UNIVERSITY OF TASMANIA

SCHOOL OF MEDICINE

PSYCHOLOGY

PROFESSIONAL EXPERIENCE PLACEMENT MANUAL

MASTER OF PROFESSIONAL PSYCHOLOGY

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## TABLE OF CONTENTS

**Things Students Should Know about the Professional Experience Program (PEP)**

**How Students Can Manage their Professional Experience Program**

### Introduction - Placements as Part of a Postgraduate Degree
- Placements as coursework units 1
- Required placement hours 1
- Number of days on placement 1

### Placement Procedures
- Organising placements 1
- Arranging the placement 2
- Preparing for the placement 3
- During the placement 3
- Mid-Placement Progress Review 3
- Conclusion of Placement and End of Placement Review 3
- Rural Placements 4
- Psychology Work and paid placements 4
- Case Report 5
- Grading 5
- Placement Documentation 5

### Professional Issues
- Registration as a Psychologist 6
- Professional guidelines 6
- Personal and professional insurance 6
- Safety in Practice Kits 7

### Complaints Procedure

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### Supervision and Supervisors
- Supervision requirements 7
- Aims of supervision 8
- The nature of supervision 9
- Methods of supervision 10
- Dual relationships 10
- Resourcing of placements 10
APPENDICES

Appendix A  Scientist Practitioner Model
Appendix B  Description of Placement Hours Allocations
Appendix C  Placement Checklist for Students
Appendix D  Placement Documentation

PLACEMENT FORMS

Placement/Supervision Contract & Responsibilities
Weekly Record of Clinical Experience
Supervision Diary – Supervision Summary Sheet
Case Summary Report
Application for Use of Work as Placement Experience
**Things you should know about the Placement Program**

1. You must be registered as a provisional psychologist immediately following enrolment and commencement in the postgraduate program, regardless of when you will commence placement units. Confirmation of registration as a psychologist is required before your placement program may begin.

2. You will be asked to complete Faculty of Health Sciences Safety in Practice Kit at the commencement of your program and again in January each year you are in the program. This process ensures that you are able to undertake placements and involves instructions about how to complete the Safety in Practice Agreement; Health Assessment Form and Immunisations Record, National Police Clearance and Working with Children Registration.

3. You may be offered placements outside of Hobart, in the North or North-West of the State.

4. Failure to take up a booked placement as scheduled may result in loss of that placement for you and a delay before an equivalent placement may be accessed.

5. Full-time students will be presumed to be available for placement on days of the week when no course-work is scheduled. Placements continue during non-teaching weeks and exam periods.

6. Part-time students will be expected to undertake placements of at least two days a week, and the days of the week available may be constrained by the placement agency.

7. Change in the placement program of one student that necessitates change in the programs of others will not generally be considered, and the process directing the scheduling of placements is based on fairness and equitability across the student body.

8. Students should NOT negotiate their own placement with external supervisors as this generally interferes with the overall organisation of students and can be very disruptive to the process. If you would like a particular placement to be made available please discuss this with the Professional Experience Coordinator (PEP) first and be guided by this discussion.

9. Periods of recreational leave cannot be accommodated during the course of a placement – do not plan holidays, etc, to take place during your placements. If you need to be away during the time placements are underway please inform the Professional Experience Co-ordinator of the dates as soon as possible.

10. Supervision, co-supervision and group supervision sessions are mandatory. You must attend the required amount of supervision, i.e. one hour per day on placement.
How you can manage your Placement Program

1. Read this manual and become familiar with its contents – students will be expected to know and follow the procedures outlined in this document.

2. Familiarise yourself with the requirements for passing placement units and ensure that you maintain and submit all required paperwork in a timely manner.

3. Check your email on at least a weekly basis, including during semester breaks, as potential changes in placement program may require your prompt response.

4. Advise the PEP coordinator of your placement hours (overall, client contact and supervision) on a regular basis and supply them promptly if you are asked to.

5. Keep your placement log up to date – it can be requested by the PEP at any time. You will also be required to submit your placement hours at the end of June and December for University data collection purposes.

6. Advise the PEP promptly of any change in your circumstances or enrolment likely to impact on your placement program and/or your safety to practise.

7. Advise the PEP promptly or in advance, if possible, of any change in your placement or supervision arrangements, including your time off placement due to illness or other circumstances or changes to supervisor availability.

8. Consult the PEP coordinator in advance about any contemplated change in the duration of a placement as this may inconvenience other students.
Professional Experience Placements (PEP) as part of a Postgraduate Degree

Introduction

Placements aim to ensure that students (provisionally registered) gain experience in psychological practice and acquire the skills necessary to undertake the internship program. This includes opportunities to learn a variety of psychological models applied to a range of clinical problems, with a variety of clients, in a diversity of settings.

The Australian Psychology Accreditation Council (APAC), the Allied Health Practitioners Registration Agency (AHPRA) and Psychology Board of Australia (the Board) determine how postgraduate psychology programs are delivered. Psychology training programs in Australia apply to be accredited by APAC and must follow the regulations set out by APAC and the Board. This means that many of the rules and regulations concerning placements are not determined by the Division of Psychology.

Professional Experience Placements (PEP) as coursework units

Placement units are assessed as equivalent to coursework units. They are marked and presented to the School’s Examiners’ meeting for ratification in the same way as coursework units. The placement units in the Master of Professional Psychology are KHA730 Professional Practicum 1 and KHA731 Professional Practicum 2.

Consistent with APAC standards, it is policy that students do not undertake their first face-to-face placement until approximately 6 months after starting the program as it is necessary to complete all first semester coursework units prior to commencing supervised practice. Professional Practice 1 will be completed in semester 1 and involves simulated learning activities. Professional Practice 2 will commence in Semester 2.

All placement requirements and associated paperwork must be completed and submitted to the PEP Coordinator by the first week in November of the fifth year to be eligible to graduate in December of the year enrolled. However, to accrue the required number of placement hours it may be necessary to continue placement in November/December and hence unable to attend graduation. However an application for generalist registration with the Psychology Board can be made as soon as all placement and other course requirements have been met.

Required Placement Hours

Students in the Master of Professional Psychology are required to complete a minimum of 300 hours of logged supervised practica and skills training.

APAC Standard 5.2.9 indicates that ‘the content of the practica should be of a nature which supports the achievement of the capabilities set down in Standard 5.1.12 and, in addition to supervised placement experience with psychological issues, can include, but not be limited to, role playing and skills practice, simulated learning environments, observation of supervisors working with clients and case analysis.’

