<table>
<thead>
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<th>PLACEMENT #</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th># HOURS</th>
<th>240</th>
<th>336</th>
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<td>PLACEMENT DAYS</td>
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<td>TUE</td>
<td>WED</td>
<td>THU</td>
<td>FRI</td>
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<td>PLACEMENT SITE</td>
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<td></td>
<td></td>
<td></td>
<td>DATE END</td>
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<tr>
<td>SUPERVISOR (S)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DATE MPR</td>
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<tr>
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**Formal Supervision Times**

<table>
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<tr>
<th>Individual</th>
<th>Group</th>
<th>Other</th>
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</table>

**General Goals**

Separate supervisor and supervisee goals can be specified

**Specific Goals**

**Other Contributions**

e.g. taking on tasks to assist your supervisor or the organisation
SUPERVISION METHODS

Supervision may be conducted through providing feedback and direction in:

- Review of audio/video taped sessions, viewing through a one-way screen or co-therapy, as required by the supervisor
- Case Discussion
- Role Play of interventions
- Professional conduct and presentation.
- Teaching new skills, methods and theoretical understanding
- Material for reading
- Review of reports, progress notes, letters and files.
- Professional, ethical and legal issues and areas of relevance to the work
- Other:

NB. Personal disclosure is not required in supervision and you have the right to refuse to contract for supervision that requires personal disclosure beyond what you are willing to make. However, should your performance be adversely affected by personal circumstances, your supervisor will need to know in order to make allowances for this in your evaluation. It also needs to be noted that the supervisor cannot provide counselling or therapy. Your supervisor may be able to assist you in finding an appropriate referral to a therapist should you feel this would be helpful to you.

SUPERVISOR’S RESPONSIBILITIES

The supervisor has the responsibility to:

1. Develop the provisional or registered psychologist’s competency in the practice of clinical psychology to a level expected early in their professional career.
2. Protect “the health and safety of members of the public” in accordance with the Psychologists Act, 2001.

This means that a supervisor has facilitative, quality assurance and evaluative roles and functions. Supervisors are responsible for:

- Developing and maintaining a strong supervisory alliance that provides a safe place in which the provisional psychologist/psychologist can develop their professional skills and identity.
- Ensuring the provisional or registered psychologist’s work duties provide a sufficient experience of psychology service delivery to meet requirements for their program and professional development needs.
- Ensuring that opportunities are provided to develop competence to the level required.
- Ensuring the provisional or registered psychologist acquires a thorough knowledge of professional conduct and ethics and rigorously applies these standards in their work.
- Demonstrating and training skills and competencies, and providing guidance for development as required.
- Monitoring and ensuring the proper standards of the work of the provisional or registered psychologist through observation, taping, and/or discussion of cases.
- Providing direction as to readings to enhance skills and theoretical understanding of the work.
- Bringing to attention performance difficulties that directly affect the provisional or registered psychologist’s clinical work and recommend a course of action to address the difficulties.
- Providing timely feedback on progress, particularly in areas of concern, in an ongoing manner, on daily logs, and formally at Mid-Placement and the end of the Placement.
- Reporting to the placement coordinator or the assigned University representative at Mid-Placement Review when a provisional or registered psychologist is not meeting requirements or there are concerns about the provisional psychologist’s/psychologist’s professional or clinical progress.
- Developing a remediation plan to rectify any concerns, documenting all such concerns and planned action. If problems are not rectified quickly, notifying the placement coordinator or assigned University representative.
- Documenting issues of concern and storing these in a secure location to enable clear records to be kept for evaluation purposes as required by the University.
- Intervening directly if the client’s welfare is at risk.
- Ensuring all reports written by the provisional or registered psychologist are co-signed by the supervisor, or supervisor’s nominee.
- Providing access to supervision when supervisor is off-site.

