

Order n^o 15866/2010

It is hereby made public that by decree by the Minister of Health, dated 22nd September 2010, under the provisions set forth in Article 29 (5) of Law n^o 6/2008, of the 13th February, together with Law n^o 57/2008, of the 4th September, the Internship Regulation for the Ordem dos Psicólogos Portugueses has been approved, which is published hereunder.

13th October 2010.- The President of the Executive Board,
Manuel Ferreira Teixeira.

ANNEX

Internship Regulation for the Ordem dos Psicólogos Portugueses

The Ordem dos Psicólogos Portugueses was created by Law n^o 57/2008, of the 4th September which also approved the respective Statute of the Ordem dos Psicólogos Portugueses.

Under the terms of Article 51 (2) of the Statute, becoming a full member of the Order requires a professional internship to be undertaken, which, pursuant to Article 52 (3) of the Statute, is governed by a separate regulation.

By means of this regulation, the rules and standard principles for internships are established, with adequate assimilation of the rules whereof.

Therefore, the legal stipulation in question aims to ensure that the regulation for such an important matter, which is the access of Psychology graduates to become full members of the Order, shall be governed by a Regulation, which benefits from an added legitimacy, whereby it is set forth in Law that such document is approved in an Assembly of Representatives.

However, the problems in relation to such a sensitive issue as professional internships, go further than the Statute may lead one to believe.

In fact, it is clearly stated in Article 51 (2) of the Statute, that to become a full member of the Order, a professional internship has to be undertaken.

This provision, by granting such an extent of importance to the initial supervised professional experience for professional recognition, is an essential step in affirming Psychology as a profession.

It is thus essential for this regulation to be the legal framework to enhance the quality of professional internships.

CHAPTER I

General Principles

Article 1

Object

The Internship Regulation for the Ordem dos Psicólogos Portugueses is hereby approved and referred to hereinafter as Regulation.

Article 2

Mandatory Professional Internship

1 – The professional internship is a necessary prerequisite in the Psychologist's professional training.

2 – To be granted the title of full member of the Ordem dos Psicólogos Portugueses, hereinafter referred to as Order, a professional internship has to be undertaken, as set forth in the Statute of the Ordem dos Psicólogos Portugueses, hereinafter referred to as Statute, and in this Regulation.

Article 3

Objectives of the Professional Internship

By undertaking an internship, the goal is for the trainee psychologist to apply the theoretical knowledge acquired during their academic training, in a real work context, to develop the skills to resolve real problems and to acquire essential skills and work methods to practice professionally as a Psychologist in a competent and responsible manner, namely from a technical, scientific, ethical and interpersonal relationship perspective.

Article 4

Description of the Professional Internship

1 – The professional internship is proposed by the candidate and is undertaken within the entities with which the Order has signed a protocol agreement for professional internships.

2 – It is mandatory for a professional internship supervisor to be appointed who manages and supervises the respective professional internship.

3 – In addition to the activity to be developed with the internship host, it is mandatory for the trainee psychologist to attend and obtain a positive assessment in the professional internship training courses which are organised and made available by the Order.

CHAPTER II

Organic Structure of the Internship

Article 5

Creation and Composition of the Internship Commission

1 – Reporting to the Board, the Internship Commission is created, hereinafter referred to as CE (*Comissão de Estágio*)

2 – The CE is comprised of five members, among which there is the President and a Secretary, the remainder being Voting Members.

3 – The members of the CE are nominated by the Board, which appoints each position.

Article 6

Eligibility

Only Psychologists who are registered with the Order as Full Members who are entitled to fully exercise their rights under this title, and who have a minimum of five years' professional experience may be appointed as members of the CE.

Article 7

Mandate

1 – Members of the CE are appointed for a three-year term, however, such term may terminate simultaneously with the end of the mandate of the Board that appointed them.

2 – The nomination of members for a third consecutive term is not permitted.

3 – The CE, on duly justified grounds, may be dismissed at any time by the Board.

Article 8

Duties of the Internship Commission

1 – The duties of the Internship Commission are the following:

- a) To sign protocol agreements with external entities with a view to establishing places in which professional internships can be undertaken;
- b) To sign contracts for the supervision of professional internships;
- c) To approve the professional internship project prepared by the trainee psychologist and approved by the internship supervisor, thus confirming that the proposal fully complies with the rules and principles set forth herein;
- d) To authorise the suspension and extension of the professional internship period;
- e) To organise and make available professional internship training courses;
- f) To inspect the performance of professional internships;
- g) To approve professional internship reports, after the assessment of the internship supervisor and to grade the performance of the trainee psychologist during the internship period;
- h) To propose the acceptance of professional internships or professional experiences prior to the entry into force of this Regulation;
- i) To create additional Regulations necessary for the performance of professional internships.

