UEA ClinPsyD
October 2017 – New Placement Paperwork
Frequently Asked Questions (FAQs)

Q: Can I continue to use the old placement paperwork?

A: The new placement paperwork comes into effect for all placements starting from October 2017. After this date, please do not use the old paperwork.

Q: Isn't the new evaluation form going to take a lot more time for supervisors?

A: We envisage the process of rating competencies before an MPR will take approximately 45 minutes for a supervisor. This is likely to be significantly more than the current process; not least because, in many cases, the formal evaluation currently *only* occurs at the Mid/End of Placement Review.

The old process for competency evaluation did not achieve all of its objectives. The BPS and HCPC require supervisors to provide specific evaluative feedback about competency development; the old paperwork did not do this effectively. Further, feedback had been received from multiple supervisors that the overarching categories previously used did not 'map' onto competencies observed or developed in practice, and it was often very hard to make appropriate categorisations. This caused difficulties when supervisors needed to give *specific* feedback about *specific* competencies for trainees.

Extra length is therefore unavoidable, and although we have tried hard to keep the length of the form to a minimum, the range of competencies which trainees are required to develop is extensive.

We note that the length of the new paperwork is comparable to that used in a number of other courses which we have contacted (and in several cases is significantly shorter).

We also hope that the electronic form allows a shorter process for the end of placement review, since the supervisor can simply 'update' ratings made at MPR.

Q. How collaborative is the rating process designed to be?

A: Essentially, the evaluation of competency process is just that: an *evaluative* process. Therefore, it is primarily a supervisor led activity. However, we would expect supervisors to involve trainees in the process, to discuss feedback with trainees openly, and respond to requests for further information. Trainees should have an opportunity to comment on the final evaluation.

Q. What impact will this have on the process of MPRs?

Fundamentally the process will remain the same: the advisor will meet with the trainee and supervisor separately, and then jointly. The evaluation of competencies will be broadly reviewed. Pieces of work will be reviewed. Goals for the second half of the placement will be developed. The advisor will check and review a number of relevant issues. The advisor will keep a record of the meeting (using a revised form).

Q. What impact will this have on the process of End of Placement?

This will change only somewhat. The supervisor will complete the Evaluation of Clinical competencies form prior to the End of Placement review meeting. This will be reviewed jointly with the trainee in the meeting, and feedback will be given. The trainee will be encouraged to give feedback to the supervisor on their placement experience also. The trainee will discuss their cumulative logbook with the supervisor (and email them a copy to which they will reply with an email to confirm it is accurate). The trainee will then send the end of placement documentation to the PGR office.

Q. Is any special software needed to use the forms?

The forms should be opened in a relatively up-to-date version of Adobe Acrobat reader using a PC or Mac. The forms may not open properly in other viewers or mobile devices. If you are struggling, the forms can be printed and completed by hand. Please let us know about any technical issues you have with the forms.

Q. How have you responded to supervisor feedback in developing the forms?

Persistent/repeated themes in supervisor feedback were a significant driver for reviewing and developing these new forms in the first place. This was particularly in response to persistent feedback that the breadth and non-specificity of the previous form meant identifying specific weaknesses or strengths was difficult.

As we have developed the forms, we have circulated the forms around a number of supervisors across the region, who have provided feeedback to the course. Please be assured we have reviewed all comments and queries, and responded to these to the best of our ability. We continue to welcome supervisor feedback on the forms.

Q. Aren't you going to lose something by not requiring trainees to also provide feedback to the supervisor/UEA in a form?

The placement handbook stresses that trainees are expected to give appropriate feedback to their supervisor throughout the placement, but specifically would be expected to do this at the end of placement. However, the old feedback forms often generated an unnecessary level of detail around practicalities where no concerns were expressed by either trainee or supervisor.

However, we recognise that there may be important feedback about specific issues that trainees and supervisors wish to share with the course. Therefore, we have developed an *optional* form (one for trainees, one for supervisors), which trainees can use to give feedback to UEA at any point during or after placement. This is not an anonymous system as we will likely need to respond to feedback received.

Please also note that problems or concerns which develop during the placement should be communicated to the relevant people on the course *as soon as possible*. This applies equally to supervisors and trainees. There is no need to wait for a certain point in placement, and no need to use a specific form. Early identification of problems is to everybody's benefit.

The HEE student survey, as well as the CPFT placement survey process, provide further information to UEA on the 'macro' level of placement quality and experiences, and form part of the wider governance process.

Q. Who can I contact at UEA to discuss the forms?

We hope you'll like the new forms and appreciate the reasons for asking you to complete them. If you want to send us feedback, or ask questions, please contact Peter Beazley – p.beazley@uea.ac.uk