PROVISIONAL PSYCHOLOGIST’S RESPONSIBILITIES

The supervisor is legally and ethically responsible the provisional or registered psychologist’s work, but only if the supervisor has knowingly endorsed that work. The provisional or registered psychologist remains responsible for his/her own actions. You are responsible for:

- Maintaining confidentiality of all client material and not removing any confidential material from the Clinic at any time.
• Identifying your personal goals and negotiating processes for achieving them.
• Reliably attending the placement and supervision.
• Being punctual and prepared for sessions with clients and for supervision.
• Being open to learning and feedback.
• Keeping your supervisor informed of all aspects of your work.
• Being open to taped and live observation by supervisors.
• Recognising that the supervisor carries accountability for your supervised work, necessitating adherence to the supervisor’s reasonable instructions.
• Cooperating with ethical problem solving procedures.
• Functioning professionally.
• Gaining your supervisor’s or nominee’s co-signature on all reports, letters etc. leaving the Unit.
• Consulting your supervisor immediately if in doubt about any aspect of service delivery, or where clients are at risk.
• Notifying the placement coordinator or a member of the CPU if there are unresolved problems with a supervisor.
• Completing all necessary documentation, such as logs, and submitting this to your supervisor on time.
• Following the ethical guidelines of the Psychology Board of Australia.
• Completing and submitting the provisional or registered psychologist’s Evaluation Form located in the External Placement Manual, which evaluates the placement experience and the supervisory experience, at the completion of the placement. You will also be asked for verbal feedback by your supervisor and the assigned University representative at your Mid-Placement Review and at placement completion.

DIFFICULTIES AND DISPUTES

Where a supervisor has concerns about a provisional psychologist’s functioning, development or performance, these must be raised first with the provisional or registered psychologist concerned, documented, and brought to the attention of the Placement coordinator at the University of Sydney. Where these concerns are serious, with the potential to affect the provisional or registered psychologist’s continued progression in the placement, or involve possible impairment of a provisional or registered psychologist, they need to be brought to the attention of Clinical Psychology Unit, where a decision can be made as to the best way to proceed. Serious concerns may need to be reported to the Psychology Board of Australia.

The Codes of Ethics and the Supervision Guidelines of the Psychology Board of Australia state that where a provisional or registered psychologist has any concerns with either their supervisor’s professional conduct or their conduct of supervision, the provisional or registered psychologist should initially attempt to discuss these concerns and possible remedies with the supervisor through the supervision process. If the provisional or registered psychologist is unable to raise such concerns directly with the supervisor, they are encouraged to discuss them with the placement coordinator or Director of Clinical Training. If the issue is still unresolved, a meeting with the supervisor, provisional or registered psychologist and the Placement coordinator can be arranged.

Where issues arise in supervision, sessions may be recorded by electronic means to ensure an accurate record. Extra support for both parties can be obtained with the involvement of the Placement coordinator at the University of Sydney, who may assist through mediation. With the approval of the Clinical Psychology Unit, a change of supervisor may be negotiated where efforts to resolve the issues have been unsuccessful.

METHODS OF EVALUATION

Feedback will be provided in session and on daily supervision log sheets regarding clinical and professional performance. Provisional psychologists/psychologists will also be evaluated on their capacity to work collaboratively with peers and in supervision. A formal evaluation will be conducted at Mid-placement and at the end of the placement. These formal evaluations may be delayed to provide an opportunity to further develop specific areas or skills. Further formal evaluation sessions may also be included to track progress. Provisional psychologists/psychologists need to complete an anonymous evaluation of the placement, including the supervision process, at the completion of the placement. This is in the External Placement Manual.

SIGNATURES

I AGREE TO ADHERE STRICTLY TO THIS CONTRACT AND THE POLICIES AND PROCEDURES OF ____________________________ (organisation)

AND TO SEEK CLARIFICATION OF THESE BY MY SUPERVISOR WHERE NECESSARY.

SUPERVISOR PROVISIONAL PSYCHOLOGIST / PSYCHOLOGIST DATE