



## Guam-PIC Policy 1.4: Intern & Program Evaluation

The Guam Psychology Internship Consortium (Guam-PIC) requires that interns demonstrate minimum levels of achievement across the training year as outlined below in the 11 Guam-PIC training competencies and associated learning elements, nine of which are APA profession-wide competencies and two of which is a program-specific competencies. APA's nine required profession-wide competencies are Research, Ethical and legal standards, Individual and cultural diversity, Professional values, Communication and interpersonal skills, Assessment, Intervention, Supervision, and Consultation and interprofessional/interdisciplinary skills. Guam-PIC's two program competencies are Guam Public Behavioral Health and Correctional Psychology and are rotation dependent.

All 11 training competencies and their learning elements are measured by the Guam-PIC Intern Evaluation form. Interns complete a self-evaluation form at the beginning and end of the internship. Self-Evaluations are conducted to guide training plans, progresses, goals, and to serve as an activity of reflective practice. Low scores on Self-Evaluations do not trigger due process. Interns are formally evaluated by their primary supervisor four times annually, at three, six, nine, and 12 months. Evaluations are conducted using a standard rating form using a Likert Scale that includes comment spaces where supervisors can provide specific written feedback regarding the intern's performance and progress. Informal feedback to interns should be ongoing throughout the training year, with any concerns discussed early and often.

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. Following the review, the intern and supervisor sign the evaluation form. The form is then submitted to the Program Director for review and signature. A scanned copy of the original signed form is maintained indefinitely in Guam-PIC's electronic repository. The intern also receives a copy of the signed form. Of note, if an intern participates in a supplemental training activity under the supervision of someone other than their primary supervisor, the primary and any adjunct supervisor should discuss the intern's performance before each evaluation period, and that feedback should be incorporated on the form by the primary supervisor. Specific comments from the adjunct supervisor could be placed in the comments section. 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 they receive, this disagreement should first be discussed with their primary supervisor. If a resolution cannot be reached, the intern may file a grievance as discussed in the Guam-PIC Due Process and Grievance 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

6-month evaluation: MLA is a score of 3

9-month evaluation: MLA is a score of 3

12-month (final) evaluation: MLA is a score of 4

If an intern receives a score lower than the MLA at any evaluation point, or if supervisors have reason to be concerned about the intern's performance or progress, the consortium's Due Process procedures may be initiated. The Due Process guidelines can be found in the Guam-PIC Intern Handbook, which is carefully reviewed during Intern Orientation. The policy may also be found on the program's website. At the final evaluation period, interns must achieve a rating of "4" for each competency, reflecting their readiness to practice at an entry level of professional psychology.

### **Successful Program Completion**

Guam-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, cultural retreats), and obtaining sufficient ratings on all evaluations demonstrates the intern has progressed satisfactorily through and completed the internship program.

### **Communication with Graduate Training Programs**

Communication with the intern's home doctoral program begins with a successful match and is provided throughout the internship year at each formal evaluation point when the Graduate Program's Director of Training is sent a copy of the evaluation. Doctoral programs are contacted within 30 days following the end of

the internship year and informed 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 the formal review step of the Due Process procedures, the home doctoral program is contacted within 30 days. This contact is intended to ensure the home doctoral program, which also has a vested interest in the intern's progress, is involved 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 Guam-PIC as a result of the Due Process procedures, up to and including termination from the program.

### **Program Evaluation**

Guam-PIC engages in data collection for quality improvement purposes on an ongoing basis. All evaluations are reviewed by the Guam-PIC Training Committee (GPTC) for purposes of performance improvement. All evaluation forms are signed and maintained indefinitely by the Program Director in the Guam-PIC electronic repository. All evaluation forms are attached to the Guam-PIC Intern Handbook and can be found in intern accessible portion of Guam-PIC's Repository.

Interns complete a Supervisor Evaluation Form four times per year, concurrent with formal intern evaluations, at the mid and endpoints of each rotation to provide feedback about their supervisors and experiences. Interns are asked to provide this feedback directly to their supervisors.

Interns complete the Program Evaluation Form, which provides comprehensive feedback that informs any changes or improvements to the training program, at the mid- and endpoint of the training year (i.e., at six and 12 months). Interns forward their completed forms to the Program Director.

Interns complete the Didactic Evaluation Form weekly following each didactic presentation and submit it to the Assistant Program Director. This feedback will also be shared with the didactic presenter.

The Program Director will send an Alumni Survey to each intern (for two years post-internship completion), which surveys information related to professional roles and accomplishments as well as impressions of the intern about how well they believed Guam-PIC prepared them for professional practice in psychology.