

## University of East Anglia – ClinPsyD Programme Placement Contract Template

This form is designed to clearly outline expectations from both trainee and supervisor in regards to the learning opportunities that will be available on this placement. Ordinarily, this form must be completed and submitted to the PGR office within two weeks of the placement start date.

### Section A: Trainee and Supervisor Details

Trainee Name:  Date of Form:

Supervisor Name:  Placement No:

Advisor Name:

Placement Name and Location:

Placement Start Date:  Placement End Date:

Which curriculum area will be developed by this placement?

### Section B: Induction Procedures

Please discuss and alert trainees to all areas below and tick when complete, considering both trust and local policies and procedures:

- Health and Safety       Fire/Emergency Procedures       Dress code
- Service procedures for clinical notes/report writing
- Relevant considerations for working with the specific client group
- Process for obtaining and recording informed consent (including for recording and for use of clinical material for academic purposes)
- Service Management and Operational Structures
- Ethnic and Cultural considerations in clients who use this service

Please document the expected weekly plan for the trainee below:

Day	Morning	Afternoon
<b>Monday</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<b>Tuesday</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<b>Wednesday</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<b>Thursday</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<b>Friday</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

## Section C: Opportunities for Competency Development on Placement

**A. Psychological Assessment**

**B. Psychological Formulations**

**C. Intervention Skills**

**D. Communication and Teaching Skills**

**F. Organisational/Systemic Influence and Leadership**

[N.B. Section E – Personal & Professional Skills and Values is expected to be evidenced on all placements]

Please indicate specific objectives and goals in each area. These should be worded 'The trainee will understand', or 'The trainee will know', or 'The trainee will be able to'. Please refer to feedback from previous placements in developing these goals.

**A. Psychological Assessment**

**B. Psychological Formulations**

**C. Intervention Skills**

**D. Communication and Teaching Skills**

**E. Personal and Professional Skills**

**F. Organisational/Systemic Influence and Leadership**

## Section D: Planned Pieces of Work

**Please use this section to identify the current pieces of work which are planned for this placement.**  
*Please note the number of pieces of work planned at this stage may vary depending on the placement. This can include pieces of work where a client has not yet been identified (e.g. 'A neuropsychology assessment'; 'Running three case consultation groups').*

## Section E: Observation

**What opportunities for observation will occur on this placement?** Please consider both observation of the supervisor by trainee, and observation of the trainee by supervisor. Most placements would be expected to include observation using review of audio or video recording of clinical cases (reviewed in supervision). Methods may also include use of formal rating scales such as the CTS-R and other validated measures. Please note that BPS Standards specify that 'trainees must have the opportunity to observe the work of their supervisors; supervisors must observe the work of trainees.'

## Section E: Final Remarks

**Please confirm the following:**

- The trainee and supervisor have discussed the UEA pieces of work that may be completed as part of this placement (e.g. case report) and also the other UEA assignments completed during study days
- The trainee and supervisor have discussed the process for logging competency development, both by the supervisor (in the evaluation of competency document) and the trainee (in the cumulative log of placement experiences and competencies)
- The trainee and supervisor have agreed a supervision pattern/arrangement which ensures the minimum standards of supervision are met (formal supervision at least one hour weekly [90 mins recommended] with at least three hours of available 'contact time' per week)
- The trainee and supervisor have discussed plans for annual leave, and appropriate cover arrangements for supervision are in place
- The trainee and supervisor have discussed the process of observation, providing feedback, and the process of assessment against core competencies
- The supervisor has discussed with the trainee any suggested contemporary literature relevant to the placement experience
- The supervisor agrees to undertake the placement in accordance with the BPS Guidelines on Clinical Supervision (available via the BPS website)

**Supervisor, once you have agreed this form, please sign in the box below:**

Date

**Trainee, once you have agreed this form, please sign in the box below:**

Date

**Once this form has been completed and signed, the trainee should email a copy to:**

- PGR Office
- Clinical Supervisor
- UEA advisor