School of Psychology
Clinical Psychology
Externship Handbook

Master of Clinical Psychology
Doctorate of Clinical Psychology
Doctorate of Clinical Psychology and Clinical Neuropsychology
Doctorate of Clinical Psychology and Gerontology

2015

Part A
Rules, Procedures, Requirements and FAQs

Elissa Morriss and Helen Ross
Clinical Externship Managers
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Introduction

The guidelines of this handbook are set out as part of policies and procedures associated with fulfilling externship requirements for the postgraduate clinical psychology programs at The University of Queensland, in conjunction with the guidelines set out by the Psychology Board of Australia (PsyBA), The Australian Psychology Accreditation Council (APAC) and the Australian Psychological Society (APS).

All postgraduate clinical psychology courses include experiential training in both the University Clinic (internships) and in the wider community (externships). Such training has long been seen as essential for Students to put into practice the theoretical knowledge acquired through university based training. That is, Students are encouraged to integrate the theoretical/research and the clinical components of the scientist-practitioner model. Externships provide Students with the opportunity to apply the scientist-practitioner model in “real world” settings and to broaden their clinical experience.

Externships are expected to provide a unique learning experience for the Student; offer the Student an opportunity to develop and consolidate their clinical skills and confidence in management of clinical cases; and further their professional expertise in an area of professional psychology. In the majority of these settings, Students work as part of a team that is usually multi-disciplinary.

These externships are made possible only by the availability of Supervisors to contribute to the ongoing development of the profession. We acknowledge and appreciate the willingness, effort, time and hard work of Supervisors involved in the training and teaching of Students from The University of Queensland on their externships.

Modifications to the Externship requirements may be made during the Academic year and Students are required to comply, when advised either through email or through changes to the Externship Handbook.

Staff Contacts

The Externship Manager is the person Students and Supervisors should contact with enquiries directly related to the externship in the first instance. Queries regarding general administrative procedures such as enrolment, academic record or registration issues, should firstly be directed to the Postgraduate Administrator.

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<thead>
<tr>
<th>Staff member</th>
<th>Role</th>
<th>Phone</th>
<th>Contact email</th>
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<tbody>
<tr>
<td>Elissa Morriss</td>
<td>Externship Manager</td>
<td>3365 8290</td>
<td><a href="mailto:e.morriss@uq.edu.au">e.morriss@uq.edu.au</a></td>
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<tr>
<td>Helen Ross</td>
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<td></td>
<td><a href="mailto:h.ross2@uq.edu.au">h.ross2@uq.edu.au</a></td>
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<tr>
<td>Rachelle Croton</td>
<td>Postgraduate Administrative Manager</td>
<td>3365 5491</td>
<td><a href="mailto:r.croton@psy.uq.edu.au">r.croton@psy.uq.edu.au</a></td>
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<tr>
<td>Professor Nancy</td>
<td>Clinical Program Director</td>
<td>3365 6832</td>
<td><a href="mailto:n.pachana@psy.uq.edu.au">n.pachana@psy.uq.edu.au</a></td>
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About Externships

The intent of the externship program is to provide Students with a broad range of clinical experience that is consistent with individual needs and preferences. The Clinical Externship Manager retains exclusive responsibility to set-up, arrange and confirm all external Student placements.

For a number of years UQ has worked with other universities which provide training in clinical psychology in the greater Brisbane area to establish a Consortium of Universities, which includes the University of Queensland, Griffith University, Queensland University of Technology, the University of Southern Queensland and the Australian Catholic University. The Consortium maintains a data base of placements, and works collaboratively to try to expand the number of training places. Placements for each semester are negotiated within the Consortium and with placement providers in an attempt to provide placements for the expanding number of Students across all universities.

Although the Externship Managers will take each Student's needs and preferences into consideration, there are limitations on the number and type of placements available in any given semester. Placements are arranged in consultation with Externship Managers from universities in the Consortium. Prior to each semester, the Consortium holds two meetings in order to establish Supervisor and placement availability and to conduct allocations.

Students should not directly approach potential placement Supervisors in the first instance. Before approaching a potential Supervisor, the Student must first talk to the Externship Manager. There are a number of issues that need to be taken into consideration. For example, the placement may be in an area where another university has first preference for that placement; another university may be waiting a “turn” for a particular placement; a Supervisor may not be available for a given semester or may not be eligible to supervise. Therefore, to ensure the placement allocation process is fair and equitable across all of the universities, Students must not source placements independently outside of the externship program. Understandably conversations do occur at professional meetings, or at University, guest lectures, etc., and it is essential that Students advise of this. Students are welcome to suggest possible placements that are not on the University's list of placements. There may be Supervisors eligible and willing to supervise Students who may not be known to the University.

Students can assist in the externship process by having realistic expectations about placements. Placements cannot usually be provided on short notice if there are not any available at that particular time. The allocation might not always be the type of placement that was requested. Sometimes accruing the hours of required client contact does not happen as quickly as in other settings or at other times. It is important to be aware of this and take these unpredictable factors into consideration. Such difficulties can occur, however support and advice is available from the Externship Manager to discuss alternative options or managing such situations.

Enrolment

Students should consult SI-Net to determine the externship courses that they need to complete as part of their individual program. It is the responsibility of Students to enrol in the correct course prior to commencing the externship. Students should consult the Program Handbook for current information as well as the Recommended Study Plan at: http://www.psy.uq.edu.au/current-Students/postgraduate/clin/index.html under Forms & Resources, and the Clinical Psychology Program Handbook.