All activities noted above should be recorded in the weekly record with direct client contact hours also specified. See Appendix B for details of what constitutes direct client contact.

Number of Days on Placement

Placement will generally be of 2-3 days commencing in July and generally for a duration of 4 -5 months or until the required hours and competencies are achieved. The length of the placement may vary depending on agency and supervisor availability and will be arranged on an individual basis in consultation with the PEP Coordinator.

Individual placement program sequence

Students who are assessed as needing longer in a placement setting to achieve the standard of performance for a pass on the placement will be expected to extend their placement time where possible or attend an
alternate placement agency. This will be negotiated between the supervisor, Professional Experience Coordinator, Director of Clinical Training and you. Please note if you have not met all placement unit requirements by the end of the semester an Assessment Ongoing (AO) grade will be provided and you will continue in this unit in the following semester. If all placement requirements are not met by the end of the second semester enrolled you will fail the unit and an NN grade assigned.

**Placement Procedures**

**Organising Placements**
The placement coordinator will request expressions of interest in specific settings via email late in Semester 1. Please note preferences cannot always be accommodated but all efforts are made to ensure a good match between student interests and competencies and the agency requirements. Placement allocation will depend upon supervisor and agency availability.

It is the student’s responsibility to ensure the PEP Coordinator is aware of any impingements that will affect their ability to undertake placements. Students should be aware that alteration of a placement program may lead to delays as placements are not always readily available.

The *Orientation to Placement* program will be held in the first week of July and it is mandatory to attend this program prior to commencing placement. This is only held in July each year so even if you are not planning to commence placement until Semester 1 the following year you will need to attend.

Placements will generally commence in July and the PEP coordinator will arrange pre-placement meetings with supervisors prior to your commencement date.

**Arranging the Placement**
Once a placement has been confirmed a pre-placement meeting between student and prospective supervisor should take place, and this meeting may also include the Professional Experience Coordinator. At this meeting the expectations and requirements of all three parties to the placement (student, field supervisor, University) will be negotiated. Please also note that some agencies will require an interview or an expression of interest prior to confirming the placement with the student. You will be notified in advance if this is required for a specified agency.

The agenda for a pre-placement meeting may include discussion of:
- The agency in which the placement is to be undertaken – purpose, structure, climate
- Relevant experience: professional experience, therapeutic orientation, relevant life experience, and the supervision model of supervisor and student
- Needs and expectations of all parties
- Strengths and resources
- Goals and competencies to be achieved by the student
- Confidentiality
- Constraints
- Placement days, start date and duration
- Place, frequency and duration of supervision meetings
- Preparatory work required by any party

While general goals and expectations of the placement will be discussed at the initial pre-placement meeting, the student is responsible for arranging a session with the supervisor to set and document specific goals and requirements for the placement in a Placement Contract within two weeks of beginning the placement.

All placement contracts must contain:
- Beginning and end dates of placement, or other indicator approved by PEP (e.g., number of client contact hours)
- Mid-placement review date (approximate if not specifically known)
A statement that the student agrees to abide by agency policies and procedures
  - May specify guidelines and policy statements that will apply
  - Supervisors must ensure that students have a copy of or are able to access the relevant policies.
A statement that the student will carry out placement activities as directed by their supervisor
Description of specific activities (i.e., what the student will do in their placement in the supervisor’s agency)
A statement that the student agrees to abide by the profession’s codes of ethical and profession conduct
Supervision schedule (how often, how long, where)
Supervision methods (such as live, videotapes, case note reports, discussions of set reading, didactic input, one to one or group)
Short-term, specific goals for the individual student, based upon both personal objectives, agency objectives and areas of student need identified in previous placements.
Responsibilities and accountability (particularly limits on confidentiality and who is responsible for the care of clients and to whom students are accountable)

The placement contract may also contain:
- Methods of record keeping
- Methods of evaluation and feedback
- Nature and timing of reports to external authorities (if applicable)
- Legal issues (e.g., notification procedures for risk or abuse)
- Availability of supervisor for emergency sessions and for informal supervision

The student is responsible for forwarding the Placement Contract to the PEP Coordinator for review within two weeks of the placement commencing. Once the PEP Coordinator has approved and signed the contract, this completes registration of the placement and ensures that the goals and activities are compatible with course requirements and the student’s overall placement program.

The dates specified should not be altered unless this is negotiated with the PEP Coordinator. Should a student or supervisor wish to make changes to the agreed upon placement contract or terminate the placement before the due date, the Professional Experience Coordinator must be consulted before action is taken.

Preparing for the Placement
Prior to commencement of placements students should make themselves familiar with the skills and theoretical knowledge necessary for particular placements. Preparatory reading relevant to the types of clients and problem areas that students are likely to encounter in the placement will be useful, as will becoming familiar with the professional and administrative procedures of the placement setting/agency. Specific preparation for a placement may be required by the placement supervisor, and these requirements should be discussed at the pre placement meeting. Students are responsible to meet any stipulated requirements prior to commencement of the placement.

During the Placement
Students are expected to work within the overall structure and ethos of the setting, and to adopt and follow the guidelines of the organisation in which they are placed. The student is responsible for striving to achieve high professional standards and is fully accountable to the field supervisor for his/her professional activities under supervision. The supervisor is ultimately responsibility for a high standard of client care and accountable to their agency for the student’s professional activities under supervision.

Mid Placement Progress Review
About half way through placement students should organise a mid-placement review session with their supervisor and the Professional Experience Coordinator. To prepare for this meeting students are asked to complete a Case Summary Form for review. The Psychology Practicum Competencies Rating Scale Mid-Placement Review Form can be completed by the supervisor, in discussion with the student, just prior to the
mid-placement meeting and general feedback provided to the Professional Experience Coordinator at the meeting. At this review the Psychology Practicum Competencies Rating Scale (Mid Placement Review) will be used to assess how the student is performing in the placement and what areas of competency might need to be addressed. Students are encouraged to be as open and responsive to supervisor feedback as possible.

If students have any concerns about the placement or feedback, please discuss this first with the supervisor, and then, if problems have not been resolved, consult the Professional Experience Coordinator. An interview between students, the supervisor and the Professional Experience Coordinator will be arranged to facilitate the student’s progress if needed.

