

University of California, Irvine
Department of Neurology
Division of Neuropsychology

Neuropsychology Postdoctoral Fellowship Handbook

2025-2027



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**University of California, Irvine
Department of Neurology, Division of Neuropsychology
Neuropsychology Postdoctoral Fellowship**

SECTION 1: PROGRAM OVERVIEW

MISSION AND GOALS

The postdoctoral fellowship in clinical neuropsychology in the Department of Neurology, Division of Neuropsychology at the University of California, Irvine is a two-year fellowship offering specialized training necessary for independent practice as a board-certified clinical neuropsychologist.

The clinical and educational experiences of the fellowship are modeled after the guidelines identified by the Houston Conference on Specialty Education and Training in Clinical Neuropsychology. In addition to receiving training in clinical neuropsychology, the fellowship also offers engagement in research relevant to clinical outcomes.

The director(s) of training can be contacted with any questions or concerns about the program.

DIRECTOR(S) OF TRAINING

Michael Lopez, PhD
Clinical Neuropsychologist
Health Sciences Assistant Clinical Professor
Department of Neurology
University of California, Irvine
Director of Neuropsychology, Neurology Traumatic Brain Injury & Concussion (NTBIC) Program

Hayley Kristinsson, PsyD, ABPP-CN
Board Certified in Clinical Neuropsychology
Health Sciences Assistant Clinical Professor
Department of Neurology
University of California, Irvine

SETTING AND TRAINING FACILITIES

The two primary training locations are the UCI Irvine Medical Center, located in Orange, and the Joe C. Wen & Family Center for Advanced Care, located in Irvine. Fellows will be expected to travel between locations depending on major and/or minor rotation days.

The neuropsychology fellows will have administrative and testing space at both locations, including testing equipment, computers, and other required supplies. The fellows will also have access to the University and Medical Center libraries and all other campus and medical center facilities at both locations.

Links for more information on both clinical and academic settings can be found at the following addresses:

- University of California, Irvine Hospital
<https://www.ucihealth.org/>
- Department of Neurology
<https://www.neurology.uci.edu/>
- University of California, Irvine
<https://uci.edu/>

PROGRAM STRUCTURE

The program consists of two Training Directors, a Training Committee, and a Mentoring/Grievance Resolution Committee. The Training Directors are Michael Lopez, PhD, and Hayley Kristinsson, PsyD, ABPP. The Training Committee includes Mark Mapstone, PhD, Christy Hom, PhD, ABPdN, Melanie Lucas, PhD, Michelle McDonnell, PhD, and Maria Corona, PhD.

The Mentoring/Grievance Resolution Committee includes Michelle McDonnell, PhD and Maria Corona, PhD. Dr. Lopez and Dr. Kristinsson will retain authority on decisions regarding programmatic changes, including major and minor rotations, didactic activities, supervision requirements, grievance resolution, and other training-related activities.

Dr. McDonnell and Dr. Corona will also be available on an as needed basis to serve as an ally and/or mentor to the fellow(s) should a grievance occur, that cannot be addressed at a lower level. They will also be available to provide additional support and guidance for future career endeavors in clinical work and research.

SECTION 2: FACULTY

Core faculty supervise clinical rotations in neurology and collaborating faculty offer additional clinical rotations in pediatrics, psychiatry, and neurology, lead didactics, and provide research mentorship.



Michael Lopez, PhD, Co-Director of Training

Michael Lopez, PhD is a clinical neuropsychologist, the Director of Neuropsychology of the Neurology and Traumatic Brain Injury (NTBIC) & Stroke Clinic in the Department of Neurology, and Assistant Clinical Professor in the Department of Neurology. He completed his internship at the VA Central Iowa Healthcare System in the Neurology Consult Service. Following this, he completed a two-year ABPP/CN Neuropsychology fellowship at the University of Utah in the Department of Physical Medicine & Rehabilitation (PM&R) with a primary focus on neurotrauma, neurological disorders, and aging. Concurrently, he completed a two-year rotation working with children and adolescent with various medical conditions, with a specialization in spina bifida. Dr. Lopez conducts research

related to traumatic brain injury and performance validity in his current clinics. He also focuses on multicultural assessment, particularly with Spanish speaking population, and conducts comprehensive neuropsychological evaluations in Spanish. This newly founded clinic is called the Neuropsychology Spanish Language Clinic at UCI (NSLCUCI). Along with Dr. Kristinsson, he is an active member of the Community Outreach subcommittee of the Neurology Department's Inclusion, Diversity, Equity, Anti-Racisms, and Social Justice (IDEAS) committee.

