



UNIVERSITY *of*  
TASMANIA

**College of Health  
& Medicine**

UNIVERSITY OF TASMANIA

SCHOOL OF MEDICINE

PSYCHOLOGY

PROFESSIONAL EXPERIENCE PLACEMENT MANUAL

MASTER OF PROFESSIONAL PSYCHOLOGY

2019

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## 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 must be enrolled in a placement unit at all times when undertaking professional experience placement.
3. You will be asked to complete the College of Health and Medicine Safety in Practice Kit at the commencement of your program and again in January each year you are enrolled in the program. This process ensures that you are able to undertake placements. Instructions about how to complete the Safety in Practice Agreement; Health Assessment Form and Immunisations Record, National Police Clearance and Working with Children Registration can be found on the Professional Experience Placement website.
4. You may be required to attend placements outside of Hobart, in the North or North-West of the State.
5. 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 available.
6. 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.
7. Part-time students will be expected to undertake placements of a minimum of two days a week, and the days of the week available will be determined by the placement agency.
8. 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.
9. 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.
10. 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.
11. Supervision, co-supervision and group supervision sessions are mandatory. You must attend the required amount of supervision as required by the Australian Psychology Accreditation Council (APAC) and the University of Tasmania.

## 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 regularly, at least on 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 team 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 team 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 team 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.

## Psychology Professional Experience Placement Staff Details

Professional Experience Placement Team Email: pep.psychology@utas.edu.au

Professional Experience Placement Coordinator:  
Campus: Sandy Bay  
Email: [tracey.dean@utas.edu.au](mailto:tracey.dean@utas.edu.au)  
Phone: 03 6226 7480  
Room location and number: Room 218, University Psychology Clinic  
Consultation hours: Monday, Tuesday & Thursday by appointment

Assistant PEP Coordinator  
Campus: Sandy Bay  
Email: [roseanne.brumby@utas.edu.au](mailto:roseanne.brumby@utas.edu.au)  
Phone: 03 6226 2805  
Room location and number: Room 215, University Psychology Clinic  
Consultation hours: Tuesday & Thursday by appointment

PEP Admin Officer  
Campus: Sandy Bay  
Email: [sandra.fisher@utas.edu.au](mailto:sandra.fisher@utas.edu.au)  
Phone: 6226 7540  
Room location and number: Room 213, University Psychology Clinic  
Consultation hours: Tuesday & Thursday by appointment

## 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.

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 KHA759 Professional Practicum 2.

Students enrolled in the Master of Professional program at the University of Tasmania 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 and involves direct client activities.

All placement requirements and associated paperwork must be completed and submitted to the PEP Coordinator via InPlace by the first week in November of the fifth year in order for a student to be eligible to graduate in December of the year enrolled. However, to accrue the required number of placement hours it may be necessary for placement to continue in November/December and hence the student may be 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 and are recorded on your transcript.

### ***Required Placement Hours***

The Australian Psychology Accreditation Council (APAC) stipulates that 300 hours of practicum and skills training is required for the Master of Professional program and this may include simulation and other forms of skills training in place of direct client activities and client-related activities (APAC Standard 1: Public Safety, criterion 1.9). The University of Tasmania offers both simulated and direct client activities as part of the professional experience program, providing a range of opportunities to develop competencies in psychology practice working directly with clients.

All activities noted above should be recorded in the Weekly Record of Clinical Experience form with direct client contact hours also specified. See Appendix A for details of what constitutes direct client contact.

### ***Number of Days on Placement***

Placement will generally be for 2-3 days each week 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 expected to pass 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 student. 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***

All students are required to update their details and note preferences for placement on InPlace early in Semester 1. Please note preferences cannot always be accommodated but all efforts are made to ensure a good match between student interest, level of competency 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 assistant PEP 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
- Accommodations required
- 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
- Complete and sign the placement contract (to be uploaded on InPlace within one week of commencing placement)

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 one week 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 uploading the Placement Contract to InPlace within one week 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 your overall placement program.

The dates specified should not be altered unless this is negotiated with the PEP Coordinator. Should you or the 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 to ensure arrangements are suitable and that you are covered by University Insurance.

### ***Preparing for the Placement***

Prior to commencement of placements you should become familiar with the skills and theoretical knowledge necessary for particular placements. Preparatory reading relevant to the types of clients and problem areas that you 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. You are responsible to meet any stipulated requirements prior to commencement of the placement.

