I. PURPOSE

While the internship program offers opportunities for interns to provide feedback and make recommendations for program improvement, at times it is necessary for interns to voice and seek to resolve formal complaints against the program or program staff.

II. PROCEDURE

A. When a psychology intern identifies a complaint, an attempt should first be made between the individual and the supervisor to resolve the problem.

B. When the supervisor is unable to resolve the complaint, or when the psychology intern is unable to resolve a problem with his/her supervisor, the concern shall be taken to the Psychology Internship Director by arranging a meeting with the Director. The Director will identify a process to follow-up with the complaint in consultation with the Training Committee or other organizational leaders as appropriate.

The Internship Director will keep a log of formal complaints by psychology interns including the process used to address/resolve the complaint and any comments about the intern’s satisfaction with the outcome.

C. When the complaint is against the Psychology Internship Director, the intern shall proceed with WellSpan Philhaven’s Grievance Policy as outlined in the Employment Manual.

D. WellSpan Philhaven’s Grievance Policy shall be utilized by interns who wish to address a work-related complaint that does not directly relate to the Psychology Internship Program.