Doctor of Psychology Students – Enrolment in Second and Third Externships

If a full-time Student is on track with their program and the Student’s thesis supervisor and the Clinical Program Director (Prof Nancy Pachana) agree that the thesis will be submitted by June in the Student’s third year of their program, then the Student will be eligible for allocation of their second externship in Semester One of their third year. However, although the Student may commence this placement in Semester One, they should enrol in this placement in Semester Two in order not to exceed the University’s credit point enrolment limit for Semester One.

It is allowable for Students undertaking a DPsych to commence the extended externship (PSYC8340) for their second placement in Semester 1 of their third year (if eligible due to thesis progress) prior to enrolling in the final standard externship (PSYC8330) in Semester 2. However it is entirely up to the Student whether this order is chosen or not. If the Student is not on track to submit their thesis by June, then the Student must wait and enrol in and commence their second externship in Semester Two.
Order of Placements

**DCP Students.** Generally placements are conducted in the order of PSYC8320, followed by PSYC8330 and/or PSYC8340. DCP Students doing clinical neuropsychology may choose to do their clinical or their neuropsychology externship first. However it is recommended and preferable that the clinical placement is conducted prior to the neuropsychology placement.

If the Student plans to follow the standard and mandatory program structure, one placement is conducted in Semester One of second year and the final two placements are conducted concurrently in Semester Two of third year. Where the thesis is on track for submission in June of the third year as explained above, the Student is allowed to commence their second externship in Semester One of third year. This needs prior approval from the thesis supervisor.

Occasionally there are deviations to the program structure if unforeseen circumstances have arisen or if the Student has returned from time off, or has prior approval with a thesis supervisor or Program Director. In such situations, it is strongly recommended that the Student advise the Externship Manager as soon as possible and also note this information on the Preference Form.

Placement Process

**Preference Form**

A Clinical Externship Information Session is held in October at the end of first year for all current interns. At this information session Students will receive information regarding the placement process, requirements and placement possibilities. Students will be shown the Preference Form (see Part B of the Handbook) and advised to complete and submit the form via email to the Clinical Externship Manager usually by early November. The Externship Manager will additionally consult on available externships and can provide information about the different options upon enquiry.

Whilst every effort is made to obtain placements within each Student’s preferences or areas of interest, sometimes this is not possible, due to constraints on the placements available each Semester, the requirements of Supervisors, or because particular placements have been allocated to another Student or another university. Therefore, Students may not receive their preferred placements.

**Allocation**

The Externship Manager will additionally consult on available externships and can provide information about the different options. The intent of the externship program is to provide Students with a broad range of clinical experience that is consistent with individual needs and preferences, but also consistent with APAC and APS College (Clinical Psychology and Clinical Neuropsychology) requirements.

**Notification**

The Student will be informed by email of the placement, location and Supervisor they have been allocated. Following this, the Student will be asked to send an acknowledgment reply to the Externship Manager of receipt of the placement allocation email and confirmation of their acceptance. An introductory email will then be sent to both the Student and the Supervisor with contact details and further information.

**Initial meeting/phone call**

On receipt of the introductory email, the Student will need to contact the Supervisor to discuss placement days and establish a suitable date for the contract meeting to be held with the Student, Supervisor and Externship Manager. If any issues arise in this phase, please contact the Externship Manager immediately. There may be other administrative requirements of the placement such as driver’s license, dress code, or police checks.

In most cases the Supervisor will wish to determine suitability of the allocated Student before proceeding and therefore the Student may be required to undergo an informal face to face initial meeting as part of this process.
Contract Meeting

The contract meeting is held to complete and sign the Externship Contract form. The Student, Supervisor and Externship Manager must sign the Contract. The contract meeting usually takes place at the site (but may take place on campus), and in some instances via teleconference. The purpose of the meeting is to discuss the specific responsibilities of the Student and the Supervisor that will constitute the placement, and to state these clearly in the Contract.

Prior to the contract meeting, the Student should consider and prepare their learning objectives for the placement which the Student will need to include on the Externship Contract Form, which they bring with them to the contract meeting.

In certain circumstances, with the approval of the Supervisor and Externship Manager, permission may be granted for the meeting to be held without the Externship Manager being present.

Placement Preparation & Mandatory Paperwork

Contract Form & Objectives

It is the responsibility of the Student to bring a copy of the relevant paperwork to the contract meeting. The placement cannot commence until the contract paperwork has been signed by all parties. Students must consider their placement goals and objectives prior to the contract meeting and present these to the Supervisor and Externship Manager for discussion.

AHPRA Psychology Registration Certificate

It is a mandatory requirement for the Student to produce a copy of their provisional or general registration certificate from the Psychology Board of Australia. The placement cannot commence until this documentation has been submitted and sighted. It is the Student's responsibility to renew their provisional registration or general registration prior to the expiry date. Students must maintain current registration status for the entire period of their enrolment in the program.

Previous End-Evaluation

The Student is required to provide a copy of their previous internship/externship (most recent) Supervisor's end evaluation to the current Supervisor at the contract meeting. Such information can allow the Supervisor to provide quality supervision and placement experiences as well as be aware of the Student’s strengths and areas for improvement or further development. It also establishes accountability from one Supervisor to the next.

