

Master of Professional Psychology
**Placement Information
Handbook 2022**

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General Information

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The guidelines for the requirements of placements are largely determined by the Australian Psychology Accreditation Council (APAC; 2019).

Aims and Objectives of MPP560 & MPP562

The aim of these units is to provide experience in working with a wide range of client presentations, age ranges (including children, adolescents, and/or adults) in clinical settings, and to equip students with a range of psychological and professional skills. These skills include writing and maintenance of client case files, assessment, counselling, and preparation and writing of case reports.

The placement component is split into two units to allow fee payments to occur in line with Semesters. MPP560 and MPP562 are progressive units. Refer to [my.CMI](#) for a definition of progressive units.

Student Learning Outcomes

After successful completion of these units, students will be able to:

1. Demonstrate skills in psychological practice with adults and / or children who are referred for psychological assessment and interventions
2. Demonstrate the capacity to relate to clients from various age groups, and other professional staff including referrers and professionals from other disciplines
3. Practice ethically and appropriately in accordance with the requirements of the psychology profession
4. Plan and administer risk assessments
5. Administer and interpret several psychological assessments to evaluate clinical presentations such as mood, functional capacities and/or other symptoms
6. Demonstrate skills in implementation of psychological interventions such as CBT
7. Research current literature and prescribed readings pertaining to legal, ethical and professional conduct
8. Critically examine and reflect on evidence-based approaches to psychological interventions as they relate to client needs
9. Demonstrate skill in writing an assessment case report

Placement Structure and Requirements

For further reference, please see the [Summary Table of Placement Requirements](#) and **Submission Deadlines** later in this document.

In total, as part of MPP560 & MPP562, students are required to complete a minimum of **300 practicum hours**. These hours comprise **75 hours of pre-placement training** and **225 hours of supervised placement activity**. Of the 225 hours of placement activity, at least **50 hours** should be **direct client contact (DCC)**, and the remaining **175 hours** (at least) should be **client-related activities (CR)**.

For definitions of direct client contact (DCC) and client-related activity (CR) please refer to [myCMI](#).

- Before the commencement of placement, students will be prepared through a series of **pre-placement training** sessions. These intensive sessions will cover professional practice issues such as logbooks, supervision etc.
- The **treatment model experiential workshops** are scheduled throughout the year. Some provide deepening of skill development in treatment models introduced in MPP504. These workshops can be logged as CR activities. See timetable on page 6 for further information on the content of these workshops. Please note that, whilst dates are provided, these may be subject to change.
- MPP560 includes a two-week **Structured Observational Placement (SOP)** at the commencement of placement. During this time you orient to your placement, and do not see any clients by yourself. During SOP if you are doing a school placement, you may need to undertake an observation of a child in the play yard and or class room. Please use the guide on [my.CMI](#) to assist you in your observation.
- MPP560/MPP562 placement is a minimum of 2 days per week, preferably Thursdays and Fridays. Placement routinely commences in Semester 1 and typically takes place between May and October.
- Students are required to receive a minimum of **40 hours of supervision** across MPP560 and MPP562, which should convert to **1 hour per 7.5 hours of psychological practice**. (Psychological practice refers to the sum of your direct-client and client-related hours.) This comprises:
 - **Individual Supervision** (between 20 and 23 hours, depending upon need): One hour weekly one-on-one session provided by a psychologist approved by the Psychology Board of Australia (PsyBA) as a supervisor, arranged by Cairnmillar Institute
 - **Group Supervision** (20 hours): Two-hour fortnightly group supervision sessions provided at Cairnmillar Institute (see [timetables](#) on page 7)
- Students should monitor their hours closely and be active in communicating their progress to their supervisor/s and the Placement Coordinator.
- In cases where students are not making the gains expected on placement, this feedback is communicated formally to students at a mid-placement review, and/or end of placement review with the Placement Coordinator present.

However, concerns from either the student, supervisor, or placement coordinator can be communicated at any time during the student's enrolment in the course. Should the student, at any time, have concerns about their progress or the placement, they are strongly supported to seek advice from their supervisor, Placement Coordinator, and/or Course Coordinator.

Pre-Placement Training (PPT)

These pre-placement training sessions can be logged as client-related activities and therefore contribute towards the total practicum hours required for placement. The table below provides further information on the content of these workshops.

Please note that, whilst dates are provided, these may be subject to change and contingent on being able to deliver lectures in person due to the practical elements of the sessions.