Clinic Summary: Traumatic Brain Injury (TBI) is clinically diverse and life changing. It occurs when an external force – a bump, blow, jolt, or penetrating object – injures the brain. A TBI can result in a broad spectrum of symptoms and disabilities depending on the severity and complexity of the injury. In the outpatient clinic setting, the NTBIC program offers individualized and comprehensive neuropsychological evaluations utilizing the latest research, technology, and literature to develop an ongoing treatment plan and assessment report. In addition, the NTBIC team helps connect patients to a unique collaborative network of UCI Health TBI-dedicated specialists across TBI symptoms, which can include fatigue, headache, cognitive symptoms, vestibular symptoms, ophthalmologic symptoms and mood or sleep issues. This rotation also has a minor focus on surgical evaluations (NPH and DBS evaluations) and memory disorders. An optional cognitive compensatory training (CCT) rotation is available for fellows who have an interest in treatment. Lastly, fellows will have the opportunity to participate in Spanish language assessments as part of the developing Spanish Language Neuropsychology Clinic. All aspects of neuropsychological evaluation, including interview and feedback, are conducted in Spanish to provide evaluations to a growing and underserved population in this field. Fluent Spanish speakers are encouraged to apply. Dr. Lopez sees patients at the Joe C. Wen & Family Center for Advanced Care in Irvine and at the UCI Medical Center in Orange.



Hayley Kristinsson, PsyD, ABPP-CN, Co-Director of Training

Hayley B. Kristinsson, PsyD, ABPP-CN is a board-certified neuropsychologist and Assistant Clinical Professor in the Department of Neurology. She obtained her PsyD at the Wright State University School of Professional Psychology and completed internship at the Wallace Kettering Neuroscience Institute. She completed her two-year fellowship in neuropsychology at the Sports Concussion Institute in Culver City. She is passionate about working with older adults who have neurodegenerative disorders and providing accurate diagnoses to inform treatment planning. Her focus is on offering thorough assessment of patients' cognitive functioning to improve the quality of life of older adults with neurodegenerative disorders. Dr. Kristinsson's research interests include clinical

trials in neurodegenerative disorders and examining cognitive markers that can be used to predict conversion to dementia in older adults. She is the Director of Clinical Training for Adult Neuropsychology in the UCI Lifespan Psychology Practicum Training Program. Dr. Kristinsson is passionate about community service and is the Chair of Community Outreach for the Neurology Department's Inclusion, Diversity, Equity, Anti-Racism and Social Justice (IDEAS) committee.

Clinic Summary: Dr. Kristinsson's adult neuropsychology clinic is located at the Joe C. Wen & Family Center for Advanced Care. Her clinic's focus is on the neuropsychological assessment of adults with an emphasis on neurodegenerative disorders. Most of Dr. Kristinsson's referrals come from the Memory Disorders program but she also receives general neurology referrals. Common conditions include Alzheimer's disease, vascular dementia, Lewy Body dementia, long COVID, psychiatric conditions, and occasionally movement disorders, stroke, and TBI. Fellows who rotate with Dr. Kristinsson will work with adults with a wide range of neurological and psychiatric conditions.



Mark Mapstone, PhD, Core Faculty

Mark Mapstone, PhD is a clinical neuropsychologist in the Department of Neurology at UC Irvine. He is Professor and Vice Chair for Research, and Chief of the Neuropsychology Division. Dr. Mapstone is Co-Director of the Center for Aging Research – Down Syndrome (CFAR-DS) and is a Fellow of the Center for Neurobiology of Learning and Memory (CNLM) and a member of the Institute for Memory Impairment and Neurological Disorders (MIND) at UCI. In addition to his clinical and administrative responsibilities, he has an active research program developing fluid-based biomarkers for neurological disease and successful cognitive aging. He was supported by a Career Development Award from the National Institute on Aging and his research has been funded by NIH for over 20

years. Dr. Mapstone earned a PhD in Clinical Psychology at Northwestern University and did Fellowship training in Clinical Neuropsychology and Experimental Therapeutics of Neurological Disease at the University of Rochester. He joined the UCI faculty in 2015.

