

## Performance Plan Follow Up

### Reference ID

2024.11-Doe-Smith-PIP

### Is this a(n):

Performance Improvement Plan

### Name of Intern

Jane Smith

### Supervisor responsible for implementing current plan

Dr. John Doe

### 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 this first concern:

Communication and Interpersonal Skills

### List in detail the first identified concern:

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 9/17/21 and 10/1/21. He also sent Jane an email addressing late paperwork on 10/20/21.

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.

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

Jane has made progress on maintaining timely documentation. Over the past month, only one chart note was not submitted to the Jane's supervisor for review within 3 business days. However, all of Jane's chart notes were updated within 5 business days after receiving supervisor feedback.

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

Jane asked if Dr. Doe could continue to return feedback on notes within 24 hours as this has been very helpful for her. Dr. Doe will continue to do this for one month, expecting the Jane to submit her charts to him for review within 3 business days, including PTO. For the next month, Jane will also be expected to update her chart notes based on the feedback she receives within 5 business days.

Jane is on the right path for the conclusion of the Performance Improvement Plan. A followup meeting will take place in one month, on 1/14/25, to determine Jane's progress on maintaining timely documentation.

### **What is the current status of Concern 1**

Expectations partially met

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

No

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

No

### **Explain reasons not discussed:**

Consequences were discussed during the initial meeting. Due to progress, it did not seem necessary to go over the consequences again.

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

I agree

**Intern Signature**

Jane Smith

**Date Signed**

12/09/2024

**Intern Email**

jane.smith@psychologyinterns.org

**Implementing Supervisor Signature**

John Doe

**Date Signed**

12/09/2024

**Supervisor Email**

jdoh@psychologyinterns.org

**Date for next informal review with intern**

12/23/2024

**Date for next formal PIP review**

01/14/2025

**Is the Implementing Supervisor the site Training Director?**

No

**Training Director Signature**

Jane Doe

**Date Signed**

12/09/2024

**Training Director Email**

tripper@psychologyinterns.org