavioral health clients.

**1. Onboarding** (The items covered in this section apply only to Civil Service placements)

- **Conviction History Review:** All incoming interns/trainees will undergo a conviction history review through Human Resources at 1 So. Van Ness Ave, 4th Floor prior to the start of placement in order to determine whether the nature of a prior conviction or arrest conflicts with the specific duties and responsibilities of the clinical behavioral health internship.
- **Health Clearance:** All incoming interns/trainees must adhere to the below health related policies and provide the appropriate proof of vaccination, booster, negative PPD test or chest x-ray to the BHS Internship Coordinator prior to starting at placement.
  - i. [San Francisco Department of Human Resources COVID-19 Policy](#)
  - ii. [Tuberculosis Screening/Infection/Exposure in Personnel](#)

**2. Minimum Orientation and Preparation**

At the beginning of the traineeship/internship, programs must provide a basic orientation to the placement agency/program (client populations and services provided) as well as to the larger System-of-Care in which the program is situated.

Trainees/Interns without prior clinical experience, or who lack experience with the agency’s specific client population, should go through a preparatory process before seeing clients alone. This preparatory process should include as close to direct observation as possible by the supervisor (or designee) of the inexperienced trainee/intern’s initial client interactions. This can be accomplished by methods such as direct observation of trainee/intern lead client session, review of a recorded session (with client’s written permission), and/or verbatim written process recording.

**3. Training**

**Required Trainings:**

- **Annual Compliance & Privacy:** All trainees/interns must complete the Annual Compliance & Privacy training prior to providing direct client services.

The following online trainings are required of all Civil Service trainees/interns to complete within the first 30 days of placement:

- Introduction to Implicit Bias
- Annual Cybersecurity Training
- Practicing Cultural Humility, Collecting Information about Sexual Orientation and Gender Identity
- Introduction to Health Equity

**Didactics:**

Placement sites must arrange to provide trainees/interns with didactic training on a variety of general, clinical, and professional development related topics. Placement sites may choose to provide their own in-house trainings or to send trainees/interns to another clinic's trainings. Additionally, placement sites may opt to send trainees/interns to the centralized didactic group lead by the BHS Internship Coordinator.

**4. Supervision**

The relevant supervision requirements imposed by the Board of Behavioral Science Examiners, Board of Psychology, and required by academic programs (such as schools of social work) must be adhered to for each intern. Supervisors need to understand the supervision requirements of their trainees/interns' disciplines and academic institutions before agreeing to supervise.

Arrangement must be in place so that all trainees/interns have access to on-the-spot, urgent supervision, or case consultation from the supervisor (or designee) whenever needed – such as for a client crisis, diagnostic concerns, suicide assessment etc. Additional supervision in the form of group supervision is also encouraged in agency placements with more than one intern.

**5. Types of Client Assignments**

The trainee/intern's prior experience, skills, knowledge, progress in learning, and personal comfort-level, must be considered in deciding the level-of-difficulty of client situations that will be assigned. In all instances, trainees/interns must be trained to identify themselves to clients as a trainee/interns at the start of contact. Trainees/Interns must give their supervisor's contact information to all of their assigned clients and to add this information to their office voice mail. Adequate care, preparation and forethought must be taken before assigning trainees/interns to clients with serious histories of suicide, dangerousness, psychosis, and significant abandonment and separation issues.

Trainees/Interns must not be given the responsibility for conducting OD-intake duties, except when the intern has advanced experience, and they must do so under direct clinical supervision. Also, trainees/interns cannot be assigned as care managers who authorize a client's overall services in the system-of-care.

**6. Employment Based Internships for Social Work Students**

In accordance with the Council on Social Work Education's [2022 Educational Policy and Accreditation Standards](#), employment-based field placements are permitted for civil-service employees who are concurrently enrolled in social work programs given there is mutual agreement between the BHS program director, the school, and the student/employee. Field education supervision may be provided by the same supervisor if field education supervision is distinct from employment supervision and the supervisor meets the requirements of the school. In these cases, student assignments must be directly linked to the nine social work competencies listed below. BHS will work with the school and relevant labor unions to ensure continuation of field education in situations where a student's employment status changes during an employment-based field placement.

### **Nine Social Work Competencies**

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-racism, Diversity, Equity, and Inclusion in Practice

Competency 4: Engage Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

**Contact Person:** BHS Student Internship Coordinator 650-761-1418, [BHSinternships@sfdph.org](mailto:BHSinternships@sfdph.org)

### **Distribution:**

BHS Policies and Procedures are distributed by the BHS Quality Management Office of Regulatory Affairs.

- BHS Director
- BHS Programs
- SOC Managers
- BOCC Program Managers
- CDTA Program Managers