Clinic Summary: Dr. Mapstone specializes in cognitive assessment of older adults with a focus on memory disorders and cognitive aging. His subspecialty clinic receives referrals from Neurology and Psychiatry specialists at UCI in addition to community physicians. Common conditions include Alzheimer's disease, vascular dementia, mild cognitive impairment, Parkinson's disease, and other parkinsonian disorders. He generally employs the Boston Process Approach to neuropsychological assessment emphasizing clinical hypothesis testing and a fundamental understanding of functional neuroanatomy. Fellows in his clinic will receive comprehensive supervision and individualized instruction to address knowledge gaps.



Melanie Lucas, PhD, Core Faculty

Melanie Lucas received a PhD in Clinical Psychology with Health Emphasis and Neuropsychology Minor from Yeshiva University (New York, NY), which included an APA-accredited internship in Neuropsychology at Northwell Health, Staten Island University Hospital (Staten Island, NY). Her internship was based in the Department of Rehabilitation Medicine and included both inpatient and outpatient rotations. She then went on to complete a two-year Neuropsychology Fellowship at VA Long Beach (CA). During her training, she was particularly interested in the neurocognitive and neuropsychiatric sequelae of chronic medical conditions in adults, as well as disorders of aging. Throughout graduate training, she was involved in research on structural and functional neuroimaging substrates of executive functioning and gait in older adults. Dr. Lucas' clinical interests include adults with chronic medical conditions, neuroimaging, and aging.

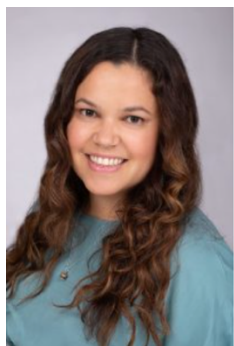
Clinic Summary: Dr. Lucas serves as the neuropsychologist for the Comprehensive Epilepsy Program within the Department of Neurology at the UCI Medical Center in Orange. She is also an Assistant Clinical Professor in the Department of Neurology. Students will be involved in neuropsychological evaluation (assessment, scoring, interpretive formulation, report-writing) of adult outpatients. Patients are typically undergoing pre- or post-surgical evaluation for medically refractory epilepsy. Occasionally, there will be opportunity to evaluate patients with other neurological and medical conditions referred from Neurology and Neuro-Oncology. In addition to neuropsychological assessment, training experiences offered on this rotation include feedback of results and observation of biweekly epilepsy surgical case conference with an interdisciplinary team (neurosurgeons, epileptologists, radiologists).



Christy Hom, PhD, ABPdN, Collaborating Faculty

Christy Hom, PhD, ABPdN is a board-certified pediatric neuropsychologist, Associate Clinical Professor in the Department of Psychiatry and Human Behavior, and the Lead Psychologist at UC Irvine. She received her PhD in Clinical Psychology from the University of Michigan, Ann Arbor, and completed a post-doctoral fellowship in Health Psychology at Children's Hospital of Orange County. She is on the Executive Board of the American Academy of Pediatric Neuropsychology, a delegate of the Cultural Neuropsychology Council, a member of the Inter Organization Practice Committee of Neuropsychology Organizations Test Security Task Force, and a member of the National Association of Neuropsychology Clinical Grants Review Committee. Dr. Hom is also an Associate Editor of the Journal of Pediatric Neuropsychology and on the Editorial Board of Child Neuropsychology. Dr. Hom's clinical interests are in intellectual/developmental disabilities, traumatic brain injury, and multicultural assessments. She conducts comprehensive neuropsychological evaluations in English and Mandarin. Her research focuses on cognitive development and cognitive decline due to Alzheimer's disease in people with Down syndrome.

Clinic Summary: The Pediatric Neuropsychology clinic evaluates children through young adults (ages 3-25) for neurodevelopmental disorders (Autism Spectrum Disorder, ADHD, intellectual disabilities, learning disorders) and the effects of neurological conditions or psychiatric disorders (e.g., early psychosis). Most referrals come from psychiatrists, neurologists, pediatricians, and teachers. The clinic serves a diverse population as it is contracted with all major private health plans as well as Cal Optima, Tricare, Inland Empire Health Plan, and Medicare. The pediatric neuropsychology clinic is in the city of Orange, near the UCI Medical Campus.



