

## **REQUIRED PROFESSIONAL EXPERIENCE PERFORMANCE REVIEW FORM**

This form is designed to assist supervisors in evaluating the performance of RPE temporary license holders. The evaluation process should be collaborative, and the RPE temporary license holder should be involved in identifying both short and long term goals for the supervisory experience. At the very least, the RPE temporary license holder should be aware of the criteria that will be used on any evaluation forms that may be used to judge their performance. The evaluation process should start at the very beginning of the Required Professional Experience and continue throughout the entire RPE period. While formal performance reviews may only be done periodically (i.e. every two or three months), there should be monthly reviews of the RPE temporary license holder's performance so that he or she is aware of their performance and has an opportunity to improve in areas of concern. Monthly reviews will also assist both parties in determining the outcome of the experience by providing documented evidence to support the final recommendation of the supervisor for the experience. This will be particularly important if any discrepancy or conflict arises between the supervisor and supervisee concerning the performance of the RPE temporary license holder.

Specific and consistent feedback is important to the evaluation process. Written evaluations should be prepared and discussed with the RPE temporary license holder at least three times during the RPE assignment (i.e. 1/3 length of RPE). Such written evaluations should be signed by both the RPE supervisor and the RPE temporary license holder.

Supervision consists of direct monitoring of the RPE temporary license holder for a minimum of eight hours per month for each full time RPE temporary license holder, and 4 hours per month for each part-time temporary license holder. If the supervisor determines that the RPE temporary license holder is not minimally competent for licensure, the RPE temporary license holder shall be notified orally and in writing. A written statement documenting the basis for the supervisor's determination shall be submitted to the board. (See Article 4, Sections 1399.153.3, California Code of Regulations for *Responsibilities of RPE Supervisors*).

This performance review form includes five general areas that are considered important to client/patient management as the RPE temporary license holder learns to be a contributing and competent individual capable of providing direct and indirect care of clients/patients. These five general areas include client management activities in the following areas:

- Evaluation and assessment procedures
- Intervention activities or treatment procedures
- Interpersonal skills with clients/patients and family members as well as conferencing with other professionals
- Record Keeping
- Report writing and/or other case management documentation

When considering the RPE temporary license holder's performance in each of these areas, it is important to consider the following:

**Consistency**- the degree to which the individual performs demonstrates competency across cases

**Independence** – the degree to which the RPE candidate demonstrates competency in a self-directed manner

**Supervisory Guidance** – the degree to which the RPE candidate seeks supervisory assistance or needs to rely on the supervisor to perform effectively

**SUGGESTED RPE PERFORMANCE REVIEW REPORT FORM**

This can be used on a monthly basis and/or when completing periodic written performance evaluations. At a minimum this written report should be done at least 3 times during a full time RPE experience (i.e. 1/3 length of the RPE).

RPE Temporary License Holder \_\_\_\_\_

RPE Supervisor \_\_\_\_\_

Dates of Observation \_\_\_\_\_

Activities Observed (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Assessment        | <input type="checkbox"/> Services to Client |
| <input type="checkbox"/> Family conference | <input type="checkbox"/> Case conference    |
| <input type="checkbox"/> Other (describe)  |   |

Performance Evaluation -include written statements concerning the RPE temporary license holder's performance related to the following client management areas.

- Evaluation and assessment procedures
- Intervention activities or treatment procedures
- Interpersonal skills with clients/patients, family members and in conferences with other professionals.
- Record Keeping
- Report Writing and/or other case management documentation

The RPE temporary license holder is (check one of the following):

- Expected to meet standards for licensure by RPE completion date
- May have difficulty meeting standards for licensure by the RPE completion date. Explain areas of concern and/or attach documentation that indicates areas of improvement necessary for successful completion of the experience
- Not expected to meet standards for licensure by RPE completion date. Explain and mail this form with copy of explanation to the Board.

Comments of RPE Temporary License Holder (Supervisee)

Comments of RPE Supervisor

\_\_\_\_\_  
RPE Temporary License Holder

Date \_\_\_\_\_

\_\_\_\_\_  
RPE Supervisor

Date \_\_\_\_\_