

CAPS Doctoral Internship Program*Intern Evaluation, Retention, & Termination Policy*

The CAPS Doctoral Internship in Health Service Psychology at the University of Arkansas requires interns to demonstrate the minimum levels of achievement across all competencies and training elements in order to achieve the aims of the training program.

The training program uses a competencies-based model to evaluate trainee development based on the American Psychological Association (APA) Standards of Accreditation (II.A).

Information gathered from evaluations is used to assess the intern's progress, and to make needed changes in the supervisory process and/or the internship program. Criteria for evaluation is contained in the *Intern Evaluation* form.

Evaluation forms have been established with feedback from CAPS staff, but closely follow the language of the Standards of Accreditation in Health Service Psychology and Implementation Regulations published by APA's Commission on Accreditation.

Multiple methods are used to evaluate competency, including live observation, review of documentation, and self-report. Each supervisor who is formally working with an intern will rate the intern on items they have directly observed using the *Intern Evaluation* Form at the end of the Fall, Spring, and Summer semesters. This will always include the primary and secondary supervisor, and usually includes the sup of sup supervisor and the rotation supervisor.

In the event the supervision of group or group supervision supervisor is not already serving in another supervisory capacity (i.e., primary or secondary supervisor), they will also complete the Intern Evaluation Form.

The Intern Evaluation Form is completed at the end of the fall, spring, and summer semesters. The training committee meets with the supervisory staff twice during the internship year to discuss each intern's overall performance at CAPS (at midterm of Fall and Spring semester). During this semi-formal midterm evaluation meeting, the training committee meets briefly with the staff to receive updates on intern progress toward goals. Primary and Secondary supervisors then relay this feedback to the intern for discussion. During the formal end of semester evaluation meetings, supervisors and interns discuss the *Intern Evaluation* form together, and then meet with 3 members of the training committee to discuss progress and goals. After each evaluation meeting, the primary supervisor meets individually with the intern to debrief staff feedback. The Training Director retains a copy of each evaluation in a cumulative folder for each intern.

A minimum level of achievement on each evaluation is defined as a rating of "5" for each competency (averaged across all supervisors), with no element rated less than "3". The rating scale for each evaluation is a 7-point scale with the following rating values: 1= No Competence, 2 = Little Competence, 3 = Basic Competence, 4 = Maturing Competence, 5 = Competent, 6 = Proficient, 7 = Advanced.

If an intern receives a score less than 3 on any training element at the mid-year evaluation, or if supervisors have reason to be concerned about the student's performance or progress, the program's Due Process

procedures will be initiated. The Due Process guidelines can be found in the Internship Training Manual. Interns must receive a rating of “5” (averaged across all supervisors) on all of the elements by the end of the training year to successfully complete the program.

Additionally, all CAPS interns are expected to complete 2000 hours of training during the internship year. Meeting the hours requirement, completing all required training activities, and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program.

Intern evaluations and certificates of completion are maintained indefinitely by the Training Director in a secure digital file. Intern evaluations and any other relevant feedback is provided to the intern’s home doctoral program at the midpoint and end of the internship year.

Doctoral programs are contacted within one month following the end of the internship year and informed that 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 into the formal Due Process procedures (either by faculty concern or inadequate evaluation ratings), the home doctoral program is also contacted.

This contact is intended to ensure that the home doctoral program, which has a vested interest in the intern’s progress, is kept engaged in order 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 a result of the Due Process procedures.

In addition to the evaluations described above, interns complete an evaluation of their supervisor and a program evaluation at the mid-point and end of the internship year in order to provide feedback that will inform any changes or improvements in the training program.

All evaluation forms are available in the Intern Training Manual.