**Conclusion of a Placement and End of Placement Review**

Towards the end of the placement the student should organise an end of placement meeting with their supervisor. Again, students are asked to complete a Case Summary Form to prepare for this meeting. Additionally as for the mid-placement meeting it is recommended that the supervisor completes the Psychology Practicum Competencies Rating Scale End of Placement Review Form in discussion with the student and general feedback can be provided to the PEP coordinator. At this meeting the Rating Scale is used to evaluate the student’s performance and to acknowledge their strengths and areas of competency that will still need to be addressed in future placements. This meeting also provides the student an opportunity to directly discuss the outcome of the placement and address any concerns as required. The meeting may take place face-to-face, by videoconference or telephone conference call. Please note if competencies are not met to a satisfactory standard further placement experience will need to be completed prior to obtaining a pass for the unit.

**Rural Placements**

A number of placements are located in the North and North-West of the state or in rural locations. From time to time scholarships or agency financial support may be available to assist with placements outside of Hobart – you will be advised of these as they become known. If you are interested in a placement outside of Hobart you may wish to apply for a scholarship with SARRAH, a body funded to facilitate rural / remote clinical placements [http://sarrah.org.au/content/clinical-psychology-scholarship-cps](http://sarrah.org.au/content/clinical-psychology-scholarship-cps).

The Rural Clinical School also provides some financial support for travel and accommodation for rural placements, although this is limited. Further information can be obtained on the Centre for Rural Health website and the contact person is Karla Peek, [http://www.utas.edu.au/rural-health/quick-links/student-resources](http://www.utas.edu.au/rural-health/quick-links/student-resources).

Placements can be interstate but please note these are more difficult to organise and not always possible to be arranged, particularly in metropolitan areas.

**Psychology Work and Paid Placements**

Students are not usually paid for placement work, although this is occasionally offered by some placement agencies. For work to be considered a placement, the position must meet certain criteria around the nature of the work, the supervision opportunities, and the resources available in the agency itself. Approval from the Professional Experience Coordinator must occur and the Application for Use of Work as Placement Experience (see Appendix) must be completed and approved.

In addition to this, current work may only be counted toward placement experience from the date on which it was formally approved by the Professional Experience Coordinator. Work undertaken before approval is given will not be counted. The student will be notified that their application to count work has been approved and the date of commencement of the placement will be recorded on the Placement Contract.

However, if you are planning to undertake paid psychological practice as a provisional psychologist but this is not a part of your placement program you will need to contact AHPRA to obtain approval and ensure suitable supervision arrangements are made. Forms can be found at: [http://www.psychologyboard.gov.au/Registration/Forms.aspx](http://www.psychologyboard.gov.au/Registration/Forms.aspx)
The University is only responsible for placements which are arranged by the University for the purposes of meeting requirements for completion of the course of study and in which the student is clearly not an employee of the placement agency. The University is not responsible for supervision of students’ psychology work for the purposes of provisional registration external to their university placements.

**Case Report**
A case report is to be completed and submitted as part of the placement requirements. The case report is based on clinical work carried out within a placement. It may involve individual or group work.

The main components of the case report are:

(a) background to the case/presenting issue

(b) assessments (including risk assessments) and interventions carried out and reporting of results/outcomes

(c) rationale for the approach taken/methods chosen and

(d) reflection and evaluation of clinical decision-making

No identifying information is to be included in these reports but there needs to be sufficient information for the reader to understand the case.

The reports are submitted as a scanned signed pdf to the Professional Experience Coordinator at the end of placement, with the other documentation. They will be kept on file. When the student has completed placement hours and other placement requirements, the Professional Experience Coordinator will ensure that the student has submitted three acceptable case reports before the final placement unit is deemed completed. Further details regarding the specific requirements for the case report and marking criteria will be provided.

**Grading**
There is no grading of clinical placements, and placements units are listed on your university transcripts as ungraded pass or fail.

To complete a placement students are required to:
- Attend reliably for the negotiated number of hours
- Prepare and submit a contract early in the placement
- Achieved the required number of overall, client contact and supervision hours as outlined
- Submit a record of daily activities and supervision, signed by students and supervisor/s. (Weekly Record of Clinical Experience)
- Meet the competency levels as outlined in the Psychology Practicum Rating Scale and submit to PEP Coordinator.

It is not expected that students will be fully proficient in all areas of psychological practice work during placements. However should a student fail to meet the required standard of work in placement then the placement will need to be extended or an alternate placement organised. If competencies are not met at the end of an extended or additional placement then a meeting with the Professional Experience Coordinator and Director of Clinical Training will be held in order to review with the student their suitability for this field of work. Should a student fail to meet the required standard of work (as assessed with the competency rating scale) in a placement twice they are considered to have failed to meet the requirements of the course. In that event a meeting with the Professional Experience Coordinator and Director of Clinical Training will be held in order to review with the student their suitability for this field of work.
Students are encouraged to complete the PEP Evaluation for the placement unit KHA731 at the end of Semester to provide feedback about their placement experience and to inform future organisation of placements.

Placement Documentation

Students are responsible for the following documentation for each placement –

- Ensuring the Placement/Supervision Contract is complete, signed and given to the Professional Experience Coordinator within two weeks of their placement starting.
- Maintaining a Weekly Record of Clinical Experience and providing to supervisor weekly for review and signing.
- Maintaining a Supervision Diary detailing the content of supervision and reflection; providing to supervisor weekly for review and signing.
- A Case Summary Form to be presented at mid and end of placement meetings
- Providing the PEP Coordinator with signed scanned copies all documents noted above and the mid- and end-of-placement assessment review forms at the end of the placement
- Submit a case study at the end of placement

All the above documentation should include client initials only and all efforts to maintain confidentiality should be made.

Templates for these forms are available on the Clinic share drive and MyLO and further details of placement documentation are included in the Appendices.

Professional Issues

Hold provisional registration with AHPRA at commencement of enrolment

AHPRA stipulates that all psychology higher degree students in APAC accredited professional programs at fifth year or higher must be provisionally registered from the commencement of enrolment and for the duration of enrolment, including the thesis, regardless of when placements commence. Students can apply online for provisional registration with the Board as soon as enrolment in their degree is completed. Graduate Applications online can be accessed at www.ahpra.gov.au/Registration/Graduate-Applications.aspx. Alternatively a paper application for provisional registration (APRO-76) is available on the Board’s website – www.psychologyboard.gov.au under Forms. Evidence of provisional registration must be sighted and recorded by the PEP Coordinator, Dr Tracey Dean, once enrolment is confirmed.

