



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Skill Development Plan

Revised 05.24.2021

Date:

Fellow:

Primary Advisor:

Contributing Supervisors:

Placement(s):

Skill Plan Update/Review Due:

PROCEDURES

- Purpose of the Skill Development Plan** If, at any time, a Primary Advisor has concluded or observed that the fellow is not making adequate progress toward expected competency on: (a) an individual competency and/or (b) *all* competency domains, a written Skill Development Plan will be developed. The Primary Advisor will typically assess expected competency during the formal evaluation period and thus, a Skill Development Plan may be initiated during one of the three formal evaluation periods (see: Evaluation of Fellows Policy). However, Primary Advisors, who maintain primary responsibility and oversight of internship activities, may conclude that lack of competency requires intervention outside the context of the formal evaluation period to course correct, and thus, a Skill Development Plan be initiated outside of one of the three formal evaluation periods. The justification for any Skill Development Plan is documented in the development of the plan. The Skill Development Plan is executed to support the fellow's progress toward attaining the competency at the Minimum Level of Achievement (MLA) by the end of internship. Implementation of the Skill Development Plan should be undertaken with enough time to reasonably expect that the fellow will be able to achieve the objectives and goals outlined within the plan.
- Initial Development Process:** The Skill Development Plan process should represent a collaborative effort between the Primary Advisor and the fellow. The Primary Advisor necessarily incorporates feedback from other training faculty and supervisors directly involved with assessing the fellow's competency attainment.
- Reviews and Approvals:** The Skill Development Plan will be submitted to the Chief of Psychology at the facility and the Director of Training of the internship for review and approval. The fellow will sign the plan as an acknowledgement that it has been received, reviewed, and agreed upon. Disagreements about the content (below) or need for the plan should be resolved in the Initial Development Process. For unresolvable differences of opinion, the fellow is made aware of their right to follow the Grievance & Due Process procedures (See Grievance and Due Process Policy). The internship program will also act in

accordance with the Graduate Program Communication Policy and notify the fellow's graduate Director of Clinical Training to resolve disagreements in the plan facilitate development of a plan intended to support the successful remediation of the Fellow.

4. **Content of the Plan:** In keeping with best practice guidelines (e.g., Vasha-Haase, et al., 2019) for remediating problems with professional competency attainment, the Skill Development Plan will necessarily: (a) clearly identify the competency (ies) of concern giving behaviorally anchored examples; (b) behaviorally anchored benchmarks for success; (c) expected time frame for completion of the plan; (d) clarify the nature and level of expected performance on the identified competency (ies) necessary to successfully complete the internship; and (e) the planned activities by the fellow and by faculty and/or staff to foster the expected levels of performance.
5. **Frequent Feedback on Plans:** The Primary Advisor will provide verbal and written feedback to the fellow monthly regarding progress, or lack thereof, in achieving the level of competence necessary to successfully complete the internship. In making these assessments, the Advisor will, as needed, gather and document verbal and written feedback from other supervisors and staff. This monthly feedback will indicate in writing if, in the opinion of the Primary Advisor, the fellow is or is not making adequate progress toward completing the internship successfully. Copies of the written feedback are to be provided to the fellow, the Chief of Psychology at the facility, the Director of Training and the Fellow's graduate program DCT.
6. **Communication/Confidentiality-** University Office of The General Counsel may be consulted to ensure that plans are consistent with local, state, and federal statutes and guidelines. As is detailed in the Graduate Program Communication Policy, which outlines the nature of communications between the fellow's graduate institution and the internship, the Yale Doctoral Internship in Clinical and Community Psychology has the ability to (and will) share the Skill Development Plan with the fellow's Graduate Institution. That is, communication about competency remediation is in alignment with the Graduate Program Communication Policy. The Graduate Program Communication Policy is communicated to Fellows upon initiation of their training in the program and is made available to them in physical copy and electronically on the Internship webpage for reference. Thus, it is not considered a violation of the fellow's confidentiality to share the Skill Development Plan with the fellow's graduate institution.

SKILL DEVELOPMENT PLAN

Competency 1:

Problem description:

Expected performance:

Actions to be taken by Fellow:

Actions to be taken by Faculty and/or staff:

[add additional competencies as necessary]

SIGNATURES

Primary Advisor _____	Date _____
Fellow _____	Date _____
Chief of Psychology (Facility) _____	Date _____
Director of Training _____	Date _____

SKILL DEVELOPMENT PLAN- UPDATE

Competency 1:

Problem description:

Expected performance:

Update on Progress:

[add additional competencies as necessary]

SIGNATURES- Update

Primary Advisor _____	Date _____
Fellow _____	Date _____
Chief of Psychology (Facility) _____	Date _____
Director of Training _____	Date _____