

New UEA ClinPsyD Clinical Placement Paperwork

Effective from October 2017

Name of form	Purpose of form	Who completes?	When is it completed?	Is it essential?	What happens to it?
Placement Contract	To ensure that the supervisor and trainee are aware of basic expectations in regards to the placement, and that appropriate work is planned and agreed	Supervisor and trainee jointly	Within two weeks of the start of placement	Yes	Sent to PGR office & advisor. Reviewed by trainee and supervisor throughout placement. Trainee keeps a copy for their records.
Supervisor's Evaluation of Clinical Competency form	To record the supervisor's evaluation of the trainee's development of competencies. At the end of placement, the form also makes a recommendation to the examination board regarding placement outcome	Supervisor; shared with trainee.	At MPR and again at End of Placement (at end of placement the supervisor may 'append' to a copy of the form completed at MPR)	Yes. The version completed at the end of placement is required for the examination board to pass the placement.	Trainee or supervisor sends to PGR office at the end of placement. Advisor ensures file has been sent. Trainee keeps a copy for their records.
Trainee's Cumulative Logbook of Placement Experiences and Competencies	To record the work completed by the trainee on placement, as well as their own development of specific clinical competencies in relation to this work, including self- evaluation	Trainee	Cumulatively throughout placement Reviewed at MPR and End of Placement	Yes. The BPS requires trainees to keep a logbook of work completed and associated development of competencies.	Trainee keeps cumulative copy throughout placement. Trainee emails latest copy to supervisor at end of placement who replies with email confirmation that it is accurate.
Advisor's record of MPR form	To record essential components of discussion at MPR in relation to progression of placement	Advisor	During or shortly after MPR	Yes. The form acts as an important check that processes are being followed and the trainee is receiving appropriate support as the placement progresses	The advisor sends the form to the PGR office, trainee and supervisor. The PGR office keep a record on the trainee's file.
Trainee's placement feedback form	To allow an explicit mechanism for trainees to feed back comments to the course about their placement experiences	Trainee	At any point	No	The form is reviewed by course staff who take appropriate action
Supervisor's feedback form	To allow an explicit mechanism for supervisors to feed back comments about issues not relating to the evaluation of specific trainees to the course	Supervisor	At any point	No	The form is reviewed by course staff who take appropriate action