Students who lose registration status during the course of a placement (e.g., through failure to renew registration) will not be eligible for placement until the Professional Experience Coordinator is advised by the PBA that the student’s registration has been restored. Students on placement at the time of losing registration status will be removed from placement.

Professional Guidelines

Students must be aware and adhere to the Code of Ethics of the Australian Psychological Society and the requirements of the Psychology Board of Australia.

Personal and Professional Insurance

All students who are participating in placements organised by the university are covered by:

1. Public liability insurance
2. Personal accident insurance
3. A malpractice clause in the university’s professional indemnity policy for clinical work associated with the contracted placement.
Students must be currently enrolled in the course of study to undertake placements and to be covered by the university’s insurance. To ensure full insurance cover for students, a placement contract must be signed by all parties.

Students are not covered for travelling to and from placement and are discouraged from using their own vehicles for home/agency visits when on placement. The university does not insure students for use of their vehicles or for injury to clients/patients occurring as a result of accidents in the student’s vehicle. If you are on a paid placement it is the responsibility of your workplace to provide insurance cover for you.

**Safety in Practice (SiP) Requirements by week 2 of Semester 1**

All students enrolling in Faculty of Health programs which include a PEP component, laboratory and/or field activity are required to establish and maintain their capacity to practice safely via Safety in Practice Requirements compliance documentation found online at: [http://www.utas.edu.au/health/professional-experience-placement](http://www.utas.edu.au/health/professional-experience-placement)

The Faculty, in accordance with [Safety in Practice Compliance and Risk Assessment Procedure](http://www.utas.edu.au/health/professional-experience-placement), assesses student compliance with Safety in Practice Requirements, which include:

- National Police Check;
- Working with Children Registration;
- medical, physical and psychological capacity to safely undertake the Faculty of Health Mandatory Functional Requirements; and
- infectious disease and immunisation status.

Newly enrolled students must complete and submit the **Safety in Practice Agreement** to PEP Admin Officer Ms Sandra Fisher by **week two of semester one**; or in case of late enrolment, prior to beginning study. If a Health Assessment Form is completed the Professional Experience Coordinator, Dr Tracey Dean should be contacted by email to arrange an appointment to discuss any specific learning needs required.

Continuing students must submit the Safety in Practice Agreement to the PEP Coordinator Dr Tracey Dean before the expiry date in February each year.


Further information about PEP can be found at the Faculty of Health PEP page: [http://www.utas.edu.au/health/professional-experience-placement/home](http://www.utas.edu.au/health/professional-experience-placement/home)

Further details will be provided at Orientation.

**Complaints Procedure**

If students have concerns about issues arising within their placement they are advised to discuss this with their field supervisor in the first instance where appropriate. If this is not appropriate then they are advised to discuss this with the Professional Experience Coordinator to determine the best course of action.

If a student feels the issue has not been resolved following consultation with the PEP coordinator then they are advised to contact the Director of Clinical Training. Alternatively the Head of the Division of Psychology can also be contacted to discuss student issues.

If these processes do not satisfactorily address the concerns raised the student will be encouraged to follow the university protocol concerning student grievances. Information about this process can be accessed through [www.utas.edu.au/governance-legal/student-complaints](http://www.utas.edu.au/governance-legal/student-complaints)
Supervision and Supervisors

Supervision Requirements
The amount and form of supervision may vary with the student’s stage of development and the demands of any particular placement. The APAC standards stipulate that a minimum of one-hour of supervision is required per day on placement. At least one hour of formal scheduled face-to-face contact between supervisor and student must take place each week of placement and the remaining hours that comprise the one hour per day requirement can be attained through ad hoc meetings during the day, such as before or after seeing clients and agency based group supervision.

It is important that students understand that the contracted and approved supervision arrangements outlined in the Placement/Supervision Contract are a formal agreement and must not be altered without approval of the Professional Experience Coordinator. Any unapproved change to contracted supervision arrangements is a breach of the contract and may result in the placement being discontinued or disallowed or placement hours being discounted. Additionally changes need to be recorded for Insurance purposes also.

Aims of Supervision

- To assist trainees develop competencies in professional clinical practice
- To assist trainees in the application of knowledge and skills, gained from studies in psychology, to professional clinical practice
- To protect clients and trainees during the learning process
- To promote ethical and professional standards of conduct and service
- To support the professional development of trainees in ways that will increase their effectiveness as future psychologists

Over the course of the placement the student is expected to achieve the following goals in preparation for the Internship year:

(a) Achieve foundational competence in assessment appropriate to the setting. The instruments and procedures in which the student should become competent should be identified in the plan for supervision.

(b) Achieve foundational competence in a range of intervention techniques including the theoretical basis of these and in implementing appropriate interventions. The intervention techniques required in any placement again should be identified in the plan for supervision.

(c) Achieve foundational competence in interviewing, counselling and negotiation skills through exposure to the theoretical foundation of interviewing and counselling, and observation of experienced psychologists interviewing and counselling clients. It is expected that supervisors will have observed the student interviewing, assessing and counselling clients either directly or by way of audio/visual recordings.

(d) Gain experience working in a consultative sense, that is, as a change agent with persons who are not immediately perceived as the identified target of change (eg assisting teachers with classroom management, working with managers to clarify goals in the organisation etc). This includes focusing upon the clarification of concerns, sensitive negotiation of roles and responsibilities and interpersonal skills such as tact and sensitivity of the student.

(e) The placement program should involve familiarisation with organisations, which deliver psychological services. On placement the student should become familiar with the nature of the organisation in which the placement is set, including staff and client characteristics, mechanism of referral, fees, relationships with other agencies, and the kinds of services provided (including types of assessment and treatment of other intervention).
(f) Acquire the necessary background for the development and maintenance of psychological skills in the community, including introduction to test libraries, professional bodies and other post-professional training facilities.

(g) Ability to use literature surveys and either of the techniques of action research or program evaluation methods to review effectiveness.

The Nature of Supervision
Supervision is considered to be an interactive process between the student and supervisor. It is designed to provide the student with professional development and guidance in order to meet the core professional competencies required to complete the supervised practice program. Supervision is distinguished from an academic program, personal counselling or therapy. If personal counselling is required the student should be referred to qualified individuals or institutions separate from supervision arrangements.