### ***During the Placement***

You 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. You are responsible for striving to achieve high professional standards and are fully accountable to the field supervisor for professional activities under supervision. The supervisor is ultimately responsible 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 you should organise a mid-placement review session with your supervisor and the assistant PEP 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 you 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 you are performing in the placement and what areas of competency might need to be addressed. You are encouraged to be as open and responsive to supervisor feedback as possible and to use this information to inform your future learning goals.

If you 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 you, the supervisor and the Professional Experience Coordinator will be arranged to facilitate progress if needed.

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

Towards the end of the placement you should organise an end of placement meeting with the supervisor. Again, you 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 you and general feedback can be provided to the PEP coordinator. At this meeting the Rating Scale is used to evaluate your performance and to acknowledge strengths and areas of competency that may need to be addressed in future placements. This meeting also provides you with 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 Tasmania 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.

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>

We do not arrange placements interstate as each State have their own policies and procedures for arranging PEP and limited opportunities are available. Additionally, as the course is based in Hobart placements are sourced within Tasmania.

### **Psychology Work and Paid Placements**

Provisional psychologists undertaking any paid work must have approval from the Psychology Board of Australia. to undertake this work prior to commencement. Details can be found on the AHPRA website and policies and forms for *Working in Addition to Placements* can be found at <http://www.psychologyboard.gov.au/Registration/Forms.aspx>

Students are not usually paid for placement work, although this is occasionally offered by some placement agencies. For work to be considered a placement you must 1) provide evidence of approval from the Psychology Board of Australia to undertake this work and 2) complete the University of Tasmania *Application for Use of Work as Placement Experience* (see Placement Forms at the end of this manual) and submit to the Placement Coordinator. The position must meet certain criteria around the nature of the work, the

supervision opportunities, and the resources available in the agency itself. Formal approval from the Professional Experience Coordinator must occur prior to counting work as placement hours.

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.

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.

### ***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.

### ***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 and be based on a therapy or assessment case.

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 report must be signed and password protected and then uploaded on InPlace at the end of the placement. Further details regarding the specific requirements for the case report and marking criteria will be provided.

### ***Grading***

There is no grading of placements, and placement units are listed on your university transcript as ungraded pass or fail.

To complete a placement, you are required to:

- Attend reliably for the negotiated number of hours
- Prepare and submit a contract by the end of the first week on placement
- Achieved the required number of overall and supervision hours as outlined
- Submit all documents as outlined below
- Meet the competency levels as outlined in the Psychology Practicum Rating Scale and submit this completed form to the PEP Coordinator.

It is not expected that you will be fully proficient in all areas of psychological practice work during placements. However, should you 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 Postgraduate Psychology Training Programs will be held in order to review your suitability for this field of work.

You are encouraged to complete the PEP Evaluation for the placement unit KHA759 at the end of Semester to provide feedback about your 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 one week 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 report** at the end of placement.

All the above documentation should include client first initial or a code for you to identify only, be password protected and all efforts to maintain confidentiality should be made.

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

### **Professional Requirements**

#### **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](http://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](http://www.psychologyboard.gov.au) under *Forms*. Evidence of provisional registration must be uploaded to InPlace and verified by the PEP team.

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 Psychology Board of Australia that your registration has been restored. Students on placement at the time of losing registration status will be removed from placement. You must liaise with the PEP team if any registration issues arise during your enrolment in the course. They will assist you to ensure you do not breach the provisional registration standards.

#### **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 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.

### **Safety in Practice (SiP) Requirements to be met by week 2 of Semester 1**

All students enrolling in the College of Health & Medicine 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>

The College, in accordance with [Safety in Practice Compliance and Risk Assessment Procedure](#), assesses student compliance with Safety in Practice Requirements, which include:

- National Police Check;
- Working with Vulnerable People Child Related Activity 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 upload the **Safety in Practice Agreement** to InPlace by **week two of semester one**; or in case of late enrolment, prior to beginning study. If you answer YES to Question 9 then you are required to complete a **Health Assessment Form** with your GP or treating specialist. If you complete a Health Assessment Form the Professional Experience Coordinator should be contacted by email to arrange an appointment to discuss any specific learning needs required.

Continuing students must upload the Safety in Practice Agreement to InPlace 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>

The Professional Experience Placement, Safety in Practice Manager can be contacted regarding safety in practice and health assessment queries. Further details will be provided at Orientation.

### **Complaints Procedure**

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

If you feel the issue has not been resolved following consultation with the PEP coordinator then you 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 you 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**

### ***Supervisor Requirements***

Supervisors are required to hold Board Approved supervisor status with the Psychology Board of Australia. To be eligible to be a Board Approved supervisor, psychologists must have held general registration for a minimum of three years and have successfully completed the Psychology Board Approved Full Training program. To maintain board approved supervisor status psychologists must complete a Master Class every 5 years, as a minimum requirement. The University requires prospective supervisors to provide a current curriculum vitae and meet all requirements outlined prior to approving the supervisor and agency to provide placement opportunities for students enrolled in the Masters' Psychology programs.