Current Blue Card

Students who have not come through the internship with a Current Blue Card will need to apply to the Commission for Children and Young People and Child Guardian: http://www.ccypcg.qld.gov.au/employment/ for details and an application form. Processing of applications can take 4-6 weeks. Students will not be able to commence working with children until they have been issued with a current Blue Card. Students are responsible for renewing the Blue Card if it expires at some stage during the Program.

Forms (along with appropriate identification) should be submitted in person to Rachel Croton. Please contact Rachelle Croton regarding her availability in order to make an appointment for this paperwork to be submitted. Via email at r.croton@uq.edu.au or by phone: 3365 6220.

Online Risk Assessment Compliance

It is a mandatory requirement for the Student to complete the online Risk Assessment PRIOR to commencing each placement. Risk Management is a process for controlling exposure to health and safety risks associated with hazards in the workplace. Risk Management involves:

- a careful examination of what could cause harm to you and the people around you in your workplace;
- weighing up whether you have taken enough precautions, or whether you should do more to prevent harm; and
• controlling exposure to prevent harm.


1. Task ID Number (19488): log onto the UQ OH&S website and click the Risk management TAB
2. Register on the Risk Management Database then sign back in.
3. Click the search TAB then deselect your own name as a search filter and input the Task ID number in the Task ID search filter (i.e. 19488) then click search (other search filters available if required)
4. You must read each section of the Risk Assessment (these are on the left hand side and there are 8 risks to be read) then click the “Read” button at bottom task bar and then click “yes”. (This will record the Student's name as having read, understood and complied with the Risk Assessment process. This information is then available to the Externship Managers).

If you have any difficulties please contact the Externship Managers. You will not be able to complete this task remotely unless you download a VPN via the IT website, so it is recommended that you attempt to complete the task on campus. Note that the on-line Risk Assessment can be saved as “read” only once, i.e. the first time the Student completes the process. Prior to commencing your second and subsequent Externships you are required to read the Risk Assessment information, and notify the Externship Manager via email that this task has been completed.

**Federal Police Check**

Some organisations require Students to undergo a Police Check code number 37 through the Australian Federal Police. Students should be prepared that this may be asked of them from particular placements to which they could be allocated. This process can take some time so it is advisable to submit an application as soon as it becomes known that the particular placement requires it.
Placement Requirements

**Mandatory Requirements**

**Standard** Externships are **250 hours (MCP)/275 hours (DCP) minimum** per placement in duration, which includes:

- Client Contact*: 100 hours client contact (MCP) - 125 hours (DCP) (minimum)
- Supervision*: 50 hours (minimum) or one hour for each day of placement (so if you are on placement for three days/week, you will need three hours of supervision/week)
- Organisational project: 20-30 hours
- Other-related activities: 80 hours minimum
- Attendance: Equivalent of 2-3 days per week for approximately **20-24 weeks**

The **Extended** externship is **510 hours** in duration and is undertaken as part of professional doctorate training, or in order to “Top-up” Masters level qualifications. The 510 hours include:

- Client Contact*: 150 hours (minimum)
- Supervision*: 60 hours (minimum) or one hour for each day of placement (so if you are on placement for three days/week, you will need three hours of supervision/week)
- Organisational project: 140 hours minimum
- Other-related activities: 160 hours minimum
- Attendance: Equivalent of 2-3 days per week for approximately **30-34 weeks**

*The focus of Externships is to facilitate the development of clinical psychology, clinical neuropsychology, or geropsychology skills and competencies required for registration with the PsyBA (through AHPRA) and for membership of professional bodies such as the APS College of Clinical Psychology and College of Clinical Neuropsychologists. The focus is NOT completion of the minimum number of hours. Completion of the minimum number of client contact and supervision hours does not mean your Externship is finished, and you may not finish a placement early without prior approval from both the Supervisor and the Externship Manager. The minimum number of weeks in Externships is set to allow for maximum learning opportunities and to also ensure that Students make a contribution to the organisation.

**Time Commitment**

Students are expected to be available for at least two days/week for each Externship Placement. Some Externships will require a commitment of two-three days/week over the full duration of the placement (for example to attend team meetings, participate in clinics etc.). Students must also consider that in some placements, Supervisors are only available part-time, and you must be prepared to be flexible in your available days. Students who are unable to provide this availability (both in numbers of days, or days of the week due to other commitments such as employment) will need to discuss their situation with the Clinical Externship Managers, and may have limited choices available to them or may have to extend the duration of placements as needed.

**MCP Program**

Two standard placements (clinical)

**D Psych Program (Clinical)**

Two standard placements (clinical)
One extended placement (clinical)

**D Psych Program (Clinical & Clinical Neuropsychology)**

One standard placement (clinical)
One standard placement (neuropsychology)
One extended placement (clinical neuropsychology/mixed)
D Psych Program (Clinical & Gerontology)

One standard placement (clinical)
One standard placement (gerontology)
One extended placement (clinical gerontology/mixed)

Definitions of Required Hours

*Client Contact:* These hours can be counted as such when the Student is using their own clinical skills and knowledge to perform specific tasks of psychological assessment (administration and interpretation), intervention/treatment or prevention. Client contact can include a range of activities including:

- assessment (including psychometric, clinical, behavioural etc.) and/or treatment of individuals/group, individual or group intervention, counselling, psychoeducation, therapy, treatment or rehabilitation
- co-facilitated sessions (co-therapy)
- liaisons with families (e.g. to collect clinical information or give feedback about an assessment)
- consultation with other professionals about the management of a client or gathering clinically relevant information (e.g. discussing diagnosis, treatment, potential referrals, barriers to effective treatment).
- telephone contact for clinical purposes (i.e. NOT administrative purposes) may also count towards client contact hours (e.g. telephone counselling, clinical or intake interview, follow-up calls). The APS Clinical Psychology guidelines indicate that the total amount of non-face-to-face delivery hours is restricted to no more than **25 hours** overall (across all Internships and Externships). This is the same for Masters and DCP Students.