Supervision can be described as a mentoring process involving regular supervision consultations between the student and the supervisor. Direct workplace supervision is the preferred option of the Division of Psychology. This does not necessarily require direct observation and monitoring of the student on a daily basis but opportunities to do so to effectively assess competencies is strongly recommended. This may be varied with the student’s stage of development and the nature of the work in the placement facility.

It is expected that the supervision and placement activities will be based on the scientist-practitioner model and reflect evidence-based practice.

In general the supervisor should offer at least the following to the student:

(a) Direct instruction in professional ethics, techniques, methods and approaches to adequate psychological practice. Because different agencies will serve different clients, often with different needs and techniques, methods and approaches cannot be specified.

(b) Instruction in matters of conduct and etiquette which enable the student to deal with members of the public in a professional manner, and to establish appropriate relationships with other professionals who, themselves, are not psychologists. In this latter respect it may be necessary for the supervisor to monitor the relationship between the student and other non-psychologist members of an agency.

(c) Introduction to the community resources available and relevant to the needs of clients seeking psychological services. Students would be led to recognise both the contribution of other professions and the need for co-ordinated multi- and interdisciplinary practice in appropriate instances.

(d) A graduated range of experience in the practice of psychology appropriate to the level of competence and experience of the trainee. Students would be helped to develop professionally by undertaking less demanding work before accepting responsibility for more complex and difficult problems.

If possible the supervisor should also demonstrate skills to the student in the delivery of psychological services to clients.

The supervisor should read and comment upon case notes and reports in a timely manner. In accordance with APAC Standards, supervisors are expected to countersign all reports and case notes written by students on placement with them.
Given the supervisor’s duty to assess the student’s competency on a broad range of matters at the conclusion of the placement, a supervisor should have some exposure to the full breadth of the student’s work.

Students are required to keep a Weekly Record of Professional Experience of placement activities and supervision sessions for each week for the duration of the placement. Each day of placement and its activities should be documented clearly. Entries in this record are to be signed by supervisors as being a true record of activities undertaken by the student and supervision. Students should present their records to the supervisor each week at each supervision session, and each record entry is to be signed by the student and the supervisor (not just at the end of the placement). In addition to this students also have to keep a Supervision Diary which details the content of supervision discussions plus their own reflections, and this should be signed off by the supervisor with any comments they believe are important to note.

Methods of Supervision
Normally individual supervision, that is one-to-one, face-to-face meetings between student and supervisor, are required. Other arrangements for contact (such as electronic, video or telephone) must be approved in advance by the Professional Experience Coordinator. APAC and the Clinical College provide guidelines for these forms of supervision, which the Professional Experience Coordinator will consult and ensure the proposed supervision arrangements comply with.

Group supervision sessions may be included but do not replace individual sessions – at least 50% of the supervision of the placement must be individual.

Dual Relationships
The supervision relationship should not involve a dual relationship between the supervisor and student (e.g., relative, partner or friend).

Resourcing of Placements
Students should have access to office space, either individual or shared, with a desk, access to telephone facilities, and access to a clinical consultation room for appointments.
Appendix A

The Scientist-Practitioner Model

The following is from the Australian Psychological Society Ltd College Course Approval Guidelines for Postgraduate Professional Courses – Section 5 Clinical Psychology (February, 2013, page 19):

“The APS College of Clinical Psychologists endorses the long-standing policy of the Australian Psychological Society that the preparation of clinical psychologists should be based on the “scientist-practitioner” model. The basic assumptions of this model are as follows: Psychological research, teaching of the basic discipline of psychology, professional training of psychologists, and the professional practice of psychology are inter-related parts of a single system, with responsibility for the total system devolving up on all who work within its various components. Thus within a scientist-practitioner model clinical psychologists maintain a scholarly and critical approach to the scientific foundations of their profession, and to the evaluation of their own practice. They also retain a desire to contribute to the further development of scientific clinical psychology, and to keep abreast of, and critically appraise developments by others.”
Appendix B

Descriptions of Placement Hours Allocations

Overall Placement Hours:
The sum total of all time spent by the student on placement including:

- Time with clients and/or their carers and/or relevant other professionals concerned with the case.
- Time spent on client case notes and related administrative duties
- Time in supervision.
- Tasks related to the placement.
- Time observing, supervisor or other professionals in the agency in their work.
- Time spent researching or preparing client-related materials.

Client Contact Hours:
The following activities should be recorded as direct client contact hours:

- Face to face meetings with clients for the purpose of intake, interview, assessment, psycho-education, therapy etc.
- Telephone or videoconference contact with clients where issues relevant to the provision of psychological services are discussed (as opposed to activities such as receiving referrals or scheduling appointments).
- In some contexts, the “client” may be broadly defined to include such activities as gathering / disseminating assessment information or discussing treatment issues with referrers, parents and other family members, case managers, or teachers.
- Group therapy sessions (recorded as per the duration of the group as opposed to the number of people in the group).
- Involvement in assessment or treatment sessions with other professionals if an active role is taken in this process. If you are unsure as to how you might count these hours if your role in the session is only partly active (for example presenting a specific psycho-education component) then discuss this with your clinical supervisor or the Professional Experience Coordinator who will advise you on what to do.

Supervision Hours:
The focus of supervision is on the professional development of the student and includes:

- Observation by the supervisor if feedback is given to the student.
- Discussion of cases.
- Discussion of ethical issues.
- Discussion of professional issues.
- Discussion of process issues and student reflections
- Reviewing videos with student and providing feedback
Appendix C

Placement Checklist for Students

Planning

- Read the Professional Experience Placement Manual
- Make a list of placement preferences.
- The Professional Experience Coordinator will provide contact details at Orientation for consultation times to plan your placement program and discuss placement issues.

Preparation

- Apply for provisional registration with Australian Health Professionals Registration Agency, and submit copy of registration certificate at commencement of the course.
- Complete the Safety in Practice kit and submit signed copies of the Safety in Practice Agreement.
- Provide the original National Police check for sighting and recording of details.
- Attend the Orientation to Placement program in the first year.
- Obtain and study the professional codes and registration act.
- Undertake skills preparation and complete preparatory reading.
- Attend scheduled meetings with the Professional Experience Coordinator and field supervisor and be prepared to start placement on specified date.
- Submit the Placement/Supervision Contract to the Professional Experience Coordinator before or within two weeks of beginning placement.

