



## Intern Performance Evaluation, Feedback, Retention, and Termination Decisions

### **Intern Performance Evaluation and Feedback**

The Idaho Psychology Internship Consortium requires that interns demonstrate minimum levels of achievement across all training competencies. Interns are formally evaluated by their primary supervisor three times annually, at 3 months, 7 months, and the end of the internship year. Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The evaluation form includes information about the interns' performance regarding all of ID-PIC's expected training competencies and the related objectives. Intern evaluations are based in part on direct observation of the intern as well other performance-based activities. Supervisors are expected to review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback.

A minimum level of achievement on each evaluation is defined as a rating of "4" for each competency at the end of the internship year. The rating scale for each evaluation is a 5-point Likert scale, with the following rating values: 1 = Insufficient Competence: The intern does not understand or is unable to effectively demonstrate the element; 2 = Emerging Competence: The intern has a basic foundation in the element and moves toward acquiring competence in it; 3 = Maturing Competence: The intern is aware of the element and can utilize this awareness to inform their work in the internship setting, though the intern may still need assistance to regularly use the element; 4 = Competent: The intern is aware of the element and frequently applies it in their work without need for assistance; and 5 = Proficient/Advanced: The intern has a well-established competence in the element (knowledge, awareness, or skill) being evaluated. If an intern receives a score of 2 or less at the 3-month evaluation period, or a score of 3 or less at the 7-month evaluation period on any component of any evaluation, or if supervisors have reason to be concerned about the intern's performance or progress, the program's due process procedure will be initiated. The due process procedure can be found on <https://idaho-pic.org/>.

Additionally, all ID-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours' requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Feedback to the interns' home doctoral program/Director of Clinical Training is provided at the culmination of the internship year. Directors of Clinical Training are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program.



In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning and end of the internship. Interns also complete a Program Evaluation Survey at the mid-point and end of the internship year, in order to provide feedback to inform any changes or improvements in the training program.

### **Retention and Termination Decisions**

If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the due process procedure due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program/Director of Clinical Training will be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns' progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program/Director of Clinical Training is notified of any further action that may be taken by ID-PIC as a result of the due process procedure, up to and including termination from the program.

Reviewed/revised and approved by ID-PIC Faculty on 01/31/2019.