

The following pages will have instructions regarding how to complete either an Action Plan or Performance Improvement Plan for your intern.

Action plans can be completed and submitted as-is without prior approval from the Regional Training Director.

If you are completing an performance improvement plan be sure to use the save and continue feature prior to submitting the form. All PIP drafts need to be reviewed by the Regional Training Director BEFORE going over the plan with the intern and formally submitting it. Once you have completed your draft, please notify Toni Ripper (tripper@psychologyinterns.org) so she can send a copy of the draft document to the Regional Training Director for review. Once approved, the draft can be reviewed with the intern and formally submitted.

Additional resources and instructions on how to create a performance improvement plan is available on the supervisor resources page: https://psychologyinterns.org/interns-supervisors/

**START** 



View Intro Page

The purpose of the Performance Plans is for both the intern and the site to make a written plan with specific measurable goals to support the intern's personal and professional growth as well as trajectory toward graduation. Definitions of the levels are provided below:

#### **Action Plan**

Action Plans are for situations where the concern is related to things not necessarily within the interns' control (being behind in hours) and/or not directly related to intern performance. The action plan could also have a primary focus on the site's responsibilities as appropriate. The intention of this plan is to determine the effectiveness of the steps put in place to remedy the concerns on a short-term basis. The formal oversight of the plan can be removed once the plan is established as effective. These areas include, but are not limited to, hour deficits needed to be addressed by the site.

#### Performance Improvement Plan (Level 1)

Level 1 PIPs indicate potential barriers to internship progress worthy of additional oversight and accountability. Such behaviors or performance would be areas of needed improvement but identified as substantially attainable and not related to significant deficits or concerns related to progress toward graduation. These areas include, but are not limited to, being behind in hours related to intern behavior, and paperwork/task timeliness.

### Performance Improvement Plan (Level 2)

Level 2 PIPs indicate problematic performance and/or problematic conduct that pose more significant barriers to graduation progress due to their severity and/or repetitive nature. These areas include, but are not limited to, privacy violation, inappropriate behaviors, repeated failure to follow directives and are considered more serious than Level 1 plans.

is this a(n):				
$\bigcirc$	Action Plan			
$\bigcirc$	Performance Improvement Plan			

Note. Please don't reference any other action plans or PIP's in this document. Each plan must be considered separate documents and have individual measurements.

Name of Intern*				
First and Last Name				
Supervisor responsible for implementing current plan*				
Type your answer here				
Reference ID*				
YYYY.MM-SUPLAST-INTERNLAST-AP or PIP				
You will use this reference ID to auto-populate the update form in the future. PLEASE FOLLOW THE SUGGESTED STRUCTURE FOR EASE OF REFERENCE.				
PLEASE MAKE NOTE OF YOUR REFERENCE ID. You will use this reference ID to auto-populate the formal update form in the future. ID structure should include the year (YYYY) then month (MM) - Supervisor's last name - Intern's last name - and either AP or PIP depending on what type of plan is being created.				
7 page(s) left				
, page(3) iert				
Next Page				

Save and Continue Later



View Intro Page

#### **Action Plan**

Action Plans are for situations where the concern is related to things not necessarily within the interns' control (being behind in hours) and/or not directly related to intern performance. The action plan could also have a primary focus on the site's responsibilities as appropriate. The intention of this plan is to determine the effectiveness of the steps put in place to remedy the concerns on a short-term basis. The formal oversight of the plan can be removed once the plan is established as effective. These areas include, but are not limited to, hour deficits needed to be addressed by the site.

Chec	k the areas that have been identified as needing a plan*
	Total Hours
	Total Supervison Hours
	Individual Supervision Hours
	Client Contact Hours
	Assessment Reports
	Other (Please Specify)
AP: S	teps already taken to rectify the issue identified:*
Τ <u>ι</u>	ype your answer here
	/-

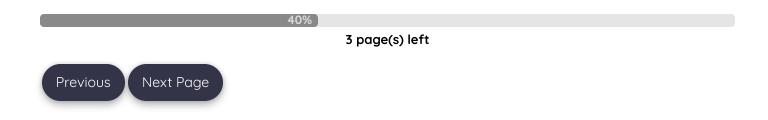
#### AP: Intern Actions\*

For example: Intern will run three groups a week to increase guaranteed client contact hours.

#### AP: Supervisor / Site Actions

For example: Supervisor will review intern client contact hours on a weekly basis during supervision.

#### As applicable



Save and Continue Later

Submit





View Intro Page Were the potential consequences discussed?\* Yes No Date Planned to Discuss/Sign with Intern\* For any PIPs, please make sure that review date is scheduled at least 7 business days following the submission of the draft for NPTC review 2 page(s) left Next Page Previous Save and Continue Later

This site is protected by Google reCaptcha



View Intro Page

#### **Action Plan**

I, the intern, have reviewed the Action Plan with my principal supervisor, any additional supervisors, and the director of training. My check below indicates that I fully understand and have discussed the Action Plan with my supervisor. My comments, if any, are below (PLEASE NOTE: If intern disagrees, comments, including a detailed description of the intern's rationale for disagreement, are REQUIRED).

Please note, the Action Plan will go into effect regardless of whether or not the intern agrees with the implementation of the plan. The check is to confirm that the plan has been reviewed with intern.

Iwith the Action Plan*		
○ I disagree		
(please check one)		
This form has been reviewed and	I discussed by*	
Intern		
Supervisor		
Intern Email*	Supervisor Email *	Date Reviewed and Discussed*
johndoe@sample.com	johndoe@sample.com	Select Date

Date for next informal review with intern\*

