

Performance Plan

Is this a(n):

Performance Improvement Plan

Name of Intern

Jane Smith

Supervisor responsible for implementing current plan

Dr. John Doe

Reference ID

2024.11-Doe-Smith-PIP

Please select plan Level

Level 1

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

Communication and Interpersonal Skills

List in detail the first identified concern (please limit to one concern, if there are others you can add more in the next section)

Communication and Interpersonal Skills – Jane has struggled to complete documentation in a timely manner and to communicate appropriately about that documentation via email and text with supervisors and other staff.

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

Dr. Doe discussed Jane's timeliness with charts in individual supervision on 9/17/24 and 10/1/24. He also sent Jane an email addressing late paperwork on 10/20/24.

Jane has communicated with Dr. Does that she has been trying to be better about responding to emails. She is also trying out different techniques, as recommended by Dr. Doe, to make her writing process more efficient for writing notes.

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

Dr. Doe has been sending Jane reminders for overdue notes and has included a standing item in supervision for discussing documentation and communication.

Expectations for Acceptable Performance for Concern 1

1. Chart notes will be submitted to supervisor for review within 3 business days, including PTO.

2. Chart notes will be updated per supervisor feedback and signed off on within 5 business days.

Action Steps for Concern 1

Chart notes will be given priority during paperwork time (see expectations for acceptable behavior).

Dr. Doe will continue to send reminders for overdue notes and to discuss efficient writing techniques and time management skills in at least one individual supervision meeting each week. Dr. Doe will also return feedback on notes within 24 hours.

Do you have a second concern to report in this PIP?

No

Were the potential consequences discussed?

Yes

List implications discussed

1. The extension of the Performance Improvement Plan from a Level 1 to a Level 2.
2. Possible extension of the internship.

Date Planned to Discuss/Sign with Intern

11/04/2024

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

I agree

Intern Signature

Jane Smith

Date Signed

11/04/2024

Intern Email

jane.smith@psychologyinterns.org

Implementing Supervisor Signature

John Doe

Date Signed

11/04/2024

Supervisor Email

jdoh@psychologyinterns.org

Date for next informal review with intern

11/18/2024

Date for next formal PIP review

12/09/2024

Is the Implementing Supervisor the site Training Director?

No

Training Director Signature

Jane Doe

Date Signed

11/04/2024

Training Director Email

jane.doe@psychologyinterns.org