Pre-Placement training subject	Date	Loggable Practicum hours	Required Pre-Study
Telehealth	Online – pre-recorded lecture	3	N/A
Foundational Counselling Skills	Monday 7 th March 9am – 4pm	12	N/A
	Tuesday 8 th March 9am – 4pm		
Introduction to Placement	Tuesday 15 th March 9am – 4pm	6	N/A
WISC-V Experiential Workshop <i>Cohort to be split across two workshops.</i>	A: Monday 21 st March 8:30am – 12:30pm	4	Content from MPP502 unit regarding WISC-V
	B: Monday 21 st March 1pm – 5pm		
Interview Competencies and Note Taking <i>Cohort to be split across two workshops.</i>	A: Monday 28 th March 8:30am – 12:30pm	4	Pre-recorded lecture on Canvas by 28 th March
	B: Monday 28 th March 1pm – 5pm		
Introduction to Cognitive Behavioural Therapy – Workshop 1 and Workshop 2	Tuesday 5 th April 9am – 12pm	3	2 pre-recorded lectures on Canvas by 5 th April
	Friday 8 th April 9am – 12pm	3	
Working with Children	Monday 11 th April 9:30am – 4:30pm	6	N/A
Risk Assessment <i>Cohort to be split across two workshops.</i>	A: Monday 2 nd May 8:30am – 12:30pm	4	Pre-recorded lecture on Canvas by 2 nd May
	B: Monday 2 nd May 1pm – 5pm		
Play Therapy <i>Cohort to be split across two workshops.</i>	A: Monday 9 th May 8:30am – 12:30pm	4	Pre-recorded lecture & reading on Canvas by 9 th May
	B: Monday 9 th May 1pm – 5pm		
Interpersonal Process Model	Monday 16 th May 9am – 12pm	3	Pre-recorded lecture on Canvas by 16 th May
Group Work	Monday 16 th May 1pm – 4pm	3	Pre-recorded lecture on Canvas by 16 th May
Intraprofessional Practice	Monday 23 rd May 12pm - 4pm	4	Readings

Cognitive Behavioural Therapy	Semester 2 – Dates TBC	6	TBC
Vicarious Trauma and Psychologist Self Care	Semester 2 – Dates TBC	3	Readings
Acceptance and Commitment Therapy	Semester 2 – Dates TBC	6	MPP504 class on ACT
Schema Therapy	Semester 2 – Dates TBC	6	MPP504 class on Schema Therapy

Group Supervision

Group supervision is based at the Cairnmillar Institute and facilitated by a Board-Approved Supervisor. Groups focus on the placement-based experiences of the students, including the core documents required as part of the submissions. Groups are also used to guide writing of the case report assignment, and these sessions require students to watch a pre-recorded tutorial before the supervision group (see Table below). *Please note that, whilst week commencing dates and topics are provided, these may be subject to change.*

Week Commencing	Topic	Supervision hours	Assessment Due Dates
11 th April	Commencement of Group Supervision Introductions, housekeeping, getting to know one another, expectations of group supervision, placement matters including logbooks and educative goals	1hr	Record in logbook
2 nd May	Review and concerns/questions presented by group members Pre-placement training sessions review Commencing placement Concerns/questions or topics raised by students discussed	2hrs	Record in logbook
16 th May	Review and concerns/questions presented by group members Beginning first sessions and reflecting on commencing placement Discussions regarding MSE, formulation, and risk	2hrs	Record in logbook
30 th May	Review and concerns/questions presented by group members Presentation of a vignette and discussion of the risk issues and possible management of risk	2hrs	Record in logbook
25 th July	Case Report: Title Page, Referral, Client Presentation, Presenting Problem Case report presentation concerns/questions encountered during placement. WATCH PRE-RECORDED TUTORIAL 1 prior to session on Canvas	2hrs	Record in logbook

8 th August	Case Report: Relevant Background History, Test Administration. Case Formulation Case report presentation concerns/questions encountered during placement. WATCH PRE-RECORDED TUTORIAL 2 prior to session on Canvas	2hrs	Record in logbook
22 nd August	Case Report: Diagnosis, Rationale for Diagnosis, Differential Diagnoses Case study presentation concerns/questions encountered during placement. WATCH PRE-RECORDED TUTORIAL 3 prior to session on Canvas	2hrs	Record in logbook
19 th September	Case Report: Evidence-Based Theories, Intervention Plan, Reflection Case study presentation concerns/questions encountered during placement. WATCH PRE-RECORDED TUTORIAL 4 prior to session: on Canvas	2hrs	Record in logbook
3 rd October	Terminations and Endings in therapy Documentation for placement concerns/questions encountered during placement.	2hrs	Record in logbook
17 th October	Reflection on Placement concerns/questions encountered during placement.	2hrs	Record in logbook
31 st October	Evaluation/Expectations and Celebrations	1hr	Record in logbook Submit Case Report to Turnitin-notify individual supervisor

Procedures for Arranging Placement

Submitting your Agency Preferences

- Students can select up to four school/agency preferences via the online preferences form, when the selection process begins prior to applying for a suitable placement. The closing date is **Wednesday 16th March 2022**.