During placement

- Attend placement as arranged, and approach placement as if a work place.
- Discuss any plans for taking leave with Professional Experience Coordinator and placement supervisor prior to making arrangements.
- Attend and document supervision sessions as specified.
- If co-supervision is required, these sessions are mandatory and must be attended.
- Maintain the weekly placement diary and supervision log.
- Ensure that a mid-placement review takes place.

Completion

- Ensure that an end-of-placement review with the supervisor takes place.
- Ensure the weekly placement diary has been signed by the supervisor and (where relevant) the co-supervisor; submit it to the Professional Experience Coordinator.
- Submit Intern’s Placement Report to the Professional Experience Coordinator.
- Ensure that the supervisor submits the mid and end of placement Clinical Psychology Practicum Rating Scale to the Professional Experience Coordinator.
- Attend an end-of-placement meeting with the supervisor and the Professional Experience Coordinator, and co-supervisor where relevant.
- Debrief and discuss further placement requirements with the Professional Experience Coordinator as necessary.
APPENDIX D  
Placement documentation

1. Placement contract
The placement contract should be completed by the student and the clinical supervisor and returned to the Professional Experience Coordinator within one week of the placement.

2. Weekly Record of Clinical Experience
This needs to be completed and signed by your clinical supervisor each week and returned to the Professional Experience Coordinator at the end of placement. This is the record that UTAS must keep on file for 10 years detailing your placement hours, client contact hours and supervision hours.

When submitting this document please prepare a cover sheet stating what placement agency, the dates of placement, the total placement hours, client contact hours and supervision hours, and ask your clinical supervisor to sign and date it. To submit the complete set of records, please ensure the weeks are consecutive, scan and PDF all records into one file and send to the Professional Experience Coordinator as an attachment to an email.

In addition to this, it is recommended that you keep a separate placement excel sheet recording each placement’s total hours, client contact hours and supervision hours. This will allow you to easily access the placement data if need be, and at different times during the year you will be asked to submit details of your placement, and unfortunately the requests may not be synchronised across your placement.

3. Supervision diary
The supervision diary is a personal record of your supervision that you will keep and prepare as part of the supervision process. This is generally recorded electronically and the printed and signed by your supervisor with comments made on the paper record or electronically if your supervisor prefers. It is recommended that at the end of your placement you scan and PDF all supervision records into one file and send to the Professional Experience Coordinator as an attachment to an email as for your weekly record.

As you will be attending different supervision sessions across the placements, it is recommended that you also keep details of the hours of supervision (detail individual and group and a total for each week) across the different settings on a placement excel sheet. This will allow you to easily count the number of supervision hours separately from the placement hours.

4. Case Summary Form
This is a record of the type of clinical work you are doing on placement. Please complete this and have this form ready for mid placement meetings and the end of placement meetings. Client confidentiality is to be maintained and only client initials should be recorded.

5. Psychology Practicum Rating Scales
These scales are the evaluation forms of the placement. It may be useful for you to review the mid placement version of this form with your supervisor at the start of placement to help identify what you would like to achieve on the placement. The mid placement version of the form will be used at the mid placement meeting to discuss your progress, and at the end of placement meeting as evaluation of your progress.
DIVISION OF PSYCHOLOGY
MASTER OF PROFESSIONAL PSYCHOLOGY
PLACEMENT / SUPERVISION CONTRACT

Student Name: ............................................................ Contact Number: .................................

Student Emergency Contact Number: ................................Relationship: ..........................................

Agency Name: ....................................................................................................................................

Address: .............................................................................................................................................

Supervisor Name: ............................................................ Contact Number: .................................

Supervisor’s position in Agency: ...........................................................................................................

Additional Supervisor Name (if applicable): ................................. Phone Number: .............................

Placement Dates: From: ..................................................... To: .........................................................

Placement No: ............... Placement Days: ......................................................................................

STUDENT INFORMATION
a) Year (1, 2 3 or 4): .................

b) Course work units completed: ...........................................................

d) Previous placement/relevant work (include specific experience eg. Type of assessment / intervention strategies)

............................................................................................................................................................

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SUPERVISION
(APAC requirements: one hour per day of placement)

Hours per week of formal scheduled supervision: ...........................................................

Style of supervision (eg. discussion of cases, observation of intern / of supervisor, provision of sample reports)

............................................................................................................................................................

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Additional supervision details, e.g. ad hoc

............................................................................................................................................................

Group supervision details

............................................................................................................................................................
PLACEMENT DETAILS

EVENING WORK INVOLVED: YES / NO

WEEKEND WORK INVOLVED: YES / NO

STUDENT REQUIRED TO USE OWN VEHICLE: YES / NO

STUDENT REQUIRED TO USE AGENCY VEHICLE: YES / NO

ADDITIONAL REQUIREMENTS OR INFORMATION RE ABOVE

………………………………………………………………………………………………………………………………………
………………………………………………………………………………………………………………………………………

SUPERVISOR’S REQUIREMENTS OF INTERN
(Includes pre-placement preparation, caseload, agency requirements)

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INTERN GOALS AND OBJECTIVES (need to be specific, measurable and achievable – review at mid and end of placement):

1. …………………………………………………………………………………………………………………………………………..

2. …………………………………………………………………………………………………………………………………………..

3. …………………………………………………………………………………………………………………………………………..

4. …………………………………………………………………………………………………………………………………………..

5. …………………………………………………………………………………………………………………………………………..

Please turn to next page
PLACEMENT RESPONSIBILITIES

All parties agree to abide by the responsibilities set out below:

Student’s Responsibilities

- Registering with the Psychology Board of Australia
- Completion of Safety in Practice Kit and providing signed forms and documentation to Professional Experience Coordinator.
- Planning the placement with the Professional Experience Coordinator and supervisor and identifying any necessary preparatory work (such as pre-reading, skills practice, expertise or familiarity with psychological tests).
- Completing the required preparatory work before starting the placement.
- Identifying personal goals for the placement (especially problem areas noted by previous supervisors) and including them in the contract.
- Documenting the agreed contract and submitting it to the Professional Experience Coordinator within one week of beginning the placement.
- Consulting the Professional Experience Coordinator regarding proposed modifications to the Placement/Supervision Contract.
- Seeking the supervisor’s advice on (1) the role and place of the student in the agency, (2) the agency’s policies (such as notification and emergency management) and (3) the agency’s customs. Carefully adhering to these procedures.
- Maintaining a weekly placement record of activities and supervision sessions. Ensuring that the supervisor’s comments on areas that require further development are recorded in the diary.
- Attending all weekly supervision sessions and making up for missed ones.
- Attending to areas (knowledge and skills) identified by the supervisor as in need of development.
- Informing the supervisor if (1) they feel that adequate guidance or opportunities for development are not being provided or (2) they are unable or unwilling to follow the supervisor’s instructions.
- Notifying the Professional Experience Coordinator of any problems within the supervisory relationship that cannot be resolved in discussions between the supervisor and the student.
- Submitting a placement report at the end of the placement.
- Providing constructive feedback to supervisor on supervision.
- Conducting oneself ethically, professionally and thoughtfully on placement at all times.
• Alerting the supervisor to all issues of individual cases.

