

**University of East Anglia – ClinPsyD Programme
Record of Mid-Placement Review Meeting**

Section A: Trainee and placement details (completed by trainee in advance of MPR)

Date Form Completed:

Trainee Name:

Supervisor Name:

Advisor Name:

Placement Name and Location:

Placement Number:

Primary Client Group:

Placement Start Date:

End Date:

Section B: Pieces of Work (Completed by Trainee in Advance of MPR)

Please review progress on all pieces of work which are completed, underway, or planned:

Please ensure only general details are recorded and data is unidentifiable

ID Number	Brief description of piece of work	Planned/ Underway/ Complete?	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

The form is not meant to limit a trainee to 12 pieces of work - please describe any additional pieces of work briefly here:

Section C: Trainee Comments and MPR Agenda (Completed by Trainee in Advance of MPR)

Have you had an appropriate quantity of supervision? (BPS Guidelines stipulate 60 minutes/weekly minimum and recommend 90 minutes)

Have you had appropriate opportunities for informal contact time with your supervisor? (BPS Guidelines recommend at least 3 hours weekly)

Do you wish to provide any comments on your supervision in advance of the MPR?

Do you wish to put any other items on the agenda for discussion at the MPR?

The trainee now sends this form to the advisor who completes the rest of this form in the MPR Meeting

Section D: Checklist for advisor

To be completed by advisor during MPR

Has the supervisor's evaluation of competency form been completed, with the main points reviewed during the MPR discussion?

Has the trainee been provided with clear and balanced feedback on their performance so far?

Has the trainee had an opportunity to comment and respond to the supervisor's evaluation?

Have any learning needs identified by the supervisor in the evaluation of competency form been translated into appropriate goals for the remainder of the placement?

Has the trainee been provided with adequate and appropriate support to allow them to meet identified learning needs?

Has the trainee completed an appropriate number of pieces of work for this stage in the placement, with realistic plans for the pieces of work to be completed in the remainder of the placement?

Have you reviewed and discussed the trainee's experience of supervision and checked this is of appropriate quantity, frequency and quality?

Have you been able to discuss any agenda items made by the trainee in advance of the MPR?

Have you checked whether serious concerns are raised, either by the trainee of the supervisor, or by the supervisor of the trainee, which need to be followed up through other channels?

Have you checked the supervisor and trainee are aware of processes to provide feedback on the placement experience?

Have the supervisor and trainee considered plans for annual leave to ensure appropriate supervision arrangements are in place?

Section E: Final comments

Please enter any comments which are not captured elsewhere (please note that the supervisor's competency review form should capture objectives for next part of the placement and these do not need to be duplicated here)

Advisor signature:

Date signed:

Advisor: please and ensure this form, together with the supervisor's evaluation of competency form, is returned to the PGR office as soon as possible. *Please advise the supervisor and trainee to subsequently return the end of placement forms to you and the PGR office as soon as the placements ends: the exam board cannot formalise the outcome of a placement without this document.*