Maria Corona, PhD, Mentoring/Grievance Resolution Committee, Collaborating Faculty

Maria Corona, PhD received her degree in Clinical Psychology with a specialization in Neuropsychology from Loma Linda University. Her practicum training included conducting neuropsychological assessments of monolingual (Spanish) and bilingual (Spanish-English) Hispanic adults through her placements at Harbor-UCLA and UCLA Semel Institute (Cultural Neuropsychology Initiative). She also completed her internship at the Semel Institute for Neuroscience & Human Behavior, Geropsychology-Neuropsychology track. Upon receiving her doctorate degree, she completed a two-year fellowship through the Clinical Neuropsychology Residency Program (CNRP) at the West Los Angeles VA Healthcare System (WLAHAHS), with primary rotations in geriatric medicine and geropsychology clinics. Her clinical and research work focuses on aging and cognition. She enjoys working with older adults of diverse cultural backgrounds, and she is interested in learning about the effects of bilingualism on aging adults. In addition, she is currently also involved in multiple clinical trials evaluating Alzheimer's treatments as a cognitive and clinical rater.

Clinic Summary: UCI MIND is a federally funded Alzheimer's Disease Research Center (ADRC) conducting clinical research on Alzheimer's disease and related disorders (ADRD). This clinic uses a multidisciplinary approach to research as the annual visits include comprehensive neuropsychological evaluations and neurological examinations, as well as various imaging studies (e.g., Amyloid PET, MRI). The majority of the participants are cognitively healthy; however, the memory and thinking problems seen in a subset of the participants can vary from very subtle subjective concerns to mild cognitive impairment and dementia. The underlying etiology for the cognitive and/or personality changes seen in our participants can encompass potentially reversible causes (e.g., depression, medications, sleep disorders, and metabolic problems) to irreversible neurodegenerative disorders (e.g., Alzheimer's disease, frontotemporal dementia, Lewy body and Parkinson's disease). Each year the clinic performs evaluations on over 350 individuals, many of whom have participated in our program for numerous years allowing for an in-depth evaluation of cognitive changes over time. This clinic conducts weekly multidisciplinary case conferencing (Thursday afternoons) including neuropsychologists, neurologists, geriatric psychiatrists, nurse practitioners, and psychometricians. Following conferencing, we provide participants with the results of their evaluation. Although this is a research clinic, neuropsychological reports are written and provided to each participant. Lastly, we host monthly Clinical Pathological Conferences (first Tuesday of each month) wherein we analyze clinical information, imaging studies, and postmortem pathological findings on individuals who donated their time and brain to our clinic.



Michelle McDonnell, PhD, Mentoring/Grievance Resolution Committee, Collaborating Faculty

Michelle McDonnell, Ph.D. received her degree in Clinical Psychology with a specialization in Neuropsychology from Loma Linda University. She completed her internship at the Long Beach VA Healthcare Center, Neuropsychology Track, and her two-year fellowship in Neuropsychology at the VA Loma Linda Healthcare System. Although she primarily works with the geriatric population, her clinical experience includes, but is not limited to, rehabilitation centers (e.g., spinal cord injury, blind rehabilitation), geriatric medicine, interdisciplinary polytrauma teams for traumatic brain injuries, and inpatient units. Many of her research interests include evaluating the lifestyle and health factors that can contribute to healthy aging in older adults. She currently serves as a neuropsychologist at UCI MIND as well as a cognitive and clinical rater for numerous clinical trials evaluating the efficacy of Alzheimer's treatments.

Clinic Summary: Please see above summary for UCI MIND.

SECTION 3: TRAINING ACTIVITIES

This postdoctoral fellowship follows guidelines outlined by the Houston Conference and ABPP-CN. According to these guidelines, the core components of postdoctoral training in neuropsychology include:

- A two-year fellowship.
- 50% of time spent in the provision of clinical neuropsychology services.
- 10% of time spent to the commitment of clinical research activities.
- 10% of time spent to the commitment of educational activities.

Details on the clinical, research, and educational opportunities are provided below. The length of the fellowship is continuous for no less than a two-year period. Should the fellow require extensive time off or must take a leave of absence, it will be required that they complete the remaining two-year time commitment upon return to successfully graduate from the training program.

CLINICAL TRAINING

Clinical responsibilities will account for at minimum 50% of the time during the neuropsychology fellowship. The duties will include, but not be limited to, direct patient care (e.g., interviewing, test administration, feedback), scoring and test interpretation, report writing, consulting with referral sources and other treatment team members, and treatment planning. The neuropsychology fellow will be expected to complete at least three or more outpatient neuropsychological evaluations per week (depending on the rotation).

Outpatient evaluations are conducted using a fixed flexible test battery approach. The fellow will be expected to provide timely feedback to patients and families and turn around reports quickly. Referrals from within the Department of Neurology include diagnoses such as traumatic brain injury (TBI), stroke, movement disorders, neurodegenerative disorders, normal pressure hydrocephalus (NPH), brain tumors, CNS infections, epilepsy, and psychiatric disorders. Major rotations will be offered in trauma (TBI, stroke, NPH) and general neuropsychology. Minor rotations will be offered in presurgical epilepsy evaluations, child neuropsychology, and movement disorders.

Fellows will participate in the interventional aspects of the neuropsychological evaluation including feedback with patients and their families. Fellows may also participate in cognitive compensatory training (CCT) services during their fellowship as well. An optional minor rotation in child neuropsychology with Christy Hom, PhD is also available on a limited basis. For additional information regarding the various clinics, please see the faculty descriptions above.

SECTION 4: EXAMPLE SCHEDULE OF ROTATIONS

First Year: September to February	First Year: March to August	Second Year: September to February	Second Year: March to August
Major Rotation: Trauma	Major Rotation: Trauma	Major Rotation: General Neuropsychology	Major Rotation: General Neuropsychology
Minor Rotation: Epilepsy	Minor Rotation: General Neuropsychology	Minor Rotation: Academic Research	Minor Rotation: UCI MIND

DOCUMENTATION OF HOURS

The fellow should maintain documentation of hours, including, but not limited to supervision, didactics, direct patient care, presentations, community outreach, and volunteer activities. The fellow is also responsible for keeping an ongoing list of research projects and all relevant information pertaining to these endeavors (e.g., research mentor, etc.).

WORK EXPECTATION

The fellow is expected to work Monday through Friday for approximately 40 to 50 hours per week. Additional hours may be necessary outside of normal office hours to complete community outreach or other activities. The fellow may be expected to attend certain mandatory events such as conferences, didactics, and community outreach. Clinical closure will be allowed for these mandatory events.

The fellow is expected to complete all neuropsychological reports within one week and this will serve as their goal throughout training. Should the fellow choose to participate in CCT, treatment notes should be completed on the same day of service. All documentation must be kept confidential according to HIPAA laws and UCI hospital policy and the fellow should upload documentation to the Microsoft Teams account provided by the University.

All requests for time off must be submitted a minimum of two weeks in advance and the fellow is expected to use sick time or vacation days for personal appointments. The fellow is expected to arrive on time to clinic, meetings, didactics, and events and is responsible for keeping track of their training calendar. A shared calendar with their primary and secondary supervisors will also be available for the fellow to keep track of clinic duties. Supplemental activities (e.g., brain cutting, interdisciplinary seminars, inpatient grand rounds, etc.), will occur on an ongoing basis, as available. Telecommuting/remote work is a limited option at the discretion of the rotating supervisor(s) and University policy.

The fellow must be a licensed psychological associate through the California Board of Psychology. More information about the application process can be found here:

- California Board of Psychology – Psychological Associate
https://www.psychology.ca.gov/applicants/psychological_assistant.shtml

The fellow is also expected to pass the EPPP by the start of the second year of fellowship. Information can be found here:

- Association of State and Provincial Psychology Boards
<https://www.asppb.net/>

SECTION 5: EXAMPLE WEEKLY SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Major Rotation	Major Rotation	Minor Rotation Research Time	Major Rotation Research Time Brain Cutting	0800: Grand rounds 0900- 1100: Case Conference Admin time/Research Time Report writing

RESEARCH AND SCHOLARLY WORK

The neuropsychology fellow will have a minimum of 10% time dedicated to a research activity of their choice or with guidance from a supervisor. The fellow will be encouraged to work with their supervisors on retrospective research projects based on local clinical datasets. They are also encouraged to develop relevant project ideas feasible for completion during the two-year program. These datasets are not given to the fellow but available for collaboration with the respective supervisor. By the end of the fellowship, the fellow will be expected to submit a poster abstract for presentation or manuscript for publication based on research initiated during the program. As an alternative, the fellow can choose to work on a program development project focusing on improving and shaping the fellowship for subsequent years. This project will culminate in a presentation to the program supervisors at the end of fellowship.

PROFESSIONAL PRESENTATIONS

The fellow is required to make at least two professional presentations each year to the community, faculty, and/or to other health center clinical and academic departments including Neurology, Physical Medicine & Rehabilitation,

Neurotrauma, Movement, etc. Various professionals, psychology clerkship students, and students from other areas may also be invited to attend.

There are various symposiums and training didactics offered across the multitude of interdisciplinary care teams at UCI health. The purpose of these symposia and didactics is to encourage research and training missions of each department by highlighting recent research produced by department faculty and fellows, in addition to sharing knowledge and providing training on subject matter between departments. The fellow will be expected to present research or a scholarly project at one of these events. Example events include, but are not limited to, the following:

- Neuropsychology Case Conference
- Physical Medicine & Rehabilitation Symposium
- Neurotrauma/Neurosurgery Case Conference & Monthly Didactic
- Neurology Research and Development Colloquium

Aside from presentations, the fellow is encouraged to submit an abstract for presentation at a national conference. They may use their education funds, if available, to cover the cost of the conference that they choose (INS, NAN, APA, or AACN). However, these funds are required to be used for only the costs associated with the conference, and the fellow is required to attend the conference that is funded. Additionally, if the fellow is utilizing education time, they must be present and attend the conference for which they have requested time-off to attend.

COMMUNITY OUTREACH

Community service is an integral piece of the mission of the Neuropsychology service in Neurology. The fellow is expected to participate in at least one community support group activity each year. This can be completed through multiple committee memberships offered in the department including the Neurology Department's Inclusion, Diversity, Equity, Anti-Racism and Social Justice (IDEAS) committee, the Neuropsychology Spanish Language Clinic at UCI (NSLCUCI), or other outreach programs available at the following website: <https://www.meded.uci.edu/diversity/outreach.asp>. The fellow, along with their supervisor, will manage these community opportunities together to promote partnership and facilitate learning.

EDUCATIONAL EXPERIENCES AND DIDACTICS

The neuropsychology fellow will have the opportunity to participate in a variety of didactic and other educational experiences including neuropsychology didactics by core and associated faculty, physical medicine and rehabilitation fellow didactics, neurosurgery/neurotrauma didactics, neurology didactics as relevant; other opportunities for didactic activities may be available but are not always a guaranteed educational offering. These educational activities will account for at minimum 10% of weekly time during the fellow's two-year program. Neuropsychology didactics will occur weekly and may include required readings. Didactics are presented by core and associated faculty as well as guest speakers and trainees on topics fundamental to the attainment of specialized competency in neuropsychology. Didactic topics may include the following:

- Neuroanatomy, neuropathology, and neuroimaging
- Psychopharmacology
- Neurobehavioral syndromes
- Neuropsychological profiles of neurologic disorders
- Neuropsychological profiles of non-neurologic disorders with neurobehavioral sequelae
- Neuropsychological evaluation in a rehabilitation setting
- Test selection and battery development
- Neuropsychological intervention
- Neuropsychological research methods
- Ethics
- Ethnocultural diversity
- Professional development

- Practice development
- Supervision training
- Publication/Abstract preparation
- Job talks
- Fact finding
- Board certification

A myriad of other interdepartmental didactic trainings occur during the week throughout the academic year which the fellow may choose to attend. Topics relevant to the neuropsychology fellow might include presentations by attending physicians on stroke, traumatic brain injury, neurosurgery, neuroimaging, epilepsy, movement disorders, neurodegenerative disease, and spinal cord injury including epidemiologic and diagnostic issues, pharmacotherapy, rehabilitation therapies, and others.

The following grand rounds and other didactic/educational activities are available:

- Physical Medicine and Rehabilitation Grand Rounds (Weekly)
- Neurology Grand Rounds (Weekly)
- Neurosurgery/Neurotrauma Grand Rounds (Monthly)
- Psychiatry Grand Rounds (Monthly)
- Nephrology Grand Rounds (Monthly)
- CHOC Grand Rounds (Monthly)
- Ethics Journal Club (Monthly)
- Various UCI Health Systemwide Grand Rounds (Weekly)

The fellow is expected to complete a weekly log of didactic activities, shared with the Training Director(s), who will review the documentation and verify that the required minimum time for didactic activities has been met.

SECTION 6: SALARY AND BENEFITS

Neuropsychology postdoctoral fellows will earn a salary based on NIH postdoctoral guidelines (<https://www.niaid.nih.gov/grants-contracts/salary-cap-stipends>), with an increase when available and at the discretion of the department, from the first to second year.

Neuropsychology postdoctoral fellows will receive group health insurance and other benefits through the University of California, Irvine. A full description of UCI benefits can be found at the following website: <https://hr.uci.edu/partnership/benefits/>.

Neuropsychology postdoctoral fellows will have 15 vacation days, 2 personal preference days, and 12 sick days each year in addition to national and local holidays. Sick time is accrued at the rate of 8 hours per month. Educational leave for conferences may be available at the discretion of the rotating supervisor and training committee.

Conference/educational funds: \$3000 annually. In addition, neuropsychology fellows can find other resources offered through the UCI School of Medicine Office of Postdoctoral Affairs at the following website: <https://medschool.uci.edu/education/graduate-studies/graduate-studies-community-resources>.

SECTION 7: SUPERVISION

Supervision will include both formal and informal components. Formal supervision will involve individual, in-person supervision each week with the primary supervisor (at least 60 minutes) and the minor rotation supervisor (at least 30 minutes). Informal supervision will occur as needed (e.g., before and after cases). If additional supervision time is necessary, the fellow is responsible for communicating the need for additional time with the respective supervisor. The fellow may also participate in a tiered-supervision model which will include supervision of

practicum students. If the fellow chooses to participate in this training model, additional in-person supervision (at least 30 minutes) with the primary supervisor and/or minor rotation supervisor will be provided.

SECTION 8: EVALUATION

The neuropsychology fellow will be expected to complete an initial APPCN written exam at the end of their first year and then again after the completion of their postdoctoral training. The 50-item examination is modeled after the written examination for board certification in clinical neuropsychology. The initial examination will be used to identify strengths and weaknesses in the fellow's knowledge. The second examination will be used to demonstrate growth in knowledge over the course of the fellowship. National data from other APPCN training sites will serve as a comparison point.

The fellow will also be evaluated throughout the course of their two training years. Fellows will be formally evaluated in six-month intervals afterward. They will collaborate with their major supervisor to complete the Doctoral Worksheet for Education and Training in Clinical Neuropsychology (provided by the Society for Clinical Neuropsychology), which will track their progress in attaining the educational and clinical training standards of the Houston Conference Guidelines. The Training Director(s) will verify completion of evaluations by supervisors on all major and minor rotations.

Evaluations will also occur at the completion of each fellowship year. The fellow will be evaluated based on the clinical competencies outlined previously on the worksheet referenced above. Fellows will also complete a self-assessment evaluation and an evaluation of the training site and supervisors at these time intervals. After the completion of evaluation, the fellow is expected to address any concerns or areas of growth.

Of note, a second-year position is contingent on performance in the first year. Unsatisfactory performance or failure to meet the metrics outlined in this handbook, may result in a fellow not being offered a second-year opportunity. This will be determined by the training committee and will require sign off by the Training Director(s).

SECTION 9: GRIEVANCES AND DUE PROCESS

Disagreements between fellows and training staff may occur and a formal grievance policy is in place to appropriately facilitate resolution of these issues. It is hoped that grievances can be resolved in the least formal manner whenever possible. As such, the fellow and training staff should work together to address issues promptly. Due process can be initiated by either the fellow or training committee member/faculty.

Postdoctoral fellow due process steps:

1. Discuss the issue with the faculty member involved.
2. Discuss the issue with the Director(s) of Training.
3. Meet with the Training Director(s) and members of the training committee to problem solve the issue. Consultation with other professionals is encouraged.
4. Contact the fellow's mentor/ally if the grievance raised cannot or has not been addressed or in a situation where the fellow requires additional support.
5. If the issue is still not sufficiently addressed, the office of graduate medical education will be contacted. Please refer to the following link for additional information: <https://medschool.uci.edu/education/medical-education/graduate-medical-education/about-us/gme-leadership>.

The training staff due process steps are as follows:

1. Initially discuss the issue directly with the fellow.
2. Consult with the Director(s) of Training.
3. If the issue is still not sufficiently addressed, the office of graduate medical education will be contacted. Please refer to the following link for additional information: <https://medschool.uci.edu/education/medical-education/graduate-medical-education/about-us/gme-leadership>.

