# Example of Placement Contract

**(example) Master of Psychology (Clinical)**

**Placement Contract**

**Trainee Psychologist:**

**Phone Contact:**

**Email Address:**

**Address:**

**AHPRA registration number:**

**Expiry date:**

**Placement (Field) Supervisor:**

**Phone Contact:**

**Email Address:**

**Address:**

**University (Internal) Supervisor:**

**Phone Contact:**

**Email Address:**

**Address:**

**Placement Period:** date – date

Mid-placement review due by: date

**Placement Type:** First /Second /Third placement

**AGENCY CHARACTERISTICS**

**X Clinic**

**Tel. (08)**

**Address**

The X clinic is a community-based service of the Y Hospital Division of Mental Health. Clients are eligible for this service if …

Clients typically present with …. . Referrals are usually from ….. Clients receive treatment on a voluntary basis, or it can be enforced via a community treatment order (CTO).

The aim of the clinic is to provide assessment, treatment, education, support, and ongoing care for the physical and mental health of referred clients. It provides a range of programs aimed at enhancing client rehabilitation and achieving stability in the community. Outside of office hours there is an acute service available to clients, the Assessment and Crisis Intervention Service (ACIS). Psychological treatment at the clinic is based on cognitive behavioural therapy models, and usually complements drug therapy and psychosocial rehabilitation services. Clients’ length of treatment can be short term grading to longer term involvement. The community care team is multidisciplinary, consisting of psychiatrists, nurses, social workers, administrative staff and a clinical psychologist.

**Z Ward**

**Tel: (08)**

**X Building, Glenside Campus,**

**226 Fullarton Road, Eastwood, SA, 5063**

Z Ward is an 18-bed open acute mental health facility managed by Y Hospital, located on the Glenside campus. The unit is part of an integrated mental health services offered within the inner southern metropolitan regions, working closely with other service providers in the region.

The team at Z Ward comprises psychiatrists, psychiatric registrars, nurses and a psychologist and social worker. The core clinical work of this facility is acute assessment and treatment. With the patients' consent, family meetings and psycho-education are offered as a routine part of treatment programs. Patients tend to present with schizophrenia, bipolar disorder, depression, obsessive-compulsive disorder and or personality disorders. They can be admitted voluntarily or by detention order.

Psychological treatment at the clinic is based on cognitive behavioural therapy models, and usually supports and complements drug therapy. Clients’ length of stay is variable. Those admitted by detention order are reviewed at 3 days, then at two further 21 day intervals. Applications for ongoing detention are made to the Guardianship Board.

**School of Psychology**

**Tel: (08) 8303 5693**

**Hughes Building, The University of Adelaide,**

**North Terrace, Adelaide, SA, 5005**

The University of Adelaide is Australia's third oldest university and offers students a broad range of academic programs and outstanding opportunities for research. The University’s School of Psychology offers a Master of Psychology (Clinical) degree, a two-year course of preparation for practice as a clinical psychologist. The Masters course is made up of three major components: specialised education in a series of topics relevant to clinical practice; three extensive placements in the field to develop professional competence under the guidance of very experienced supervisors, and a research thesis.

**GENERAL CONSIDERATIONS**

***Attendance:*** The trainee will attend 2 classes a week conducted at the University of Adelaide; Health Psychology and Advanced Child & Adult Intervention. These classes will be held all day Tuesday. For the first placement, the Trainee will be based at the X Clinic on Wednesdays and Fridays. On Thursdays the trainee will be based at the Z Ward of Glenside Hospital (refer to timetable below). The equivalent of 54 working days is required to complete the placement.

*For 2nd or 3rd placements only* As this is a (2nd or 3rd) placement, it must be noted that the University of Adelaide requires that XX of the student’s total placement hours are spent in a mentoring role within the coursework program at the University. Students will advise the dates and times in advance, and field supervisors are *requested* to accommodate this program requirement of students.

**TIMETABLE**

|  |  |  |
| --- | --- | --- |
|  | **MORNING** | **AFTERNOON** |
| **Monday** | University of Adelaide | - |
| **Tuesday** | University of Adelaide | University of Adelaide |
| **Wednesday** | X Clinic | X Clinic |
| **Thursday** | Z Ward, Glenside | Z Ward, Glenside |
| **Friday** | X Clinic | X Clinic |

**SUPERVISION**

Formal supervision will take place at (time each week). Other meetings will be negotiated as required and informal supervision will occur as required.

The Field Supervisor, Trainee and University Supervisor will meet to discuss the placement at the start and conclusion of the placement period. At these meetings the placement contract will be reviewed and signed by all parties.

