



## **Intern Evaluation Procedures and Records Retention Policy**

The Hawaii Psychology Internship Consortium requires that interns demonstrate minimum levels of achievement across all training competencies, as reflected in the Intern Evaluations. Interns are formally evaluated by their primary supervisor three times annually, in October, February, and June. 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 Learning Elements and intern performance regarding all of HI-PIC's expected training competencies and the related objectives. 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. If interns complete an elective rotation under the supervision of someone other than their primary supervisor, 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 that he or she receives, this disagreement should first be discussed with their primary supervisor. If a resolution cannot be reached, the intern may request a formal hearing, following the hearing processes laid out in the HI-PIC Due Process Procedures.

### **Evaluation Scoring**

The scoring rubric for intern evaluations uses a 5-point Likert scale, with the following rating values:

- 1= Significant Development Needed; the intern does not understand or is unable to effectively demonstrate the element
- 2= Some Development Needed; the intern has a basic foundation in the element and moves toward acquiring competence in it
- 3= Nearing Mastery of Element; 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= Mastery of Element; Intern is functioning at an entry level of professional psychology
- 5= Significantly Exceeds Expectations; the intern has a well-established competence in the element and is seen as expert regarding this element

### **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 MLAs are as follows:

3 month evaluation: MLA is a score of 2

7 month evaluation: MLA is a score of 3

Final, 12 month evaluation: MLA is a score of 4

If an intern receives a score of less than 2 at the 3-month evaluation period or a score of less than 3 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, a remediation plan is put into place, as described in the Due Process and Grievance Procedures. The Due Process guidelines can be found in the Orientation binder and on [www.hi-pic.org](http://www.hi-pic.org). At the final evaluation period, interns must achieve a rating of "4" for each competency, reflecting their readiness to practice at an entry level.

Additionally, all HI-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours requirement, attending required training experiences (e.g., didactic seminar), 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**

Feedback to the interns' home doctoral program is provided throughout the internship year at each evaluation period and as necessary and copies of each intern evaluation are sent. 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 into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program will also 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 is notified of any further action that may be taken by HI-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. Additionally, interns will complete an evaluation of their supervisor three times a year concurrent with the formal evaluations conducted by their supervisors (October, February, June), as well as a program evaluation at the end of the year. This information provides feedback that will inform any changes or improvements in the training program. All evaluation forms can be located in the Orientation binder and on [www.hi-pic.org](http://www.hi-pic.org). Evaluations will be submitted through Time2Track.

### **Maintenance of Intern Records**

Record maintenance procedures: 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 HI-PIC Praining Director for future reference and credentialing purposes.

Please sign this acknowledgement page and return to the Training Director

**Acknowledgment**

I acknowledge that I have received and reviewed the Evaluation procedures of the Hawaii 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.

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Signature

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Print Name

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Date