Appendix 2: Contract guidelines (for External Placements 2 and 3)

A contract should be prepared using the template provided to reflect the specific requirements of each placement and the organisation in which it occurs. The student, the external supervisor and the placement coordinator should each have a copy of the contract once it is prepared.

Some general comments and guidelines about preparing the contract appear below.

**General**

* The contract must be “signed off” within the first 10 days of placement.

**Logistics**

* Starting and ending dates.
* Hours of work and location of work.
* Consultation arrangements with supervisor.

**Supervisor**

* Name of supervisor and Psychology Board of Australia (PBA) registration number.
* APS Clinical College membership, PBA practice endorsement and PBA supervisor registration status
* Submission of CV to the university placement coordinator.

**Aims and Objectives**

* The student is asked to reflect on their relevant strengths and weaknesses (e.g., knowledge, experience, interpersonal skills, past training) at the commencement of the placement.
* Description of proposed goals, guided by the core capabilities set out by the Australian Psychology Accreditation Council (APAC). This Specification of specific skills to be developed.
* Activities and experiences designed to meet aims and objectives.
* Types and amount of reports to be completed (listed in the End of Placement Checklist in the placement manual).

**Feedback arrangements**

* In addition to the ongoing supervision process, a mid-placement meeting between the student, supervisor and the placement coordinator occurs around the half-way point of the placement.

**Drawing up the contract**

* Identification of the signatories to the contract.
* Statement of intent to abide by the conditions of the contract.
* Conditions for renegotiating the contract.

**Environmental Health and Safety**

* Description of induction to the placement organisation.
* The university’s obligations and responsibilities and the host’s responsibilities.



**PLACEMENT CONTRACT**

**Placement Details**

|  |
| --- |
| **Student**  **Phone:** |
|  |
| **Email:** |

*Student, please submit the original contract, when completed and signed, to the university placement co-ordinator. We suggest that you retain a copy for yourself.*

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| --- |
| **Placement Coordinator:** Catharine McNab **Phone:** 8344 1211 |
|  |
| **Email:** clinical-placements-psych@unimelb.edu.au |
|  |
| **Primary Supervisor: Phone:** |
|  |
| **Email:** |
|  |
| **Position:**  **PBA** **Reg No:** |
|  |
| **Agency Name:** |
|  |
| **Agency Address:** |
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| --- |
| **Student Placement Details:** |
|  |
| **Degree: Masters Masters/PhD Stream:** Clinical |
|  |
| **Commencement Date: Proposed Completion Date:** |
|  |
| **Total Scheduled Days/Hours (7.5 hours per day):** |
|  |
| **Attendance Days and Times:** |
|  |
|  |

**Supervision Arrangements**

**Individual Day: Time:**

**Group Day: Time:**

**Primary Supervisor’s APS College Membership:**

*Please indicate your membership status using the appropriate box.*

**Clinical College *Member* *Eligible***

APAC guidelines require that a supervisor is a member of the APS Clinical College, or eligible for membership.

**Primary Supervisor’s PBA Practice Endorsement:**

*Please indicate your endorsement status using the appropriate box.*

**Clinical Endorsement  *Yes*  *No***

***Are you registered as a PBA-approved supervisor? YES NO***

**Supervisors’ CVs:**

*APAC Guidelines stipulate that universities must have a copy of all Supervisors’ CVs. Please kindly email a copy of your CV to the university placement co-ordinator.*

***Primary Supervisor***

**Has your CV been submitted? *Yes No***

***Secondary Supervisor***

**Name, role, qualifications and description of supervision contribution:**

**Has your CV been submitted? *Yes No***

**Student Requirements**

**Any special placement requirements** (e.g., driver’s licence, security clearance, vaccinations)

**General Goals of Placement**

By the end of the placement, the candidate will have demonstrated, commensurate with his/her level of professional development, that he/she is able to:

1. Apply his/her theoretical knowledge and practical skills in a professional setting. This includes a variety of assessment and intervention techniques, reporting (both written and oral), planning and consulting.

2. Fill a professional role as a junior-grade psychologist under the direction of an experienced supervisor. This includes working effectively with other staff, observing ethical, legal, and administrative requirements, and time management.

3. Describe and evaluate the organisational structure, functioning, philosophy and method of service delivery to its specified consumers. This includes discussions with supervisor(s) and other staff, analysis of micro- and macro-level systems and liaison visits to other agencies.

***1. Self-evaluation of relevant strengths at the commencement of placement:***

***2. Self-evaluation of areas for further development throughout the placement:***

**Specific Goals of Placement**

Please write goals under each of the following headings as relevant. The contract goals should reflect the expected specialist knowledge, skills and competencies of a provisional psychologist, should be as specific as possible, and should be achievable with respect to the student’s stage of development. The review mechanisms should clearly describe how it will be determined whether these goals have been achieved, and again should be as specific as possible. A sample contract is provided in the relevant handbook.

