



Sentiero SkillBridge Training Plan

Job Title			
Licensed Psychologist			
Direct Report:	President	Indirect Report:	Clinical Director
Other Benefits:	Opportunity for Hire	Profession:	Healthcare

Summary of Job Profile	
Area	Description of Purpose
Sentiero Purpose	<p>Sentiero was founded on the belief in the importance of education and training, diverse thoughts and people, healing from the deepest part of ourselves, and involving stakeholders to approach wellbeing from a holistic perspective. We hold a special place in our services for active duty military, veterans, and military dependents, with over 95% of our patients referred through Tricare or TriWest. Our vision is for all people, regardless of ethnic, social, cultural, or economic background, to have access to high-quality mental health care. Our mission is to enrich the psychological health of children, adolescents, adults, and families through services that are seamless, accessible, and inviting.</p> <p>Our team currently includes various schools of thought within psychology from school and clinical psychology to cognitive behavioral and psychoanalytically-oriented psychologists. We are composed of clinicians with various levels of education and we take pride in training students who are the next generation of psychologists. Our licensed psychologists lead the way, our pre- and post-doctoral students provide fresh perspectives.</p>
Job Purpose and Importance to the Organization	<p>The Licensed Psychologist Skillbridge position was created to support Licensed Military Psychologists with plans to transition from active duty to a civilian position within the outpatient mental health private practice setting. This role prepares military psychologists to build an ethical and sound business practice serving various populations within San Diego county, which boasts one of the largest active duty and veteran military communities in the United States. Sentiero supports the expansion of the professional psychological community of San Diego by promoting the training and transitioning of successful, competent, and experienced military psychologists. The Licensed Psychologist Skillbridge position holds an important role in increasing access to competent and ethical care to underserved and special populations in San Diego.</p>



Role Responsibilities and Activities	
Responsibility/Activity	Estimated Annual % of Time
Activity: Credentialing, Articles of Incorporation, and Tax Documentation	20%
Activity: Business Development - Private Practice Model	25%
Activity: Administrative Operations - creating business plan for billing, communications, informed consent, business policies, quality assurance, cloud-based systems	25%
Activity: Clinical Operations - setting the framework for clients, medical records, fees and policy	25%
Responsibility: Group supervision/Didactic training	5- 6.25% (2 hours a week)

Length of Training
90 days (12 weeks)

Timeline *variable depending upon goals	
Month 1:	Week 1: Program Introduction Week 2 -3: Business Formulation
Month 2:	Week 4-7: Clinical Operations
Month 3:	Week 8 - 11: Business Operations Week 12: Program Development and Evaluation

Learning Modules	
Training Titles	Learning Outcomes
Module 1: Program Introduction Week 1	<ol style="list-style-type: none"> 1. Orientation of the Practice <ol style="list-style-type: none"> a. Review Operations Manual b. Observe Sentiero Business Practices c. Introduction to Reflective Practice and Developmental Training Model



	<ol style="list-style-type: none"> 2. Reflective Supervision and Goal Setting <ol style="list-style-type: none"> a. Complete Self-assessment b. Collaborative training goal setting (determining goals for solo or group practice) c. Identifying strengths and areas of growth 3. Begin Credentialing process (multiple months)
Module 2: Business Formation Week 2 - 3	<ol style="list-style-type: none"> 1. Incorporating in the State of CA 2. Obtaining an EIN 3. Applying for Business Tax Certificates 4. Identifying Stakeholders: <ol style="list-style-type: none"> a. Accountant b. Brokers c. Attorneys
Module 3: Clinical Operations Week 4 - 7	<ol style="list-style-type: none"> 1. Identifying and managing Electronic Medical Record system <ol style="list-style-type: none"> a. Private Practice-friendly EMR systems b. EMR Needs for Independent Practice 2. Developing Informed Consent Procedures <ol style="list-style-type: none"> a. Necessary Elements for Informed Consent b. Intake Procedures for Insurance 3. Setting the Clinical Framework <ol style="list-style-type: none"> a. Cancellations, Fees, and Communication b. Crisis response c. Determining Goodness of Fit
Module 4: Business Operations Week 8 - 11	<ol style="list-style-type: none"> 1. Credentialing with the Council for Affordable Quality Healthcare (CAQH) 2. Insurance Contracting and Credentialing: Tricare, TriWest, Anthem 3. Marketing and Website Development 4. Creating an Operations Manual <ol style="list-style-type: none"> a. Labor Laws b. Record Keeping c. Quality Assurance d. The Role of Supervision within a Business
Module 5: Wrap-up Week 12	<ol style="list-style-type: none"> 1. Reflective Feedback: Self assessment and goal review 2. Presentation of Business Model



Learning Objectives

Business Formation: The Licensed Psychologist will be able to identify the necessary elements in starting and maintaining credentialing, filing for articles of incorporation, tax documentation, and contracting for a private practice in the state of California.

Business Operations: The Licensed Psychologist will develop a private practice business model and display competency to practice independently with appropriate billing systems, administrative operations, and facilities management.

Clinical Operations, Policy, and Practice: The Licensed Psychologist will be ready for clinical practice in the private sector with appropriate and ethical liability insurance, policies, therapeutic framework, and medical/supervision record keeping practices.

Instructional Models

Direct Instruction - Synchronous in-vivo training

Indirect Instruction

Interactive Instruction - Asynchronous Online Model

Experiential Learning

Independent Study

Instructor Qualifications

Emily N. Kierce, Psy.D.

Founder & President | Sentiero
Doctor of Psychology in Clinical Psychology
Licensed Psychologist
Certificate in Leadership Principles, HBS Online
Business Lessons Workshop, HBS Online

Assessments

Sentiero Self-Assessment of Goal Attainment

80% of ratings fall within Meets Expectations

Presentation of Business Plan

Licensed Psychologist will present their business plan, goals, and completed tasks towards the plan to the team for feedback and input.



Optional: Certificate Course
Evaluations (Business Operations &
Human Resources)

85% Accuracy on post-training quizzes

Training Outcomes

File Article of Incorporation

Obtain EIN

Identifying Stakeholders to Support Business

Complete CAQH Provider Data Portal

Begin Expedited State Licensure with Appropriate Regulating Bodies

Begin Contracting & Credentialing Process with Insurance Companies

Select and set up an Electronic Health Record

Begin process of EDI, EFT, ERA

Business Operations Development

Setting the Clinical Framework