



High Plains Psychology Internship Consortium (HP-PIC)
Intern Evaluation, Retention, and Termination Policy

High Plains Psychology Internship Consortium (HP-PIC), in compliance with the APA's Standards of Accreditation, requires that interns demonstrate minimum levels of achievement across all nine (9) profession-wide competencies. These competencies include the following:

1. Intervention
2. Assessment
3. Ethical and Legal Standards
4. Cultural and Individual Diversity
5. Research
6. Professional Values, Attitudes, and Behaviors
7. Consultation and Interprofessional/Interdisciplinary Skills
8. Supervision
9. Communication and Interpersonal Skills

Informal evaluation is ongoing throughout the training year. Supervisors are expected to provide interns with feedback on strengths, as well as communicate early and often in regards to areas of growth. Interns are formally evaluated by their primary supervisor twice per year, at the mid- and endpoints of their training experience. Evaluations are conducted using the HP-PIC Intern Evaluation Form, which includes a Likert Scale and comment spaces where supervisors include specific written feedback regarding the intern's performance and progress over the specified time period. The evaluation form includes information about the intern's performance regarding all of HP-PIC's expected training competencies and the related learning elements. Supervisors review these evaluations with interns during supervision and encourage an in-depth discussion with opportunity for interns to raise questions or concerns as needed. Upon completion of this review, the intern and supervisor sign the evaluation and the intern receives a copy. The evaluation is submitted to the Training Director, who also reviews and co-signs before scanning into a secure electronic file.

A minimum level of achievement on all profession-wide competencies assessed by evaluations is defined as a rating of "3" for each competency. The rating scale for each evaluation is a 5-point Likert scale with the following rating values:

- 1= Significantly Below Expected Level
- 2= Below Expected Level/Novice Skill Level
- 3= Expected Level/Intermediate Skill Level
- 4= Above Expected Level/High Intermediate Skill
- 5= Significantly Above Expected Level/Advanced Skill

If an intern receives a score of less than 3 on any competency, or if supervisors have reason to be concerned about the intern's performance or progress, the program's Due Process procedures may be initiated. The Due Process guidelines are found in the HP-PIC Intern Handbook, which is reviewed in depth during Internship Orientation.

Interns must receive a rating of 3 or above on all learning elements and profession- wide competencies to demonstrate that they are prepared for entry level independent practice and licensure, and to successfully complete the internship program.

In addition, all HP-PIC interns are expected to complete 2000 hours of training during the internship year. Interns are expected to have at least 25% direct client contact and will receive at least four hours of supervision by a licensed psychologist per week. Meeting the hours requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program.

In addition to the evaluations described above, interns must complete a self- evaluation form at the beginning and end of the internship. This evaluation is the Intern Evaluation Form also used by supervisors. Interns also complete an evaluation of their supervisors and a program evaluation at the mid- and endpoints of the internship. These evaluations are designed to facilitate feedback that informs any changes or improvements needed in the training program. All evaluation forms are available in the HP-PIC Intern Handbook.

Maintenance of Records

Intern records, including, at a minimum, a description of the training experience, all formal evaluations, and certificates of completion are maintained indefinitely by the Training Director in a secure digital file.

Communication with Graduate Program

HP-PIC believes that a close, working relationship with intern graduate programs is necessary to support interns in successful completion of the internship training year. As such, HP-PIC interns sign a release of information for their graduate programs for the Training Director and/or Training Committee to communicate pertinent information throughout the year. Formal communication with the graduate program begins after an intern successfully matches with HP-PIC. At this time, the Director of Training of the graduate program is included in the match letter. Written communication with feedback regarding intern progress is also provided to the intern's doctoral program at the mid- and endpoints of the training year. The final contact with the graduate program notes whether the intern has successfully completed the program. If successful completion 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, the home graduate program will be contacted within two weeks. This contact is intended to ensure that the graduate program, which also has a vested interest in the intern's progress, remains informed and engaged in order to support an intern having difficulties. The graduate program is also notified of any further action that may be taken by HP-PIC as a result of the Due Process procedures, up to and including termination from the program.