- **Late applications delay the starting date of placement and may jeopardise your ability to secure your preferred placement.**
- Arrange to meet with the Placement Coordinator to discuss preferences for placement experiences. Pre-Placement meetings are being held online during March. Bookings for these sessions can be made via Canvas.

Refer to myCMI for the process: [Placement Preferences Selection Process](#)

Additional information when applying for placement:

1. Take location of the placement into account when applying. Travel time may be a factor in availability for face-to-face opportunities, depending on COVID restrictions in 2022.
2. Students need to ensure that they always maintain an updated CV.
3. Remember that the reader will be a busy person and does not need extensive description of the work you have done.
4. 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.
5. 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.
6. Cover letter: It is generally short, concise and only 1 page.

Submitting agency preferences does not guarantee that you will receive your preference. However, your preferences are taken into account during allocation to best fit you with your preferred/most suitable placements.

Employment & Enrolment Considerations

Leave from Placement

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

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

Expectations of Student at Placement

1. Cairnmillar Institute emails need to be checked regularly. Promptly attend to emails sent by the Institute – 2-3 working days is acceptable.
2. Before the commencement of the placement program, students must register as provisional psychologists with AHPRA.
3. **Within 14 days of commencement of Placement**, students are required to set up and attend a meeting with their Agency/School representative, their nominated Supervisor (if possible) and the Placement Coordinator.

4. During this meeting, the Contract (Form A) and Quality & Safety Checklist for placement will be finalised (including hours of placement, supervision/mentor arrangement and completion date of placement) and learning goals will be established. Some placements will be able to support Telehealth sessions if students need to isolate and this will be confirmed at this meeting. The [Work From Home form](#) will need to be completed prior to commencing these arrangements.

Please note that 2 liaison visits are allocated to the total placement. Each student will have a nominated Liaison Officer, if the Placement Coordinator is unavailable.

5. On commencing placement, the student is to begin a logbook (an ongoing account of activities during placement). Please refer to example on [my.CMI](#). The logbook should be **discussed and signed** by your CMI Supervisor on a regular, periodical basis to ensure that the goals and terms of the practicum are met. Pages containing group supervision entries must also be signed by the group supervisor following attendance.

Students are strongly encouraged to forward their logbook to their CMI supervisor every two weeks, and the appropriate pages to their group supervisor every four weeks.

6. Students are required to attend ongoing supervision with their allocated 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. You are required to give your supervisor at least 24 hours' notice if you are not able to attend supervision due to illness or other unforeseen circumstances.
7. Students should organise a mid- placement review (Form B) meeting with the Agency/School representative, their nominated Supervisor and the Placement Coordinator to receive feedback . This review is completed by attendance and/or by video conferencing. Students need to ensure they **bring a copy of their LEARNING GOALS on the Form B to this meeting.** It is always a good idea to have an additional copy.
8. Students should organise a final placement assessment (Form C - end of placement review) with their **Supervisor** to receive feedback before the completion of placement. This review can be done **by video conferencing.**
9. Students are responsible for ensuring their completed documentation, logbooks and hour summary page (signed by supervisor and the Placement Coordinator); client case notes, etc. are submitted within 7 days of completion of placement to ensure submission of results to AHPRA.

This is very crucial particularly for students who are considering applying to the **Internship Program (+1)** as the Board requires academic transcripts when submitting Supervision Plans.

10. In addition to time spent in direct client contact hours, students are expected to orient themselves with the agency/school and staff, and to attend staff meetings and engage in other professional workplace activities. Many of these activities will be able to be logged.

Student Work Ethic at Placement:

1. Trainees need to behave professionally at all times, 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 demonstrates professionalism and a respectful attitude towards the agency and their position as an employee
- Actively seeking out and/or offering to complete additional tasks during quiet times

NOTE: Failure to comply with the above points may result in placement dismissal.

2. Students should familiarise themselves with the ethical and conduct [guidelines of the APS](#).
3. Please note that as part of mandatory reporting, CMI is obliged to officially report students' misconduct to PsyBA whilst students are enrolled at the Institute.

Guidelines for Supervision

Role and Responsibilities

When there is no on-site supervisor at the placement agency, the Agency Representative is responsible for:

- Orienting students to the organisation (e.g., relevant staff members, equipment, physical environment, organisational policy and procedure, etc.)
- Clearly establishing the student's role within the organisation, including details of the work expected.
- Developing a relationship with the student that facilitates open discussion of difficulties and potential problems.
- Where possible, providing an opportunity for the student to observe them and / or other staff.
- Alerting the Placement Coordinator of any concerns regarding the student's performance at the placement agency.

The External Supervisor is responsible for:

- Where possible, liaising with Agency Representative periodically in regard to their student's performance at the placement agency. The Placement Coordinator will also liaise with the Agency Representative periodically in regard to student's performance.
- Sighting and signing student's client case notes and all written work.
- Sighting and signing student's placement activity logbook and supervision journal.
- Providing specific and detailed feedback on all aspects of the student's performance, including direct observation of the student on at least 2 occasions (via e.g., video or audio recording, co-therapy, sitting in, etc.)
- Alerting the Placement Coordinator of any concerns regarding the student's performance at the placement agency.

Allocation to a Supervisor

For the Master of Professional Psychology, supervisors are identified and allocated by the Placement Coordinator. Supervisors are allocated to students by the Placement Coordinator based upon a number of factors including: availability, location of supervisor and student, and supervisor experience in the area of practice.

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 Placement Coordinator and / or Course Coordinator.
3. When a concern is raised either by student or supervisor/agency representative, the Placement Coordinator and / or Course Coordinator will first liaise with the other party to get the person's perspective on the concerning matter. The Placement Coordinator and / or Course 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 or Course 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

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 supervisor, the student should alert the Placement Coordinator and request interim supervision.

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

Student Absence

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 absent beyond four 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). All changes to these dates **must be first approved by the Placement Coordinator**. Placements often involve a financial cost to Cairnmillar and as such all extensions must be formally approved in advance and a placement extension request submitted. Please refer to my.CMI for the full [placement extension application process](#).

Discussion of Client Information

Students are reminded to discuss their client information in a sensitive and respectful manner at all times. Students are reminded that discussion of client information in open and/or public areas with staff or other students at their placement is inappropriate.

MPP560 PPT Requirements & Submission Deadlines

The following guidelines have been set to ensure that students are clear about expectations. All Assessment Tasks are marked as satisfactory/unsatisfactory, with the opportunity to resubmit if unsatisfactory.

Assessment Task:	Due:	Learning outcomes assessed:
Logbook Review	5pm, 23 rd March 2022	3, 8
Video Simulated Session	5pm, 25 th March 2022	1, 2, 3
WISC-V Competency Assessment	5pm, 11 th April 2022	5
Simulated Clinical Note & Risk Assessment	5pm, 20th May 2022	3, 4, 6, 7, 8
Online Group Discussion	5pm, 10th June 2022	2, 7

Placement Requirements and Submission Deadlines

The following guidelines have been set to ensure that students are clear as to the expectations of themselves and their Agency/School Representative.

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

Please note, all Placement Documentation must be submitted to [Canvas](#) by the specified due dates.

Students must:

- Obtain all required signatures on all assessment forms, case reports, prior to submission.
Note: No need to request signature from your Placement Coordinator. They will review and approve after submission.
- Ensure all forms are in date order from the commencement date to the finish date.
- Submit each complete form as a **PDF**.
- Label (file name) of each document as per submission requirements outlined on Canvas.
- Ensure the **Hour Summary Page** is included with final logbook, and PDF logbook weeks are signed and in date order.
- Ensure they retain their own copies of all relevant placement paperwork.

It is the student's responsibility to submit all documents to Canvas by the specified due dates to ensure finalisation of their unit.

It is recommended that students use their student OneDrive accounts to manage their draft placement documents including their working excel logbook and signed PDF logbook weeks, prior to submitting to Canvas by the specified due dates.

Cairnmillar Institute is required by APAC and PsyBA to archive students' placement documents for a period of 10 years.

Summary Table of Placement Requirements and Submission Deadlines

The table below summarises the placement requirements for MPP560 & MPP562, including the submission deadlines and learning outcomes assessed. Documents referred to in this table are described in more detail in the above section titled 'Placement Requirements and Submission Deadlines' page 14). Requirements are assessed as satisfactory or unsatisfactory, and must be re-submitted if unsatisfactory.

Completion of a Placement Unit cannot be achieved unless the following supervisor approved documentation has been submitted

Requirement:	Due:	Learning outcomes assessed
300 practicum hours Includes 75 hours of pre-placement training and 225 placement hours (a minimum of 50 of these hours should be direct client contact)	End of practicum – last submission 5pm, 7th November 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
40 hours of supervision 1 hour per 7.5 hours of psychological practice 20 hours individual supervision by a Board Approved Supervisor 20 hours of group supervision at Cairnmillar Institute facilitated by a Board Approved Supervisor	End of practicum – last submission 5pm, 7th November 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Form A – Placement Contract Includes learning goals that student has worked through with supervisor	Completed within 14 days of commencement and uploaded to Canvas within 7 days.	1, 2, 3, 4, 5, 6, 7, 8, 9
Placement Quality and Safety Checklist To be completed during Form A Contact meeting.	Completed within 14 days of commencement and uploaded to Canvas within 7 days.	1, 2, 3, 4, 5, 6, 7, 8, 9
Supervisor Observation of one recorded session of psychological practice (unless not satisfactory) Feedback will be accessible via Canvas.	To be submitted by 5pm, 24th June 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Form B – Mid Placement Report Requires students to comment on their own progress with their own learning goals	Within 7 days of mid-placement review meeting & signed Form B – last submission 5pm, 29th July 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Form C – Final Placement Assessment Tick box form that students fill out their details but supervisors complete	Within 7 days of completion of placement – last submission 5pm, 28th October 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
PROC Notes (viewed by supervisor)	Within 7 days of completion of placement – last submission 5pm, 28th October 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Client Case notes/treatment summary/assessment reports (WISC etc.) and cover letter – please see my.CMI	Within 7 days of completion of placement – last submission 5pm, 28th October 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Case Report Feedback will be accessible via Canvas.	To be submitted by 31st October 2022 via Canvas. This assists with preparation of transcripts.	1, 2, 3, 4, 5, 6, 7, 8, 9

Form D – Activity Logbooks (Ensure that forms are in order by date and signed by your supervisor and group supervisor)	Within 7 days of completion of practicum – last submission 5pm, 7th November 2022	1, 2, 3, 4, 5, 6, 7, 8, 9
Placement Evaluation Online Survey	Within 7 days of completion of practicum – last submission 5pm, 7th November 2022	

Initial Contract and Learning Goals (Form A) & Placement Quality and Safety Checklist

When a Placement has been secured and within 14 days (2 weeks) of commencement of Placement, a Contractual Agreement (**Form A**) and the Placement Quality and Safety Checklist will be completed and signed by the student, the Agency/School Representative and And Placement Coordinator. **Without Form A, you are not covered by our insurance.**

An Initial Contract will need to be signed by the student and their supervisor. This contract details:

- Agreement between Cairnmillar, Student and Agency/School
- Confirmation of Student Placement Information
- Guidelines for Placement Agency/School Representative and or Supervisor
- Guidelines for Placement by students including the setup of Learning Goals
- Confidentiality Agreement
- Supervision Agreement
- The Student's Learning Goals

It is expected that students consider and formally identify their learning needs in the early stages of the placement. To this end, it is recommended that well-defined learning goals be drawn up in the first two weeks of placement, in conjunction with the placement supervisor. The learning goals should meaningfully reflect the student's developmental needs in relation to both the core competency areas and the context and opportunities relevant to each placement.

Entering in your Learning Goals and Printing Form A & Placement and Quality and Safety Checklist

Once you have confirmed your placement, you can start to think about your placement learning goals and discuss these with your supervisor.

Once your learning goals are confirmed and entered into your Form A, and all the fields and placement details are completed and correct such as start and end date. **Remember to take your Form A & Placement and Quality and Safety Checklist to your Start Up meeting for signing.**

Supervisor Observation of Session Process

During the process of therapeutic work, the student should seek appropriate consent to audio or video record a session of psychological practice and submit this to the supervisor for them to view and reflect on with the student during a supervision session **by 24th June 2022**. Once this recording has been viewed and discussed within supervision, and the supervisor has completed the online form they will have received to confirm this has taken place, the student is required to delete the recording. However, given that reviewing sessions is an important part of supervision and clinical practice, students are encouraged to continue to record sessions where clinically appropriate and agreed to by the placement provider.

