

Effective Date: 7/89

Date Revised or Reviewed:7/21

POLICY

The intern will be informed of his/her progress throughout the internship program.

PURPOSE

- To provide on-going verbal and written feedback to interns of their progress at specific intervals throughout internship rotations.

PROCEDURE

1. Interns are assigned to preceptor(s) during a rotation. All preceptors who work with the intern during a rotation must have input into the intern's evaluation.
2. Interns should provide the preceptor with a printed evaluation at the beginning of the rotation from the CBE Portal.
3. Preceptors will give on-going verbal feedback to the intern on their progress throughout the rotation.
4. The intern's performance will be measured according to the evaluation strategies specified on the rotation evaluation form.
5. If the preceptor determines during the rotation that the intern is needing remediation, they will immediately notify the Regional Internship Director.
6. An evaluation session is scheduled with preceptor(s) or near the last day of the rotation. The purpose is to discuss the intern's performance. It is the intern's responsibility to schedule the session with the preceptor(s).
7. Prior to the evaluation session, the intern should print a rotation evaluation and complete a self-evaluation of their own performance.
8. At the beginning and during the evaluation session, the intern will discuss their self-evaluation of their performance and how their perception of performance may differ from the preceptor's perception of performance.
9. All evaluations of intern's performance by the preceptor are electronically administered through evaluations links found in the CBE Portal.
10. The evaluation can be printed in a PDF format at the end of the evaluation for the intern.

11. Intern's performance will be judged on a nine level Likert scale with three overriding levels. The nine levels of scoring will give the evaluation a better quantitative measure of an intern's performance.
 - a. **Exceeds Expectations:** An extremely high level of performance and competency. Overall performance exceeded expectations for the intern's level of experience. Likert scales from 7-9 will be used to measure performance and competency within a rating of Exceeding Expectations.
 - b. **Met Expectations:** Overall performance meets most or all expectations. The intern is performing and competent at the expected level during the rotation: the intern is doing a good job, learning and progressing. Likert scales from 4-6 will be used to measure performance and competency within a rating of Met Expectations. This assessment is appropriate for the majority of interns most of the time.
 - c. **Below Expectations:** Performance is consistently not meeting expectations for the amount of practice time completed, despite preceptors' coaching and instruction. Likert scales from 1-3 will be used to measure performance and competency within a rating of Below Expectations.
12. Preceptors should comment on the intern's strengths and needs for improvement in the comment boxes provided on the evaluation. A comment is required if the intern receives any Below Expectations rating.
13. The preceptor will need to determine if the intern has "passed" or "did not pass" the rotation. Preceptor will check off on the evaluation of intern verifying the evaluation was reviewed with the intern. The survey will be electronically submitted once completed.
14. If an intern receives several below expectations ratings and/or fails a rotation, the preceptor should notify the Regional Internship Director so an action plan can be developed to address the intern's performance. The Regional Internship Director, preceptor and Site Liaison will collaboratively develop a remediation plan. Guidelines from the Failure to Meet Rotation Expectations policy will be in effect upon initiation of a remediation plan.