2 – The CE further undertakes the other powers granted under the terms of the law, this Regulation or other regulations.

Article 9

Operation

- 1 – The CE shall convene whenever necessary, when called to do so by the President.
- 2 – Within the scope of the powers conferred by law, this Regulation or other document, the CE approves resolutions.
- 3 – The resolutions approved are of a recommendative nature and must be approved by the Board to be binding.

Article 10

Organisation of Professional Internships

- 1 – The organisation of professional internships is of the responsibility of the Board of the Order.
- 2 – The maintenance of a national register of professional internship locations and professional internship supervisors is of the responsibility of the Board, which should provide updates every six months.

CHAPTER III

Internship

Article 11

Terms of Admission

- 1 – The performance of a professional internship is reserved for candidates who fulfill the requirements set forth in Article 51 (1) of the Statute.
- 2 – In order to be accepted to perform the professional internship, the candidate must register previously with the Order as a Trainee Member, submitting the respective form to the head office or any regional office of the Order, which must be in accordance with the template to be made available by the most appropriate means, namely on its website.
- 3 – The candidate is deemed to be registered with the Order on the date the professional internship project is approved by the Board, which should occur within a maximum period of 60 days from the date it was submitted.
- 4 – The period set forth in the final part of the previous paragraph is suspended in the event that the CE requests additional details and once again begins counting when such details have been submitted.
- 5 – Registration with the order may be subject to the mandatory payment of a fee, to be stipulated by the Board.

Article 12

Professional Internship Project

- 1 – The candidate, in the registration form mentioned in paragraph 2 of the previous Article, should propose the subject of his professional internship project, as indicated in the form to be made available by the Order.
- 2 – The project to which the previous paragraph refers includes the parameters of the professional internship; namely the specific area in which the trainee psychologist shall undertake the activity of his professional internship, the duration of the internship, the location where the internship shall take place, the identification of the internship supervisor and a declaration of the principles with which the candidate agrees to comply, as a trainee psychologist.
- 3 – The project to which paragraph 1 refers must also be accompanied by a declaration, issued by the internship host, under the terms of which it agrees to receive the trainee psychologist.
- 4 – In the cases where a protocol agreement has not yet been signed with the internship host, the project must still include a proposal for the signature of the professional internship protocol agreement between the host and the Order.
- 5 – The proposal to which paragraph 1 refers must contain a declaration from the internship supervisor under the terms of which he/she agrees to guide and supervise the tasks of the trainee psychologist and must also include the professional internship supervision contract, signed by the supervisor of the proposed internship, and if it has not yet been signed at that date, a contract of the same nature with the Order.

Article 13

Duration of the Professional Internship

- 1 – The professional internship has a minimum duration of:
 - a) Twelve months for graduates who have undertaken a Bachelor's and Master's degree in Psychology including a curricular internship;
 - b) Twelve months for Psychology graduates who have undertaken a four or five-year degree course, including a curricular internship;
 - c) Eighteen months for Psychology graduates who have undertaken a four-year degree course, not including curricular internship;
 - d) Eighteen months for Psychology graduates who have undertaken a Bachelor's and Master's degree in Psychology, excluding a curricular internship;
- 2 – The calculation of the internship period set forth in the previous paragraph starts on the date the internship project is approved by the Board.
- 3 – The trainee psychologist, over the course of their internship, must perform a minimum of 1600 hours or 2400 hours undertaking specific tasks in the field of Psychology, depending if the internship has a maximum duration of twelve or eighteen months, respectively, and registration is in accordance with that set forth herein.
- 4 – The trainee psychologist must attend at least two thirds of the internship in person and the remaining hours are not required to be attended in person.
- 5 – For the purposes of this Regulation, specific activity in the field of Psychology with the internship host is deemed to be the work developed with the internship supervisor, the attendance of the internship course, the attendance of seminars and conferences organised by the Order or third parties and the study of materials related to the tasks developed within the scope of the professional internship.
- 6 – The professional internship period has a maximum duration of eighteen months in the cases mentioned in sub-headings a) and b) of paragraph 1, and twenty four months in the cases mentioned in sub-heading c) also of paragraph 1, notwithstanding the possibility of the suspension or extension of the internship period.

