

## Intern Evaluation and Grievance Policy and Procedures

- ❑ The interns are required to set individual goals for the internship year as well as for each specific rotation experience.
- ❑ The interns receive ongoing feedback during weekly supervision, but also written quantitative and qualitative feedback about their rotation performance at approximately quarterly intervals.
- ❑ *An intern can choose to switch rotation within the first month of a rotation. This option can only be taken once during a training year.\**
- ❑ If an intern experiences difficulties within a 3 month period, this will be confidentially discussed by the supervisor with the intern during the evaluation period.
- ❑ If the intern feels that this discussion may not be fair, the intern can request that the Training Director be involved in the process at this stage. If a zero score in any domain is given, the supervisor and intern will review and adjust the rotation goals, as appropriate. This new Rotation Contract will be reviewed by the Director of Training.
- ❑ After one month, the supervisor and intern will again meet to discuss progress in meeting goals. If an intern is not making satisfactory progress within this time in meeting their goals, the situation will be discussed with the Training Committee and Education Mission Director. The supervisor and intern will provide information to the committee.
- ❑ The Interns academic program will be informed of the Intern's situation and invited to participate in the Training Committee's meeting.
- ❑ The Director of Training will provide the intern with a written summary of the Training Committee's recommendations.
- ❑ The Intern will be evaluated again in one month. If the Intern fails to display any improvement within 1 month (Mean score in any domain <1) or if serious transgressions related to ethical behavior or institutional policies occur, continuation in the program will be discussed with the intern's doctoral program Director of Clinical Training.
- ❑ If the Intern scores remain below 1, for 2 months following the Training Committee's recommendations, he/she can be terminated from the program at the Training Committee's request.
- ❑ The training director will handle problems of a more personal nature as discretely as possible. Interns will be encouraged to consult EAP as deemed appropriate by the DOT. Furthermore, the interns' clinical activity and supervision hours are monitored weekly by the training directors through use of a specific form.

\*Preliminary addition to policy (can be taken this year if agreed with by DOT)