*Please note that observation of your supervisor doing client work cannot count as client contact hours.

Some blurring of boundaries between client case management and feedback about the Student's performance is inevitable, especially with more complex clients. For example, a longer consultation with another health professional might turn into more of a feedback session which is more properly counted as supervision. Students and their Supervisors are advised to discuss any queries that might arise and use their discretion or consult the Externship Manager if necessary.

*Supervision is an interactive process between the provisional psychologist and the Supervisor. It provides the supervisee with a professionally stimulating and supportive opportunity for growth* (Psychology Board of Australia).

Therefore, supervision is any period of interaction with a fellow professional that is educational for the Student. This can include one-to-one supervision with the designated Supervisor or participation in an educational case conference. Supervision can be conducted in different formats including individual, group and case conferences/peer reviewed case presentations, formal and informal, face-to-face and email.

As a general principle, activities outside of the formal face-to-face supervision situation can only be considered as supervision if the activity involves the Student presenting and receiving feedback on their own clinical work or **how to manage a case.** Simply attending a meeting is not sufficient. Observing the Supervisor in clinical sessions with a client or having the Supervisor observe the Student conducting sessions, can also be classed as supervision, however it is expected that in this type of situation follow-up discussion and/or feedback occurs following the session. Up to a maximum of 10 hours only can be counted via observation, (i.e. the Student observing the Supervisor’s clinical practice or vice versa). With the approval of the Supervisor Students may count up to five hours of supervision per placement with a professional from a cognate discipline (e.g. Psychiatrist, mental health Social Worker or Occupational Therapist) either in direct supervision one-to-one, group supervision or shadowing.

Where supervision comprises a mix of individual and group and small group formats, **no less than 50%** can be individual supervision.

**Client-related activities:** These hours refer to all other activities involved in conducting clinical work. These include:

- Reporting/consultation: case/file notes and oral and written communication as required
Problem formulation/diagnosis
Preparation for client contact or supervision
Time spent at case conferences or team meetings discussing clients and cases in which the Student is not directly involved

The following activities are NOT considered to be client-related activities:
- staff meetings at the placement which are for purely administrative purposes
- time spent driving or catching public transport to see clients at their home or another work venue. (The only exception to this being any time the Student spends conferring with colleagues about clients while travelling).

OVERVIEW OF EXTERNSHIP HOURS

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<th>APS</th>
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- Students are required to keep detailed records (a Log Book) of client contact (individual/group), supervision (individual/group) & client populations (child/adolescent, adult, older adults) across all placements (Internships and Externships).
- Transfer of client contact hours or supervision hours across placements will not typically be permitted. Special circumstances can be discussed with the Externship Manager.
- The client contact hours and supervision hours are the minimum requirements for a placement, and completion of these hours does not mean your placement can finish. Students are required to complete the minimum number of weeks in each placement, to ensure they have full opportunity for the development of clinical skills and competencies. Under no circumstances are Students to approach Supervisors to shorten the length of the placement (for example to graduate early). Special circumstances can be discussed with the Externship Manager, but there is no guarantee that approval will be provided for variation of the placement requirements.
- If you are having difficulty with accrual of hours, early discussion with the Supervisor and Clinical Externship Manager is essential to identify ways to remediate. Options can include extending the number of days or weeks or placement, increasing client work/referrals, or securing a part-placement option elsewhere.
- Any problems encountered with accrual of supervision or client contact hours should be identified to the Supervisor (and discussed in supervision) and Externship Manager as soon as possible, so that action can be taken.
# Possible Placement Opportunities – Clinical

