# Clinical Internship Agreement

Supervisee & Intern Number:

Agency Representative & Title:

Effective Dates: START END

Schedule Commitment: ❑ Mon\_\_\_\_ ❑ Tues\_\_\_\_ ❑ Wed\_\_\_\_ ❑ Thurs\_\_\_\_ ❑ Fri\_\_\_\_ ❑ Sat\_\_\_\_ ❑ Sun\_\_\_\_

**The Contra Costa Crisis Center agrees to provide:**

1. A professional, supportive, and meaningful learning experience
2. One unit of weekly clinical supervision; two hour group or one individual hour (as defined by BBS)
3. Psychotherapy client assignments - building to a weekly average caseload of 8-10 clients, composed of individual and group youth clients, individual and group adult clients, family and dyad work as appropriate
4. Monthly didactic training on relevant clinical topics and agency procedures (2 hours average)
5. Office space and materials to conduct sessions
6. Access and training to record keeping files, database, etc.
7. Basic office supplies in service of record keeping
8. Access to back up (emergency and message) telephone system
9. Emergency clinical client consultation with licensed staff
10. Initial orientation to agency, to policies and to business and clinical procedures
11. Fundamental training in Crisis Line response, Grief Counseling and Support, Trauma

**Intern agrees to:**

1. Participate in maintaining a healthy, professional learning environment and safe, welcoming clinic for grieving clients
2. Provide 15-20 on-site service hours per week, consisting of:
   1. 8-10 weekly individual or group counseling hours
   2. 4 Crisis Line hours
   3. 1-2 hours supervision
   4. 2 hours of administrative/record keeping time
   5. 2 hours (monthly) didactic training
3. Maintain ethical and legal behavior within the agency and within personal life - avoiding public behavior that could reflect negatively on the agency or the field
4. Maintain current understanding of and adherence to all BBS regulations including legal responsibilities - mandated reporting laws, duty to warn, etc.
5. Maintain own professional liability insurance and provide a copy for agency file
6. Maintain status as a post-graduate from an accredited university and a BBS Registered Intern in good standing
7. Review Intern Handbook and adhere to all agency policies, procedures, and requirements

**I have read and accept the contents of the Clinical Internship Handbook, and hereby agree to this contract as stated:**

**Supervisee & Date Clinical Director of Programs & Date**