



YALE SCHOOL OF MEDICINE  
Department of Psychiatry / Psychology Section

Doctoral Internship Policies & Procedures

**Evaluation of Fellows Policy**

Revised 04.23.20

**Procedure & Documentation**

1. **Orientation of Fellows:** Fellows are educated about this policy during an initial group orientation to the internship program by the Director of Training.
2. **Evaluation Frequency:** Fellows are evaluated using a standardized form three times yearly in October, February, and June.
3. **Use of a Standardized Evaluation Form:** All individuals formally designated as “advisors” or “supervisors” of a fellow will evaluate the fellow using a standardized competency evaluation form at each evaluation point and will review their feedback with the fellow. While all competency domains apply to all fellows, supervisors can use a rating of *Not Applicable (NA)* to designate that the competency was not observed or is not covered in the training experience being supervised. Each fellow typically receives evaluations from at least four supervisors, which provides a comprehensive and diverse set of perspectives on the fellow’s performance. If significant discrepancies in assessment of the Fellow’s competency are apparent in the supervisor evaluations, these discrepancies are discussed among the supervisors and Primary Advisor and a shared decision making occurs in provision of feedback to the fellow. Faculty involved in training also meet during each review period to discuss trainee competency development and performance, offering a strategic opportunity to resolve any potential discrepancies should they arise.
4. **Submission of Evaluations to the Primary Advisor:** All supervisor evaluation forms are forwarded to the fellow’s Primary Advisor. For fellows with a secondary placement, the Secondary Advisor completes an evaluation form and forwards it to the Primary Advisor as well.
5. **Primary Advisor Evaluations:** For each evaluation period, the Primary Advisor uses the evaluations received from other supervisors to create a composite evaluation for that period that is recording onto the Primary Advisor Evaluation Form. This serves as the formal evaluation for the fellow for each evaluation period. The Primary Advisor’s narrative summary, which is included at the end of the form, is then sent to the fellow’s graduate program after each evaluation period.

**Competency Expectations**

1. **Adequate Progress:** For each evaluation period, the Primary Advisor will indicate on the evaluation form whether the fellow has made adequate progress toward achieving an intermediate level of proficiency for all competency categories and is on track for successful completion of the internship.

2. **Expected Proficiency Levels:** Program expectations regarding Primary Advisor ratings of the competency categories are:
  - a. October: Each fellow will be at least at Level 2 (Basic Proficiency) for all competency categories.
  - b. February: Each fellow will be at Level 3 (Developing Proficiency) for the majority of competency categories, with some fellows rated at Level 2 (Basic Proficiency) and/or Level 4 (Intermediate Proficiency) for some categories.
  - c. June: All fellows will be at Level 4 for all categories with a few fellows achieving ratings at Level 5 (Advanced Proficiency) for some categories.
3. **Major Deficiencies:** Major deficiencies in the competencies that are judged at any time in the program to pose the *potential of harm to others and/or serious breaches in professionalism* may result in the fellow being placed on probation or terminated, as outlined in the Probation and Termination Policy. Since probation is reserved for these issues, it is possible for a fellow to not meet expected proficiencies and not successfully complete the internship *without* being placed on probation.

## Procedure to Address Concerns

1. **Written Skill Development Plan:** If, at any time, a Primary Advisor evaluates a fellow as *not making adequate progress*, the Advisor, in collaboration with the fellow, will develop a written skill development plan (that is, a remediation plan) to address the identified concern. These plans will be reviewed and approved by the Chief of Psychology at the facility and the Director of Training. The plans are designed to ensure: (a) fellow and faculty awareness of the importance of raising the level of competence by year's end, and (b) a clear and focused plan to achieve that level of competence. In accordance with the Graduate Program Communication Policy, the fellow's graduate program DCT will be notified of the skill development plan and an opportunity for input will be provided. In addition, the Psychology Section Chief will be apprised of the plan and approval as necessary will be obtained.
2. **Frequent Feedback on Plans:** The Primary Advisors of fellows who have a skill development plan will provide verbal and written feedback to each fellow monthly regarding their progress, or lack thereof, in achieving the intermediate level of competence necessary to successfully complete the internship. In making these assessments, the Advisors will, as needed, gather and document verbal and written feedback from other supervisors. This monthly feedback must indicate in writing if, in the opinion of the Primary Advisor, the fellow is or is not making adequate progress toward completing the internship successfully. Copies of the written feedback will be provided to the Chief of Psychology at the facility, the Director of Training, and the Fellow's graduate program DCT.
3. **Expedited Final Evaluation:** A fellow who is in jeopardy of not completing the internship successfully will have his or her final evaluation process expedited by the Primary Advisor. The fellow will receive final feedback by June 5<sup>th</sup>, including the Primary Advisor's recommendation to the Director of Training as to whether the fellow has or has not met all criteria to successfully complete the internship.
4. **Criteria for Successful Completion:** For each fellow in the program, the year-end evaluation of the Primary Advisor must demonstrate an intermediate level of proficiency across all competency categories for the fellow to successfully complete the internship. Successful completion also requires that all other internship expectations (e.g., scholarly project) are met.

5. **Fellows Not Meeting Competency Expectations:** For fellows who do not meet all criteria for internship completion listed above, the Primary Advisor, in consultation with the fellow, can present to the Psychology Executive Training Committee no later than June 10<sup>th</sup> a corrective action plan focused on professional training and activities that will occur after the June 30<sup>th</sup> internship end date. Within two weeks of that date, the Executive Training Committee, at its discretion, can: (a) accept the plan and require its adequate completion before the fellow is designated as having successfully completed the internship; (b) accept the plan and designate the fellow as having successfully completed the internship, concluding that the competency deficit is sufficiently narrow and that an adequate post-internship plan is in place to supervise and promote skill development of the fellow; or (c) conclude that the fellow has permanently failed to complete the internship.

## **Grievance & Due Process**

1. **Rights to Grievance & Due Process:** The Grievance and Due Process Policy of the internship program applies to all steps in this process, thus ensuring that fellows have the opportunity to question, challenge, and appeal supervisory ratings, skill development plans, corrective action plans, and decisions regarding successful completion of the internship.