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<td>Multidisciplinary Pain Centre</td>
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<td>Inpatient/Outpatient</td>
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<td>AMH / Burns / Vulnerable Women</td>
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<tr>
<td>Psychology Dept.</td>
<td>Child Assessment</td>
<td>Child Assessment</td>
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<tr>
<td>HADS – Alcohol and Drugs Service</td>
<td>Inpatient/Outpatient</td>
<td>Inpatient/Outpatient</td>
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<tr>
<td>Ipswich General Hospital (IGH)</td>
<td>Child Health</td>
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<tr>
<td></td>
<td>Older Persons Mental Health</td>
<td>Older Persons Mental Health</td>
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<td></td>
<td>Adult Clinical Health</td>
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<td>Adult Chronic Pain</td>
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<tr>
<td>Canossa Private Hospital</td>
<td>Pain Mgmt. Program</td>
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<tr>
<td>Logan Hospital</td>
<td>Acute Care Team</td>
<td>Acute Care Team</td>
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<tr>
<td>Pine Rivers Private Hospital</td>
<td>Adult Mental Health</td>
<td>Adult Mental Health</td>
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<tr>
<td>The Prince Charles Hospital (TPCH)</td>
<td>Rehabilitation Unit</td>
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<tr>
<td></td>
<td>Oncology</td>
<td>Oncology</td>
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<td>Mood Check Clinic</td>
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<tr>
<td>Princess Alexandra Hospital (PAH)</td>
<td>AAPU</td>
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<td>Aged Care Mental Health</td>
<td>Aged Care Mental Health</td>
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<td></td>
<td>Haemodialysis Unit</td>
<td>Haemodialysis Unit</td>
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<td></td>
<td>ADAU (OP) - not for FIRST externship</td>
<td>ADAU (OP) - not for FIRST externship</td>
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<td></td>
<td>Consultation Liaison</td>
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<tr>
<td>Mater Hospital</td>
<td>Mater Mothers</td>
<td>Perinatal</td>
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<td>Mater Adult</td>
<td>Oncology &amp; Orthopaedics</td>
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<tr>
<td>The Park Centre for Mental Health</td>
<td>Medium Secure; High Secure</td>
<td>Medium Secure; High Secure</td>
</tr>
<tr>
<td>Toowong Private Hospital</td>
<td>CBT Day Program; Vietnam Vets</td>
<td>Not for FIRST externship</td>
</tr>
<tr>
<td>New Farm Clinic</td>
<td>Mainly group programs</td>
<td>Adult mental health</td>
</tr>
<tr>
<td>Caboolture and Redcliffe Hospitals</td>
<td>Children</td>
<td>Kid Check Program</td>
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<td>Redlands Hospital</td>
<td>Adult Mental Health Service</td>
<td>Adult Mental Health Service</td>
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<tr>
<td></td>
<td>Acute Care Team</td>
<td>Acute Care Team</td>
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<td></td>
<td>Consultation Liaison</td>
<td>Consultation Liaison</td>
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<td>Nambour Hospital</td>
<td>Cardiac; Health; Pain</td>
<td>Cardiac; Health; Pain</td>
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## COMMUNITY MENTAL HEALTH

<table>
<thead>
<tr>
<th>Metro North Health Service</th>
<th>AMHS Adult Mental Health Service</th>
<th>Eating Disorders Outreach Service (EDOS)</th>
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<tr>
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<td>Inner North Brisbane Mental Health Service(INBMHS)</td>
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<tr>
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<td>Pye House</td>
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<td>Adult – Forensic Outreach Service</td>
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<td></td>
<td>ATODS – Biala (located in the City)</td>
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<tr>
<td></td>
<td>Community Care Unit</td>
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<td></td>
<td>Adult Mental Health Service</td>
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<tr>
<td></td>
<td>Chermside; Pine Rivers</td>
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<tr>
<td></td>
<td>Early Psychosis Unit</td>
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<td></td>
<td>Aspley</td>
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<td></td>
<td>SSCHPS</td>
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<tr>
<td></td>
<td>City</td>
<td></td>
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<tr>
<td></td>
<td>Acute Care Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Redcliffe-Caboolture</td>
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<tr>
<td></td>
<td>ADAU</td>
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<tr>
<td></td>
<td>City, Chermside, Pine Rivers, Hothouse (Indooroopilly)</td>
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<td>Metro South Health Service</td>
<td>Adult Mental Health Service</td>
<td>Wooloongabba, Mount Gravatt, Browns Plains; Beenleigh</td>
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<td></td>
<td>ATODS - Alcohol Tobacco and Other Drugs Service</td>
<td>Inala</td>
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<td>MITT Mobile Intensive Treatment</td>
<td>Mount Gravatt</td>
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<td>Children’s Health Service QLD</td>
<td>CDU Child Development Unit</td>
<td>Mount Gravatt</td>
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<tr>
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<tr>
<td>CYMHS Child and Youth Mental Health Services</td>
<td>Beenleigh, Caboolture, Yeronga, Greenslopes, Bayside, Logan, Caboolture, Keperra, Pine Rivers, Nundah</td>
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<tr>
<td>Lady Cilento Children’s Hospital (LCCH)</td>
<td></td>
<td></td>
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<tr>
<td>Ellen Barron Centre</td>
<td></td>
<td></td>
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<tr>
<td>EIPS (Early Intervention Services)</td>
<td>Logan, North Lakes, Nundah, Wynnum</td>
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<tr>
<td>West Moreton Health Service</td>
<td>Chronic Conditions Service</td>
<td>Ipswich</td>
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<td>CYMHS Child and Youth Mental Health Services</td>
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<td>Older Person’s Adult Mental Health</td>
<td>Ipswich</td>
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<td>ATODS</td>
<td>Goodna, Ipswich</td>
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<td>Sunshine Coast Health Service</td>
<td>CYMHS Child and Youth Mental Health Services</td>
<td>Maroochydore</td>
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<td>Mater Health Service</td>
<td>Mater@home</td>
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<tr>
<td>Gold Coast Health Service</td>
<td>Transition Care Program</td>
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<td>EDUCATION</td>
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<td>St Peter's Lutheran College</td>
<td>Prep to Yr 12</td>
<td>Indooroopilly</td>
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<tr>
<td>St Columban's School</td>
<td>Yr 8 to Yr 12</td>
<td>Caboolture</td>
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<td>St Joseph’s</td>
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<td>Nambour</td>
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<tr>
<td>OnPsych</td>
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<td>Various school locations</td>
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<tr>
<td>PRIVATE PRACTICE</td>
<td></td>
<td></td>
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<tr>
<td>Susan Garnett &amp; Associates</td>
<td></td>
<td>Capalaba</td>
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<tr>
<td>Artius Health</td>
<td>Ipswich, Gold Coast, Sunshine Coast</td>
<td></td>
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<tr>
<td>New Day Psychological</td>
<td>Ferny Hills</td>
<td></td>
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<tr>
<td>Tweed Child &amp; Family Counselling Services</td>
<td>Tweed Heads</td>
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<tr>
<td>K.C Psychological (general reg. required)</td>
<td>North Brisbane &amp; Sunshine Coast</td>
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<tr>
<td>Assure (usually general registration required)</td>
<td>CBD</td>
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<td>PsyCare</td>
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<td>Cancer Council Qld</td>
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<td>Spring Hill</td>
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<td>Talera Centre</td>
<td>Greenslopes</td>
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<td>Minds &amp; Hearts</td>
<td>West End</td>
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<tr>
<td>North Medicare Local</td>
<td>Various</td>
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<td>Brisbane Youth Service</td>
<td>Fortitude Valley</td>
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<tr>
<td>Vietnam Veterans Counselling Service</td>
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<td>USQ Assessment Centre</td>
<td>Springfield</td>
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<td>Cerebral Palsy League</td>
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<td>ACT for Kids</td>
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<td>AEIOU</td>
<td>Nathan Campus, Griffith University</td>
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<tr>
<td>Alzheimer’s Australia</td>
<td>Woolloongabba</td>
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<tr>
<td>Multiple Sclerosis Society</td>
<td>Dutton Park</td>
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<tr>
<td>Institute for Urban Indigenous Health</td>
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<tr>
<td>UQ Health Care</td>
<td>Child and Adults placements</td>
<td>Ipswich, Meadowbrook</td>
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<tr>
<td>OTHER GOVERNMENT SERVICES</td>
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<tr>
<td>Disability Services QLD</td>
<td>Intensive Behaviour Support</td>
<td>Various</td>
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<td>FECS</td>
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<tr>
<td>Centrelink</td>
<td>Stones Corner, Browns Plains, Ipswich</td>
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<tr>
<td>QPS</td>
<td>Queensland Police Service</td>
<td>General services and special operations</td>
</tr>
<tr>
<td>QPS</td>
<td>Queensland Police Service</td>
<td>Drug and Alcohol + other services</td>
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</table>
**Possible Placement Opportunities – Neuropsychology and Clinical Neuropsychology**

