TRINITY TREE PSYCHOLOGICAL SERVICES

in partnership with Desert Recovery Centers

Doctoral Internship Training Program

Personal Conduct Statement

Version 1.0 • Effective October 2026 • Prepared by the Trinity Tree Clinical Training Team

Document	Internship Personal Conduct Statement
Program	Trinity Tree × Desert Recovery Centers Doctoral Internship in Health Service Psychology
Applies to	All applicants to, and interns in, the doctoral internship program, at every training site
Owner	Clinical Training Team
Related documents	Internship brochure; Due Process & Grievance Policy; Confidentiality & HIPAA Acknowledgement

1. Why We Share This Before You Apply

Our internship brochure asks applicants to read this statement before applying. We share it early because professionalism is central to how we train psychologists, and because expectations around professional conduct genuinely differ from one setting to the next. It would be unfair to hold interns to a standard we never made explicit.

Two things are true at once. Our training sites serve real clients and families, and the professionalism of everyone who works here, including interns, shapes their experience and the reputation of the practice. This is also a training program: we expect interns to grow into these standards over the year, and we will give feedback kindly and directly along the way. If you apply, we hope you will read this as a description of the kind of professional community you would be joining.

> **The standard, in one sentence**
>
> *Conduct yourself at all times as the competent, ethical, respectful and conscientious psychologist you are training to become, because that is exactly who our clients, colleagues and community need you to be.*

2. Ethical and Professional Foundations

Interns are expected to practice in accordance with the American Psychological Association’s Ethical Principles of Psychologists and Code of Conduct, applicable Arizona law and rules governing the practice of psychology, and the policies of each training site. Professional conduct is evaluated across the entire training year, in every setting, and not only during formal observation. Supervisors form their impressions from the whole of an intern’s conduct: with clients and families, with colleagues and administrative staff, and in shared spaces.

3. Communication and Responsiveness

- **Be responsive.** Check and respond to email and program messages during business hours, and acknowledge requests from supervisors and staff promptly, even when a full reply will come later.
- **Communicate as a clinician.** Use a professional tone, correct names and titles, and a respectful greeting and sign-off, especially when rushed or frustrated.
- **Use the right channels.** Follow the program's routing rules, and never place protected health information in an unsecured channel.
- **Close the loop.** Confirm that you received a task or directive, and report back when it is done. If something cannot be completed as planned, tell your supervisor promptly so clients can be followed up with.

4. Use of Time and Engagement

- **Treat site hours as professional time.** When not with a client, use the time for scoring, writing, preparation, reading or supervision.
- **Keep personal business to personal time.** Personal errands, outside employment and unrelated coursework, including dissertation work, happen outside scheduled site hours unless a supervisor has approved otherwise.
- **Keep devices out of clinical work.** Silence your phone during clinical work and supervision, and never use it within view of a client or family.
- **Arrive ready.** Be on time and prepared for your scheduled hours, supervision and every client appointment.

5. Demeanor With Clients, Families, Colleagues and Staff

How an intern treats people, on every kind of day, is one of the truest measures of clinical professionalism. Interns are expected to greet clients and families warmly, orient them to what will happen, and remain calm, patient and respectful in difficult encounters. The same courtesy, reliability and good faith extend to administrative staff, fellow trainees and supervisors. Frustration and fatigue are normal parts of clinical work; they belong in supervision, not in the hallway or the session.

6. Appearance

Interns dress in a manner appropriate to clinical settings that serve children, adolescents, adults and families. When in doubt, err toward more professional, and follow any dress guidance provided at orientation.

7. Fitness for Duty

Clients are entitled to a clinician who is present, alert and able to work safely. Interns report to their training sites fit for duty and do not provide clinical services while impaired by alcohol or any substance, including legal substances or medications. If illness, a medication, a personal crisis or any other condition affects your ability to work safely, tell your supervisor rather than pushing

through. Raising it is the professional choice, and it is handled supportively.

8. Boundaries, Confidentiality and Digital Conduct

- **Protect client information.** Client information is never discussed casually or where others can overhear, and internal practice matters are treated with similar discretion.
- **Maintain professional boundaries.** Relationships with clients remain strictly professional. Interns do not use personal money, accounts or resources on a client's behalf, and consult their supervisor whenever a boundary question arises.
- **No gossip.** Interns do not engage in gossip about clients, colleagues, supervisors or staff.
- **Mind your digital footprint.** Do not post about clients, cases, colleagues or the training sites on social media, and do not interact with clients online.
- **Handle gifts thoughtfully.** Do not solicit gifts, and consult your supervisor before accepting anything a client or family offers.

9. Representing the Program in the Community

Whenever an intern is identifiable as part of the Trinity Tree × Desert Recovery Centers internship, with schools, physicians, attorneys, agencies, referral sources or at professional events, their conduct reflects on the program and on the profession. Interns communicate with outside parties only within the scope their supervisor has authorized, and do not speak for the practice or make commitments on its behalf without authorization.

10. Receiving Feedback and Communicating Assertively

Feedback is the engine of training, not a sign of failure. The professional response is to listen without becoming defensive, ask clarifying questions and follow through. Non-defensive receptivity to feedback is evaluated directly.

Professional communication is also assertive: stating clearly and respectfully what you need, think or observe. We want interns to ask questions, flag concerns and raise disagreements in a measured way. Staying silent when something is wrong with a case, a score, a safety issue or your own training is a missed obligation, not humility.

11. A Two-Way Standard

These expectations run in both directions. Interns are entitled to a respectful, professional training environment from supervisors, colleagues and the program. An intern who experiences unprofessional treatment, harassment or conduct that concerns them is encouraged to raise it with their supervisor, with the Director or Co-Director of Clinical Training, or through the program's Due Process & Grievance Policy. Raising a good-faith concern is itself a professional act and is never held against the intern.

12. When Expectations Are Not Met

Most professionalism concerns are small and are resolved with a brief, direct conversation in supervision. Where a concern is more serious or persists after feedback, it is addressed under the program's Due Process & Grievance Policy, which protects the intern's right to notice, an

opportunity to respond and a fair process. The aim throughout is to help interns meet the high standard this work requires.

Questions

Applicants with questions about this statement are welcome to contact the Clinical Training Team: Dr. Jonathan J. Shelton, Psy.D., Director of Clinical Training (drshelton@trinitytreepsych.com), and Dr. An Nguyen, Co-Director of Clinical Training (drnguyen@trinitytreepsych.com).

— The Trinity Tree Clinical Training Team