• Seeking support from supervisor when necessary to ensure best practice principles.

• Informing the supervisor urgently if students have concerns about the safety of a client.

• Following instructions by the supervisor as closely as possible, especially those relating to the care of clients and written material concerning clients.

• Ensuring confidentiality at all times.

• Ensuring that the supervisor approves all reports (verbal or written) made by the student about any client to any party.

• Ensuring all written work is checked by supervisor; all reports written by the student are to be signed by the supervisor.

• Ensuring all administrative details of the placement (e.g., file management, reports, referral letters, placement diary) are attended to, and that they have met all the requirements of the placement, including client numbers and contact hours.

• Keeping Professional Experience Coordinator up to date with progress of placement program.

**Supervisor’s Responsibilities**

• Making explicit any entry requirements for the placement.

• Negotiating an appropriate supervision contract, which includes relevant goals proposed by the student.

• Ensuring that the goals and tasks of supervision can be realistically met within the agreed placement hours, or contracting with the student and Professional Experience Coordinator that a longer placement will be undertaken.

• Providing the required number of hours of supervision.

• Crediting the student with placement hours for any formal work (such as writing client reports) done outside of the agency, although this is not encouraged.

• Eliciting genuinely voluntary informed consent before using supervision methods that could be distressing or involve self-disclosure by the student.

• Ensuring that clients are informed of the student’s status as a provisionally registered postgraduate psychology Student.

• Providing orientation for the student within the placement agency. This includes giving a background to the agency and its functions (including type of client and problems seen, services offered, professional and administrative procedures); introducing students to other staff members; helping students define their roles within the agency.

• Providing the student with information regarding workplace policies, “norms” and regulations or practices that are required knowledge for any worker within the agency.
• Providing the student with written policy statements for any special or emergency procedures (such as managing threat of suicide in a session) and phone numbers of people available for an urgent consultation if a serious problem arises.

• Ensuring that the student is treated with respect and is not placed in situations, which may be beyond their present capacity to deal.

• Helping to select suitable clients for the student.

• Ensuring they are up to date with each of the student’s clients. It may be helpful to maintain a file on the student in which weekly update notes are written.

• Supervising the student’s implementation of intervention.

• Providing emergency back up when necessary and ensure alternative arrangements are made if the supervisor is not on-site.

• Providing theoretical/ background material when necessary.

• Making alternative arrangements for the student to receive supervision within the agency when the supervisor is unable to meet this commitment, even if for only a short time.

• Evaluating the student’s work and providing feedback necessary to ensure effective treatment of clients.

• Providing comments and signing the student’s progress in weekly placement record sheet and supervision diary: in particular, ensuring that areas (knowledge and skills) requiring special attention or development are documented as they become evident.

• Using all means available to assess student’s work, e.g., videos, observations and reports.

• Reviewing progress on all written requirements and ensuring that all paperwork is co-signed by the supervisors and of a satisfactory standard.

• Informing the student, at the earliest possible time, if there are problems with the student’s work. Suggesting possible methods of remediation. Documenting relevant information.

• Informing the student and the Professional Experience Coordinator, at the earliest possible time, if they foresee any reason why the student is unlikely to meet the requirements of the placement.

• Conducting a mid-placement review with the student and, if necessary, modifying the placement goals or negotiating to extend placement hours.

• Ensuring appropriate confidentiality for the student at all times and informing them of legal or contractual limits (such as with the agency or university) on confidentiality within the supervisory relationship.

• Providing no reports to any party on the student’s performance except as specified in the contract or following the student’s written request or consent.
• Discussing all reports with the student before submitting them to others.

• Providing the student and Professional Experience Coordinator with mid and end of placement Clinical Psychology Competency Rating Scale.

• Responding to student feedback as is appropriate regarding supervision issues and also encouraging this feedback.

**Professional Experience Coordinator’s Responsibilities**

• Assisting the student to achieve a suitable program of placements.

• Considering student preferences in the assignment of students to placements.

• Liaising with the supervisor on the placement of the student.

• Ensuring that the student is adequately prepared when they start the placement. This includes ensuring that any necessary remedial work identified in one placement is addressed before the student starts a new placement and that the student is aware of the preparatory work required for the new placement.

• When possible, attending a pre-placement meeting with the student and prospective field supervisor to assist in the negotiation of placement/supervision arrangements.

• Ensuring that identified problem areas have been incorporated into the contract that the student negotiates with the supervisor.

• At the request of either the student or the supervisor, visiting the agency for a three-way discussion of any identified problems.

• Monitoring and encouraging the occurrence of a mid-placement review between student and supervisor.

• Usually attending an end-of-placement meeting with the student and field supervisor to review the placement and address any concerns. In placements outside the Hobart metropolitan area, this may be by conference phone call or video link.

• Debriefing the placement with the student as necessary.

• Consulting with the Director of Clinical Training for a decision on any issues that are not clearly defined by these placement guidelines.

• Monitoring student’s progress through the placement program and providing appropriate feedback.

• Submitting placement unit grade recommendations to the Division of Psychology.
University Responsibilities

Insurance

All students who are participating in placements organised by the university are covered by:

1. Public liability insurance
2. Personal accident insurance
3. A malpractice clause in the university’s professional indemnity policy for clinical work associated with the contracted placement.

Students must be currently enrolled in the course of study to undertake placements and to be covered by the university’s insurance.

To ensure full insurance cover for students, a placement must be formally recognised before the student starts. The formal recognition of a placement is the placement contract, signed by all parties.

