



**Manual:** Pediatric Psychology

**Section:** Training Program

**Number:** 306

Policy  Procedure

**Title:** Grievance Procedure

<b>Originator:</b> <b>Heather Huszti, Ph.D.</b> <hr/> (signature) (Date)	<b>Medical Executive Committee</b> <b>Date Approved:</b>
<b>Department Head:</b> Heather Huszti, Ph.D. _____ <hr/> (signature) (Date)	<b>Board of Directors</b> <b>Date Approved:</b>
<b>Committee/Medical Staff Dept:</b> _____ <b>Date:</b> _____	<b>Executive Management Team Member:</b> <b>Maria Minon, MD</b> <hr/> (signature) (Date)
	<b>Effective Date:</b> 08-01-18 <input type="checkbox"/> New <input type="checkbox"/> Reviewed (no changes) <input checked="" type="checkbox"/> Revised <b>Replaces: 8/11</b>

**I. PURPOSE:**

- A.** To delineate the process by which doctoral interns and postdoctoral fellows can pursue any grievance they might have with the Psychology Training Program.

**II. PROCEDURE:**

- A.** If the doctoral intern or postdoctoral fellow is dissatisfied with the operation of the Psychology Training program or any of its staff, the following procedures will be utilized:
- 1.** The doctoral intern or postdoctoral fellow will discuss the matter with the Directors of Training. If the problem is with the Directors of Training, the trainee may discuss the issue with the Chief Psychologist or the Senior Vice President of Medical Affairs and Chief Medical Officer.
  - 2.** If the matter is not satisfactorily settled in Step 1, the Psychology trainee may appeal in writing to the Chief Psychologist. The appeal shall include all pertinent facts and the remedy requested by the trainee. The Chief Psychologist will provide a written letter of her decision in the manner within 10 working days of receipt of the letter. She may talk to relevant parties to gather additional information.

**CONTINUATION**

<b>Manual:</b> Pediatric Psychology	<b>Number:</b> 306
<b>Section:</b> Error! Reference source not found.	<b>Title:</b> Grievance Policy

3. If the decision of the Chief Psychologist is not acceptable to the doctoral psychology intern or postdoctoral fellow, he/she may appeal in writing to the Senior Vice President for Medical Affairs and Chief Medical Officer, Dr. Maria Minon.
4. The Senior Vice President for Medical Affairs and Chief Medical Officer will render a decision which shall be final and binding on all parties.
5. Each step must be completed within 10 working days.

*For Doctoral Psychology Interns, the training program is APA accredited.  
The American Psychological Association Office of Program Consultation and Accreditation can be reached at:  
750 First Street, NE  
Washington, DC 20002-4242.  
Telephone: (202) 336-5979  
TDD/TTY: (202) 336-6123  
[www.apa.org](http://www.apa.org)*