7 – Delays resulting from processes which are dependent on the Order or of the responsibility of the internship supervisor cannot be included for the calculation purposes of the previous paragraph.

Article 14

Suspension of the Internship Period

- 1 – The trainee psychologist may, due to duly justified reasons, request the CE to suspend their internship period, promptly providing an indication of the forecast duration of the requested suspension.
- 2 – In any case, the suspension period cannot exceed a maximum duration of six consecutive or intercalated months.
- 3 – In the case of pregnancy, maternity or paternity leave, the six month period mentioned in the previous paragraph may be extended at the request of the trainee psychologist who must duly justify the need for such extension.

Article 15

Extension of the Internship Period

- 1 – The internship period may be extended, upon duly justified request, sent by the trainee psychologist to the CE and accompanied by a favourable opinion issued by the internship supervisor.
- 2 – The extension can only be granted once and for a period not exceeding six months.

Article 16

Hour Log

- 1 – The log of the hours performed by the trainee psychologist aims to ensure that the minimum number of hours in the practice of the specific tasks within the field of Psychology is complied with and the compliance of the principles of good faith and cooperation between the participating entities within the scope of the performance of professional internships.
- 2 – The trainee psychologist must register the hours which correspond to the practice of the activity in the field of Psychology, pursuant to Article 13 (3) and (4).
- 3 – Notwithstanding the provision in paragraph 2, the hours which correspond to the activity developed by the trainee psychologist at the Order itself, namely the attendance of the internship course and of seminars and conferences organised by it, must be registered by the competent department.
- 4 – The hour log which corresponds to the activity relating to Psychology, except for the hours included in the previous paragraph, are to be informed to the internship supervisor by the trainee psychologist, to be assessed and ratified.
- 5 – Notwithstanding the auditing powers conferred to the CE, within the scope of the professional internship, in the case that the trainee psychologist has chosen an external internship supervisor, in order to verify if the hour log complies with that set forth in the previous paragraph, the latter may request from the internship host the information and clarifications it deems necessary.

Article 17

Professional Internship Hosts

- 1 – All professional internships require a place for them to be undertaken, notwithstanding the professional internship training to be provided by the Order.
- 2 – The Order must promote the creation of internship host programmes, by signing professional internship protocol agreements with entities that fulfill the requirements established herein.
3. Any individual or corporate entity, which may be public or private, whose activity includes the domain of Psychology and which has suitable conditions for the professional practice of the trainee psychologist, can sign a professional internship protocol agreement with the Order.

4 – In the agreement mentioned in the previous paragraph, the host of the trainee psychologist agrees to comply with the duties set forth herein.

5 – The professional internship host agrees to cooperate, namely with the internship supervisors, under the terms of the agreement signed, this Regulation and the principles of good faith, namely in regard to the duties set forth in Article 17 (4).

6 – The professional internship host must offer remuneration to the Trainee Psychologist, who, in exceptional circumstances, may accept that the professional internship is not remunerated.

7 – The format of the professional internship protocol agreement shall comply with the template to be made available by the Order on its website.

Article 18

Internship Supervisor

1 – The internship supervisor performs an essential and indispensable role throughout the course of the internship, being responsible for managing and supervising the activity undertaken by the Trainee Psychologist.

2 – The Order must promote the signature of professional internship supervision contracts with Psychologists who fulfill the terms set forth in this Article.

3 – Any individual who can attest that they have at least five years' professional experience and that they are a full member of the Order, in the full exercise of the rights granted under this title, can sign a professional internship supervision contract with the Order.

4 – In the contract mentioned in the previous paragraph, the internship supervisor agrees to comply with the duties set forth herein.

5 – The professional internship supervisor is especially bound to the performance of the following duties:

- a) To endeavour to fulfill the professional internship project;
- b) To ensure professional, ethical and deontological discipline, both in regard to the training provided to the trainee psychologist and the duty to which they are imposed;
- c) To provide regular training to the trainee psychologist;
- d) To verify and sign the trainee psychologist's hour log, pursuant to Article 16, and send quarterly reports to the CE.
- e) To give an opinion regarding the request for the extension of the internship period presented by the trainee psychologist;
- f) To send six-monthly reports on the progress of the trainee psychologist to the CE.
- g) To assess, based on the development and progress of the trainee psychologist during the internship, their internship report with a view to its validation, providing a reasoned opinion concluding the aptitude or inaptitude of the trainee psychologist for the practice of their professional duties.
- h) To collaborate with the CE in the final assessment of the trainee psychologist.

