



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Skill Development Plan

Revised 04.23.2020

Date:

Fellow:

Primary Advisor:

Contributing Supervisors:

Placement(s):

Skill Plan Update/Review Due:

PROCEDURES

- Purpose of the Skill Development Plan:** In completing one of the three formal evaluations for this fellow, the Primary Advisor has concluded that the fellow is not making adequate progress in achieving an intermediate level of proficiency (Rating of 4) on: (a) an individual competency and/or (b) *all* competency domains. The Skill Development Plan is executed to support the fellow's progress toward attaining the competency at the Minimum Level of Achievement (MLA) by the end of internship. Implementation of the Skill Development Plan should be undertaken with enough time to reasonably expect that the fellow will be able to achieve the objectives and goals outlined within the plan.
- Initial Development Process:** The Skill Development Plan process should represent a collaborative effort between the Primary Advisor and the fellow. The Primary Advisor necessarily incorporates feedback from other training faculty and supervisors directly involved with assessing the fellow's competency attainment.
- Reviews and Approvals:** The Skill Development Plan will be submitted to the Chief of Psychology at the facility and the Director of Training of the internship for review and approval. The fellow will sign the plan as an acknowledgement that it has been received, reviewed and agreed upon. Disagreements about the content (below) or need for the plan should be resolved in the Initial Development Process. For unresolvable differences of opinion, the fellow is made aware of their right to follow the Grievance & Due Process procedures (See Grievance and Due Process Policy). The internship program will also act in accordance with the Graduate Program Communication Policy and notify the fellow's graduate Director of Clinical Training to resolve disagreements in the plan facilitate development of a plan intended to support the successful remediation of the Fellow.
- Content of the Plan:** In keeping with best practice guidelines (e.g., Vasha-Haase, et al., 2019) for remediating problems with professional competency attainment, the Skill Development Plan will necessarily: (a) clearly identify the competency (ies) of concern giving behaviorally anchored

examples; (b) behaviorally anchored benchmarks for success; (c) expected time frame for completion of the plan; (d) clarify the nature and level of expected performance on the identified competency (ies) necessary to successfully complete the internship; and (e) the planned activities by the fellow and by faculty and/or staff to foster the expected levels of performance.

5. **Frequent Feedback on Plans:** The Primary Advisor will provide verbal and written feedback to the fellow monthly regarding progress, or lack thereof, in achieving the level of competence necessary to successfully complete the internship. In making these assessments, the Advisor will, as needed, gather and document verbal and written feedback from other supervisors and staff. This monthly feedback will 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 are to be provided to the fellow, the Chief of Psychology at the facility, the Director of Training and the Fellow's graduate program DCT.
6. **Communication/Confidentiality-** University Office of The General Counsel may be consulted to ensure that plans are consistent with local, state and federal statutes and guidelines. As is detailed in the Graduate Program Communication Policy, which outlines the nature of communications between the fellow's graduate institution and the internship, the Yale Doctoral Internship in Clinical and Community Psychology has the ability to (and will) share the Skill Development Plan with the fellow's Graduate Institution. That is, communication about competency remediation is in alignment with the Graduate Program Communication Policy. The Graduate Program Communication Policy is communicated to Fellows upon initiation of their training in the program and is made available to them in physical copy and electronically on the Internship webpage for reference. Thus, it is not considered a violation of the fellow's confidentiality to share the Skill Development Plan with the fellow's graduate institution.

SKILL DEVELOPMENT PLAN

Competency 1:

Problem description:

Expected performance:

Actions to be taken by Fellow:

Actions to be taken by Faculty and/or staff:

[add additional competencies as necessary]

SIGNATURES

Primary Advisor _____ Date _____

Fellow _____ Date _____

Chief of Psychology (Facility) _____ Date _____

Director of Training _____ Date _____

SKILL DEVELOPMENT PLAN- UPDATE

Competency 1:

Problem description:

Expected performance:

Update on Progress:

[add additional competencies as necessary]

SIGNATURES- Update

Primary Advisor _____ Date _____

Fellow _____ Date _____

Chief of Psychology (Facility) _____ Date _____

Director of Training _____ Date _____