### ***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 2019 APAC standards stipulate that a minimum of one-hour of supervision is required per 7.5 hours on placement for the first placement. A minimum of 50% of supervision must be individual and the remaining can be in a group setting. The University recommends that 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 not approved by the University may not be covered by the University Insurance.

### ***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 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

### ***The Nature of Supervision***

Supervision is an interactive process between you and the supervisor. It is designed to provide you 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 at the conclusion of the placement to assess the student's competency on a broad range of matters, 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 sessions, 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. 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, friend or therapist).

## Professional Competencies Developed During Placement

In accordance with the 2019 APAC Standards you are expected to achieve the following goals over the course of the practicum and skills training placement program, in preparation for the Internship year:

- Apply evidence-based and scientific methods to professional practice across the lifespan in empirically valid and culturally responsive ways (Standard 3.2).
- Employ professional communication skills, in a culturally responsive manner, with a range of socially and culturally diverse clients (Standard 3.3).
- Perform appropriate standardised psychological testing, as part of broader assessment, to assess and interpret aspects of functioning (Standard 3.4).
- Identify psychological disorders using a recognised taxonomy (Standard 3.5).
- Conduct professional interviews and assessments and synthesise information from multiple sources, including assessment of risk, to formulate a conceptualisation of the presenting issues to determine the most appropriate interventions, including management of risk (Standard 3.6).
- Monitor outcomes and modifications based on evolving case formulation, including health and health concerns, family and support networks, and organisational, cultural or community contexts, with care given to the appropriateness of interventions for the client within their wider context (Standard 3.7).
- Interpret and communicate findings in oral and written formats, including formal psychological reports, using culturally appropriate language (Standard 3.8).
- Implement appropriate, empirically supported interventions, and monitor clients' progress and intervention outcomes (Standard 3.9).
- Demonstrate respect for the skills and contribution of other professionals (Standard 3.10).
- Work effectively with a range of professional and support staff in the workplace and communicate and collaborate effectively, within the bounds of ethical and legal requirements (Standard 3.11).
- Operate within the boundaries of their professional competence, consult with peers or other relevant sources where appropriate, and refer on to relevant other practitioners where appropriate (Standard 3.12).
- Rigorously apply professional practice policies and procedures, including as they relate to referral management and record-keeping, across a range of workplace settings and with recognition of different organisational cultures and practices (Standard 3.13).
- Engage in self-reflective professional practice, taking account of the impact of their own values and beliefs, and taking appropriate actions as a result (Standard 3.14).
- Evaluate the effectiveness of their professional practice, identifying areas for improvement and implementing changes where needed (Standard 3.15).
- Critically evaluate contemporary scientific literature to inform practice (Standard 3.16).

## **APPENDICES**

### Descriptions of Placement Hours

#### 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 directly in support of client-focused assessment or intervention 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 (including e-health modes of delivery)
- Meetings where the student reports to the team/organisation (e.g. in the context of a nursing home, an employee assistance program), if the team/organisation will enact interventions to the client or is in fact the focus of interventions
- Work with clients, their families, employer, supervisors, teachers, health providers or legal guardians with regard to client care
- Client includes individuals, groups and/or organisations that are provided with services by a psychologist or provisional psychologist
- 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

### 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 a copy of the registration certificate at commencement of the course.
- Apply for Working with Vulnerable Persons Child Related Activity card
- 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 record of experience diary has been signed by the supervisor and (where relevant) the co-supervisor; upload to InPlace.
- 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.
- Complete the PEP evaluation

## Placement documentation

### 1. Placement contract

The placement contract should be completed by the student and the clinical supervisor and uploaded on InPlace within one week of the placement.

### 2. Weekly Record of Professional Experience

This needs to be completed and signed by your supervisor each week and must be password protected and uploaded on InPlace at the end of the placement. This is the record that UTAS must keep on file for 10 years detailing your placement hours, client contact hours and supervision hours as per APAC requirements.

When submitting this document please prepare a cover sheet stating the 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 upload to InPlace.

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 then 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, password protect and upload to InPlace.

### 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 one client initial or a code (so you can identify as needed) should be recorded, password protect and upload on InPlace.

### 5. Psychology Practicum Rating Scales

These scales are the evaluation forms to assess your competency development on 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. These must be password protected and uploaded to InPlace at the mid and end (respectively) of the placement.