Students are not covered for travelling to and from placement and are discouraged from using their own vehicles for home/agency visits when on placement. The university does not insure students for use of their vehicles or for injury to clients/patients occurring as a result of accidents in the student’s vehicle.

Signed: Student................................................................. Date .........................

Signed: Placement Supervisor................................. Date: .......................

Signed: Co-supervisor (if appropriate)....................... Date: .......................

Signed: Professional Experience Coordinator........... Date: .......................

University Staff Contact Details

PEP Coordinator
Dr Tracey Dean
Clinical Psychologist
University Psychology Clinic Manager
Email: tracey.dean@utas.edu.au
Tel: +61 3 6226 7480
Mob: 0438 880 773
Mail: University of Tasmania, Private Bag 30, Hobart TAS 7001

Administration Assistant
Jess Latham
Tel: +61 3 6226 2805

Division of Psychology Reception
Claire Byrne
Tel: +61 3 6226 2237
WEEKLY RECORD OF CLINICAL EXPERIENCE

PROVISIONAL PSYCHOLOGIST: ____________________________________  SUPERVISOR: ____________________________________

PLACEMENT:  1  2  3  4+  FROM: ______________________  TO: ______________________

HOURS TO DATE ON CURRENT PLACEMENT:  Overall:  Client Contact:  Supervision total:  Individual:  Group:

<table>
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<tr>
<th>CLIENT</th>
<th>DIAGNOSIS / PRESENTING ISSUE</th>
<th>PROCEDURE / OUTLINE</th>
<th>OBSERVER/ OBSERVED</th>
<th>(J)OINT/ (A)LONE</th>
<th>HOW REVIEWED</th>
<th>DATE</th>
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CLIENT RELATED PAPERWORK / RESEARCH

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<th>TOTAL WEEKLY CLIENT CONTACT HOURS</th>
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<td>TOTAL WEEKLY SUPERVISION HOURS</td>
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<td>TOTAL WEEKLY PLACEMENT HOURS</td>
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(to be checked and signed at weekly supervision session) (double sided copy required for student file)

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<tr>
<th>DATE</th>
<th>PROVISIONAL PSYCHOLOGIST’S SIGNATURE</th>
<th>SUPERVISOR’S SIGNATURE</th>
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University of Tasmania Master of Professional Psychology Professional Experience Placement Details: February 2017
Date of session: ___________ Duration of session: __________________ Format: Individual/Group [circle]

Current placement total supervision hours _________ Individual hours: _____________ Group hours:_________

Name of Student ________________________________________________________________

Name of Supervisor: ___________________________ Agency: ___________________________

Present: _______________________________________________________________________

Content:

Supervisee reflection:

Supervisor comment:

Current Caseload

<table>
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<tr>
<th>Client Initial/Code</th>
<th>Assess/Therapy</th>
<th>Active/Inactive</th>
<th>Session #</th>
<th>Reports pending</th>
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Signatures:

__________________________________________  ___________________________________________
Clinical Supervisor  Provisional Psychologist
# Case Summary Form

(Student to complete – Double sided copies required for student file)

<table>
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<tr>
<th>Case No.</th>
<th>Initials</th>
<th>Age</th>
<th>Sex</th>
<th>Referred Problem</th>
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Signatures:

______________________________  ______________________________
Clinical Supervisor          Provisional Psychologist
Student name:

Agency:

Agency address:

Is this application for paid employment or voluntary work?  PAID / VOLUNTARY

If PAID, is student employed by other or self-employed?  OTHER / SELF

If employed will the agency provide Insurance or are you required to have your own insurance?

Please provide evidence of Insurance cover if you are required to have your own cover

Proposed Start date of employment at this agency:

Hours per week at agency:

Percentage of time at agency each week spent in the role which is the subject of this application:

Is this a first, second or third placement?  Please specify

Student registration status:

PROVISIONALLY REGISTERED THROUGH UNIVERSITY

PROVISIONALLY REGISTERED SEPARATELY FROM UNIVERSITY

FULLY REGISTERED

Please tick whichever applies

PLEASE NOTE:
We are required by APAC to obtain this information on all clinical placement supervisors and keep it on file. The proposed supervisor’s brief curriculum vitae, including details of qualifications and relevant experience, MUST be attached to this application.

If this application is not approved and your proposed supervisor does not supervise you, or any other of our students, their curriculum vitae will be confidentially destroyed.

1. Nature of the Work
Job Title:
Describe your work role (attach job description/statement of duties if possible):
Type(s) and range of patients/clients:
Range of activities:
Relevance to Clinical Psychology
Relevance to the course (in particular, how this placement would contribute to learning objectives for this type of placement within the structure of the course)

2. Proposed Supervisor for Placement
Name:
Contact phone: Email:
Supervisor’s qualifications in Psychology:
Currently registered as a Psychologist in Tasmania? YES / NO
Has been fully registered as a Psychologist for at least 3 years? YES / NO
Holds clinical Endorsement? YES / NO
How long have they held clinical endorsement?
Board Approved Supervisor Status for Higher Degree? YES/NO
Board Approved Supervisor status other? Please list pathways approved to supervise:
Full Supervisor Training Completed? Date:
BA Supervisor Training Provider:
Supervisor works in placement agency? YES / NO
If YES to above, length of time in this agency: Years Months
Job Title:
If proposed supervisor does not work in the same agency, please describe relationship between proposed supervisor and proposed placement agency:
Experience in the area of work of this placement following highest psychology qualification: Years Months:
Previous supervision experience:
(please describe number of supervisees, level of supervisee training, context of supervision, e.g., supervising clinical psychology students or supervising other psychology staff)

3. Proposed Supervision Arrangements
At least one hour of supervision per day of placement YES / NO
(e.g., if student is on placement 2 days per week, there should be a minimum of 2 hours of supervision per week)
If NO, please give more information about proposed supervision arrangement:
Supervision will consist only of face to face contact: YES / NO
If NO, please give more information about proposed arrangement:
Percentage of supervision to be provided
(a) individually each week:
(b) in group supervision each week:
If group supervision will be involved, please describe the nature of the group (number and type of other supervisees, proposed nature of group supervision sessions):
Please describe proposed arrangements for supervisor to sit in or observe video/DVD recording of student’s work on a regular basis:

Please note that when approval has been provided by the PEP coordinator a pre-placement meeting will need to be scheduled and the Placement/Supervision contract completed and submitted to the PEP Coordinator within two weeks of commencement on placement

Signature of applicant:

Date of application: