

School of Psychology
Counselling & Psychotherapy

Master of Professional Psychology Practice

Course Information & Placement Handbook

2022 Cohort

Course Code: PY092

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Master of Professional Psychology Practice (MPPP) degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- [Placement Information Handbook](#) (refer to page 14)
- [Student Policies](#)

These handbooks provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish to assure you of an enjoyable and rewarding professional experience.



Professor Louise Roufeil
Head of School



Dr Alexa Kambouropoulos
Course Coordinator, Master of Professional Psychology Practice

The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Master of Professional Psychology Practice (6th Year)

The Master of Professional Psychology Practice (MPPP) fully incorporates the 5+1 pathway to general registration as a psychologist with the Australian Health Practitioners Agency (AHPRA). In the first year of the course, students undertake and must successfully complete the Master of Professional Psychology. The second year comprises the Psychology Board of Australia internship program (+1) during which students develop psychotherapeutic skills, professional knowledge, and experience in psychological practice.

On successful completion of the degree, graduates will have completed supervised field placements, undertaken individual and group supervision, and acquired the professional skills to meet the requirements for the '5+1 internship model' for generalist registration as a psychologist.

Although this course is a pathway to full registration as a general psychologist for fourth year graduates, APAC cannot accredit Internship Programs. For this reason, this is not an APAC accredited postgraduate course of study. More specifically, the 5th year (1st year MPP) of the MPPP is APAC accredited, but the internship year is not (2nd year MPPP).

Entry Requirements

Applicants must have successfully completed an (APAC) accredited fifth year course in psychology with Distinction average and be eligible to hold provisional registration as a psychologist with the Psychology Board of Australia.

Duration of the Course

This course is designed to be completed within one-year full-time (unit sequence is a guide only). Part time completion of the MPPP course is not recommended. If in exceptional circumstances, part-time enrolment is allowed, it is expected that this will be completed in no more than 3 years. For further information about the part-time course structure, please contact the [Course Coordinator](#).

Selection

For entry into the program, students are required to have successfully completed their fifth year program (Master of Professional Psychology) and demonstrated readiness to undertake the PsyBA +1 Internship Program.

- ✦ On approval by the Course Coordinator, students are required to submit their placement preference for their Internship.

Professional Standards

Australian Psychological Society "Code of Ethics" (2007)

You must have a thorough knowledge of this document which is available from the APS. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended. In addition to discussing ethical and legal dilemmas with your

supervisor, the APS also has a *Professional Affairs* director who is available to members for consultation on such matters.

A full copy of the 2007 edition of the Code of Ethics can be obtained [online](#).

Graduate Learning Outcomes

Graduates of the Cairnmillar Institute's Master of Professional Psychology Practice are highly sought after for their academic acumen and professional suitability. Students who satisfactorily complete the MPPP will have achieved advanced knowledge and skills in the following areas of study:

- Demonstrate the capabilities required for registration as a psychologist
- Analyse, articulate and synthesise psychology as a systematic body of knowledge
- Analyse, synthesise and critically reflect on psychological constructs, models and theories
- Administer and interpret a comprehensive range of psychological tests and assessments
- Demonstrate effective oral and written communication and critical thinking skills for different audiences
- Apply a range of evidence-based psychotherapies
- Liaise and collaborate with other mental health and allied health professionals in a range of organisational contexts and applied settings

Career Opportunities

On general registration as a psychologist, graduates can seek career opportunities in many health sectors, such as private practice, forensic, organisational, rehabilitation, corrections, education, and community-based agencies.

More information about Specialist Careers Advice for current students and alumni can be found on my.CMI. See: [Career Guidance](#) on my.CMI.

Professional Recognition

Graduates can apply through AHPRA for general registration as a psychologist, and become a member of the APS (Australian Psychological Society)

Supervised Placement 1, 2, and 3 (INT601, INT602 & INT603) is designed to meet the requirements for full generalist registration with the Psychology Board of Australia.

More information about professional registration can be found on my.CMI: [Professional Registration FAQs](#) on my.CMI.

Course Structure & Credit Points

The Master of Professional Psychology Practice program has been designed to be completed on a full-time basis in two years. The full-time course structure is as follows:

Year 1 (5th Year) Master of Professional Psychology

Semester	Unit Code	Unit Title	Credit Points	Recognition for Prior Learning
1	MPP500	Intervention Competencies & Workplace Practices	1	RPL*
1	MPP501	Professional Practice Issues	1	RPL*
1	MPP502	Foundations in Psychological Assessment & Psychopathology	1	RPL*
1	MPP561	Practicum & Supervised Placement 1	1	RPL*
2	MPP503	Advanced Skills in Psychological Assessment & Psychopathology	2	RPL*
2	MPP504	Psychological Treatment Models	2	RPL*
2	MPP550	Research Project	2	RPL*
2	MPP562	Practicum & Supervised Placement 2	2	RPL*

*Units undertaken in the Master of Professional Psychology degree (5th Year)

Year 2 (6th Year) Master of Professional Psychology Practice Supervised Professional Placement / Internship Year

Semester	Unit Code	Unit Title	Credit Points
Summer School	INT600	Internship Planning & Preparation	5
S1	INT601	Supervised Professional Placement 1	35
S2	INT602	Supervised Professional Placement 2	35
Summer School	INT603	Supervised Professional Placement 3	25

Course Details: 200 total credit points (5th & 6th year)

Coursework: 67.5 credit points or 33.75% of the course

Research: 12.5 credit points or 6.25% of course

Practical Placement: 120 credit points or 60% of course

Prerequisite Unit/s: MPP500, MPP501, MPP502, MPP503, MPP504, MPP550, MPP561, MPP562 (Completed during the Master of Professional Psychology).

Coursework Units

Each of the units of study are detailed below. Please note students must pass all units before being eligible to graduate.

- **INT600 (Internship Planning and Preparation)**

The unit Internship Planning and Preparation focuses on the preparation of the +1 PsyBA Internship Program and increase student's awareness of the relationship between the eight components of psychological practice and the requirements of employment/placement. Students are taught the written skills necessary to complete each individual competency section of the Internship Program Plan (INPP-76). Further, students will be required to submit Section F of the Internship Program Plan (INPP-76) (as part of their final assessment) from a Position Description that will be provided.

- **INT601, INT602, INT603 (Supervised Placement)**

Supervised Placement is an external placement and students are referred to the Cairnmillar Institute Placement Information Handbook. These are all supervised by a Board Approved Supervisor. Group supervision is another component to the supervised placement and students are referred to the 'Group Supervision Unit Outline' for details pertaining to Group Supervision (the outline is on CANVAS).

Individual supervision meets the requirements of the Psychology Board of Australia. In relation to group supervision, students will attend a 2-hour fortnightly session. This provides opportunities to think about, plan for and work with issues and dilemmas experienced by the intern while on placement. Further, group supervision enable interns to identify legal and ethical issues, provide a space for peer discussion of case material, including the presentation of case reports, and planning and preparation of the National Psychology Exam.

Additionally, the purpose of these units is to ensure the student is making progress towards the psychological goals set out in their Internship Program Plan (INPP-76).

Please note: Information on Placements and the Course Requirements are provided in the Master of Professional Psychology Practice / +1 Internship Placement Information Handbook (page 14 of this document).

As students are enrolled on a semester basis, there will be hurdle requirements to ensure you receive a satisfactory for your academic record. Please read the Placement Information section carefully.

Eligibility for General Registration

Psychology Board of Australia

To be eligible for general registration an applicant:

- a) Must have successfully completed a Board-approved qualification
- b) Must meet the eligibility requirements of the legislation, including any registration standard set by the Board
- c) Submission of two major case reports (Assessment and Intervention)
- d) Submit evidence of completion of a Board-approved examination

The Cairnmillar Institute Master of Professional Psychology Practice Mock National Psychology Examination

In line with the introduction of a National Psychological Examination, and to adequately prepare students, all students can attend the NPE workshops organised by Cairnmillar and sit a Mock NPE prior to sitting the NPE.

The Mock NPE will be a formal exam covering content from all the MPPP coursework units.

Please refer to the unit outlines for INT601 and INT602 for further detail.

Master of Professional Psychology Practice Examination Guidelines

The examination will be multiple-choice and short answer questions and is expected to be three hours in duration with a likely 150 questions.

The questions will be designed to test the application of psychology knowledge taught within the MPPP coursework units. It will avoid testing the recall of knowledge, but rather assess reasoning in applying knowledge to actual psychological case studies. The examination will assume the foundation knowledge of the first four years of training (i.e. in the undergraduate curriculum) but will not specifically test that knowledge.

Test items will be mostly in the format of:

- a) A vignette or scenario
- b) A lead-in questions
- c) A set of five options, of which one is the best answer and four are distracters.

Sample item

A 48-year old man is referred to you by the local Workover agency for an assessment of his ability to return to work following an industrial accident. The accident involved the man injuring his leg on an industrial site in which part of scaffolding fell, injuring two other men and resulting in the death of a third workmate. The referral mentions continuing pain in the leg, difficulty sleeping, and marital conflict.

What would you have as your primary hypothesis as to the diagnosis?

- a) Primary insomnia
- b) Post-traumatic stress disorder
- c) Generalized anxiety disorder
- d) Adjustment disorder
- e) Pain disorder

Sample questions and further detailed instructions will be issued prior to the proposed examination.

The purpose of the MPPP formal examination is twofold:

1. To prepare students for the National Psychology Exam
2. To ensure the measurement of a minimum level of *'applied professional knowledge'*.

Accordingly, there will be no grade awarded for the MPPP Exam; only a pass or fail. In other words, the proposed MPPP Exam is a hurdle requirement for successful completion of the course and for graduation.

Placement Information

For information regarding placements, please refer to Page 16 of this handbook.

Enrolment Conditions

See also: [Enrolment Conditions](#) on myCMI for a copy of the current enrolment conditions. You must agree to the conditions of enrolment every time you enrol in a unit of study.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Unit Coordinator via email. Planned absences of several weeks should also be discussed with your Unit Coordinator. Students who miss more than three classes, should make an appointment to discuss their attendance with the Unit Coordinator. It is important that you raise any concerns about meeting study commitments with the [Course Coordinator](#).

Note: we consider classes* to include any mode of online engagement or scheduled synchronous activity unless otherwise specified in the unit outline.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures are published on the [Cairnmillar website](#).

Submission of Written Work

All written assessment tasks must be prepared in [Microsoft Word](#) and submitted via [Canvas](#). Please refer to the Unit Outlines on [Canvas](#) and the [Assessment Style Guides and Formatting](#) guide on myCMI for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see [APA Style Referencing](#). Case reports/studies require client anonymity and confidentiality.

See also [Assessment Style Guides and Formatting](#) on myCMI.

Assessment Grades & Records

Final results for each unit will be calculated, then published on the [Paradigm Enrolment Portal](#) by the relevant results [publication date](#).

See [myCMI](#) for information on [results publication](#).

Extensions

An extension of up to 10 business days may be granted for assignments where there is evidence of unexpected disruptions in the student's available work time. Applications must be made via the [Assignment Extension Form](#) on myCMI 48 hours before the assignment due date, and is valid only after it has been approved by the Unit Coordinator.

See [myCMI](#) for more information on how to apply for an [assignment extension](#).

Special Consideration

Special consideration may be granted in situations where an extension of more than 10 business days is required, where an extension is not possible (such as an exam or in-class work that has been missed), or where there are ongoing circumstances that require multiple reasonable adjustments (e.g., all assessments requiring an extension). See [myCMI](#) for more information on how to apply for [special consideration](#).

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on [Canvas](#) for information regarding word limits for each assessment task.

Late Submissions

The penalty for late submissions is 5% per day (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%).

Work handed in more than one week late will not normally be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been awarded an extension. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

See also: [Late Assessment Submissions](#) on myCMI.

Samples of Work

Samples of student work may be taken for purposes of course accreditation. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous study, skills or experience.

See [myCMI](#) for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's [grade-mark schema](#) on myCMI.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's [Academic Integrity and Student Conduct Policy and Procedures](#). See [myCMI](#) for more information about [Academic Integrity](#) at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on Canvas prior to beginning classes at Cairnmillar. Please see [here on myCMI](#) for more details.

Course Progress

Please see '[Academic Integrity and Progress Review Hearings](#)' on myCMI for detailed information on Cairnmillar's academic integrity and progress procedure.

Policies & Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our [school website](#). Detailed supporting information, guides and forms can be found on the student website, [myCMI](#).

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the [Australian Copyright Council's](#) website for full information on this topic.

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended.

A full copy of the current edition of the [Code of Ethics](#) can be obtained on the [APS website](#).

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see '[Counselling for Students](#)' on myCMI

Academic & Writing Support for Students

Please see '[English and Academic Writing Support](#)' and '[APA Support and Study Skills](#)' on my.CMI

Other Support Services

A searchable list of other support services can be found on myCMI. See: [Support for Students](#)

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from myCMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#).

Please see [Fees and FEE-HELP FAQs](#) on my.CMI for more information.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or
- other conditions as specified in the [Enrolment Conditions](#).

See [myCMI](#) for details on Cairnmillar's [Academic Progress](#) procedure.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course of study at least at a PASS level;
- have all placement documentation up to date, signed off, and uploaded to myPlacement;
- submit the relevant intention to graduate form by the due date.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

For more information see: [Completion and Conferral on myCMI](#)

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers. Appointments about Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on myCMI for more information.

Office 365

All students have access to [Office 365](#) while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage. Find more information on [Office 365](#) on my.CMI.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See: [Accessing your Cairnmillar Student Email on myCMI for full details](#).

Students should also regularly check or sign up for email [reminders on Canvas Announcements](#) and review the regular [Student Newsletter](#).

Computer & Printer Access

Each student has their own personal [OneDrive](#) account which can be accessed across any computer.

Please see '[Computer Access at Cairnmillar](#)' for more information.

Please see '[Printing/Copying at Cairnmillar](#)' on my.CMI for more information.

Placement Information Handbook

Please refer to the student website, [my.CMI](#) to access your placement resources.

Placement Coordinator: Dr Alexa Kambouropoulos

Email: alexa.kambouropoulos@cairnmillar.edu.au

Phone: (03) 9813 3400

Work Days: Mon – Fri

Placement Administrative Support Officer: Jenaya Du Toit

Email: placements@cairnmillar.edu.au

Phone: (03) 9813 3400

Work Days: Mon – Fri

Students **MUST** be registered as Provisional Psychologists with AHPRA before commencing this program.

The placement program for the +1 year involves the following individuals/organisations:

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

Supervised Placement 1, 2, and 3 (INT601, INT602 & INT603) is designed to meet the requirements for full generalist registration with the Psychology Board of Australia.

However, before the commencement of the Internship Program, it is a requirement to undertake the Unit INT600 “*Internship Planning and Preparation*” to enable you to submit all AHPRA requirements and documents. The Unit Guide for INT600 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 presentations, age ranges (including children, adolescents and adults) in clinical settings.
2. A range of professional skills
3. Awareness of professional issues in community centres, 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.

[Fees](#) that apply to the Internship program are published on our webpage.

Internship Planning and Preparation (INT600)

Unit Description

A statement of unit aims and objectives:

The aim of this unit (INT600) 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.
- l) Prepare all internship documentation required by AHPRA
- m) Submit the Internship Program Plan (INPP-76) as part of the assessment

Supervised Placement 1, 2 & 3 (INT601, INT602 & INT603)

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**
 - Preferably 4 days per week or otherwise as arranged by the placement agency/school.

You can access internship resources via [Canvas](#).

Additional Assessments:

- **For TEQSA (Tertiary Education Quality & Standards Agency) Internal Examination:**
 - Present two case reports (one assessment and one intervention) to be submitted at 1200 hours of placement submitted via [Canvas](#)
- **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- 6 and 12-month (LBPP-76) and progress reports (PRF1-76)
 - 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 1000 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)*.
 - The placement assessment documentation (except for 2 x 1200 hr case reports submitted via [Canvas](#)) above must be submitted via [myPlacement](#) prior to submission to AHPRA

Supervised Placement Credit Points:

1. INT600 = 5 credit points (Summer School in the previous year Nov-Feb)
2. INT601= 35 credit points (Semester 1 Feb-Jun)
3. INT602= 35 credit points (Semester 2 Jul-Nov)
4. INT603 =25 credit points (Summer School Nov-Feb)

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, INT601 and PINT602 are around 18 hours of supervision each, whilst INT603 is 14 hours. This provides you with adequate individual supervision hours during each semester.

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

Preparing for Placement

Placement Preferences Selection

Students transferring from the internal MPP 5th year program

Placement Preferences takes place while students are still studying in the 5th year (MPP) program, around September (the year prior to internship) in preparation for commencement of the internship program (MPPP). Refer to my.CMI for the detailed process: <https://my.cairnmillar.edu.au/knowledgebase/placement-preferences-process-master-of-professional-psychology-practice-mppp/> and <https://my.cairnmillar.edu.au/knowledgebase/mpp-to-mppp-enrolment-transfer/>

Students transferring from an external APAC accredited 5th year (e.g. external MPP or GDPP)

Preferences will take place as soon as possible after an offer is accepted. This process may differ slightly depending on the student application pathway. Your Placement Coordinator will be in contact to assist you.

Refer to my.CMI for the process:

<https://my.cairnmillar.edu.au/knowledgebase/placementpreferences-process-master-of-professional-psychology-practice-mppp/> and <https://my.cairnmillar.edu.au/knowledgebase/mpp-to-mppp-enrolment-transfer/>

Submitting an Internship Program Plan

1. Obtain a signed position description for the role of provisional psychologist either at an agency and/or school.
2. Develop and complete the AHPRA **Internship Program Plan form (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.
5. **Ensure to keep a copy of your Internship Plan and upload to myPlacement**

Additional Information When Applying for 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

Student Roles & Responsibilities

Once the internship/placement is confirmed and about to begin, students must:

Submit your Pre-Placement Documentation

Before a student can begin their placement, they must ensure all pre-placement documentation has been renewed and submitted via the myPlacement portal and ensure that each document remains valid throughout the entirety of the internship.

The following checks are required to be uploaded to the [myPlacement](#) portal **prior** to commencing placement:

- Provisional Registration (and Registration Renewal as appropriate)
- Police Check
- Working with Children Check

Refer to myCMI for [how to apply for Pre-Placement documentation](#).

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

Submit Finalised Placement Assessment Paperwork

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

Two additional case reports are submitted internally ([via Canvas](#)) to meet TEQSA requirements.

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

Students should ensure they retain their own copies of all relevant placement paperwork including AHPRA documentation and forms before sending to AHPRA.

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.

Leave from Placement

It is not advisable to take personal leave whilst on placement as this throws out completion time and submission of results.

However, if circumstances arise and the need to take leave is necessary, the student has to apply in writing to the Course Coordinator, Placement Coordinator and cc education@cairnmillar.edu.au and provide the appropriate evidence to demonstrate the need for absence. At least four weeks notice must be provided to the agency / school.

Guidelines for Supervision

Making the Most Out of Supervision

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

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, supervisor demonstration, 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?

Allocation to a Supervisor

For the Master of Professional Psychology Practice supervisors are identified and allocated by the Placement Coordinator.

As much as possible, the Course Coordinator will endeavour to match the student and supervisor. However, this is not always possible due to changing workloads and commitment of supervisors. At times you may not experience the “best fit” between your needs and your supervisor’s approach. It will involve trying to make the best of it and making it work to some extent, and this can also be a valuable learning experience.

The following questions may assist you to discuss the parameters of supervision with your supervisor and negotiate a workable supervision contract. They may also help you to identify the specific learning opportunities available to you by working with this supervisor:

- What is the principal orientation in your work?
- What are your current interests in the field?
- What is your experience in supervision?
- How will you expect me to prepare for supervision with you?
- What information will you need in advance? What information do you want me to bring to each session?
- Will we have regular reviews of my progress and our work together?
- How do you give constructive feedback?

After meeting with your supervisor, ask yourself the following questions in order to consider how the supervisory relationship may develop and to flag any potential areas of concern that may need further discussion and support.

- Did I feel relaxed and at ease with this person?
- Did I have a sense that I could learn from this person?
- Does this person possess a body of knowledge that is of interest and potential use to me?
- Was I able to be honest and open with this person?
- Did I feel satisfied with the answers to my questions?
- Did I get a sense that I would receive honest feedback, both about my strengths and my areas of growth, in an atmosphere of acceptance?
- Did the person answer my questions in an open, non-defensive manner?

Addressing Concerns or Problems with Supervision

The earlier section on “making the most out of supervision” is intended to empower you to actively participate in the supervision process to ensure your needs are adequately considered and addressed. With these issues in mind, it is also expected that you take an active role in addressing any issues constructively.

If you have particular concerns or a problem has arisen with your supervision, the following protocol is recommended:

1. Wherever possible, raise your concern with your supervisor in the first instance.

2. If your supervisor has not adequately addressed your concerns, please arrange a time to discuss your concerns with the Course/Placement Coordinator.
3. When a concern is raised either by student or supervisor/agency representative, the Placement Coordinator will first liaise with the other party to get the person's perspective on the concerning matter. The Placement Coordinator may request a meeting with the student and the supervisor/agency representative to discuss the concern raised and to facilitate a resolution.
4. In the case where a concern cannot be satisfactorily resolved, the Placement Coordinator will refer the matter to a formal Progress Review Panel for further discussion and resolution. For details on this process please consult the [Academic Integrity and Student Conduct Policy \(TLP004\)](#), which can be found on the Cairnmillar Institute website.

Changing Supervisors

It is intended, wherever possible, that once you are allocated to a supervisor, you would continue with that supervisor for the duration of the placement. However, on rare occasions it may be necessary to change supervisors during your placement, due to operational demands, staffing changes, or difficulties with the supervision arrangements or relationship.

If it becomes necessary to change supervisors, a suitable handover process should be discussed and observed. The following outline is recommended as a guide, wherever possible or practicable:

1. Arrange a final, "ending" session with your original supervisor to summarise your work together, review the supervisory relationship, and identify any strengths and growth areas. It would be helpful if the supervisor could provide ratings of your progress against agreed learning objectives and competencies.
2. The "original" supervisor should liaise with the new supervisor, to provide relevant handover information. This would include a summary of the supervision work or focus, progress ratings, and any identified areas for further development.
3. You then meet with your new supervisor to review your progress, reflect on any learning from your supervision experiences, and establish the next phase of your developmental plan and supervision contract.

Cancellation of a supervision session

Regardless of whether your supervisor is internal or external, it is expected that you observe the common professional courtesy of contacting your supervisor, as soon as possible, in the event that you are unable to attend your scheduled supervision session.

Students who are being supervised by a psychologist who is paid by Cairnmillar for that time, are reminded that if for any reasons you need to cancel or reschedule your supervision meeting, you need to give your supervisor at least 24 hours notice. If you miss your supervision sessions with a paid external supervisor within 24 hours, you may

become liable for the supervision fee. **Your external supervisor will directly bill you for the fee.**

Supervisor Absence

Supervisors should discuss any planned absences with the student and make suitable arrangements for supervisory cover. Students should have a clear understanding of who they can seek urgent advice from whilst on placement. In the event that an agency cannot provide alternative supervision by a Board-approved clinical supervisor, the student should alert the Placement Coordinator and request interim supervision.

Students must not continue on placement without specific clinical supervision for more than a 2 week period.

Student Absence / Changes to placement

Any absence of days from the placement must be reported via email to your Supervisor, the Placement Coordinator and cc education@cairnmillar.edu.au. Any leave requiring the student to be absence beyond 4 placement days requires the student to submit a [Change to Placement form](#) in case the absence affects your enrolment.

Upon return to the placement the student should discuss with the supervisor how any missed placement days will be made up. The outcome should be advised via email to the Placement Coordinator and cc education@cairnmillar.edu.au.

Extensions to placements

Placements can only be extended under exceptional circumstances. All placements should have a clear start and **end date** as recorded on the original Placement Contract (Form A). Any time beyond the original end date and any other changes to these dates require a placement extension request to be submitted and **must be first approved by the Placement Coordinator**. Please refer to my.CMI for the full [placement extension application process](#).

Discussion of Client Information

Students are reminded that client information is confidential should always be discussed in a sensitive and respectful manner. Students are reminded that discussion of client information in open and/or public areas with staff or other students at their placement is inappropriate.

myPlacement

[myPlacement](#) is our placement assessment documentation management system. Information on how to use myPlacement will be communicated to you during Semester One of your program.

You can access [myPlacement](#) via my.CMI by clicking on your relevant cohort year e.g. '2021 MPPP (Interns) – Placement Documentation Folders'

Pre-Placement Documentation

Please note: detailed information on how to apply for the following checks can be found on my.CMI ["Pre-Placement Documentation."](#)

Provisional Registration & Renewal

All students must maintain registration as a provisional psychologist, with no conditions on their registration, with the Psychology Board of Australia (PsyBA) for the duration of this course. [How to apply for Provisional Registration.](#)

Students will be required to upload onto myPlacement a copy of their **Certificate of Registration** from the Australian Health Practitioners Regulation Authority (AHPRA), which their Placement Coordinator or supervisor will verify.

Provisional registration needs to be renewed annually. Without up-to-date registration, students are not permitted to continue with their placement. If during their enrolment in the course, a notification is made against a student, the Placement Coordinator and the Course Coordinator must be informed of the notification and of the eventual outcome.

Should students renew their registration during their enrolment in this course, **evidence of Registration Renewal** must also be uploaded onto myPlacement.

Police Check

Many placement agencies require students to pass a Police Check prior to being accepted for placement. Students are responsible for securing this Police Check and are advised to allow up to 3 weeks for processing. Please note that if your Police Check is 12 months after issue, you will also need to provide a statutory declaration stating that there have been no disclosable court outcomes since the date of the police check. Information about the application of Police Check is available here: [How to apply for a Police Check.](#)

Students are eligible for a reduced fee for the Police Check if the Institute validates the form.

This is only an option if you have provided your police check ahead of time. If you are Once approved, students will be required to upload a copy of their Police Check and Statutory Declaration onto myPlacement and their Placement Coordinator or Supervisor will verify.

Working with Children Check

As of 30 June 2008, it is mandatory for all psychologists working with children to hold a current Working with Children Check. Information about the application of Working with Children Check is available here: [How to apply for a Working With Children Check](#).

Once the Working with Children Check has been approved, students are required to upload a copy of their WWCC onto myPlacement which their Placement Coordinator or Supervisor will verify.

Insurance

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

While enrolled, students are covered under the Cairnmillar Institute's Public Liability and Professional Indemnity insurance policies when 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 Workcover 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 enrolment or their own professional indemnity insurance for the duration of placement. Professional Indemnity Insurance is a mandated requirement for all practitioners registered with AHPRA. 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).

Immunisations

It may be a requirement of acute health settings that students on placement are up to date with vaccinations prior to commencement of that placement. This documentation is not required to be uploaded to myPlacement; however, the Placement setting may request it.

Internship Assessment Documentation

Before Submitting Placement Documentation to AHPRA

Students must ensure they retain/scan and save their own copies of each finalised AHPRA assessment document / form in their myPlacement folder **BEFORE** submitting to AHPRA.

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-beuploaded-to-inplace-for-mppp-internship/>. This is also imperative as an APAC audit can happen at any time.

Prior to submission, please ensure that all paperwork is properly completed and signed by all required parties and copies made and uploaded to myPlacement:

1. Form A Contract + Placement Quality and Safety Checklist: within 14 days of commencement
2. All AHPRA documentation is to be organised and submitted systematically throughout the internship to the Psychology Board once approved by the clinical primary supervisor, as well as into the relevant folder on myPlacement.
3. Client Case notes submission (if applicable) and client case notes cover letter, at end of the internship must be either stored with CMI or at the placement:
<https://my.cairnmillar.edu.au/knowledgebase/what-happens-with-client-case-notes-atthe-end-of-each-placement/> Note: the case notes cover letter is always required even if the case notes are not being submitted to CMI.

Completing Form A Contract and Placement Quality and Safety checklist

Prior to or within the first 14 days of the placement, the supervisee and relevant staff are to satisfactorily complete the Form A, ensuring all the fields and placement details are completed and correct, such as start and end date along with the Placement Quality and Safety Checklist. **Once completed, print your Form A and the Placement Quality and Safety Checklist and take to your Start Up meeting for signing.** Once finalised, upload to the myPlacement portal.

Placement Assessment Documentation Required to be Submitted to myPlacement

All signed and final documentation:

- Internship Plan (INPP-76)
- Form A – Contract + Placement Quality and Safety Checklist
- 6 month Progress Report (PRF1-76) & Logbook (LBPP-76)
- Case Report (680 hr) + Form CSSF-76 + AHPRA approval letter
- Case Report (1000 hr) + Form CSSF-76 + AHPRA approval letter
- 12 month Progress Report (PRF1-76) & Logbook (LBPP-76)
- Final assessment of competence (PACF-76)
- General Registration approval
- National Psychology Exam Results
- Client case notes cover letter (see [my.CMI](#) for case notes storage process)
- 1200hr third and fourth case report (TEQSA) submitted via [Canvas](#)

At the end of your placement you are encouraged to complete a [Placement Evaluation Online Survey](#). The Cairnmillar Institute is dedicated to improving your placement experience, so your feedback is extremely important and very much appreciated.

IMPORTANT: All internship assessment documentation i.e. AHPRA forms, actual assessments and approvals (except for 2 x 1200hr Case Reports submitted via [Canvas](#)) must be submitted to [myPlacement](#) prior to submission to AHPRA

Students must submit the [Completion Check Request](#) form before their internship can be officially mark as completed in Paradigm.

Please note: placement units cannot be marked as complete in Paradigm nor can you graduate until all paperwork has been uploaded to myPlacement and the Completion Check request form has been submitted.

Please visit [my.CMI](#) for a complete detailed and most update list of documents required to be submitted and uploaded.

Keeping the Placements Team informed

Please respond to all emails from the placements teams in a timely manner (2 – 3 days)

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

Finalising Internship Assessments via myPlacement

Instead of emailing back and forth with your Supervisor and Placement Coordinator, you can simply complete each form, sign, PDF then upload directly to myPlacement where your Supervisor and Placement Coordinator will access and sign them. Then you can download and send off to AHPRA (where applicable).

[Please refer to myCMI for the how to finalise your documents process.](#)

Secure Storage of Client Case Notes and File Management

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 requirements, then it is their responsibility to notify Placement Coordinator at the Cairnmillar Institute 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.

Creation and Storage of Client Case Notes

Any client case notes created by the student while on placement will be securely stored at the placement location in accordance with the Health Records Act 2001. The decision on the storage of client case notes to be agreed upon by school/agency representative during the Form A meeting and within the MOU. If the placement agency/school does not have adequate record keeping facilities as described within the Health Records Act 2001,

Please see [my.CMI](#) for the full process on what happens to client case notes at the end of each placement.

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.

To access a past student's client case notes process:

<https://my.cairnmillar.edu.au/knowledgebase/how-to-access-a-past-students-client-casenotes/>

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.

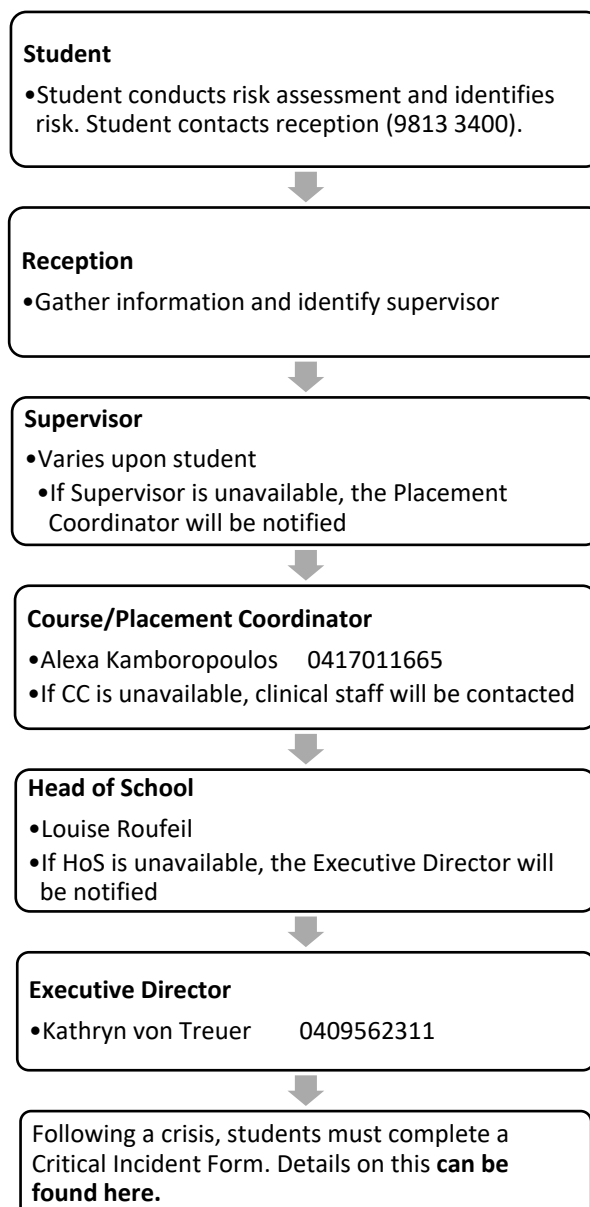
Signature of client: _____

Date: _____

Additional Clinical Backup/Crisis Call Flow

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 clinicians, including the Head of School and Executive Director who would be willing to speak with the Provisional Psychologist.



Please contact reception if you are fronted with a crisis within work hours (8AM-5PM). If you are dealing with a crisis after hours you may contact the appropriate staff through the mobile numbers provided. Please work your way down the flow chart as appropriate, beginning with your supervisor.

Guidelines for Mandatory & Voluntary Notifications

Please refer to the [Psychology Board of Australia webpage](#) for the full Mandatory guidelines. Please refer to the [Australian Health Practitioner Regulation Agency webpage](#) for the full Voluntary guidelines.

Safety Guidelines and Incident Reporting

For safety reasons, no intern is expected to meet clients after hours whilst on their own in the agency/school

If a critical incident occurs, it must be reported to the appropriate staff member immediately. If you are located at an outside Agency (e.g. Clinic, School) you must also let them know as soon as practicable that an incident has occurred.

An [incident form](#) must be completed and submitted to hr@cairnmillar.org.au within 24 hours of the incident. Cairnmillar has a [critical incident policy](#) together with procedures that cover the action to be taken in the event of a critical incident, required follow-up to the incident, and records of the incident and action taken. Cairnmillar's [Critical Incident Report](#) can be found on [my.CMI](#)

Grievance Policy

Please refer to the [Student Grievance Policy and Procedure](#) in addition to the following information. Should students have a concern or grievance regarding any aspect of their placement, they should communicate this to their CMI supervisor in the first instance. The CMI supervisor will discuss the student's concerns and will collaborate with the student to determine the most appropriate course of action.

If the student's concern or grievance is not resolved to the student's satisfaction, or if the student is unable to discuss the matter with their supervisor, the student should contact the Course Coordinator. At this point the student will be asked to complete and submit a formal grievance which will be responded to in writing.

Course/Placement Coordinator: Dr Alexa Kambouropoulos

Dr Kambouropoulos is located at The Cairnmillar Institute Monday - Friday

Contact 9813-3400 or email at alexa.kambouropoulos@cairnmillar.edu.au

If the student's concern or grievance is still not resolved to the student's satisfaction, or if the student is unable to discuss the matter with the Course Coordinator, the student should then contact the Head of School:

Head of School: Professor Tess Knight

Prof Knight is located at The Cairnmillar Institute Monday - Friday

Contact 9813-3400 or email at tess.knight@cairnmillar.edu.au

If the student's concern or grievance is not resolved to the student's satisfaction, the student may then take their concerns to an external body. The appropriate body will be determined by the nature of the complaint. Students can access further information by first visiting: <https://www.studyassist.gov.au/support-while-you-study/higher-education-student-complaints>

Appendix 1 – 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 a student's course requirements, or the requirements for a unit in which the student is 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 or video recordings.

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

Introduction

Privacy and the protection of confidential information is a serious issue and one 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 which students should be aware of; for example, section 141 of the Health Services Act 1988 governing confidentiality and the Legal Practice Act 1996 and relevant Practice Rules.

This confidentiality 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 Agreement carefully.

Confidentiality Agreement

- (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.

Appendix 2 – Placement Form Checklist

Form	Due	Uploaded
Placement quality and safety	Completed within 14 days of commencement and uploaded to myPlacement within 7 days.	☐
Form A – Placement Contract	Completed within 14 days of commencement and uploaded to myPlacement within 7 days.	☐
6 - month Progress Report (PRF1-76) & Logbook (LBPP-76)	Submit to AHPRA Within 7 days of completion of signed Form (upload copy to myPlacement).	☐
Case Report (680 hr) + CSSF-76 form + AHPRA approval letter	Submit to AHPRA Within 7 days of completion of signed Form (upload copy to myPlacement).	☐
12 - month Progress report (PRF1-76) & Logbook (LBPP-76) (plus 18 - month Progress Report + logbooks - if applicable)	Submit to AHPRA Within 7 days of completion of signed Form (upload copy to myPlacement).	☐
Case Report (1000 hr) + CSSF-76 form + AHPRA approval letter	Submit to AHPRA Within 7 days of completion of signed Form (upload copy to myPlacement).	☐
2 x 1200hr case reports + (TEQSA)	Submit via Canvas within 7 days.	☐
National Psychology Exam	Submit results to myPlacement within 7 days from completion of exam.	☐
Final Assessment of Competence (12 month Report PACF-76) + General Registration approval (once received)	Submit to AHPRA Within 7 days of completion of signed Form. (upload copy to myPlacement).	☐
Client Case Notes (if required) and Cover Letter	Please see my.CMI for clarification as to where you store your case notes Cover letter uploaded to myPlacement within 7 days of completion of placement.	☐
Submit Completion Check Request form	Submit once all required documentation is uploaded to myPlacement.	☐

Appendix 3 – Flow Chart for Placement

