

GUIDELINES FOR PRACTICE SAMPLES IN CLINICAL NEUROPSYCHOLOGY

A. FORMAT

A Practice Sample submission consists of two cases, both usually being neuropsychological evaluations. For each case, the following materials must be submitted:

1. One (1) CD containing all of the Practice Sample information, with the exception of the raw data
2. A copy of the original report (with appropriate confidential and identifying information obscured). This is the actual report which is to be modified only to the extent that information identifying the patient and other individuals must be deleted or marked out. Practice Samples must be blinded, i.e. with information deleted which can identify the candidate (e.g., name and institution).
3. A test score summary which must contain the results for all tests employed in the Practice Sample. Each test must be clearly labeled. If abbreviations are used, there must be one place in which a key is provided relating all abbreviations to the full test titles. The type of score must be identified. That is, it must be clear whether the reported scores are raw scores, percentile ranks, quotient scores, T-scores, or other type scores. It is acceptable (and sometimes preferred) to profile certain test results, especially if they are commonly presented in a profiled format (e.g., MMPI/MMPI- 2).
4. Copies of the raw data (e.g., test protocols, drawings, writing samples) **MUST** be provided as well. Please make sure identifying information is removed.

Each case should be prepared separately. Four copies of each Practice Sample submission are required. One copy will be sent to each of three reviewers and the fourth retained in the Candidate's central file. If the Practice Sample is accepted for examination, one copy will be retained for use during the oral examination.

B. SUBJECT MATTER OF THE PRACTICE SAMPLE

In order to obtain a balanced and comprehensive examination of this aspect of the Candidate's clinical skills, it is necessary that each of the two Cases be sufficiently different from the other to demonstrate the Candidate's breadth of competence. The two Cases should differ in that they involve different clinical questions, bodies of relevant research literature, choice of evaluative procedures and techniques, treatment/therapeutic recommendations, dispositions issue/options, and/or related matters such as legal implications, etc. A Case may have an intervention/treatment emphasis, but the Case must include the neuropsychological evaluation basis and the conceptual basis for the interventions employed, as well as the steps taken to assure an adequate test of the efficacy of the interventions.

C. CONTENT

The two Cases which are submitted should be different, i.e., they should consist of evaluation of two separate entities. A Candidate should not, for example, submit two Cases of evaluation of patients with Alzheimer dementia. Either in the original report or in the addendum, the Candidate should identify the relevant characteristics of the patient, the background information provided by other professionals, salient aspects of patient/parent/other interview material obtained by the Candidate or others, and summaries of medical, social service agency, school, and employment records available for review. It is highly desirable to have follow-up knowledge of the Case in question.

For each Case, the Candidate should be explicit about any conclusions reached, including differential diagnosis, prognosis, and follow-up recommendations.

D. QUALITY OF PRACTICE SAMPLES SUBMITTED

The Practice Sample should demonstrate that the Candidate is practicing Clinical Neuropsychology at the specialist level of competence. Clinical Neuropsychology is not merely the administration, scoring and reporting of neuropsychological evaluation techniques in a clinical setting; rather, it is a specialty practiced by a psychologist who can demonstrate to ABCN the integrated application of the broad range of neuropsychological, neurological, and allied clinical and research literature and concepts required of the practitioner in this field. The Practice Sample should reflect this ability and should also reflect a high level of professional skill and maturity. The Practice Sample should demonstrate that the Candidate possesses an explicit and coherent rationale for the work he/she is doing. The Practice Sample must be in compliance with APA ethical and professional standards.

E. TIME TABLE FOR THE SUBMISSION OF PRACTICE SAMPLES All ABCN candidates have seven years in which to complete the examination process. No intermediate deadlines will be set with respect to the submission of Practice Samples, although candidates are urged to submit samples in a timely fashion.

F. EVALUATION OF PRACTICE SAMPLE A Practice Sample consists of two Cases. The Practice Sample will be reviewed by three ABCN Diplomates designated by the ABCN central office. If the first Practice Sample is not acceptable, then a second and third Practice Sample may be submitted as part of one application. To have your Practice Sample accepted so that you may proceed to the oral phase of the examination, it is necessary for two separate reviewers to accept your Practice Sample during one evaluation. Practice Sample Reviewers who rate a Practice Sample as unacceptable are requested to provide suggestions designed to help the Candidate with subsequent Practice Sample submissions. Candidates are encouraged to review their Practice Sample with an ABCN/ABPP Diplomate prior to formal submission. Candidates whose Practice Samples are accepted by at least two of the three Practice Sample reviewers will be informed that, as soon as the ABCN central office assembles a sufficient number of Candidates with satisfactory Practice Samples, the oral examination will be arranged. All oral examinations are conducted in Chicago.

G. THE PROFESSIONAL DATA SHEET Only the Chair of your Oral Examination Committee will have had access to your ABPP application when the time comes. Thus, you are being asked to prepare a professional data sheet to be distributed to the other members of your Oral Examination Committee, which includes the following information: your name; doctoral degree and date awarded; institution where you obtained your doctoral degree; and a list, with inclusive dates of positions you have held since the award of your doctoral degree. This data sheet should also include an outline of the various activities performed in your present work situation, and should indicate the percentage of time spent in these activities, along with the types of patients or clients you are now serving.

H. CRITERIA TO BE USED BY REVIEWERS FOR JUDGING THE ADEQUACY OF EACH CASE

1. Sufficient diversity is presented in the Practice Sample to demonstrate the Candidate's breadth of clinical proficiency.
2. The purpose of the examination and referral questions is clearly described.
3. The conceptual basis/rationale for selection of testing procedures is clearly evident.
4. The test data are accurately reported and presented in a clear, well organized format.
5. Conclusions/recommendations are supported by the data and by literature citations, if appropriate.
6. Relevant historical and medical risk factors are identified and integrated in the formulation of the report.
7. Emotional/psychopathological factors are appropriately assessed and incorporated into the report.
8. The "original" clinical report serving as the basis for the Case analysis is written in a clear, professional style tailored to the background/needs of the identified primary consumer of the report.
9. The Practice Sample conforms to ethical standards and reflects an awareness of those standards.
10. Treatment recommendations including additional evaluative recommendations are substantive, well founded, and given in sufficient detail to foster their implementation. Interpretation demonstrates an advanced knowledge and integration of brain-behavior relationships.
11. Interpretation demonstrates an advanced knowledge and intergration of brain-behavior relationships.

I. CANDIDATE CHECKLIST FOR THE SUBMISSION OF PRACTICE SAMPLES

General:

_____ One (1) CD containing all of the Practice Sample information, with the exception of the raw data

_____ Four copies of all the Practice Sample materials

_____ Each copy consists of a Case Report #1, Case #1 test score summary, Case Report #2, and Case #2 test score summary

_____ The addressee is the ABCN address as indicated on the Practice Sample Review forms

_____ All copies are clear and legible

_____ The identities of all persons involved have been "blinded" where necessary

_____ Copies of the **raw data** (e.g., test protocols, drawings, writing samples) **MUST** be provided

Case #1 Contains:

- ___ Relevant characteristics of the patient
- ___ A description and rationale for conclusions reached
- ___ A description of any recommendations given
- ___ testing summary

Case #2 Contains:

- ___ Relevant characteristics of the patient
- ___ A description and rationale for conclusions reached
- ___ A description of any recommendations given
- ___ Testing summary

I have:

___ Retained my own copy of the Practice Sample submission for my own use during the oral examination.

___ Sent the required fees with the Practice Review Forms to the Central Office.
Determined that boxes not checked above have reasons for their not being checked.
Those reasons are explained in the Supporting Material for each case.