

APPLICATION PROCESS

Qualifications

Preference will be given to candidates registered at CPA or APA accredited clinical psychology or clinical neuropsychology programs, although applicants from non-accredited programs may also apply. Applicants from non-accredited programs will be required to demonstrate their program's equivalency to accredited programs. Prior to beginning the residency, applicants must have completed all of the requirements of their doctoral program except for the dissertation, including a minimum total of 600 practicum hours (that includes assessment, intervention, supervision and support hours). Applicants are strongly encouraged to have their dissertation data collection / analysis completed prior to beginning their residency.

Applications are initially reviewed by the Training Director, and sorted for a comprehensive review by program faculty with expertise in the major area of interest stated by the applicant (i.e., an applicant wishing to complete a major rotation in Forensic Psychology will be reviewed by faculty within the Forensic Program). Applications are then reviewed and rated based on many factors including (in no particular order), breadth and depth of assessment and treatment experience (particularly in areas related to the top three rotations indicated by the applicant on the St. Joseph's Supplemental Application Form), relevant didactic training (e.g., coursework, workshops attended), progress toward completion of their doctoral degree (e.g., dissertation status, with higher ratings given to those who have their proposal approved and data collection underway at the time of application), letters of recommendation, research experience, quality of writing samples (e.g., essays on the APPIC application), and other information from the application materials. Note that applicants are not ranked based on the raw number of practicum hours reported in the APPIC application, as long as the minimum required hours have been completed (in other words, additional practicum hours will not necessarily confer an advantage to applicants). A well-rounded candidate across these various areas is preferred. Applications are then rank ordered based on their global file review ratings as part of the interview selection process. During interviews, candidates will be evaluated based on their answers to various clinical and ethical questions posed, as well as faculty's impressions regarding interpersonal and communication skills; capacity to think 'on the spot', etc.

The St. Joseph's Healthcare Predoctoral Clinical Psychology Residency Training Program is committed to offering equal opportunity employment and encourages applications from all qualified individuals regardless of race, religion, cultural or ethnic background, gender, sexual preference, and disability. The program will make all efforts to ensure program access to those with disabilities by ensuring the accessibility of the physical site and by making further necessary accommodations on a case-by-case basis through liaison with the Director of Training.

Application Materials and Deadlines

The residency begins on the first working day in September and ends on the last working day in August. **The deadline for receipt of applications is November 15, 2011.**

Applications are to be submitted via the AAPI Online Centralized Application Service. No printed documents are to be mailed directly to our program.

The AAPI Online may be accessed at www.appic.org by clicking on “AAPI Online”.

The following materials (AAPI standard items plus supplemental materials specific to St. Joseph’s Healthcare, Hamilton) must be included in the AAPI online submission:

All standard items included in all AAPI online:

- A cover letter elaborating on the applicant’s internship training goals and top three rotations of interest, with a description outlining how the applicant has to date prepared for participation in the rotations of primary interest (i.e., training and experience with relevant clinical populations and/or modes of assessment or intervention relevant to the major rotation of interest are expected)
- A Curriculum Vitae (including education, clinical experience, research experience, administrative experience, workshops and seminars taken, awards and scholarships, publications, presentations, committees, editorial experience, etc)
- APPIC Application for Psychology Internship (AAPI, which includes the DCT’s verification of eligibility and readiness)
- All graduate transcripts
- Three letters of reference, at least one of which is from a supervisor familiar with the applicant’s academic skills, and at least one from a supervisor familiar with the applicant’s clinical skills. Note that the program may contact referees who provide letters or who are listed on applicant CVs to obtain further information.

In addition, the following supplemental materials are to be uploaded and submitted electronically via AAPI online:

- Supplemental Application for the Clinical Psychology Residency Program at St. Joseph’s Healthcare (available at www.stjoes.ca/psychology) – please be sure to rank order your interest in all rotations listed
- All undergraduate transcripts (non-official copies are acceptable)

Questions regarding the application materials should be directed to:

Dr. Heather McNeely

Director of Training

Phone: (905) 522-1155, ext. 36422

E-mail: hmcneely@stjoes.ca

Applicants selected for interview may be asked to provide examples of clinical writing (de-identified integrative reports) and research publications. Because residents will be working within a hospital environment, successful candidates will be required to produce documentation of up to date immunizations, including MMR and varicella immunizations as well as 2-step tuberculosis skin test results upon beginning the residency (these documents **should not** be submitted with the completed application).

Privacy and Application Materials

In accordance with federal privacy legislation (*Personal Information Protection and Electronics Documents Act* - <http://laws.justice.gc.ca/en/P-8.6/>) you should be aware that we are committed to only collecting the information in your application that is required to process your application. This information is secured within Psychological Services at St. Joseph's Healthcare and is shared only with those individuals involved in the evaluation of your internship application. If you are not matched with our program, your personal information is destroyed within four months of Match Day. If you are matched with our internship program, your application and CV will be kept for up to 10 years, and will be available only to those involved in your supervision and training including your rotation supervisors, the Director of Training, and relevant administrative support staff.

Interview and Selection Procedures

The Clinical Psychology Residency Program at St. Joseph's Healthcare follows the Association of Psychology Postdoctoral and Internship Centers (APPIC) Match Policies in the selection of residents, which can be found on the APPIC web site at www.appic.org. This residency site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any resident applicant. **Our Program Code Number for the APPIC Match is 184611.**

Candidates who have been selected for an interview will be notified by December 14, 2011.

Interviews will take place on the following dates: January 11, 13, 16, 17 & 20, 2012.

Although an in-person interview is preferable, it is not required. In cases where an in-person interview is not feasible, a telephone interview will be scheduled in advance. For those applicants who are able to attend an on-site interview, there will be an opportunity to tour the site, and the applicant will meet with the Director of the Residency Program and at least two other members of the training faculty and several (if not all) of the current residents. The total duration of the visit is expected to take half a day, either one morning or one afternoon overlapping the lunch hour. Those who participate in a telephone interview will speak by phone with the Director and at least

two other faculty members, and will be provided with contact information of current residents. Details of the interview day will be distributed to individuals selected to attend.