Mid-Placement Review (Form B) Process

Approximately half-way through the placement, the **student** will arrange and attend a meeting with the supervisor, Placement representative and Placement Coordinator (if appropriate) to review the progress of the placement. The supervisor will complete the Mid Placement Assessment (Form B) preferably prior to the meeting.

During the meeting the student, supervisor, placement representative and Placement Coordinator will discuss the student's progress and decide on an outcome, and any action that needs to occur to help the student progress and meet their learning goals. The completed form should be verified and signed by the student, supervisor, and on-site placement representative.

End-of-Placement Review (Form C) Process

The supervisor will complete the Final Placement Review. The student will submit all required paperwork as outlined previously. Once all requirements are fulfilled, the Placement Coordinator will sign off on the placement.

Case Report Submission Process

Students on placement within the Master of Professional Psychology are expected to submit one case report to their relevant Placement Site on [Canvas](#) for marking by **31st October 2022**. If a case report is failed, students will receive feedback and they will be expected to re-work the case report and re-submit.

All students will access their Case Report feedback via their relevant Placement Site on [Canvas](#).

Placement Logbook (Form D) and Record Keeping

Students are to maintain ONE logbook throughout their placement. **Every fortnight**, their Primary / Individual Supervisor and/or Group Supervisor **must sign** off on the student's fortnightly progress during each Supervision session.

Students are required to [extract PDF Logbook weeks from the Excel Working Logbook](#), sign each page then email or present to the PDF logbook weeks to their relevant Supervisor at each Supervision session.

It is recommended that students familiarise themselves with how to process a Logbook, as this can prove challenging depending on the level of technical / computer skills. [Please watch video.](#)

The student is required to maintain a logbook of hours representing the activities undertaken in a typical 7.5 hour day, noting direct and indirect client hours, reflection and supervision. Further information on the definition of direct and indirect client hours can be found on [myCMI](#).

Under each activity, students can include basic information about:

- Assessment;
- Intervention / Prevention;
- Reporting / Consultation;
- Problem Formulation; or
- Content of Supervision Discussion, etc.

These records are intended to reflect against the placement learning goals, and to demonstrate that the student has met the placement requirements.

The Cairnmillar Institute will retain copies of the logbooks for the following purposes:

1. To demonstrate appropriate process if the Institute is audited
2. To provide examples of student work during regular course renewal of accreditation.

The Psychology Board of Australia states that: *“Reflective practice...involves critical reflection on one’s own practice and a commitment to ongoing professional growth and development.”* Critical reflection is a learning process in which we:

- Think about what has occurred in practice
- Examine what we thought, how we felt and how we acted
- Think about what we did right and what we could have done differently
- Acknowledge our own limits
- Speculate about what we might do differently in the future – fine tune practice.

Submitting Final Logbook at end of Placement with the Hour Summary Page

At the end of each placement, students must collate all signed PDF Logbook weeks with the hour summary page into one complete and final PDF logbook and submit to Canvas for the Placement Coordinator to finalise. Please refer to myCMI for more on the [process and examples of Logbooks](#).

Electronic Signatures and Adobe Reader

It is recommended that students download Adobe Reader (free program) to allow them to use an electronic signature when processing placement assessment documents including logbooks. Refer to myCMI on how to [create and use an electronic signature](#). **Note:** An electronic signature must be an electronic version of a student’s real signature **not font generated or typed names** as these are not sufficient or verifiable.

Assessment Requirements

- Placement is assessed as “Pass” or “Fail” depending on whether the criteria is achieved in demonstrating competency in a range of areas related to professional psychology practice. When a supervisor’s passed final report has been received and endorsed by the Placement Coordinator, a final result will be recorded. Placements sometimes extend beyond the semester dates and this may affect the recording of results.
- Confirmation of one Supervisor Observation of psychological practice (**24th June 2022**)
- Submission of one assessment case study (**31st October 2022**).
- **Students whose placement documentation has not been completed correctly and/or received outside the required timeframe may jeopardise their progression to subsequent units.**

Student Evaluation of Placement

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.

Progress Status Report

Nearing the end of the placement, student’s will be sent an online Progress Status Report to complete. This allows the placement team and Placement Coordinator to know your progress in relation to hours and document submissions. It takes less than five minutes to complete.

Pre-Placement Documentation

Please note: detailed information on how to apply for the following checks can be found on my.CMI [“Pre-Placement Documentation.”](#) These must be kept valid throughout your placement so any renewals must also be submitted as required.