|  |  |  |
| --- | --- | --- |
| **Core Competency**  **(APAC)** | **Student Goals** | **Review Mechanisms** |
| 1. ***Knowledge of the Discipline*** | **Example.**  To gain awareness of typical courses and prognoses of disorders and be capable of developing appropriate treatment and management plans.  **1.**  **2.** | **Example.**  Discuss implications of assessment for treatment and management with supervisors. Develop and implement treatment plans for at least three clients.  **1.**  **2.** |
| 1. ***Ethical, Legal and Professional Matters*** | **Example.** To gain experience in discussing legal and professional matters (e.g., confidentiality and consent) with clients.  **1.**  **2.** | **Example.** Become familiar with the APS Code of Ethics. Clearly discuss the issues of confidentiality and consent (and their limitations) with each client and be able to answer their concerns.  **1.**  **2.** |
| 1. ***Psychological Assessment and Measurement*** | **Example.** To gain experience in the administration and interpretation of a range of psychological assessment strategies.  **1.**  **2.** | **Example.**  As well as conducting standard interviews, administer at least four formal test, such as MMPI, WAIS, WMS, where applicable.  **1.**  **2.** |
| 1. ***Intervention Strategies*** | **Example.** To gain further experience with a variety of intervention strategies and experience at least two of individual, family and group interventions  **1.**  **2.** | **Example.** Conduct therapy with at least four individual clients and with at least two families. Facilitate group therapy if possible.  **1.**  **2.** |
| 1. ***Research and Evaluation*** | **Example.** To gain further experience in the evaluation of interventions.  **1.**  **2.** | **Example.** Use standard evaluation techniques to monitor progress of therapy for at least four individual clients and at least two families.  **1.**  **2.** |
| 1. ***Communication and Interpersonal Relationships*** | **Example.** To gain experience in functioning as an independent psychologist, with close supervision.  **1.**  **2.** | **Example.** Attend weekly supervision and meetings with clinical staff. Communicate with other staff. Co-facilitate 3 training seminars.  **1.**  **2.** |

**Placement Contract Signatories**

**Once all sections of this contract have been read, and the relevant sections completed to the supervisor’s satisfaction, please sign and date below.**

*Supervisors, please note the O2 – Placement Information overleaf.*

*Students, please note the Environmental, Health and Safety document (O1 Induction Information) overleaf.*

We undersigned intend to abide by the conditions stated in this contract. If both parties agree that a particular condition of the contract is no longer feasible, it may be re-negotiated to the agreement of both parties and the university placement coordinator.

**Supervisor: Date:**

**Student: Date:**

**Placement Coordinator: Date:**

***Instruction to student:*** *Once you complete and sign, please submit this original contract to the university placement co-ordinator. We suggest that you retain a copy for yourself. You can submit in the following ways.*

Drop it off to the 12th floor office of the Redmond Barry Building (the receptionist will place it in the UMPC pigeon hole), or post it in the mail to: Placement Coordinator

University of Melbourne Psychology Clinic

14-20 Blackwood Street

The University of Melbourne

VIC 3010

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| **UOM-Pos3D_S_Sm** | **THE UNIVERSITY**  **OF MELBOURNE**  Faculty of Medicine, Dentistry and Health Sciences | **O**  **1** | **Off Campus Activities**  **Induction – prior to placement** |

**Student Placements**

Students in the Master of Psychology Clinical and Neuropsychology streams each attend placements as part of their course requirements. Both streams have a placement coordinator.

Student induction prior to commencing placement should include the following topics

* + Ensure that student has contact details of University of Melbourne Campus staff to contact if there is an emergency
  + Personal safety
    - * never compromise your personal safety
      * identify strategies (e.g. duress alarms) with supervisor
      * bullying – speak to your supervisor and/or placement coordinator
      * sexual harassment – speak to your supervisor and/or placement coordinator
  + Confirm Emergency procedures and identify Fire exits
  + Code procedures for the hospital
  + Infectious disease patients
    - * Clarify procedures if dealing with high risk population (seek education from your supervisor)
      * Clarify hospital policy and ensure that it is followed
      * Confirm details about any vaccinations required

Ensure that placement supervisor and placement coordinator are advised as soon as possible of any injury to self.

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| --- | --- | --- | --- |
| **UOM-Pos3D_S_Sm** | **THE UNIVERSITY**  **OF MELBOURNE**  Faculty of Medicine, Dentistry and Health Sciences | **O**  **2** | **Off Campus Activities**  **Placement Information** |

Dear Supervisor,

Thank you for agreeing to offer a student placement for the Faculty of Medicine, Dentistry and Health Science of the University of Melbourne (The University).

The University’s obligations and responsibilities are:

1. To plan and administer educational programs relevant to the field of study that relates to the standards of knowledge and practical experience of students.

2. To ensure that the selected students are prepared for effective participation in the placement / program.

3. To provide an induction program for students to advise students of their responsibilities which include appropriate Environment, Health and Safety information.

4. To advise students of confidentiality, privacy and other obligations including legal obligations they may be required to fulfil or undertake in respect of the placement or research program.

5. To advise students of the requirement to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.

6. To maintain Public Liability Insurance to cover the University’s legal liability to pay as compensation for personal injury or property damage, caused by an event occurring in connection with the University’s business.

7. To maintain Medical Malpractice Insurance (including Health and Veterinary Malpractice) to cover the University’s legal liability caused by any negligent act, error or omission committed by the University of Melbourne’s students in or about the conduct of the University’s business.

8. To maintain Personal Accident Insurance to cover University of Melbourne enrolled students whilst engaged on Faculty approved Work Experience, Medical, Research Electives and other Placements associated with their University course. Cover includes hospital and ancillary expenses, excluding ‘Medicare’ claimable items, such as medical consultations and x-rays. Note that the students are not covered by Workcover as students are not deemed to be ‘employees’.

By agreeing to provide a student placement or research opportunity, the host’s responsibilities are:

1. To appoint appropriately qualified and experienced personnel to undertake the role of supervisor.

2. To ensure an adequate level of supervision of the student and to promote safe systems of work.

3. To provide adequate facilities and experiences for participating students.

4. To provide an orientation program for the student and provide training in safe work procedures.

5. To ensure that the student’s physical or psychological health is not placed at risk during the placement or research program.

6. To provide information about operating safely with patients with infectious diseases if appropriate.