6 – The internship supervisor is especially entitled to:

- a) Receive the necessary training in order to hold the position of professional internship supervisor;
- b) Have the performance of the duty recognised by the Order, in terms of professional experience;
- c) Be certified by the Order as a professional internship supervisor for remuneration purposes by the entities/institutions which benefit from their duties as internship supervisor.

7 – Supervision shall have a minimum duration of one hour per week for each trainee psychologist, notwithstanding the duty imposed on the supervisor by sub-heading c) of paragraph 5.

8 – The internship supervisor may or may not belong to the internship host's structure.

9 – Notwithstanding the previous paragraph, the trainee psychologist must take preference over choosing an internship supervisor who belongs to the internship host.

10 – A professional internship supervisor must comply with the template to be made available by the Order, through the most appropriate means, namely their website.

Article 19

Rights and Duties of the Trainee Psychologist

1 – The duties of the Trainee Psychologist are as follows:

- a) To strictly comply with the principles set forth in the Statute, the Deontological Code and other Regulations approved by the Order's bodies;
- b) To strictly comply with the rules and conditions applicable in the internship host's organisation.
- c) To be supervised by a professional Psychologist, who is registered with the Order, exercising full rights under such title and who has at least five years' professional experience;
- d) To be respectful and loyal towards the internship supervisor and the internship host;
- e) To participate in defining the tasks to be assigned and the supervision of the internship and to comply with that set forth in the professional internship project;
- f) To prepare an hour log which is true and accurate in accordance with the requirements of good faith;
- g) To collaborate in a diligent manner, with commitment and competence in all activities, tasks and training actions undertaken within the framework of the professional internship;
- h) To contribute towards the good standing of the Order and to refrain from practices that adversely affect it;
- i) To prepare and submit an internship report which faithfully describes the activities undertaken during the professional internship, in accordance with the rules and principles laid down in the template to be made available by the Order, through the most appropriate means, namely their website;
- j) To pay any mandatory fees or charges on time.

2 – The trainee psychologist is also subject to other duties imposed by law, this Regulation and other regulations.

3 – The rights of the Trainee Psychologist are as follows:

- a) To benefit from the Order's support in defending their professional rights and interests;
- b) To receive a minimum of one hour's guidance per week;
- c) To participate in training courses for trainee psychologists, organised by the Order;
- d) To register with the Order as a full member after the conclusion of the professional internship.

Article 20

Inspection of the Professional Internship

The CE is entitled to make the inspections it deems necessary with a view to verifying if the internship project and duties of the trainee psychologist and internship supervisor are being complied with.

Article 21

Training Courses

1 – The Order, directly or through its regional offices, organises and makes available professional internship training courses the main aim being the preparation of the trainee psychologist in terms of professional and ethical standards.

2 – The trainee psychologist must attend the professional internship training course and obtain a pass.

3 – For the purposes of the obligation to attend stated in paragraph 2, the trainee psychologist must attend at least 90% of the professional internship training course.

4 – Professional internship training courses have a framework of trainers and administrative staff, facilities, equipment and other means necessary for the performance of their duties.

5 – Trainers practice their activity on a provision of services contract, to be signed with the Board or the regional offices, based on uniform criteria established by the Board.

6 – Trainers must possess recognised educational and scientific training, be registered as full members of the Order, fully exercising

their rights under such title and have at least five years' professional experience.

7 – In exceptional circumstances, persons who practice professionally in a different field other than Psychology, may be invited to become trainers, providing they have the necessary educational and scientific qualifications.

8 – For the performance of professional internship training courses, the Board may stipulate the payment of a fee.

Article 22

Conclusion of the Professional Internship

1 – The trainee psychologist, at the end of the professional internship, as set forth in the internship project and having attended the minimum number of hours and concluded the training course to which the previous article refers, must submit, within sixty days, a final professional internship report in which all the tasks undertaken during the internship must be described.

2 – The performance of the minimum number of hours set forth in Article 13 (3) is shown by adding the hours listed on the Attendance Forms to the number of hours registered by the competent services of the Order, pursuant to Article 16.

3 – The final internship report must be accompanied by an opinion issued by the professional internship supervisor, in accordance with that set forth in Article 18 (5) g).

4 – The CE shall deliberate on the approval of the professional internship report within thirty days.

