



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Master of Professional Psychology Practice
5+1 Internship Program

Placement Information Handbook 2019

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Contact Information

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General Information

This handbook can be accessed via my.CMI (student website <https://my.cairnmillar.edu.au/>).

Students MUST be registered as Provisional Psychologists AHPRA before commencing their study program.

The placement program for the +1 year involves the following people:

1. The Course Chair and Placement Coordinator
2. CMI Clinical Primary Supervisor
3. The Psychology Board of Australia

Supervised Placement 1, 2, and 3 (PPP1, PPP2 & PPP3) is designed to meet the requirements for full generalist registration with the Psychologist Board of Australia.

However, before you the commencement of the Internship Program, it is a requirement to undertake the Unit PPPO “*Internship Planning and Preparation*” to enable you to submit all AHPRA requirements and documentations. The Unit Guide for PPPO (2019) is found on CANVAS.

AIM OF PLACEMENT:

The aim of placement is to provide the Intern with the following:

1. Experience with a wide range of client problems, age ranges (including children, adolescents and adults) in clinical settings.
2. A range of professional skills
3. Awareness of professional issues in community centers, schools, institutional care and medical and non-medical agencies
4. Various psychological tasks with clients, including assessment, counselling, writing case notes and reports
5. An environment that is a psychological and generalist (not clinical) in nature.

Guidelines for the +1 Internship Program

The sixth year is a supervised practice (internship) year and involves three components:

1. **Psychological practice** carried out in an approved professional setting
2. **Supervision** by a Board approved principal supervisor (with the option of secondary supervisor)
3. **Professional development** activities that engage the provisional psychologist in active training designed to enhance learning.

Students will need to check out the **additional fees** that apply to the Internship program with the Student Registrar.

Internship Planning and Preparation (PPPO)

Unit Description

A statement of unit aims and objectives:

The aim of this unit (PPPO) is to prepare students for the final year of supervised psychological practice (+1 internship program) before registration. The unit will assist students in the preparation and writing up their Internship Program Plan (INPP-76) Section F, to comply with AHPRA's requirements for psychological practice (the eight core competencies). Students will work from a previously generated position description (whilst waiting for confirmation of their placement) to prepare and complete their written document.

Moreover, this unit will give students a nuanced understanding of aspects of psychological practice. It will equip students with knowledge of the benefits and challenges of working in private practice and elements to consider when establishing or joining a practice as an early career psychologist. The unit will further develop students' understanding of how to get the most out of the supervisory relationship and students will be encouraged to consider their own supervision needs as they enter their internship year.

This unit also facilitates students' practical abilities to cope with the unique demands of being an intern psychologist. Students will receive guidance on self-care strategies and ways to manage any potential anxiety and stress associated with internship.

Student Learning Outcomes

After successful completion of this unit, student will be able to write up and submit their Internship Program Plan (INPP-76) and be able to:

Knowledge/Skills

- a) Demonstrate overall knowledge of the discipline including psychological principals, theories of individual and systemic functioning change and psychopathology as it relates to their placement
- b) Demonstrate their knowledge to work within the professional and ethical guidelines of The Psychology Board of Australia as it relates to their placement
- c) Select appropriate psychometric tools that enable description, conceptualisation, and prediction of relevant aspects of a client's functioning
- d) Demonstrate an understanding of the major psychological interventions applied in evidence-based practice
- e) Apply critical analysis to evaluate and apply findings from scientific publications in psychology to working with clients
- f) Convey, appraise and interpret information in both oral and written formats
- g) Interact on a professional level with a wide range of client groups and other professionals

Learning Outcomes for this Unit

- h) Develop an awareness of the relationship between the components of psychological practice and the actual requirements of a place of employment
- i) Demonstrate skills in assessing the needs of the organization in relation to the fundamental components of psychological practice
- j) Identify the value and limitations of working in private practice
- k) Appreciate the importance of self-care as an intern in psychological practice.

The administrative Unit Outline/Guide for PPP0 is found on CANVAS.

Supervised Placement 1, 2 & 3 (PPP1, PPP 2 & PPP 3)

One or two external placements are required to meet The Psychology Board requirements. The **+1 Internship Program** requirements across the placement include:

- **Contact hours (1,360 hours)**
 - Minimum 40% (500 hours) direct client-related activities.
 - Minimum 60% (860 hours) client related activities that may be focused on skills acquisition activities, including simulated learning activities.
- **Supervision (80 hours)**
 - Individual (50 hours) One-hour weekly one-on-one session with principal supervisor.
 - Group (30 hours) Two-hour fortnightly group supervision on Monday.
- **Professional Development**
 - 60 hours in the form of workshops and seminars while on placement
- **Placement**
 - Minimum 2 days per week or otherwise as arranged by the placement agency/school.

Additional Assessments:

- **For TEQSA:**
 - Write a risk assessment of a client you are working with, using the Suicide and Self Harm Risk Assessment Form (page 15 to 17 of this booklet).
 - Present one cognitive / or personality power point presentation report in group supervision using the traditional method of case report in group supervision.
- **For AHPRA:**
 - Eight audio visual recordings/observations (approx. one per month/refer to Unit Outline) for training purposes only. This is not graded as Pass/Fail and does not need to be submitted to AHPRA.
 - Completed logbooks, the six-month progress report (PRF1-76) and the first case report at 680 hours of placement. This can be either an assessment and/or intervention.
 - Second case report either an assessment and/or intervention, at the 1,000 hours of placement without fail to avoid delays with generalist registration.
 - Completed logbooks with Final assessment of competence-PACF-76 according to the Psychology Board requirements as outlined in the *Guidelines for 5+1 Internship Program for Provisional Psychologists and Supervisors (2013)*.

Breakdown of Supervised Placement credit points is as follows:

1. PPP1= 35 credit points (Semester 1)
2. PPP2= 35 credit points (Semester 2)

3. PPP3 = 25 credit points (Summer School)
4. PPP0 = 5 credit points (Summer School in the previous year)

TOTAL CREDIT POINTS OF the MPPP PROGRAM = 100 points

PLEASE NOTE: The 50 hours of individual supervision are spread amongst the three supervised placements. For example, PPP1 and PPP2 are around 18 hours of supervision each, whilst PPP3 is 14 hours. This provides you with adequate individual supervision hours during each semester.

Please note if you exceed your supervision hours, you may incur additional personal supervision costs. Group supervision quite often exceeds 30 hours.

Guide to Applying for Placement

1. Students to hand in complete the **Pre-Placement Preference Form** with four options to the Placement Coordinator the year prior to commencing the Internship. The closing date will be advised. Late applications delay the starting date of placement.
2. Arrange to meet with the Placement Coordinator to discuss preferences for placement experiences. Appointments can be made via front desk.
3. Prepare a professional style résumé and a cover letter to suit the Agency/School to which you are applying. Remember Cairnmillar students compete with students from all over Melbourne for placement positions, so these need to be carefully prepared (refer to additional notes below).
4. Send the resume and cover letters to the Placement Coordinator for forwarding to the Agency/School. The closing date for this will be advised.

Note: That student should not approach agencies/schools directly regarding placement opportunities.

5. Following consultation with the Placement Coordinator, an application(s) for the student will be forwarded to Placement Agencies/School.
6. An interview between the student and the Agency/School representative may be arranged. If the interview is successful, a commencement date will be organised between the two parties.
7. Keep the Placement Coordinator informed at all time of any interview arrangements.
8. Present to your Agency/School interview on time, well dressed (this is a professional position you are seeking), be courteous and considerate with your responses during the interview.
9. Inform the Placement Coordinator of interview outcome.

Additional information when applying placement:

1. Students need to ensure that they maintain an updated CV always.
2. Remember that the reader will be a busy person and does not need extensive description of the work you have done.
3. Key headings in your CV can include: contact details, current employment, voluntary work, employment history, qualifications, scholarships and awards, memberships of professional organisations, and training workshops attended.
4. Cover letter: Demonstrates an understanding of the work conducted in the Agency/School; suggest how a placement at the Agency/School could enhance your

training; what you bring to the situation and what you hope to gain from being placed there.

5. Cover letter: It is generally short, concise and only 1 page.

Forms and Documentation

1. Obtain a position description for the role of provisional psychologist either at an agency and/or school.
2. Develop an **Internship Plan (INPP-76)** with the aim of meeting the Psychology Board's requirements in relation to the 8 core competencies as to how these can be met at the place of work (refer to the *Guidelines for 5+1 Internship Program for Provisional Psychologists and Supervisors 2013*).
3. Your Internship Plan needs to be signed by your primary and secondary supervisor before submission.
4. Ensure that you include with your Internship Plan the Off-site Supervisory Arrangements letter which needs to be signed by your workplace manager/supervisor/mentor and your primary supervisor.

Additional procedures when arranging placement

The following checks are required to be submitted through InPlace **prior** to commencing placement. Failure to do so may jeopardize your placement and your opportunity to see clients. Detailed instructions on how to submit your checks through InPlace are detailed below under "InPlace".

Provisional Registration

Prior to commencing any coursework, students must be registered as a probationary psychologist with the Psychology Board of Australia (PsyBA). Information in regard to the application process can be obtained from <http://www.psychologyboard.gov.au/Registration.aspx>

Completion of this application can be onerous and often requires a considerable input of time. Students are advised to start their application process as soon as they have a letter confirming their enrollment in the course. Once registered, students will be required to upload a copy of their **Certificate of Registration** from the Australian Health Practitioners Regulation Authority (AHPRA) onto InPlace of which their Placement Coordinator or supervisor will verify.

Please note that probationary registration needs to be renewed annually. Without an up-to-date registration, students are not permitted to continue with their placement.

Police Check

Many placement agencies require students to pass a Police Check prior to being accepted for placement. Students are responsible to secure this Police Check themselves and are advised to allow up to 3 weeks for process. Please note that if your Police Checks is 12 months after issue, you will need to provide a statutory declaration stating that there has been no disclosable court outcomes since the date of the police check. Information about the application of Police Check is available from:

http://www.police.vic.gov.au/content.asp?Document_ID=274

Students are eligible for a reduced fee as long as the Institute validates the form. Once approved, students will be required to upload a copy of their Police Check and Statutory Declaration onto InPlace of which their Placement Coordinator or Supervisor will verify.

Working with Children's Check (WWC)

As of June 30th 2008, it is mandatory for all psychologists working with children to hold a current WWC. As you may be working with children, we require you to apply for a check, keeping in mind that it is free (you can select the 'volunteer' box). Information about the application WWC is available from:

<http://www.justice.vic.gov.au/workingwithchildren/home/about+the+check/>

Once the WWC has been approved, students are required to upload a copy onto InPlace of which their Placement Coordinator or Supervisor will verify.

Insurance

Insurance cover only pertains to enrolled students. Students are advised not to let their enrollment lapse.

Students are covered under the Cairnmillar Institute's Public Liability and Professional Indemnity insurance policies whilst on external placement, fieldwork or other work undertaken in Australia in connection with a course or approved research work, with the knowledge and consent of the Institute. Although Workover cannot cover students, they are covered to the extent permitted by legislation, under the Cairnmillar Institute's Personal Accident and Travel Policy.

Note: Students **must** maintain their enrollment for the duration of placement. Professional Indemnity Insurance is a mandated requirement for all practitioners, including provisional psychologists. If you do not have insurance cover you are at great risk financially and personally and you are in breach of your obligations under the Health Practitioner Regulation National Law (the National Law).

Student Role at Placement

Students are expected to submit two case studies (assessment and intervention), logbook, 6 and 12 month progress reports according to the Psychology Board requirements as outlined in the *Guidelines for 5+1 Internship Program for Provisional Psychologists and Supervisors (2013)*.

Students will not pass the placement unit unless all documentation is submitted to the Psychology Board of Australia and to The Cairnmillar Institute via InPlace. Detailed Instructions are listed in the InPlace description below.

Students should ensure they retain their own copies of all relevant placement paperwork.

Submission deadlines for Placement Paperwork

Prior to submission, please ensure that all paperwork is properly completed and signed by all required parties.

1. +1 Internship Placement Contract (Form A): within 21 days of commencement via InPlace and one copy via email to alexa.kambouropoulos@cairnmillar.edu.au

2. All other documentation is to be organised and submitted to the Psychology Board via the clinical primary supervisor, as well as onto InPlace.

IMPORTANT NOTE: Students **MUST** keep a copy of each finalised AHPRA assessment document / form in their OneDrive folder **BEFORE** submitting to AHPRA in preparation for uploading to InPlace. Along with copies of any other requirements on the list in the link below. It is a Cairnmillar Institute requirement that a record of each finalised document for the internship is kept and accessible. A student will not be able to complete the requirements of their internship if any assessments are not received. Refer to my.CMI for a full list: <https://my.cairnmillar.edu.au/knowledgebase/placement-documents-required-to-be-uploaded-to-inplace-for-mppp-internship/>

Student while at placement:

1. All leave (placement/CMI) needs to be approved by Cairnmillar, including the Course Chair/Placement Coordinator and clinical supervisor.
2. Promptly attend to emails sent by the Institute – 2-3 working days is acceptable and not a week. Hence emails need to be checked regularly.
3. Before the commencement of the placement program, students must register as provisional psychologists with AHPRA.
4. On commencing placement, the student is to begin a logbook as stipulated by the Psychology Board, (refer to *Guidelines for 5+1 Internship Program for Provisional Psychologists and Supervisors 2013*)
5. Students are required to attend ongoing supervision with Agency/School representative and or their allocated CMI Clinical Supervisor. Failure to do so can jeopardise the placement. It is the responsibility of the student to organise these meetings. Students are expected to carry out remedial action recommended by the supervisor.

Student Work Ethic at placement:

1. Interns need to behave professionally always, as they would in paid employment. Some things to bear in mind include:
 - Being punctual to work and meetings
 - Always being mindful of your role as a trainee, not a consultant
 - Addressing staff by their titles
 - Returning phone calls and email promptly
 - Regularly thanking supervisors for their input
 - Not being openly critical of agency practices
 - Making time to get to know reception and administration support staff
 - Dressing in a way that shows you take your job seriously
 - Actively seeking out and or offering to complete additional tasks during quiet times

NOTE: In the past trainees have been dismissed from placement because of the above points.

2. Interns should familiarise themselves with the ethical and conduct guidelines of the APS.

3. Please note that it is CMI obligation to mandatory report students' misconduct whilst enrolled at the Institute.

Agency Role at Placement

The role of the Agency/School representative is to:

1. Help interns orientate themselves within the agency/school setting. This includes giving a background to the agency/school and its functions (including type of client and problems seen, services offered, professional and administrative procedures, emergency procedures); introducing student to other staff members; helping student to define his/her role within the agency/school.
2. Help select suitable clients for the intern.
3. Support the intern in during their time at agency/school. Ideally, placement should be over 2 days and ideally, students will receive one hour of supervision per week.
4. Provide the intern with ongoing feedback concerning functioning within the Agency/School and suggest remedial action when necessary.
5. Allow the intern to provide feedback regarding the Agency/School and supervision.
6. Make alternative arrangements for the intern to receive support within the Agency/School when the representative is unable to meet this commitment.
7. To speak with intern Primary supervisor and or CMI Liaison Officer regarding the progress and any other unaddressed problems.
8. Clinical supervisor(s) must be registered psychologists with at least 2 years post-registration experience.
9. It is desirable that supervisors are registered as a supervisor with the PsyBA.
10. Provide a copy of current resume, including some evidence of supervision experience or training.
11. Attendance arrangements at the Agency/School are a matter for negotiation between students and the supervisor.

In such negotiations, the needs of the agency and of the agency's clients must be at the forefront. Thus, students are expected to conduct themselves in a professional manner around questions of vacation or other absences. From the point of view of continuity of service (and also from the pragmatic point of view of accumulating sufficient hours and days of experience), students would normally be in their placements during part (or sometimes even most) of Cairnmillar Institute vacation time. Also refer to the "Arrangements for Cairnmillar Institute Students on Placement" document for a general overview of placement conditions and arrangements.

Guidelines for Supervision

Supervisors and interns are encouraged to spend time during the first few weeks revisiting the Internship Plan to enable them to achieve the 8 core competencies required as stipulated by the Psychology Board.

The Supervision Contract/Agreement (This section is found in Form A)

Supervisors and interns are encouraged to spend time over the first few sessions developing a mutually acceptable Supervision Contract which is found in Form A. This process makes it easier to establish clear guidelines about appropriate forms of assessment or interventions, as well as practical expectations such as days and hours of attendance, administrative duties and presence at agency meetings.

Making the most out of supervision

The Supervision Contract/Agreement focuses on what you want to learn during your placement and relates to the content of your developmental plan. However, it is also important to consider how you learn when establishing your supervision contract, which relates more to your process of learning and how the supervisory relationship can most effectively support your development.

As you proceed along this pathway to becoming a practising professional, you are expected and encouraged to take an active role in your learning. One way to do that is to identify the processes and practices that contribute most effectively to your learning. Consider the following questions:

How do I learn most effectively?

- Conceptualising/ theorising
- Reflecting
- Doing
- Experimenting

What do I want or need from my supervisor?

- Support, encouragement
- Guidance, direction
- Ideas, suggested reading, etc.

What style of supervisory relationship would best meet my needs at this stage of my development?

- Adviser
- Coach
- Collaborator
- Demonstrator
- Facilitator

What blocks my learning?

- Performance anxiety?
- Wanting to 'get it right'?
- Fear of being judged?
- When the information seems irrelevant?

For example:

- Do I prefer to be guided, and given concrete direction or examples?
- Do I want the opportunity to talk through my ideas and reflect on what I'm doing and why?
- Would I prefer to practice difficult scenarios in supervision, through role-play, etc.?

- Do I need more support, encouragement and a focus on what I'm doing well at this stage?
- Do I want to be challenged, or introduced to other perspectives and ideas, and focus more on areas to develop further?

There is no 'right' or 'wrong' way to learn and having different needs at different stages of your development is common. It is likely that you will want a combination of all the above in your supervision. However, it is important to identify and understand your key needs at any given time. This will enable you to discuss and negotiate your learning objectives more effectively, including both the content and process of supervision.

Reference

Carroll, M., & Gilbert, M.C. (2006). On Being A Supervisee: Creating Learning Partnerships. PsychOz Publications, Victoria, Australia.

This book is a useful resource and recommended reading. A copy of this book is available through the Cairnmillar Library.

InPlace

All placement forms are available to download from [my.CMI](#).

InPlace is our placement documentation management system. It is an online web-based solution for allocating and managing students in work placements, allowing all users to log into a single fully integrated system showing a consistent and current view of all placement related activity.

Once you are enrolled in a placement unit, you will receive an activation email with your username and password to log into InPlace. If you have not received log in details, please contact helpdesk@cairnmillar.edu.au or the Placement Administration Support Officer.

How to Access InPlace

You can access InPlace via the homepage of [my.CMI](#) student website or otherwise through the access URL: <https://cairnmillar-prod.inplace.com.au>.

Submitting Agency Preferences

This process takes place during MPP. For any external students, please refer to the MPP Placement Handbook for the preference selection procedure.

Any questions or concerns relating to the Preference Selection process can be directed to your Placement Coordinator.

Submitting your Pre-Placement Documentation

By clicking on your logged in name (top right-hand corner of screen) scroll to "My Details" you will be taken to your student detail page. Under "Psychology - Additional Information".

Click the "+" on each item required, then fill in the required information including the date of issue, expiry date if applicable, reference number, any comments, and then uploading an original or **certified** copy of your document before clicking **save**.

Once your documents have been checked, you will then receive a message in your home screen confirming if your document has been "verified" or "rejected" and why. If your

document has been rejected, you are required to promptly attend to the problem stated and re-load the correct document.

Send an email to your placement coordinator and to placements@cairnmillar.edu.au to advise that your documents have been uploaded.

Entering in your Learning Goals and Printing Form A

Once you have confirmed your placement, you can start to think about your placement learning goals with or before seeing your supervisor.

From the home screen, click on “Confirmed” from along the top ribbon, this will bring up your confirmed placements. Click on the relevant placement and this will take you to the page to fill in your Learning Goals.

You will need to cut and paste them from InPlace into your Form A or vice versa. Once completed, you can print them off and update and re-print if/when necessary.

Once your learning goals are confirmed, print off your Form A and make sure your placement details are correct, such as start and end date. **Remember to take your Form A to your Start Up meeting for signing.**

Submitting Completed Placement Documents

All signed and final documentation:

- Form A – Contract
- 6 month Report & Logbook (PRF1-76)
- 680hr first case report
- 1000hr second case report
- 12 month report and logbook (Final assessment of competence-PACF-76)
- Risk Assessment
- Power Point Case Report form
- National Psychology Exam
- Client case notes cover letter (share via OneDrive link with School Admin Officer)

These documents are required to be submitted through InPlace under the correct Placement Agency. Please visit my.CMI for a complete detailed and most update list of documents required to be submitted and uploaded:

<https://my.cairnmillar.edu.au/knowledgebase/placement-documents-required-to-be-uploaded-to-inplace-for-mppp-internship/>

Before Submitting documents to AHPRA

Students should ensure they retain their own copies of all relevant placement paperwork and save all placement related documentation in their OneDrive accounts.

It is imperative for an APAC audit which can happen any time.

Client Case Notes: Client case notes must be submitted via OneDrive link to the School Administration Officer, with a separate de-identified folder for each client. Client Case notes cover letter must be uploaded to InPlace even if not submitting case notes to CMI.

Please note: only one file attachment is able to be uploaded for each required document. The scanners at Cairnmillar can scan your large documents including double sided, as one pdf and email directly to your student email account.

Tip: To reduce the file size, open your document, select file – save as other – reduced size pdf – ok.

From the home screen, click on “Confirmed” from along the top ribbon, this will bring up your confirmed placements. Click on the relevant placement and this will take you to the page to upload your placement documentation. Or click directly on the placement name on the homepage. Click the “+” on each item and upload accordingly. Click **save**.

Send an email to your placement coordinator and to placements@cairnmillar.edu.au to advise that your documents have been uploaded.

Please note: placement units cannot be marked as completed until all paperwork has been checked through InPlace.

Information and File Management for Provisional Psychologists

Report of Confidential Information

It is a requirement that any Psychologist (Provisional or fully registered) obtain permission from a guardian/ parent prior to doing any assessment of a child under the age of 16. This is normally obtained via the school's Student Support Service Coordinator. It is recommended that written information be provided to the parent as to how the assessment will be conducted and how the information will be reported. No information can be obtained from or released to a third party without the specific consent of the parent, represented in a signed Consent to Release Information form. The third party and the target client must be specifically identified on the signed consent form. With respect to Cognitive Assessment, it is recommended that profiles be reported in terms of the identified range of functioning (e.g., 'Average'; 'High Average'; 'Borderline' etc.) rather than as raw or scaled scores. The exception to this may be when the report is for funding purposes and the Department specifically requests Scaled Scores.

It is a requirement of the Board that all written reports are counter-signed by the supervising psychologist. As such it is the responsibility of the Supervisor to check the content of all written reports. If a Supervisor does not feel they have the necessary knowledge base in relation to any aspect of their supervision then it is their responsibility to notify Cairnmillar Institute Placement Coordinator so that any support structures or training can be implemented or conducted. It is also the responsibility of the Supervisor to attend the training programs provided for supervisors.

Provisional psychologist employed by the School

If the Provisional Psychologist is employed by the school then the property they produce (i.e., file information; assessment forms, etc.) is the property of the school. The School Principal is ultimately responsible for the storage of files in a confidential manner and may need to be informed of this fact, provided with advice about suitable storage, and required to sign an agreement that the files should not be released to anyone other than another Psychologist. This should be signed by the Principal and a copy kept by both Cairnmillar and the School.

Provisional psychologist contracted to the School and or Agency with a placement supervision contract

If the Provisional Psychologist is contracted into the school and or an agency under supervision provided by Cairnmillar Institute, then it is the Provisional Psychologist and his/her Supervisor who is the owner of the files. In which case, it is the Provisional Psychologist and Cairnmillar Institute are responsible for the confidential storage of files in the manner as specified in the Australian Psychological Society Psychologist's records: Management, ownership and access (2012).

At the conclusion of the placement, the provisional psychologist is required to save all the client information on file as an electronic PDF format so that the information can be easily downloaded to a memory stick but not altered. The memory stick should be placed into a plastic sleeve with a letter giving the name of the student, the commencement and final date of the placement as well as the agency and supervisor's name. It then should be provided to the Cairnmillar Placement Administrative Support Officer for archiving.

With the client's guardian's consent, the provisional psychologist should provide a brief summary of the client's treatment progress to the school for reference at the end of the placement. In the case that the provisional psychologist is unable to obtain consent from the client's guardian, the provisional psychologist is to provide a brief note stating the start and end date of his/her contact with the client and that the client's guardian has refused to give consent for the provisional psychologist to provide a brief summary to the school.

Additional Important Information

At Risk Guidelines

When a client has been previously seen by a psychologist or counsellor:

Prior to seeing the client:

1. When a Provisional Psychologist is referred a client, they need to refer to the client's previous file information pertaining to the client.
2. Obtain the contact details of:
 - Next of kin
 - GP
 - Psychologist
 - Relative
 - School Principal
3. If the information in the file indicates complex needs, the Provisional Psychologist seeks to ascertain from the file information what support structures have been put in place for the client (e.g., parents; school; government or nongovernment agencies).
4. If other more trained personnel have been involved with the client, and there is an indication of the client being at risk, then the Provisional Psychologist seeks to establish communication with the other worker to clarify what level of support is needed or currently in place.
5. The Provisional Psychologist discusses these things with their supervisor in order to plan their involvement.

When a client has not been previously seen by a psychologist or counsellor:

When first seeing any client:

1. First and foremost check to see if there are any emergency processes and protocols already established in the school or agency around 'Risk Management & Critical Incidents'. For example, they may have a critical incident manual in the school.
2. Prior to seeing the client for any form of consultation the Provisional Psychologist needs to obtain the following information:
 - Next of kin
 - GP
 - Psychologist
 - Relative
 - School Principal
3. Determine if there is any file information regarding the client's needs. Look for what issues and support structures have been in place.
4. The Provisional Psychologist first sees a client (every client) they explain to the client the limits of confidentiality (especially specifying that everything is strictly confidential unless they are at risk of self-harm or harm to others). If they are communicating this to a child, keep it simple and at their level. Provisional Psychologists are to now use all the updated Cairnmillar Institute forms for consistency across the three streams.

5. If risk of harm is mentioned for the first time during the session – the Provisional Psychologist immediately takes necessary steps to engage a more senior Psychologist or other specialist.
6. The Provisional Psychologist discusses these things with his/ her supervisor in order to plan their involvement.
7. If there is no time available to discuss with supervisor then consider the following:
 - a. First establish a safe relationship prior to contact with parent etc., in order to make sure that the Provisional Psychologist has checked with the client prior to making contact with a support person, that the parent or guardian is a safe person to tell.
 - b. The possibility of notifying parent, next of kin, Principal of the school (if it is a school) or GP.
 - c. If the parent is contacted and they do not want any medical support implemented then arrange for the parent or next of kin to come and pick up their son or daughter.
 - d. If necessary, consider calling or approaching other community services to obtain guidance and support (e.g., call the Emergency Department of nearest hospital for guidance as to what to do; or call any of the following: ECAT; Triple Zero; Mental Health Triage).
8. The Provisional Psychologist to ensure that they should never be stuck with a client at the end of school or clinic hours.
9. Consider the need to implement Safety Plan before the child returns to the school. Discuss with your Supervisor what needs to be incorporated into the Safety Plan.
10. The Provisional Psychologist prepares a succinct written statement for the client to sign at the commencement of any counselling. The written statement is to include:

Name of client: _____

Provision of the following telephone contact details:

- Next of kin
- GP
- Psychologist
- Relative
- School Principal (if applicable)

Statement regarding limits of confidentiality:

Everything discussed within the counselling sessions is strictly confidential unless you are at risk of self-harm or harm to others.

If you are at risk of harm I will be obliged to immediately take necessary steps to engage a more senior psychologist, other specialist, or support personnel.

I have read and agree to the above conditions.

Signature of client: _____

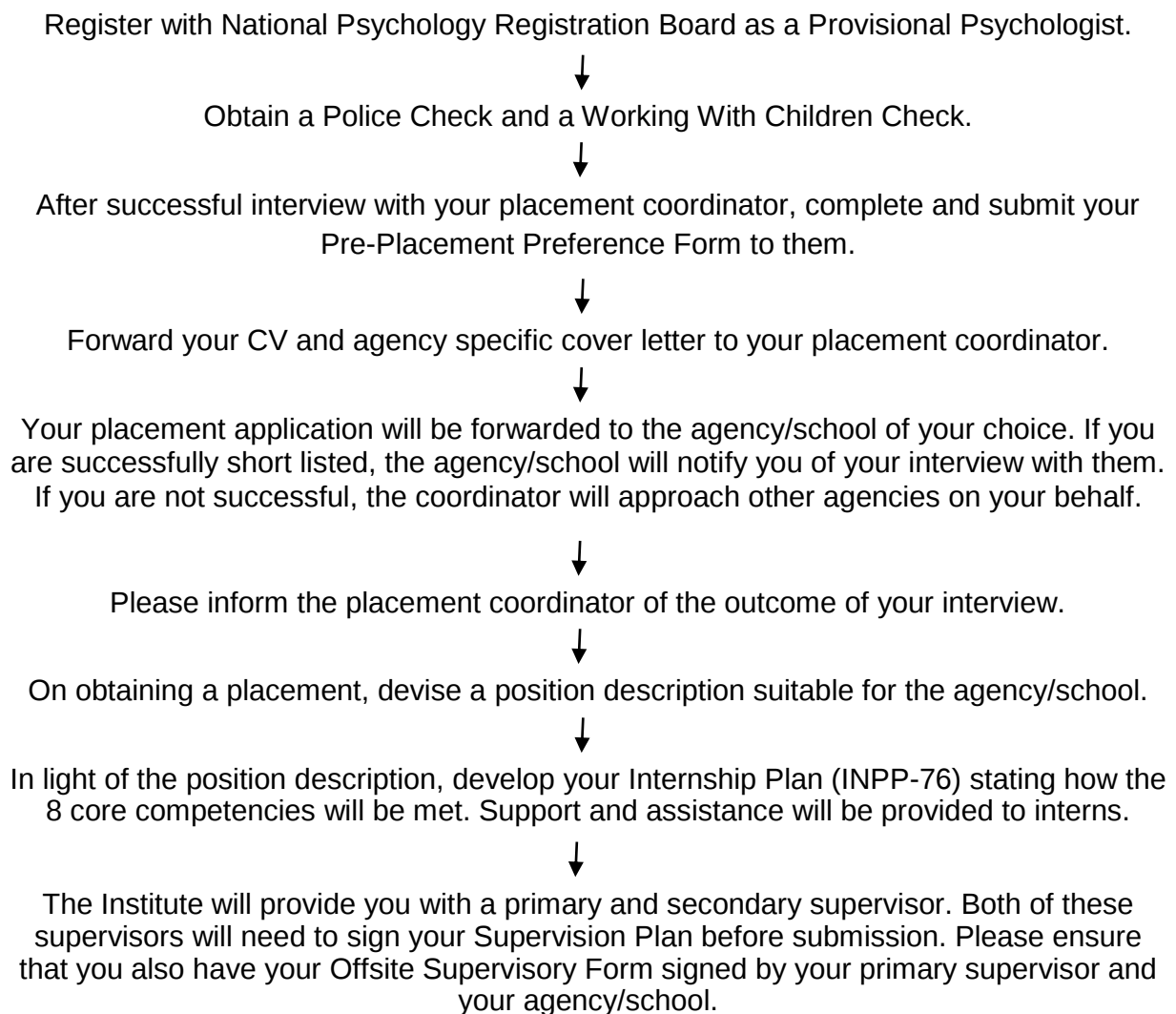
Date: _____

Additional Clinical Backup

If the appropriate staff (i.e., Supervisor, Head/ Deputy of the School, etc.) is unavailable to support a provisional psychologist or take crises counselling, then additional provision should be made available to the provisional psychologist.

If all else fails, call The Cairnmillar Institute on 9813 3400 and make it clear to the receptionist that the matter is an urgent risk matter and that they need to speak to their supervisor. If this is not possible in this instance, there are a pool of supportive clinician's, including the Head of School and Executive Director who would be willing to talk with the Provisional Psychologist.

Appendix 1 – Flow Chart for Placement



Appendix 2 – Confidentiality Agreement

Definitions

For the purposes of this agreement, the following definitions apply:

'Placement' means a counselling or work placement, fieldwork, placement or other professional placement that is undertaken as part of your course requirements, or the requirements for a unit in which you are enrolled.

'Agency' means a Hospital, Company, Local Council, Community Centre or other institution or organisation including one within the Institute at which the student is undertaking the placement. In the Confidentiality Undertaking, the expression, 'the Agency', refers to any Agency at which the student is undertaking a placement.

'Confidential information' means:

- a) Personal information or an opinion about an individual whose identity is apparent or can be reasonably ascertained from the information or opinion whether true or not. That is, information which allows an individual to be identified; or
- b) Any information that the Agency specifies as confidential; or
- c) Any information not on the public record and not available upon request that allows an individual or Agency to be identified.

This means material that can either be immediately identifiable (that is, an individual's or Agency's identity is immediately apparent from the information) or potentially identifiable (where further processes are required to determine the identity of an individual or Agency). Confidential information is not limited to written or electronic records or information conveyed verbally. It can appear in any form and be recorded on any medium. It may include such things as photographs, video recordings, x-rays or finger prints.

'Placement Coordinator' means the Institute staff member nominated to coordinate the placement activities of the student.

'Work Education Unit' means the main office that deals with all work place matters/concerns/issues.

Introduction

Privacy and the protection of confidential information is a serious issue and one of which all students need to be aware when undertaking a placement. Failure to do so can have legal ramifications. Students also need to be aware that confidentiality still applies after the placement has been completed. Confidential information learned whilst on placement should not be divulged at any time including during Institute based learning, without prior permission of the Agency.

Students are required to abide by the confidentiality procedures of the Agency at which the placement is being undertaken. Therefore, the following agreement has been developed to ensure students are aware of their responsibilities with regard to maintaining confidentiality of materials.

Students should also be aware of any Code of Ethics or Code of Conduct governing their discipline. In some cases there are specific legislative requirements of which students should be aware; for example, section 141 of the Health Services Act 1988 governing confidentiality and the Legal Practice Act 1996 and relevant Practice Rules.

This agreement has been developed as a means by which the Institute may ensure that you understand your responsibilities. If you do not understand any part of this document or if you

have uncertainties about its interpretation or application during the placement, you should discuss the matter with your Placement Coordinator. Please read the Confidentiality Undertakings carefully.

Confidentiality Undertakings

- (i) I will seek out and comply with the laws, regulations, procedures and policies of the Agency relating to confidentiality.
- (ii) I will not disclose confidential information to any third party without the prior permission of the Agency.
- (iii) I will not use confidential information for any purpose other than the placement unless advised by my Placement Coordinator that ethics approval has been obtained for other specified uses.
- (iv) I will not remove original files, test booklets, forms or other confidential documents from the Agency without the written permission of the Agency.
- (v) I understand that I must obtain permission from the Agency in order to make copies of information required for the purpose of the placement.
- (vi) Unless I receive permission from the Agency to do otherwise, I will delete confidential information from ALL materials before they are removed from the Agency. This includes informal notes, transcripts of sessions, videos, tape recordings and any other material in any form recorded on any medium.
- (vii) I will remove all confidential details before transmitting information via electronic means such as facsimile, internet and email transmissions. I understand that information may only be transmitted after obtaining permission from the Agency.
- (viii) I understand that I must obtain permission from my Placement Coordinator to forward documents containing personal information concerning clients to the Agency and to do this only via Certified Mail.
- (ix) I understand that my obligations under this Agreement continue to have full force and effect when I am no longer an enrolled student of Cairnmillar Institute.

Suicide / Self Harm Risk Assessment Form

Date: _____ Client Name: _____ Case No: _____
Person completing assessment - Name: _____ Role: _____

Client Details:

Date of Birth: _____ Age: _____ Sex: M ☐ F ☐

Address: _____

Telephone: _____ Mobile: _____ Other: _____

Person at Risk (if different to client named above):

Date of Birth: _____ Age: _____ Sex: M ☐ F ☐

Relationship to Client: _____

Details if Different Above: _____

Type of Risk (tick all that apply, fill out relevant template/s and attach):

Suicide/Self Harm	☐	Harm to Others	☐
Family Violence	☐	Child at Risk	☐
Acute Mental Health	☐		
Other (specify)	☐		

Checklist:

Consult supervisor/manager	☐
Complete and attach specific risk assessment forms	☐
Safety plan completed	☐
Advise other internal programs	☐
Copy to client file	☐
Copy to Supervisor	☐
Copy to Manager/CEO	☐
Recorded on IRIS (Include place where case notes / forms are filed).	☐

Medications:

Other Professional Involved: (Eg. GP, Psychiatrist, caseworker)

Tick box if they have been consulted.

Name:	Role:	Tel:	
Agency Name:			☐
Agency Address:			
Name:	Role:	Tel:	
Agency Name:			
Agency Address:			☐
Name:	Role:	Tel:	
Agency Name:			
Agency Address:			☐

Client Presentation / Mental State: (Include mood, anxiety, depressive symptoms, other mental illness, aggression, impulsivity, presence of polarized thinking and/or thought constriction / tunnel vision, energy levels and motivation, sleep patterns).

Physical Health Status:

Alcohol and / or Other Drug Use:

Losses: (Recent loss? Anniversary of loss?)

Abuse History and / or Family Violence: Y ☐ N ☐

Suicide / Self Harm:

Describe Client's Suicidal Ideation or Self Harm Behaviour:

Does the client have a current suicide plan? Y ☐ N ☐ (If yes, give details)

Does the client have a means to enact the suicide plan? Y ☐ N ☐ (If yes, give details)

Past Suicidal / Self Harm Behaviour:

Has the client ever attempted suicide in the past? Y ☐ N ☐ (If yes, give details)

Has the client ever engaged in self harm and/or risk taking behaviour? Y ☐ N ☐

Has anyone in the client's network attempted or completed suicide? Y ☐ N ☐

Resources / Supports: (Eg. Employment, quality of relationship with family/friends).

Level of Risk:

Very High ☐

High ☐

Moderate ☐

Low ☐

Suicide:

Actions Taken

Safety Plan

Other Relevant Information

Recommendation

Name of person completing assessment:

Date:

Sign: _____

Manager Name:

Date:

Sign: _____