The following checks **must be uploaded to Canvas** for verification **prior** to commencing placement:

- Certificate of Provisional Registration (and Registration Renewal as appropriate)
- Police Check
- Working with Children Check
- Vaccination certification

Failure to upload your required documents may jeopardize your placement and your opportunity to see clients.

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.

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.

Police Check

All students are required to have a valid Police Check prior to beginning 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.

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](#).

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).

Secure Storage of Client Case Notes and File Management

Informed Consent

The informed consent of a person must be sought before undertaking interventions with a person in accordance with the Mental Health Act.

A person gives informed consent if they:

- have capacity to give informed consent to the treatment or medical treatment proposed.
- have been given adequate information to enable the person to make an informed decision.
- have been given a reasonable opportunity to make the decision.
- have given consent freely without undue pressure or coercion by any other person.
- have not withdrawn consent or indicated any intention to withdraw consent.

The process of obtaining consent and any queries relating to the individuals, capacity to consent should be discussed within supervision, and clearly documented within client case notes.

Consent forms to assist in the documentation of this can be found via my.CMI:
<https://my.cairnmillar.edu.au/knowledgebase/general-placement-forms-guides/>

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 under the requirements of the Health Records Act 2001 and agreed upon within the Agencies Memorandum of Understanding with Cairnmillar (MOU).

If the placement agency/school does not have adequate record keeping facilities as described within the Health Records Act 2001, all case notes created need to be submitted to the Cairnmillar Institute via PracSuite. The decision on the storage of client case notes to be advised by

school/agency representative during the Form A meeting. **Students are required to create case notes directly into PracSuite within 48 hrs from working with a client.**

If a student hasn't received log in credentials to PracSuite, they need to ask their Placement Coordinator to arrange for an account to be set up by emailing placements@cairnmillar.edu.au.

