

## Performance Plan Follow Up

### Reference ID

2025.01-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 2

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

Professional Values and Attitudes

Communication and Interpersonal Skills

### List in detail the first identified concern:

Professional Values and Attitudes – Jane has demonstrated an unprofessional attitude toward her supervisors and site Training Director on several occasions, including eye rolling, sighing, speaking sarcastically, and refusing to work with certain supervisors.

Communication and Interpersonal Skills – Jane has left work without coverage or communication on several occasions, including on 12/02/24, 12/3/24, and 12/15/24.

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

Jane says she is committed to demonstrating a more professional attitude toward clients, colleagues, supervisors, and staff. She has also expressed a commitment to communicating in advance about leave time.

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

Dr. Doe discussed Jane's unprofessional attitude and his failure to communicate about not coming to work/leaving work unannounced during supervision on 12/7 and 12/20.

Dr. Doe has been discussing professionalism and communication as a standing item during supervision and has been in communication/consultation with NPTC about the next steps.

### **Expectations for Acceptable Performance for Concern 1:**

1. Inappropriate verbal and nonverbal presentations will be discontinued, such as raising voice and refuting constructive feedback with unconstructive critiques of supervisor.
2. Punctual work attendance and appropriate and timely communication about time off.

### **Action Steps for Concern 1:**

1. Jane will improve upon accepting feedback and remain open to the learning process.
2. Jane will provide advance notice of any time off and will maintain punctual work attendance for the rest of the training year.
3. Dr. Doe will discuss emotional processing and outward presentation in at least one individual supervision meeting each week as a means of processing professionalism and appropriate expression. Dr. Doe will also pay attention to Jane's work attendance.

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

Since the first remediation plan meeting, Jane has worked hard on her emotional processing and outward presentation. In individual supervision, she explained why she did not want to work with a specific supervisor and that it was due to a misunderstanding that has since been resolved. There have not been any more instances of unprofessional behavior directed toward her supervisors or the site Training Director. Jane has also maintained punctual work attendance and has not left work without any prior communication or coverage.

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

Jane expressed appreciation for Dr. Doe having taken the time to discuss professionalism and appropriate expression in individual supervision meetings each week but feels these topics no longer need to be discussed as frequently. Dr. Doe agreed these topics no longer needed to be a standing item in individual supervision meetings.

The trainee is on the right path for the conclusion of the performance improvement plan. A follow-up meeting will take place in one month, the week of March 12th, to determine the trainee's progress on maintaining professionalism and consistent and punctual work attendance.

### **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**

02/12/2025

**Intern Email**

jane.smith@psychologyinterns.org

**Implementing Supervisor Signature**

John Doe

**Date Signed**

02/12/2025

**Supervisor Email**

jdoe@psychologyinterns.org

**Date for next informal review with intern**

02/24/2025

**Date for next formal PIP review**

03/12/2025

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

No

**Training Director Signature**

Jane Doe

**Date Signed**

02/12/2025

**Training Director Email**

jane.doe@psychologyinterns.org