CPP Fellow/Supervisor Agreement Form (V.2018)

Attending:
Evaluation Period: [First Name] [Last Name] [09/09/9999] to [12/31/9999]
Evaluator:
Relation Name:
[First Name] [Last Name] [Rotation Name]

Display Competency Headings
Hide Competency Headings

Drag and Move each question or group name in order to change the order displayed.

Description

INSTRUCTIONS: This form has been devised to ensure that the fellow and supervisor/mentor fully understand and agree upon the fellow's Individualized Training Activities, and have discussed the expectations of the fellow and supervisor/mentor that will enable the fellow to successfully meet the requirements of the fellowship. This form should be completed at the beginning of each training year and whenever significant changes are made in the fellow's training activities and/or supervision plan.

1. The fellow and supervisor/mentor have met to review the written fellowship description and clarify the duties and expectations of the fellow.
2. The fellow and supervisor/mentor have met to review the Fellowship Competencies and discuss the fellow's initial level of competence within each training Objective, in order to devise and agree upon a list of training activities that will allow the fellow to demonstrate the required level of competence on all training Objectives by the end of the fellowship year.
3. The fellow and supervisor/mentor have met to review the supervisor's style of supervision and any expectations regarding how the fellow should prepare for supervision meetings.
4. The fellow and supervisor/mentor have met to clarify who will be providing clinical and research supervision, how much supervision will be provided by each supervisor, and how the fellow can access supervision when needed.

Please list each supervisor below, along with the anticipated number of hours of individual and group supervision that will be provided by each:

5. The fellow and supervisor/mentor have met to review information regarding how the fellow will be evaluated, including any necessary clarification of the rating scales described below.

Ratings: These ratings are used to evaluate progress on all individual Competencies that have been included on the fellow's evaluation form. The fellow's performance on individual Competencies will provide information that is utilized by the supervisor/mentor to rate the fellow's overall competence for each training Objective. At the end of the fellowship year, successful fellows should not have a score of "1" on any of the Competencies within each Objective.

- "0" No opportunity to evaluate. Rating should be used if the training experience does not provide an opportunity to demonstrate this competency or if the trainee has not yet had a chance to practice the skill (e.g., fellow is being evaluated on research presentation skills but has not yet had an opportunity to do such a presentation). If a "0" rating is given because the trainee has not yet had a chance to practice the skill, it should be included below as a skill the fellow should continue to address and/or develop in the future, and a plan should be devised to ensure that the fellow is able to demonstrate competence on this skill prior to the end of the fellowship year.
- "1" Needs improvement. Rating should be used if there is a problem with the trainee's performance or progress within this competency area. If a "1" rating is given, the skill should be included below as a skill the fellow should continue to address and/or develop in the future.
- "2" Satisfactory progress. Rating should be used if the trainee is where you would expect him/her to be at the time of the evaluation.

Competence: Competence ratings will be used to indicate how the fellow is progressing toward demonstrating competence on his/her training Objectives over the course of the fellowship. At the end of the fellowship, successful fellows will have received a Competence rating of "2" for all Objective areas.

What is the fellow's overall level of competence within each training objective (e.g., Ethics and Legal Standards, Professionalism and Self-Awareness, Interpersonal and Communication Skills, Organization, Administration and Management, Assessment and Diagnosis, Effective Intervention, Supervision & Teaching, Research & Scholarly Activities, and Cultural and Individual Diversity)?

1 = Basic Competence (below expectations, may need remediation)
2 = Early Competence (many growth areas, supervision needed, start of fellowship)
3 = Intermediate Competence (progress, with some gaps in skill, mid-fellowship)
4 = Intermediate to Advanced Competence (some independence, benefits from supervision)
5 = Advanced Competence (ready for independent practice, end of fellowship)
6 = Expert Competence (similar to experienced clinician, exceptional)

6. It is clear that any changes in the fellow's Individualized Training Objectives should result from mutual agreement between the fellow and supervisor/mentor and that any significant changes in the fellow's Individualized Training Objectives and/or supervision plan should be documented with a new Fellow/Supervisor Agreement Form.

Select one

7. Does this Fellow/Supervisor Agreement reflect a change from a previous Fellow/Supervisor Agreement?

Select one
Additional comments (optional):

** Confidential Comments (The following comments will only be seen by the Program Director):