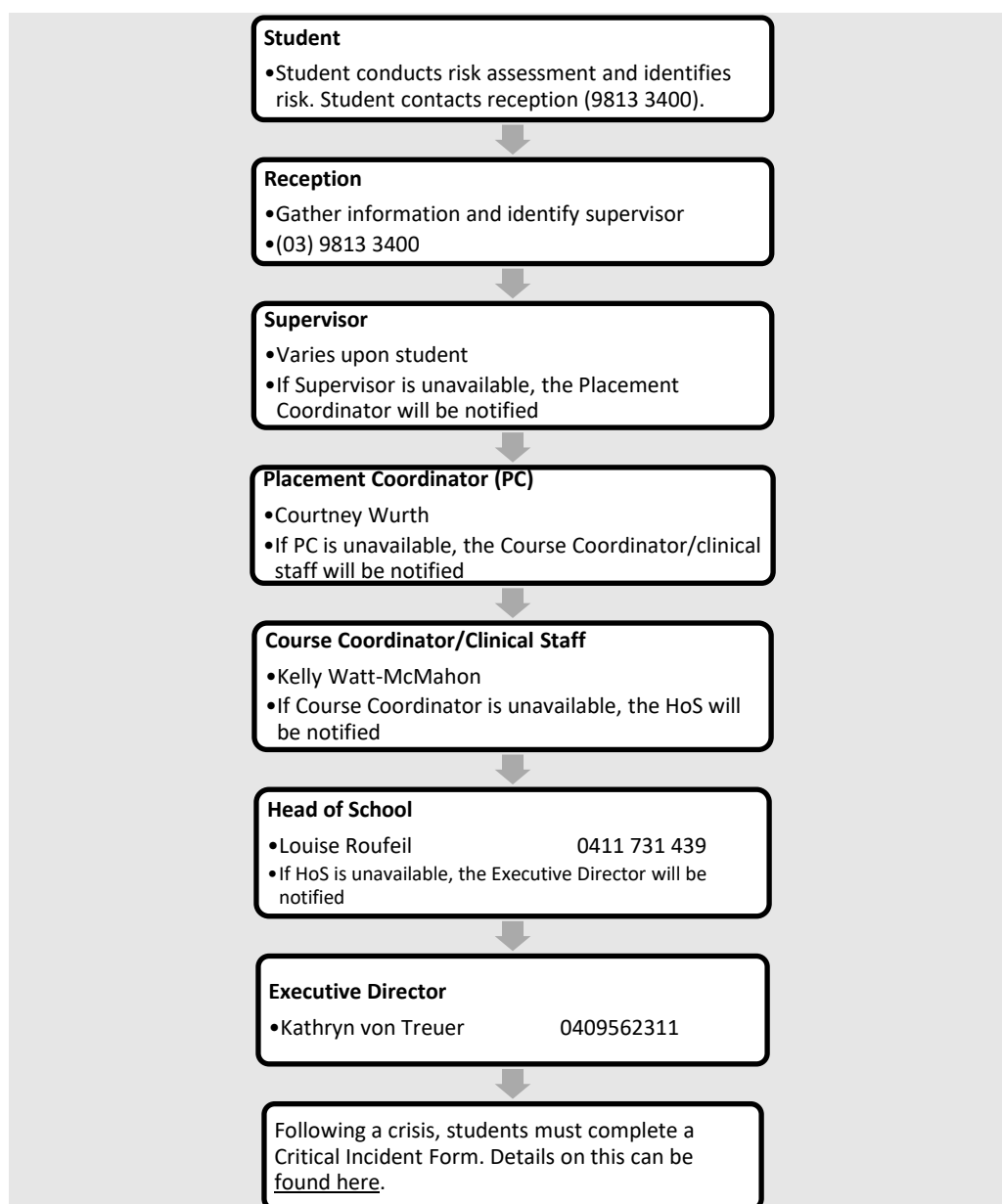
Additional Important Information

Additional Clinical Backup/Crisis Call Flow

If the appropriate staff at the placement agency (i.e., Supervisor, Head/ Deputy of the School, etc.) are 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.

Important: 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 Notifications

Please refer to the Psychology Board of Australia webpage for the full guidelines
<https://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies/Guidelines-for-mandatory-notifications.aspx>

Guidelines for Voluntary Notifications

Please refer to the Australian Health Practitioner Regulation Agency webpage for the full guidelines
<https://www.ahpra.gov.au/Notifications/Raise-a-concern/Voluntary-notifications.aspx>

Safety Guidelines and Incident Reporting

For safety reasons, no student 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@cairmillar.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 Placement Coordinator. At this point the student will be asked to complete and submit a formal grievance which will be responded to in writing.

Placement Coordinator: Courtney Wurth and Laura Clarke
Contact 9813-3400 or email at pc-mpp@cairmillar.edu.au
[Please refer to myCMI availability.](#)

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 a Placement Coordinator, the student should then contact either Course Coordinator. At this point the student will be asked to complete and submit a Complaints Form which will be responded to in writing.

Course Coordinator: Kelly Watt-McMahon
Kelly is located at The Cairnmillar Institute Monday to Thursday; Tuesday offsite
Contact 9813-3400 or email at kelly.watt-mcmahon@cairmillar.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: Dr Louise Roufeil

Contact 9813-3400 or email at hos@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 – Flow Chart for Placement

Register with National Psychology Registration Board as a Provisional Psychologist. Obtain a Police Check and a Working With Children Check.



Submit all pre-placement documentation to Canvas.



After attending a pre-placement meeting with your placement coordinator, select up to four school/agency preferences via the [Preference Selection form](#), which is accessible via my.CMI.



When completing the Preference Selection Form, attach the resume and **four** cover letters, to be forwarded to the Agency/Schools. Ensure that your resume is in a professional style and cover letters should be tailored to suit each of the Agency/Schools 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).



Your placement application will be forwarded to the agency/school of your choice. If you are successfully short listed, the agency/school will notify you of your interview with them. If you are not successful, the coordinator will approach other agencies on your behalf.



Please inform the placement coordinator of the outcome of your interview.



If you secure the placement, it is your responsibility to negotiate with the agency your start date and to organise the start-up meeting with you, your agency supervisor, and CMI nominated Liaison Officer within 14 days of commencement. Work with your agency/Liaison Officer to complete the Placement Contract (FORM A) with your learning goals before this meeting. Start your logbook on the first day of your placement



You are also required to organise a Mid Placement Review meeting in the middle of your placement. Refer to the Canvas to download the Mid Placement Review (FORM B) and insert your learning goals into it. Use this form as a guide for the meeting.



In the last two weeks of your placement you are required to organise the Final Placement Report meeting (FORM C) with your CMI clinical supervisor. Your clinical supervisor is to complete the Final Placement Report before this meeting to discuss with you face to face.



The case report will be reviewed and feedback accessed via Canvas. On occasion, you will be required to amend and resubmit this report if it is unsatisfactory.

Within 7 days of the completion of your placement, ensure that ALL required paperwork is submitted through and if applicable, client case notes (with cover letter) are submitted (according to the [process on my.CMI](#)). Without the submission of this paperwork, your transcript to AHPRA will be delayed and hence, delayed commencement to your Internship.