

TRAINING PROGRAM POLICY for Michigan Medicine/VA Ann Arbor Healthcare System Network of Postdoctoral Programs in Psychology		
Fellow Evaluation, Feedback, Retention, and Termination Policy		
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PURPOSE

This policy outlines the procedures to be followed for fellow evaluation, feedback, retention, and termination decisions of fellows in the Michigan Medicine/VA Ann Arbor Healthcare System (MM/VAAHS) Network of Postdoctoral Programs in Psychology.

STANDARDS
Evaluation Process

Periodic evaluations of the program, faculty, and fellows are an important part of maintaining high quality training. The evaluation process is as follows:

A. Program

An anonymous formal program evaluation is completed twice yearly by faculty and fellows. In these evaluations, faculty and fellows are provided with the opportunity to identify specific strengths and opportunities for improvement in the training program. In addition, a formal Annual Program Evaluation is held each year to identify strengths and growth opportunities for the Network training programs. Results from the program evaluations are reviewed by the Network Director and PTC to identify areas for ongoing program improvement.

B. Faculty

Written, anonymous evaluations of the training faculty are completed bi-annually by each fellow, collated by the Training Program Coordinator, and reviewed by the Network Director. Individual training faculty are provided with an aggregate of evaluations at appropriate intervals to ensure fellow anonymity. The Training Program Directors, Section Directors, and Department Chair are also provided with aggregated evaluations for each faculty as part of the annual performance review process.

C. Fellows

Informal evaluation of each fellow is conducted at each monthly PTC Meeting. Formal written fellow evaluations are conducted by training faculty bi-annually, coordinated by the Network Director and Training Program Coordinator. At each evaluation period, Faculty Mentors receive all faculty evaluations for each fellow and meet with the fellow to review the evaluations in detail. Fellows may also receive feedback from individual clinical or research supervisors. All fellows meet individually with the Network Director during this evaluation period to discuss progress towards training goals identified on the IDP, review the evaluations, and provide one-on-one feedback about the program. At the conclusion of this

meeting, the Network Director provides a formal written summary of the evaluations to the fellow, with a copy provided to the Faculty Mentor and maintained in the fellow's program file. At the conclusion of training, fellows meet with the Network Director for a final evaluation meeting and receive a formal written evaluation summarizing their performance in the program relative to the training competencies. This final evaluation is maintained in the fellow's academic file.

Promotion

Promotions to successively higher levels shall be based on decisions by the Network Director in association with the training program faculty. Promotion will be based on satisfactory progress towards the program's expected competencies and other program requirements as documented by regular evaluations.

Decisions not to promote or not to reappoint a fellow to the training program are reviewed via the process outlined below:

It is recognized that fellows do not always progress through the training program curriculum at the desired rate or are unable to satisfactorily complete the educational requirements. It is expected that the fellow is provided with ongoing evaluative feedback of progress towards meeting the training requirements; formal evaluations must occur at least twice yearly and be documented in writing. Delayed or non-progression through the training program may indicate the fellow's training status warrants one or more of the following categories:

- Remediation
- Probation
- Suspension
- Non-renewal of contract
- Termination

These categories and this policy represent non-progressive educational evaluation. Assignment of these categories can occur as circumstances dictate.

If a fellow has entered into a formal remediation process (as outlined in the Remediation of Insufficient Competence and/or Problematic Behavior Policy) and does not satisfactorily complete the remediation program within the designated time frame (all remediation plans must have a beginning and end dates), then the Network Director, in consultation with the Program Training Director, may elect to allow them to continue to attempt remediation of deficiencies. If the fellow continues to have difficulties and requires additional remediation after this extension, they must be placed on probation. If any program of remediation is significant enough to require non-promotion and/or an extension of the fellow's training, the trainee must be placed on probation. A fellow who is on probation at the time of transition from one post-graduate year to the next is at risk of not being reappointed for the second year. This decision will be made by the Training Program Director in consultation with the Network Director and will be explicitly stated in the terms of the probation.

Probation, Suspension, Non-Renewal or Termination

In the event lack of progress or other serious issues are noted, the following procedures must be documented:

1. **The Network Director must submit written notification to the GPEC Chair and ACOS for Education (for any VAAHS-funded trainees) if any fellow will be placed on probation, suspension, non-renewal or dismissal.** Documentation provided must include the following information: name of the fellow, department and training program, the fellow's training program level, a description of the issue or reason for probationary status, a description of the precise action taken, including timelines for documentable improvement.
2. Documentation submitted to the GPEC Chair and ACOS for Education must be signed by both the fellow, the Training Program Director, and the Network Director. The fellow's signature will acknowledge receipt of the document.
3. A written progress report must be developed and maintained by the Network Director or designee at a frequency of not less than four (4) week intervals for the duration of any probationary period. At the end of the probationary period, the fellow's status must be determined and a written report of the outcome must be submitted to the fellow and the GPEC Chair. If it is determined that the conditions for revoking the probation status have not been met, the Network Director may take any of the following actions, all of which will be documented in writing and the documentation and notices kept in the fellow's file:
 - a. Continue the probation for a specific time period, with written notice to the fellow of ongoing steps that must be taken to ameliorate the problem in the specified time frame.
 - b. Issue a written *Suspension Notice* stating that the fellow is not allowed to continue engaging in certain professional activities until there is evidence that the behavior in question has improved.
 - c. Issue a written *Warning Notice* stating that if the problem behavior does not change, the fellow will not meet criteria for fellowship graduation.
 - d. Issue a written *Termination Notice* that the fellow will be terminated from the fellowship program as of the date specified in the notice.
4. Program failure/termination: Although unusual, fellows may fail the fellowship and/or they may be terminated from the program prior to completion. Failure and/or termination may occur for, but are not limited to, any of the following reasons:
 - a. Inability to attain the minimum levels of achievement for the fellowship due to insufficient competence;
 - b. Violation of the ethical standards of psychologists;
 - c. Failure to meet minimum standards for patient contact, didactic training, testing competence, or research practice;
 - d. Behaviors judged to be unsuitable that hamper the fellow's professional performance;
 - e. Violation of Michigan Medicine/VAAHS regulations.
5. In the event of an adverse outcome, the fellow must be offered an opportunity to address the stated deficiencies or misconduct with an educational review committee convened by the training program. Academic due process must be followed as described in the Grievance Policy. Any records regarding these issues will have protected status of peer review.
6. In the event that the outcome of a remedial process is non-renewal of the fellow's contract, the fellow must be provided with written notice of intent not to renew prior to the end of the

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contract year and will be notified of the decision for non-renewal as soon as circumstances reasonably allow.