<table>
<thead>
<tr>
<th>HOSPITALS</th>
<th>Programs</th>
</tr>
</thead>
</table>
| Royal Brisbane & Women’s Hospital (RBWH) | Neurology/Memory Clinic (neuro or mixed)  
Geriatric Evaluation and Memory Unit (GEMU) |
| Ipswich General Hospital (IGH) | Neurosciences (neuro) |
| Logan Hospital | Adult & Adolescent Ward (external supervisor required) |
| The Prince Charles Hospital (TPCH) | Rehabilitation Unit (mixed)  
Geriatric Outpatient Clinic (neuro)  
General Medicine & Geriatric O/P Memory Screening Clinic (neuro; mixed) |
| Princess Alexandra Hospital (PAH) | Brain Injury Rehabilitation Unit (BIRU) (mixed)  
AAPU (neuro or mixed)  
GARU (neuro or mixed)  
Neurosciences (neuro)  
Spinal Injuries Unit (mixed) |
| Lady Cilento Children’s Hospital (LCCH) | Queensland Paediatric Rehabilitation Service |
| Mater Children’s Hospital | Epilepsy Unit (neuro) |
| Gold Coast Hospital | Neurosciences (neuro or mixed) |
| Robina Hospital | Neuropsychology |
| Nambour Hospital | Neurosciences (neuro) |

**Abbreviations:**
- CYMHS: Child & Youth Mental Health Service
- AMHS: Adult Mental Health Service
- CDU: Child Developmental Unit
- DAART: Domiciliary Allied Health Ambulatory
- AEIOU: Autism Early Intervention Outcomes Unit
- MITT: Mobile Intensive Treatment Team
- ADU: Alcohol & Drug Assessment Unit
- ATODS: Alcohol, Tobacco & Other Drugs Service
- EIPS: Early Intervention Parenting Service
- SHHPS: Sexual Health and HIV Psychology Service
- FECS: Family and Early Childhood Service
- AAPU: Adult Acute Psychiatric Service
- OP: Outpatient
- CFTU: Child & Family Therapy Unit
- HADS: Herston Alcohol Drug Service
Variations to the Standard Placement

Rural & Remote Placement Placements

- Allied Health Clinical Placement Scholarship and Support Scheme

This is an Australian Government initiative to support allied health Students to undertake a clinical placement in a rural or remote Australian community. Applications are open to eligible Students from across Australia -- from metropolitan, regional, rural and remote areas. Successful Students will receive financial assistance for travel, accommodation and living expenses.

Further information can be found at: http://www.sarrah.org.au/site/index.cfm?display=257269. If you apply and are granted a Scholarship, please inform the Externship Manager immediately so your rural placement can be planned. Note that the Student must find their own placement and Supervisor if they wish to undertake a placement outside of South East Queensland. The Externship Manager will then ensure that the placement and Supervisor meet all requirements of the course and, if so, will facilitate the placement for the Student.

- Mt Isa Centre for Rural & Remote Health

As part of its vision to build capacity and leadership in remote and Indigenous health, Mount Isa Centre for Rural & Remote Health (MICRRH) provides placement opportunities for undergraduate, post graduate and international Students.