5 – On the same date, the CE shall inform the final grade given for the performance of the trainee psychologist during their professional internship.

6 – The grading foreseen in the previous paragraph shall be assigned as follows:

a) Firstly, the CE assesses, separately, the performance of the trainee psychologist in relation to various criteria, to be defined prior to the start of the internship and deemed to be determining factors in the professional practice of psychology;

b) Secondly, in accordance with the assessment of the grades given to each of the criteria mentioned, it evaluates the overall performance of the trainee psychologist, and assigns one of the following grades: "Not Approved", "Sufficient", "Good" and "Very Good".

7 – In assigning the grading mentioned in the previous two paragraphs, all the activity of the trainee psychologist during their respective internship must be taken into account, the activity being monitored by the internship host by means of the Six-Month Information Report, to be sent by the CE to the internship supervisor, under the terms of Article 18 (5) f), and the procedure set forth in paragraph 9 of the present Article.

8 – The CE may request further information from the professional internship supervisor, regarding the trainee psychologist's behaviour, such request suspending the deadline for the decision for the time necessary and defined by the CE for providing the clarification requested.

9 – The conclusion date of the internship corresponds to the date on which, pursuant to Article 8 f) and Article 9 (3), the Board approves the Internship Report and assigns the final grade for the performance of the trainee psychologist.

10 – In the event that the Internship Report is not approved or the overall grading of the trainee is "Not Approved", the registration of the trainee psychologist as a candidate for full membership expires.

Article 23

Registration Expiry

1 – The trainee psychologist's registration with the Order expires, notwithstanding that set forth in Articles 14 and 15, when:

a) The duration of the internship foreseen in the project is reached without the minimum number of hours having been complied with, pursuant to Article 12 (3) and (4);

b) The duration of the internship foreseen in the project is reached without the internship course mentioned in Article 20 being undertaken;

c) The maximum duration of the internship period is reached, pursuant to Article 12 (6);

d) The Internship Report is not approved or the overall grade for the internship is "Not Approved", pursuant to paragraph 10 of the previous Article.

2 – The expiry of the registration with the Order as a trainee psychologist does not prevent a new registration being made and a new professional internship being undertaken, which shall proceed in accordance with the provisions set forth herein.

Article 24

Registration with the Order as a Full Member

1 – The trainee psychologist, after finishing the professional internship and it being approved, may request to register with the Order at any regional office, as a full member.

2 – Registration as a full member is governed by the provisions set forth in the Registration Regulation, with the exception of that set forth in Article 5 of the same Regulation, together with Annexes I to V of the same document, and that they have already been provided by the candidate upon application to register as a full member and which have not suffered any alterations in the meantime.

Article 25

Transitional Provisions

1 – Applicants who fulfill the provisions in Article 84 of the Statute are exempt from undertaking the professional internship and may immediately apply to register as full members with the Order.

2 – Applicants who do not fulfill the requirements set forth in the previous paragraph may apply to register with the Order as full members after the internship which has already started has been approved prior to the entry into force of this Regulation, under the following terms:

3 – The CE may, at the request of the applicant who fulfills the provisions set forth in the previous paragraph, approve the internship undertaken, pursuant to Article 8 *h*);

4 – The approval foreseen in the previous paragraph consists in the validation of the internship already undertaken, by the assessment of the internship period and activity undertaken.

5 – The approval must be upheld by the Order, in compliance with the principles of legality, equality and good faith, in strict collaboration with all the intervening entities in the internship, namely the trainee psychologist, the internship supervisor and the internship host.

6 – The CE shall approve the proposal, providing it concludes that the duration of the internship in question was the minimum internship duration set forth in Article 13 and it deems that the objectives defined in Article 3 were effectively achieved.

7 – The approval mentioned in the previous paragraph entitles registration as a Full Member of the Order, pursuant to Article 24.

8 – The CE may suggest as condition for approval of the internship, its extension, the attendance of the training course foreseen in Article 21 or that activities are developed to provide evidence that the objectives in Article 3 have been achieved.

9 – In the case foreseen in the previous paragraph, registration with the Order as a full member, pursuant to Article 24, may only occur after the condition set for approval has been fulfilled.

10 – Appeals on decisions by CE are to be submitted to the Judicial Committee.

Article 26

Final Provisions on Fundamental Matters

The Board may delegate onto the *Bastonário* or President or onto the Regional Boards the competences assigned by the present Regulation, pursuant to Article 35 (d) and Article 45 (2) c) of the Statute, respectively.