

PLACEMENT CONTRACT

This form needs to be completed and uploaded to InPlace within 2 weeks of placement commencement. There are 4 sections to this document:

- | | |
|-------------------------------------|--|
| 1. Placement Details | <i>To be completed with supervisor</i> |
| 2. Placement Requirements Timetable | <i>To be completed by student</i> |
| 3. Health and Safety Checklist | <i>To be completed with supervisor</i> |
| 4. Placement Goals | <i>To be completed with supervisor</i> |

SECTION 1 Placement Details

Student Name:	Student ID:																								
Course: <input type="checkbox"/> Clinical <input type="checkbox"/> Clinical Neuro																									
Year Commenced Course:	Student Mobile:																								
Unit: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Advanced Specialised/Internship																									
Placement Supervisor Name:	Supervisor phone:																								
Placement Supervisor Position:	Placement Supervisor Reg#:																								
Placement Supervisor email:																									
Placement Organisation & Address:	Anticipated # of Placement Days:																								
	Aspirational client contact hours:																								
Placement Supervisor membership/endorsement: Please indicate your APS College membership status and/or PBA endorsed area of practice.																									
	<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">APS College Member</th> <th style="text-align: center;">Eligible for APS College</th> <th style="text-align: center;">PBA Endorsment</th> </tr> </thead> <tbody> <tr> <td>Clinical</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Clinical Neuropsychology</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Forensic</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Health</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		APS College Member	Eligible for APS College	PBA Endorsment	Clinical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clinical Neuropsychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forensic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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APAC Guidelines stipulate that Universities must have a copy of all Supervisors' CVs:

Has the CV been submitted? YES NO

Supervisor status with the PBA. The supervisor has approval to supervise HDR students as:

Primary supervisor Secondary supervisor Not board approved

Placement Start Date:

Expected Completion Date:

Attendance Days and Times: (Please circle day and enter time)

Monday Time:

Tuesday Time:

Wednesday Time:

Thursday Time:

Friday Time:

Supervision Arrangements

Individual Day: Time:

Group Day: Time:

Any other special requirements (e.g., Driver's licence, security clearance etc):

SECTION 2 Placement Paperwork Requirements

Please submit the following paperwork to InPlace according to the listed timelines:

Start of Placement (within 2 weeks of commencement)

- Placement Contract
- Placement Diary/Logbook example (Introductory placement only)

Middle of Placement

- Mid and End of Placement Assessment Report (with mid-placement review results)

End of Placement (within 4 weeks of completion)

- Mid and End of Placement Assessment Report (with final-placement review results)
- Placement Diary
- Logbooks (Clinical Neuro) OR Supervision Logbook (Clinical)
- Casebooks (Clinical Neuro) OR Assessment Report (Clinical)
- Placement feedback survey (to be completed online via Moodle in last week of placement)

SECTION 3 Placement Health & Safety Checklist

Student name:

Date:

Supervisor name:

OHS rep name:

The following items should be included in your induction into the organisation as relevant, preferably within the first week of starting your placement. This list is not exhaustive and other topics may be covered and noted below.

Health and safety issues	Date
Emergency procedures, including emergency numbers	
Fire procedures and location of fire extinguishers	
Location of first aid box	
First aid arrangements (including names and phone numbers of first aiders)	
Access to OHS guidelines/policies	
Accident reporting processes and location of incident report book	
Explanation of relevant workplace hazards	
Manual handling procedures	
Dress Regulations	
After hours policy	
Identification of health & safety representative for the work area	
Location of safety policies, risk assessment and safe work procedures	
Response codes	
Policies related to home visits	
Policies related to use of work car	
Policies related to workplace harassment and intimidation	
Self-care policies e.g. patient/client suicide	
Adverse events guidelines (See Item 5.5 in HDR info Guide)	
Other issues:	

Signature of Provisional Psychologist on Placement: _____

Signature of Supervisor and/or OHS representative: _____

SECTION 4 Placement Goals

Please write goals for your placement under each of the following headings. Goals should reflect your needs as a provisional psychologist, as well as the needs specific to this placement. Goals should be written in a SMART format: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**imely. Further information about completing your goals and examples are provided in the online Research Degrees Information Guide.

Goal headings	Example of SMART goal
<p>Psychologist's Role</p> <p>To understand the psychologist's role within the placement organisation and multi-disciplinary team, and its connection to the overall delivery of services to the community.</p>	<p>Psychologist's Role</p> <p>I will meet with other disciplines on the team to discuss their roles</p> <p>I will visit three other teams in the service</p>
<p>Workload</p> <p>To have an adequate and appropriate workload as agreed to with clinical supervisor. The focus should be on direct client work, with time also spent on other related activities such as research, team meetings, preparation for clients, reflection). To complete tasks within working hours.</p>	<p>Workload</p> <p>Build to a caseload of 3 individual clients and 1 group by mid placement.</p> <p>To complete all client work such as reports within placement hours.</p>
<p>Theoretical Understanding</p> <p>To understand the relevant theories, principles and methods necessary to practice as a clinical psychologist or clinical neuropsychologist in the placement setting.</p>	<p>Theoretical Understanding</p> <p>Do relevant background reading on presenting cases and discuss with supervisor every 4 weeks.</p> <p>Attend professional development sessions within psychology department and multidisciplinary team.</p>
<p>Assessment skills and formulation (e.g. test selection, administration, history taking, and rapport)</p> <p>To select and administer appropriate assessment tools. To have exposure to a variety of assessment approaches including clinical interviewing, psychometric testing, and behavioural observation. To interpret assessment results and integrating effectively with the clinical history to develop an appropriate case formulation.</p>	<p>Assessment skills and formulation (e.g. test selection, administration, history taking, and rapport)</p> <p>Conduct 3 cognitive and personality assessments (clinical)</p> <p>Conduct 10 neuropsychological assessments (neuro)</p> <p>To provide supervisor with a formulation for each client</p>

<p>Intervention skills</p> <p>To select and providing evidence-based interventions for a range of individuals, families and groups. To have exposure to a range of interventions including feedback, psychoeducation, cognitive and behavioural techniques.</p>	<p>Intervention skills</p> <p>To offer feedback session to each client that I have assessed.</p> <p>To provide an intervention for at least 5 clients</p>
<p>Use of supervision and feedback</p> <p>To use supervision effectively by proactively addressing areas needing further professional development. Openly discuss both successes and challenges, and apply learning from supervision to clinical practice. To have opportunities to observe supervisor in their clinical work and have supervisor observe student.</p>	<p>Use of supervision and feedback</p> <p>Observe supervisor complete an assessment at the start of placement</p> <p>Meet for 1 hour each week for individual supervision and unscheduled consultation as required</p>
<p>Oral and written communication skills</p> <p>To write effective reports, letters and case notes. To demonstrate effective oral communication with clients, families, supervisor, other staff, and external people.</p>	<p>Oral and written communication skills</p> <p>To complete reports within one week of completing the assessment and case notes on the day of contact</p> <p>To reduce the number of drafts required to complete reports</p> <p>To initiate discussions with other team members with shared clients</p>

Supervisor Signature _____

Date: _____

Student Signature _____

Date: _____