



Performance Plan Follow Up

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

Formal follow-up plans should be completed approximately every 30 days, though informal updates should happen more regularly at the site. Action Plans can be closed once the methods have been determined to be effective. PIP's cannot be closed until all concerns are satisfactorily addressed.

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

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The purpose of the Performance Plan Follow-Up is for both the intern and the site to take time to review the existing written plan to ensure the specific measurable goals are working and to update NPTC on plan progress.

Definitions of the levels and timelines 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. These areas include, but are not limited to, hour deficits needed to be addressed by the site.

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. Although informal reviews of this plan should be completed regularly, a formal follow-up to NPTC should be submitted approximately one month following implementation. If the plan is deemed to be effective at that time, no more formal follow-ups are necessary.

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.

Although informal reviews of this plan are expected to be completed regularly, a formal follow-up to NPTC should be submitted every month following implementation.

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.

Although informal reviews of this plan are expected be completed regularly, a formal follow-up to NPTC should be submitted at least every month following implementation, or more frequently if the informal review indicates a lack of progress and warrants more immediate attention.

Reference ID *

Enter your reference ID that you created during your initial submission. Requested format was YYYY.MM-Suplast-Internlast-AP or PIP

PLEASE NOTE. *The Reference ID should cause fields below and on the following pages to auto-populate with your answers from your initial submission. If the fields do not auto-populate, please come back and re-enter the Reference ID or email Daria for assistance.*

Is this a(n): *

- Action Plan
- Performance Improvement Plan

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

Name of Intern *

Supervisor responsible for implementing current plan *

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Performance Improvement Plan

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.

Please select plan Level

- Level 1
- Level 2

Identified Concern 1:

Check the competency domains in which the intern's performance does not meet the minimum levels of achievement related to this first concern: *

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes

- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

List in detail the first identified concern:

Type your answer here

For review only. If you have other concerns you must submit a new plan.

Steps already taken by the intern to rectify Concern 1 that were identified:

Type your answer here

For review only.

Steps already taken by the supervisor(s)/site to address Concern 1:

Type your answer here

For review only.

Expectations for Acceptable Performance for Concern 1:

For example: over the course of a two week period of time, intern will complete notes within 3 days

For review only.

Action Steps for Concern 1:

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

For review only.

Please provide updates/progress made by intern for expectations for Concern 1: *

Type your answer here

Site/supervisor action steps not previously listed for Concern 1:

Type your answer here

Please provide any additional site/supervisor action steps taken to address Concern 1 as applicable.

What is the current status of Concern 1 *

- Expectations not yet met
- Expectations partially met
- Successfully completed

Was there a second concern to update for this PIP? *

- Yes
- No

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Identified Concern 2:

Check the competency domains in which the intern's performance does not meet the minimum levels of achievement related to this second concern: *

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes
- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

List in detail the second identified concern:

Type your answer here

For review only. If you have other concerns you must submit a new plan.

Steps already taken by the intern to rectify Concern 2 that were identified:

Type your answer here

For review only.

Steps already taken by the supervisor(s)/site to address Concern 2:

Type your answer here

For review only.

Expectations for Acceptable Performance for Concern 2:

For example: over the course of a two week period of time, intern will complete notes within 3 days

For review only.

Action Steps for Concern 2:

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

For review only.

Please provide updates/progress made by intern for expectations for Concern 2: *

Type your answer here

Site/supervisor action steps not previously listed for Concern 2:

Type your answer here

Please provide any additional site/supervisor action steps taken to address Concern 2 as applicable.

What is the current status of Concern 2 *

- Expectations not yet met
- Expectations partially met
- Successfully completed

Was there a third concern to update for this PIP? *

- Yes
- No



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Identified Concern 3:

Check the competency domains in which the intern's performance does not meet the minimum levels of achievement related to this third concern: *

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes
- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

List in detail the third identified concern:

Type your answer here

For review only. If you have other concerns you must submit a new plan.

Steps already taken by the intern to rectify Concern 3 that were identified:

Type your answer here

For review only.

Steps already taken by the supervisor(s)/site to address Concern 3:

Type your answer here

For review only.

Expectations for Acceptable Performance for Concern 3:

For example: over the course of a two week period of time, intern will complete notes within 3 days

For review only.

Action Steps for Concern 3:

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

For review only.

Please provide updates/progress made by intern for expectations for Concern 3:*

Type your answer here

Site/supervisor action steps not previously listed for Concern 3:

Type your answer here

Please provide any additional site/supervisor action steps taken to address Concern 3 as applicable.

What is the current status of Concern 3*

- Expectations not yet met
- Expectations partially met
- Successfully completed



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Were the potential consequences discussed as a part of this follow-up?

- Yes
 No

[Clear selection](#)

List implications discussed:

Type your answer here

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Were the potential consequences discussed as a part of this follow-up?

- Yes
- No

[Clear selection](#)

Explain reasons not discussed:

Type your answer here

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Action Plan / Performance Improvement Plan

Signatures

I, the intern, have reviewed the follow-up to my Action Plan / Performance Improvement Plan with my primary supervisor, any additional supervisors, and the director of training. My signature below indicates that I fully understand the Action Plan / Performance Improvement Plan. 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 / Performance Improvement Plan will go into effect regardless of whether or not the intern agrees with the implementation of the plan. The signature is to confirm that the plan has been reviewed with intern.

I.....with the Action Plan / Performance Improvement Plan *

- I agree
- I disagree

(please check one)


Intern Signature *

Date Signed *

Intern Email *

Implementing Supervisor
Signature *

Date Signed *

Supervisor Email *

Date for next informal review with intern *

When will you check in with your intern about this AP or PIP next

Date for next formal PIP review *

This is for the next formal update to NPTC. Typically every 30 days. There should be other informal reviews and discussions as frequently as needed.

Is the Implementing Supervisor the site Training Director? *

- Yes
- No

STOP. *The site Training Director needs to sign this form. If the site Training Director is not available to sign in person, save the form and send the link to the site Training Director to sign and submit the final document.*

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Training Director Signature

Training Director Signature *

Date Signed *

Training Director Email *

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