



Evaluation, Retention, and Termination Policy

The evaluation process is continuous and mutual throughout the training year. The Training Director is responsible for ongoing systematic evaluation of trainee progress and program quality. Clinical supervisors may formally or informally evaluate trainees at any time during the training year, and submit assessment of trainee performance to the Training Director.

Rating of Intern Performance

Interns complete a self-assessment baseline at the beginning of the training year, and then assess their performance on the same schedule as supervisors. Clinical supervisors may formally or informally evaluate trainees at any time during the training year, and submit assessment of trainee performance to the Training Director. Clinical supervisors formally evaluate the performance of their assigned trainees in writing at the midpoint and end of year using the following descriptors: 1=Unsatisfactory/Significant development needed/Practicum level; 2=Fair/Moderate development needed/Intern entry level; 3=Good/Meets expectations/Intern mid-placement level; 4=Very Good/Exceeds expectations/Independent practice (postdoctoral) entry level; 5=Superior/Significantly exceeds expectations/Independent practice level. Interns are expected to achieve a minimum of “3” (Good/Meets expectations/Intern mid-placement level) on all competencies by midyear and a minimum rating of “4” (Very Good/Exceeds expectations/Independent practice [postdoctoral] entry level) on all competencies on the final evaluation in order to successfully complete the internship program.

Evaluations are conducted using a standard rating, which includes comment spaces where supervisors include specific written feedback regarding the intern’s performance and progress. The Evaluation Form includes information about each intern’s performance regarding all expected training competencies and the related elements. Supervisors are expected to review these evaluations with the intern and provide an opportunity for discussion if the intern has questions or concerns about the feedback. Please refer to the Appendix for a sample of the Evaluation Form with all competencies and elements enumerated.

Minimum Levels of Achievement

The Youth Services Department Internship Program requires that minimum levels of achievement be met across all training competencies. If an intern receives a score less than “3” at midyear evaluation or “4” at final evaluation on any element or broad competency area, or if supervisors have reason to be concerned about the student’s performance or progress at any time, the program’s Due Process procedures will be initiated. If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the graduate institution’s Director of Clinical Training will be notified. This contact is intended to ensure that the graduate institution, which also has a vested interest in the intern’s progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The Director of Clinical Training is notified of any further action that may be taken by the Youth Services Department Internship Program as a result of the Due Process procedures, up to and including termination from the program. The Due Process guidelines can be found in the Handbook.



Palm Beach County
Youth Services Department
Residential Treatment and Family Counseling Division

Maintenance of Records

Intern evaluation forms, certificates of completion, and a comprehensive description of training experiences are maintained indefinitely by the Training Director on a password protected, internal agency, digital drive. Other members of the Training Committee may access these files by requesting access from the Training Director. In the event of a change in Training Directors, the internal drive will transfer to the new Training Director so records are maintained indefinitely.

Rating of Trainee Experience

In order to provide feedback that will inform any changes or improvements to the training program, trainees are encouraged to informally provide feedback on their experience throughout the training year. Trainees formally rate their clinical supervisors at the midpoint and end of the training year. A Program Evaluation is also completed at the midpoint and end of the training year to evaluate the overall experience of the intern during each rotation. In addition, ratings of weekly didactic trainings are provided after each training.

Communication with Graduate Programs

The Training Director, or designee, is responsible for informing each doctoral program's Director of Clinical Training about the performance of each trainee. For interns, the signed evaluation form and a letter from the Training Director is sent within one week of completion of internship to the graduate program detailing the trainee's progress at midpoint and end of the training year.