



## Placement Supervision Contract

*This completed form is to be provided to Placement Coordinator.  
A copy should be retained by the student and another by the Field Supervisor.*

Name of Student \_\_\_\_\_  Year 1  Year 2

Address \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Name of Placement Agency \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Field Supervisor (Primary Supervising Psychologist) \_\_\_\_\_

Supervisor's Position in Agency \_\_\_\_\_

Additional Supervisor(s) \_\_\_\_\_

Placement Details Placement no:  1  2  3

**Type of Placement (tick all that apply)**

- (a) Population:  Elderly  Adult  Adolescent  Child
- (b) Setting:  Rural  Inpatient  Outpatient  Community Health  Mental Health
- Corrective Services  DOCS  Other \_\_\_\_\_ (specify)

*For information re target hours, placement arrangements etc, please see pp. 4,5*

**Planned Placement Period:**

From \_\_\_\_\_ to \_\_\_\_\_ Approx. no. of days in total \_\_\_\_\_

No. of days/week \_\_\_\_\_ Approx. no. of days in total \_\_\_\_\_

Hours/week of scheduled supervision \_\_\_\_\_

**Minimum target hours for this placement:**

Client Contact \_\_\_\_\_ Supervision \_\_\_\_\_ Total \_\_\_\_\_



**Supervision Arrangements**

Style of supervision (e.g. discussion, observation of supervisor, observation of student):

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Method(s) of observing student performance (e.g., direct, one-way screen, audio, video, other):

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Supervisor's requirements of student (e.g., pre-placement preparation, caseload, agency requirements, willingness re particular goals etc):

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Other issues/details

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**Placement Site Management** Approval Provided By: Name: \_\_\_\_\_

*(or attach relevant paperwork/communications authorising placement)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Field Supervisor** signature \_\_\_\_\_ Date \_\_\_\_\_

**Additional Supervisor(s)** signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**UNE Co- Supervisor** signature \_\_\_\_\_ Date \_\_\_\_\_

**Student** signature \_\_\_\_\_ Date \_\_\_\_\_

**UNE Placement Coordinator** signature \_\_\_\_\_ Date \_\_\_\_\_

## Outline of Placement Requirements

*See student course handbook for further detailed information*

MPsych (Clin) students at UNE undertake three placements in the Practicum component of the program; one at the UNE Psychology Clinic and two external placements. In total, the three placements need to fulfil the minimum requirement of the following targets:

- At least 1000 hours of supervised practical placement experience.
- At least 400 hours of the 1000 hours total to comprise face-to-face client contact time.
- At least 180 hours of the 1000 hours to comprise supervision.

These hours are usually divided between the three placements in approximately the following manner:

	<u>Client Contact</u>	<u>Supervision</u>	<u>Total hours</u>
<i>UNE Psych Clinic:</i>	100	80	300
<i>Other placement A:</i>	150	50	350
<i>Other placement B:</i>	150	50	350
<i>Total:</i>	<u>400</u>	<u>180</u>	<u>1000</u>

Placements are to be completed at a rate of 2, 3 or 4 days/week, to be negotiated between the student and the field supervisor. At a rate of 7.5 hours/day, the above hours equate approximately to 40 days in the UNE Psychology Clinic Placement, and 47 days in each of the other placements. An aim in the UNE Psychology Clinic placement is to provide thorough supervision, totalling 80 hours for the placement, in the form of both individual and group supervision.

### *Supervision*

Supervision of all placements is to involve at least one hour of direct contact between supervisor and supervisee for each day (7.5 hours) of placement. Supervision can occur in both individual (one-on-one) format and also group format. However, at least 50% of supervision is to occur in individual format.

Direct supervision contact may include communication by telephone or video conference, but such forms of supervision must not exceed 30% of the total supervision hours on any one placement (and must satisfy APS College Approval Guidelines for distance supervision).

Supervision may vary from direct supervision of the student undertaking activities to more advanced discussion of activities and cases. The form of supervision may change over time as the student gains more experience and expertise.

### *Client Contact Hours*

At least 40% of the total practicum hours is to occur in the form of direct client contact. Direct contact involves assessment, therapy, and contacts with other relevant informants (e.g., teachers). Direct client contact can occur in individual or group contexts. In rural settings, up to 100 of these 400 contact hours can be via tele/videolink. Time spent in supervision and case conferences or presentations is **not** to be considered direct client contact.

### *Other Placement Hours*

Other placement activities may include record-keeping, attendance at meetings, case presentations, research on client problems, and familiarisation with relevant aspects of the placement organisation/site.

### *Other Issues regarding Placement Hours*

Naturally, some variation in hours achieved at each of the three placements may occur. It should be noted, however, that there is no provision for purposely undertaking extra hours at any one placement with the express purpose of reducing necessary hours at subsequent placements. Each placement has its own target hours irrespective of whether greater hours might have been achieved on previous placements.

It needs to be borne in mind that these are *minimum* requirements. Furthermore, achievement of target goals re hours in any one placement would not necessarily take precedence over other concerns, such as appropriate finalisation of assessment/treatment for an individual client or outstanding supervision matters, as being the criterion upon which the decision to finalise a placement is made.

### *Supervisor Obligations on Placement*

Field Supervisors are required to oversee all activities of interns on placement. This includes close monitoring and countersigning of all written material. Note that APAC General Accreditation Standard 5.3.23 states that “All reports and case notes written by the student arising from training undertaken as part of any internal or external placement must bear the signature of the responsible supervisor”. This means that not only reports and letters must be countersigned by the supervisor, but also day-to-day case (progress) notes.

Field Supervisors are also requested to utilise the “Supervisor Comments” section of the log book. While obviously every activity will not require comment, the supervisor comments column can provide a valuable record of student progress. Consistent documentation in this area is also likely to enable timely recognition and rectification of any problems that might arise during the placement. Regular Field Supervisor comments made in relation to areas covered by the initial contract, mid-placement review and final placement review can provide continuous monitoring of these key areas.

*Thank you to all Field Supervisors for your support of the  
UNE Master of Psychology (Clinical) program*