SECTION 10: REMEDIATION, PROBATION, SUSPENSION, AND DISMISSAL

A fellow who displays a performance that interferes with professional function may be subject to remediation or dismissal from the program. Additional supplemental training opportunities may be curtailed until clinical work within the department of Neurology and the division of Neuropsychology meets expectations. The Training Committee will have a formal meeting to determine when performance does not meet expectations. Failure to meet expectations or egregious ethical conduct may result in dismissal from the program, including involvement with the Department of Neurology Medical Director and the University of California, Irvine Human Resources Department.

SECTION 11: UNIVERSITY RESOURCES FOR POSTDOCTORAL FELLOWS

The Office of Postdoctoral Affairs in Graduate Division hosts a New Postdoctoral Scholar Orientation monthly to ensure that all new Postdocs find the support needed for a successful transition to UC Irvine.

Location:

University of California Irvine
Graduate Division
120 Aldrich Hall
Irvine, CA 92697-3180
949-824-4611
grad@uci.edu
<https://grad.uci.edu/postdocs/new-postdocs/>

The Office of the Ombuds is a resource for members of the UCI Health community (faculty and trainees) with a problem or concern. The Office of the Ombuds commits to the following:

- Adherence to the Standards of Practice of the International Ombuds Association, which consist of the principles of confidentiality, informality, impartiality and independence.
- The pursuit of equity and fairness.
- Providing all members of the UCI community a safe place to talk about concerns, explore options and make informed decisions.
- Building and preserving collaborative relationships with campus partners.
- Identifying campus trends and providing upward feedback.
- Holding ourselves to the highest ethical standards to earn and maintain the trust and respect of those we serve.

Location:

Office of the Ombuds
205 Multipurpose Science and Technology Building
Irvine, CA 92697-4325
949-824-7256
<https://ombuds.uci.edu/>

The UCI Office of Equal Opportunity and Diversity (OEOD) is responsible for the University's compliance with federal and state laws and University policies and procedures regarding discrimination, retaliation, sexual harassment, and sexual violence (<https://oeod.uci.edu/>). OEOD works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination, and inclusive excellence at UCI. OEOD serves both the campus and UCI Health including the medical center: UCI policies and procedures that guide OEOD complaint resolution can be found here: <https://www.oeod.uci.edu/policies/index.php>.

Discrimination/Sexual Harassment Hotline: 949-824-7037

SECTION 12: UNIVERSITY SAFETY AND WELLNESS RESOURCES

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 714-456-5493; this number will get you to a dispatch officer at UCI Health 24 hours a day. If at any time, you would like to be escorted by a security officer to or from areas on campus, UCI Public Safety Division will help — just give a call. More information can be found at the following website: <https://www.ucihealth.org/patients-visitors/security>. UCI seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct.

The University has additional excellent resources to promote emotional and physical wellness. Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction. A detailed listing of University Resources for campus safety can be found at the following address: <https://studentwellness.uci.edu/> or by calling 949-824-9355.

SECTION 13: APPLICATION & SELECTION PROCEDURES

The Neuropsychology program will participate in the Match process yearly. This residency site agrees to abide by the APPCN policy that no person at this facility will solicit, accept, or use any ranking-related information from any residency applicant.

To be considered, applicants must have completed an APA or CPA-accredited doctoral program and a one-year APA-or CPA-accredited internship before the scheduled start of the fellowship.

Applicants are expected to have had formal training in neuropsychological assessment of adults and older adults, including standardized test administration and scoring, interpretation, and report writing both in graduate school and during internship.

The applicant will be required to submit the following materials:

- A one-page cover letter describing your experience in neuropsychological assessment and research and your interest in our program.
- Curriculum vitae.
- Two de-identified sample reports.
- Three letters of recommendation, with at least one from a training supervisor from your graduate program and one from a supervisor at your internship.
- [APPCN's Completion of Doctoral Training form](#)
- **Please click this [application link](#) to complete and submit your application.**
- The neuropsychology faculty and some collaborating faculty in other departments will review applications. Selected applicants will be invited to interview at the annual meeting of the International Neuropsychological Society (INS) and/or virtually.

SECTION 14: FEEDBACK

Comments and feedback regarding the training handbook and general comments regarding the postdoctoral fellowship program can be directed to the Training Director(s).

DIRECTOR(S) OF TRAINING

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