MICRRH supports Students undertaking placement by providing fully subsidized accommodation. All accommodation is fully air conditioned and is either within the hospital grounds or within a short 5 to 10 minute walk to the placement site. The only thing Students need to provide is their own food and personal items. Students at MICRRH have access to purpose built lecture theatres, a computer lab, a clinical skills lab and library. Further information can be found at: http://www.micrrh.jcu.edu.au/Placements/

Students are to consult the Externship Manager if they are interested in this opportunity.

Research Projects

Occasionally there are research projects being conducted whereby a researching psychologist seeks to take a Student/s for a placement (or half placement) and also provide supervision. Students will be advised via email of any such offers that arise. The Externship Manager will have already ensured that such a placement will provide adequate clinical experience for the Student and that the psychologist meets certain criteria to supervise.

Alternatively, if a Student is interested in a research project and wishes to count hours as a half placement or full placement, such an arrangement initially needs to be cleared by the Externship Manager.

Half Placements/Top-Up Hours

Due to unforeseen circumstances or the nature of a placement, occasionally some placements are counted as a half placement, in which only half of the required hours need to be obtained. In some instances, top up hours may be needed if the required hours are not reached in the full placement. Such hours may be able to be obtained through a research project or other avenue determined by the Externship Manager. However this is not encouraged and is only a last option in instances where the initial placement needs to be terminated for some reason; the placement in question cannot be extended; or to meet graduation or University extension deadlines.

Paid Externships / Locum positions

Placements can be paid or unpaid, but no more than 33% of external placement may be undertaken at any workplace where the Student is employed, (APAC Guidelines V10, 5.3.30). The reference to “any workplace” means any one particular workplace. A workplace is defined as a specific worksite or physical location. Multiple placements can occur within the one organization as long as no two placements in the organization occur within the one workplace and each of the placements requires distinctly different work experiences and competency development.
If a Student requests to count a paid position as a placement then it is important to ensure that there is a qualified supervisor available who is willing to provide adequate supervision and that the placement meets all APAC and PsyBA requirements as well as the Student’s developmental and competency requirements. Such an arrangement must be approved by the Externship Manager. The Externship Manager will need to obtain a copy of the proposed Supervisor’s CV and information regarding their qualifications, AHPRA Endorsement or APS College membership and if they are listed as a Board Approved Supervisor for higher degree Students.

Insurance. PAID placements are NOT covered by the UQ insurance policy for Students on placement. If a Student requests that paid work be counted as a placement, the organisation employing or proposing to employ the Student, the Supervisor and the Student must take note of this. All parties must ensure that the Student (employee) is covered by the organisation’s insurance and protections including; Public Liability Protection; Professional Liability (Indemnity) insurance; Personal Accident Insurance etc. The Student must be covered by Professional Indemnity insurance in accordance with the Professional indemnity insurance arrangements registration standard of the PsyBA, either obtained by the Student themselves or provided by the employing organisation.

Working in addition to placements

Students who were granted provisional registration on the basis of their enrolment in an accredited coursework postgraduate program in psychology may only engage in psychological practice during coursework, placements, research etc. that is part of the accredited postgraduate program. Provisionally registered Students who wish to undertake psychological practice in addition to placements (internships or externships) must refer to the PsyBA Policy on working in addition to placements which can be found on the following page of the PsyBA website under Policies for higher degree Students, http://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies.aspx. This policy applies whether the work undertaken by the Student is paid or voluntary. Students who are offered paid or voluntary work in addition to their university course requirements must not undertake that work until they have reviewed the policy, submitted all required paperwork to AHPRA (including Form AWOP-76 which can be found on the Board’s website under Forms) AND received notification from AHPRA that their application to work in addition to university placements has been approved. Students should note and inform their potential employer that AHPRA may take up to four weeks to process and approve the Student’s application.

Provisionally registered Students must take careful note of the definition of psychological practice that applies to the Policy on working in addition to placements and ensure that they do not undertake any psychological practice, (whether working under the title of “Provisional Psychologist” or under another title e.g., case manager, counsellor, youth worker), that falls under this definition, without prior approval from the PsyBA via AHPRA. The policy does not apply to provisional psychologists who are engaging in research, teaching or tutoring in a voluntary or paid capacity.

If a placement organization offers a Student on placement paid or voluntary psychological practice to continue after the placement is finished, the Student must comply with all requirements of the Policy on working in addition to placements. The placement will be considered to be finished when the Student has held the final review meeting with the supervisor and met all requirements of the Externship Contract. The Student may not continue psychological practice at the placement organization after their placement is finished until they have received notification from AHPRA that their application to work in addition to university placements has been approved.

Students are encouraged to meet with the Externship Manager for their placement if they are offered any paid or voluntary psychological practice to continue at their placement organization after their placement is finished.

Interstate (or other privately arranged) Placements

Students are to consult the Externship Manager if they are interested in such an opportunity. Note that the Student must find their own placement and Supervisor if they wish to undertake a placement outside of South East Queensland. The Externship Manager will then ensure that the placement and Supervisor meet all requirements of the course and, if so, will facilitate the placement for the Student.
Private Practice Placements

Students may be allocated to a private practice placement by the Externship Manager. This will only occur in instances where the Externship Manager has ensured that the Supervisor and the placement meet all PsyBA, APAC, university and course requirements. Students will not be permitted to complete a placement in their own existing private practice.

