



Intern Evaluation, Retention, and Termination Policy

The Sanford Health-Psychology Internship Consortium (SH-PIC) requires that interns demonstrate minimum levels of achievement across all nine APA profession-wide competencies, as measured by the SH-PIC Intern Evaluation. Informal feedback to interns should be ongoing throughout the training year, with any concerns discussed early and often. Interns are formally evaluated by their primary supervisor three times annually, in November, March, and August. Evaluations are conducted using a standard rating form using a Likert Scale that includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress.

The evaluation form includes information about performance in all nine profession-wide competencies and associated learning elements.

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. Upon completion of the review both the intern and supervisor sign the evaluation. The intern receives one copy, and another copy is provided to the Training Director(s) who reviews and signs the document before it is placed in the intern file, where it is maintained indefinitely. Of note, interns are required to complete additional rotations under the supervision of someone other than their primary supervisor; therefore, the primary and adjunct supervisors should discuss the intern's performance before each evaluation period, and the primary supervisor should incorporate feedback from the adjunct supervisor into the intern's formal evaluation. The adjunct supervisor should also share ongoing verbal feedback directly to the intern throughout the training year. If an intern disagrees with the evaluation ratings they receive, this disagreement should first be discussed with their primary supervisor. If a resolution cannot be reached, the intern may file a grievance as discussed in the SH-PIC Due Process and Grievance Procedures.

Evaluation Scoring

The scoring rubric for intern evaluations uses a Likert scale, with the following rating values:

A(4) Advanced; Skills comparable to autonomous practice at the licensure level

I(3) Intermediate; Supervision is developmental in nature

B(2) Beginning; Continued intensive supervision is needed

NI(1) Needing Improvement

U(0) Unsatisfactory/Fail

N/A Not Applicable/Not Observed/Cannot Say

Minimal Levels of Achievement

The minimum level of achievement (MLA) on each evaluation changes over the course of the training year, reflecting expected growth in competence.

The MLA scores are as follows:

3-month evaluation: 2 (Beginning)

7-month evaluation: 2 (Beginning)

Final, 12-month evaluation: 3 (Intermediate)

A score of “2” on any element or competency during the first evaluation (3-months) will result in close monitoring by program supervisors, and a score of “1” will initiate the program’s formal Due Process procedures.

At the 7-month evaluation, interns must score “2” on all elements and competencies; however, they must also receive a score of “3” on a minimum of two competency areas.

By the end of the internship year, interns are expected to achieve intermediate to advanced level of skills on all elements and competencies. Thus, interns must receive a score of “3,” indicating the intermediate to advanced level of skill, or above on all elements and competencies to successfully complete the program.

If an intern receives a score lower than the MLA at any evaluation point, or if supervisors have reason to be concerned about the intern’s performance or progress, the consortium’s Due Process procedures may be initiated. The Due Process guidelines can be found in the SH-PIC Intern Handbook, which is carefully reviewed during Intern Orientation. The policy may also be found on the program’s website, www.SH-PIC.org.

Additionally, all SH-PIC interns are expected to complete 2000 hours of training during the internship year with a minimum of 500 hours in face-to-face clinical service delivery. Meeting the hours requirement, attending required training experiences (e.g., didactic seminars, consultation groups), and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program.

Communication with Graduate Training Programs

Communication with the intern's home doctoral program begins with a successful match and is provided throughout the internship year at each formal evaluation point when the Directors of Training are sent a copy of the evaluation. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program. If successful completion of the program comes into question at any point during the internship year, or if an intern enters the formal review step of the Due Process procedures, the home doctoral program is contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the intern's progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by SH-PIC as a result of the Due Process procedures, up to and including termination from the program.

Additional Evaluations

In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning and end of the internship. Interns must complete an evaluation of their supervisor at 3-months, 7-months, and 12-months and a program evaluation at the end of the training year in order to provide feedback that informs any changes or improvements in the training program. Interns are required to submit evaluations for each didactic session during the year. All evaluation forms can be located in the SH-PIC Intern Handbook, on the MedHub platform, and on www.SH-PIC.org. Evaluations are submitted to the Training Director(s) via MedHub.

Maintenance of Intern Records

Information about interns' training experiences, evaluations by supervisors, attendance at required training activities, and certificates of completion are maintained indefinitely in a secure digital file by the SH-PIC Training Director(s) for future reference and credentialing purposes.

Please sign this acknowledgement page and return it to the Training Director(s)

Acknowledgment

I acknowledge that I have received and reviewed the Evaluation procedures of the Sanford Health Psychology Internship Consortium. I agree to abide by the procedures outlined in this document. I have been provided with a copy of the document to keep in my files.

Signature

Print Name

Date