**TRAINEE GOALS**

1. To gain practical experience and develop skills in all stages of psychotherapy (initial assessment to termination), especially in clients suffering from mood and anxiety disorders.
2. To observe and gain practical experience with clients suffering from (DSM-IV diagnoses)
3. To develop a clear understanding of the role of the clinical psychologist in community based and inpatient settings, and their relationship with other health professionals and agencies, clients and their families.
4. To gain practical experience of ethical and professional practice issues in clinical psychology.
5. To observe and gain practical skills in neuropsychological test administration, and gain a better understanding of the principal tools used.
6. To develop skills in effective report writing skills for a professional audience.
7. To gain a better understanding of drug treatments used in inpatient and community settings, and how this interacts with therapy.
8. To gain a better understanding of how the Mental Health Act is implemented in inpatient and community settings.

**TRAINEE ACTIVITIES**

1. To observe and participate in therapy conducted by the Field Supervisor.
2. To plan and lead cognitive behavioural therapy sessions with and without direct supervision.
3. To write case notes, psychological reports and letters as required.
4. To complete 1 (or 2) detailed but de-identified case report(s) and a placement logbook of work and supervision, for assessment at the end of the placement.
5. To attend and participate in meetings and other professional development activities appropriate to the placement.
6. To research and read relevant literature that will enhance trainee skills and assist with client interventions.
7. To learn to administer, interpret and report on specific neuropsychological tests as appropriate.
8. To help plan and conduct a group relaxation class at X.

**REVIEW MECHANISMS**

1. The Trainee will keep a detailed log-book of client contact and placement experience, to demonstrate the amount and scope of supervised practice. The logbook will document the total hours, and total face-to-face client hours, spent on placement activities.
2. There will be ongoing contact, and weekly supervision meetings, between the Field Supervisor and Trainee. The Trainee will seek advice and feedback relating to the work that is being done and the Trainee’s progress.
3. If there are any problems with the trainee’s performance or progress, the Field Supervisor will advise the Trainee as soon as possible so that efforts to rectify the situation can be made. If difficulties are ongoing or serious, both the Trainee and the Field Supervisor will contact and advise the University Supervisor as soon as possible.
4. An initial face-to-face meeting between the three parties to the placement contract (the Field Supervisor, the University Supervisor and the Trainee) will occur in many cases at the placement setting at the beginning of the placement, and also during the placement if required.
5. A Mid-placement review form will be completed by the student and Field Supervisor and if any concerns are raised, a mid-placement meeting will be arranged with the University Supervisor.
6. The end-of-placement review of completion of the contract will take place at a face-to-face meeting between the Field Supervisor, University Supervisor and Trainee, at the placement setting. This review meeting will provide the opportunity for all signatories of the contract to provide advice to other participating parties as to the completion of the placement and contract.
7. Before the end-of-placement review meeting, the Field Supervisor will have completed a written evaluation of the Trainee’s performance (see Appendix B for form), including any recommendations for the Trainee’s future development, and discussed them with the trainee.
8. Before the end-of-placement review meeting, the Trainee will have completed the placement logbook, one or two detailed case reports, and a written evaluation of the placement experience, and discussed them with the Field Supervisor, who will sign the logbook once approved.
9. These documents and a signed copy of the contract will be handed to the University Supervisor, for University records.
10. All parties must agree to, and sign, any changes to this contract.

**COMMENCEMENT OF PLACEMENT**

All parties agree to abide by the conditions of this contract:

Trainee Date

Field Supervisor Date

University Supervisor Date

**END OF PLACEMENT**

All parties agree that the conditions of this contract have been met and the goals of the placement have been achieved:

Trainee Date

Field Supervisor Date

University Supervisor Date

**DOCUMENTATION CHECKLIST**

**Received by University Supervisor prior to beginning of Placement**

Contract with Contact Details, Provisional Registration Dates, Placement Days and Times

Insurance Form signed by Placement Supervisor

**Received by University Supervisor at mid-placement**

Copy of Mid-placement review form (to be signed by all parties)

**Received by University Supervisor at End-Of-Placement Review Meeting**

Mid-Placement Review Form

Signed-Off Contract (signed by all parties)

Placement Supervisor’s Report

Placement Logbook (signed by trainee & supervisor)

Case Reports: 1 or 2

Trainee’s Written Evaluation of Placement

If **second** placement a signed code of conduct agreement

If **third** placement the logbook summary sheet and a copy of CPD log book (signed by student and University supervisor).