

## CHECKLIST FOR INDIVIDUALISED RESEARCH PSYCHOLOGY INTERNSHIP PROGRAMMES

Use the checklist below to ensure that the package you send contains all the information required to accredit the programme.

Tick off and sign this page and include it with the application package.

Name: \_\_\_\_\_ Student Psychologist registration number: \_\_\_\_\_

BACKGROUND	I have included the following	Tick off ✓	Office use only Admin	Office use only Board
<b>Biographical details</b>	Intern, internship institution, supervisor, university, university-based supervisor (include all PS numbers).			
<b>Period</b>	Exact dates from first to last day (first six months uninterrupted)			
<b>Context and staffing of site</b>	<ul style="list-style-type: none"> <li>• Describe profile of institution and department/division within institution in which the internship will be accommodated.</li> <li>• Describe professional team members that will assist in supervision and mentoring.</li> </ul>			
<b>Spectrum of Psychological Research Projects</b>	<ul style="list-style-type: none"> <li>• Across age groups, types of issues, full range of diversity</li> <li>• Types of investigations</li> <li>• Quantitative and qualitative research</li> <li>• Research report writing</li> </ul>			
<b>Facilities and resources available to you</b>	A description of facilities, training site(s), tests available to intern – tests on Form 207, other resources.			

DOMAINS	Indicators	Tick off ✓	Office use only Admin	Office use only Board
<i>Using the percentages and hours as a guide, provide a table indicating how per week you have tailored your programme. The total percentage should not exceed 100.</i>	HPCSA Forms 160, 107, 207, 208 have been consulted and used in the development of the internship training programme. The activities within the domains are focused on behaviour-related processes and interventions pertaining to the activities below:			
<b>Research and Project management.</b> (Minimum 10%)	Planning, management and coordination of research programmes, including learning about project management.			
<b>Understanding Project Terms of Reference (ToR) and the writing of a research proposal including the project budget.</b> (Minimum 10%)	Liaison with clients and understanding the deliverables of the project. Compiling a research proposal that meets the technical specifications required of the ToR. Compiling a budget with time lines and deliverables.			
<b>Literature review</b> (Minimum 20%)	Desktop review of relevant literature			
<b>Data gathering (design study; adapt and develop data gathering instruments; undertake pilot study; fieldwork).</b> (Minimum 20%)	Methods used to undertake study, including sampling strategy. Adapt and design survey questions, develop interview protocols, focus group questions etc. Test instruments and data collection strategy. Conduct interviews, focus groups, surveys.			
<b>Data analysis and interpretation of results.</b> (Minimum 20%)	Data preparation and coding (use of software to capture qualitative and quantitative data). Data analysis			
<b>Dissemination of results.</b> (Minimum 10%)	Compiling a report. Presentation of results. Submission of paper for publication or presentation of paper at a conference.			
<b>Research ethics and ethics for psychological research.</b> (Minimum 10%)	Relevant legislation, Ethics and Professionalism should be an integral part of the entire programme.			

ATTACHMENTS				
<b>Programme overview for full year (1x A4 page)</b>	52 weeks including 4 weeks leave (260 working days)			
<b>Detailed weekly programme</b>	40 hours per week (excluding breaks) (If multiple sites, indicate which day(s) per site)			
<b>List of psychological tests to be used</b>	Psychometric tests that will be used are listed in the internship programme and have been aligned to the List of Tests classified as being Psychological tests (Form 207) and the "Policy on the Classification of psychometric measuring devices, instruments, methods and techniques" (Form 208)			
<b>Important supplementary documents</b>	I have completed HPCSA Forms 23 and 26 PSIN, adhered to all the requirements therein and provided all supporting documents as indicated.			
<b>Signed letters</b>	<i>Source:</i> <ul style="list-style-type: none"> <li>• Training institution</li> <li>• Supervisor at training institution</li> <li>• Supervising university</li> </ul>			
<b>A declaration of my intention to adhere to general psychology internship requirements</b>	<ul style="list-style-type: none"> <li>• Maintaining a portfolio of evidence (PoE)</li> <li>• Maintaining a logbook of all activities and structured supervision events (includes minutes of meetings)</li> <li>• The timely formulation and submission of three quarterly reports and one final integrated report</li> <li>• Scheduling formalised and structured supervision sessions with 1. the internal supervisor (40 hours) and 2. the university-based supervisor (4 sessions)</li> <li>• Reflection on learning that occurred and the acquisition of research related competencies</li> <li>• Reflection on personal growth</li> <li>• Reflection on areas of further development</li> <li>• Accounting for the ethical challenges inherent in all research activities.</li> </ul>			

Signature: \_\_\_\_\_

Date: \_\_\_\_\_