Deeds of Agreement between the University and the Placement Site

For new or private placement organisations where there is no formal relationship agreement or Deed in place, appropriate paperwork will need to be approved and signed by both parties. The UQ Student Placement Agreement is the legal document required in these instances. Two original copies are to be completed, signed by the placement organisation and returned to the Clinical Externship Manager for sign off by the Head of School. One copy will be returned to the organisation.

The Externship Manager will initiate and facilitate the Student Placement Agreement process. However, in some instances this process will not be possible and a more detailed legal agreement document may need to be drawn up or approved by UQ Legal Office. This process can take a considerable amount of time and delays are likely to occur.

Please contact the Externship Manager if you have any questions about the agreement between your placement organisation and the University.

Insurance

Students undertaking UNPAID placements are covered by UQ protections and insurance cover. Please refer to the UQ’s Standard Terms and Conditions for Placements (Clinical), authorised May 2013, in Part B of the Clinical Psychology Externship Handbook (2015) for information on insurance cover, placement provider and UQ’s responsibilities and indemnities. PAID placements are NOT covered by the university insurance and therefore, the Student will need to obtain their own professional indemnity insurance. Please refer to the section above on Paid Placements for further information on insurance requirements.

For unpaid placements University Insurance covers the Student during the course of their program. Formal documentation can be provided upon the organisation’s request if necessary. This insurance policy covers the Student up until their final grades are released; they do not have any outstanding grades or any further enrolment in the program for a continuing semester; and are eligible to graduate.

Students, please be aware that if you are offered paid work at your externship placement location on conclusion of your placement, you are no longer covered by UQ insurance from the date of release of your result for that externship. Please refer also to the section on Working in Addition to Placements on page 16 of this document.
Queensland Health Placements

It is essential that Students allocated to Queensland Health placements comply with all requirements as outlined on the Queensland Health Website listed below. Students undertaking placements in Queensland Health sites will also be required to familiarise themselves with the Deed, a formal document outlining an agreement between Queensland Health and The University of Queensland. This document is listed for information purposes only and is available on the website where this Handbook is listed.

Students must read and understand the Student Orientation Requirements on the web page listed below. The Student Orientation Checklist and the Student Deed Poll must be downloaded, read and signed to prove that the Student has undertaken the Student Orientation and understands the agreement with Queensland Health. These forms must then be brought to the contract meeting and given to the Clinical Education Coordinator and/or Supervisor. Please note that the Student must sign the Student Deed Poll in front of a witness who then also signs this document.

This site is titled Clinical Placements and work experience and the link to the Student Orientation Requirements tab is located at http://www.health.qld.gov.au/employment/clinical-placement/requirements/Student-orientation/default.asp.

Hepatitis B vaccinations

It is mandatory that Students commencing a clinical placement in a Queensland Health facility have completed their course of Hepatitis B vaccine prior to entering Queensland Health facilities.

Students will be required to provide proof of Hepatitis B immunisation to their Clinical Educator at the Contract Meeting for the relevant placement. Proof of vaccination can be provided by: a copy of their vaccination record showing a completed vaccine schedule course*; results of a blood test that shows the required level of immunity (e.g. anti HBs >10 IU/L); or a letter from a General Practitioner, Infection Control Practitioner or Occupational Health Department with details of vaccination or immunity status.

Students who do not want to undergo this immunisation will not be permitted to undertake a Queensland Health placement. Students are expected to have completed, or at a minimum started, the three-dose course involved in the immunisation process prior to starting the externship. The three doses are administered with a one to two month interval between each dose. If you are unable to have a Hepatitis B vaccine due to personal or health reasons, please discuss this with the Externship Manager, as some exemptions may be possible.

Immunisation for Hepatitis B can be arranged at a small charge through the University Health Service. The immunisations can be conducted at any medical centre of health service.

RBWH Placements

It is a request from the Director of Psychology at the RBWH that placements in the Psychology Department specifically, be assigned for second or third externships, however exceptions can apply. For the Psychology Department placements (except for Staff Health and Developmental Assessment), a successfully completed (or at least concurrent) course in Clinical Health Psychology is required.

RBWH & TPCH Placements

The Queensland Health supervisor has the responsibility to try to ensure that any Student requesting placement with them has the required entry knowledge and skill, maturity and personality to be satisfactorily placed in their workplace. Thus, an allocation does not guarantee an automatic placement. The Student will be required to contact the potential supervisor in order to meet with them first to determine suitability of fit to the placement.
Lady Cilento Children’s Hospital and Child Health Queensland Placements

Students who are allocated a placement through the Lady Cilento Children’s Hospital and Child Health Queensland, may be required to be immune or be in the process of receiving vaccinations for the following communicable diseases:

1. Hepatitis B;
2. Varicella (Chicken Pox);
3. Measles, Mumps, Rubella;
4. Pertussis (Whooping Cough);
5. and to receive your annual Flu Vaccination.

This evidence may need to be in the form of a blood test which proves immunity to Hepatitis B, Chicken Pox, Measles, Mumps and Rubella. For Whooping Cough, one documented dose of the vaccine is required. Students will be sent a pre-commencement health pack from the Clinical Education Coordinator.

Possible Side Effects of Vaccinations

Hepatitis B vaccine is generally well-tolerated. Most side effects are mild and primarily include injection site reactions and fatigue. Other possible side effects include:

- diarrhoea
- dizziness
- general feeling of discomfort
- irritability
- loss of appetite
- mild fever or sore throat
- nausea
- pain; swelling, or redness at the injection site;
- runny nose; tiredness; weakness.

Varicella: Serious side effects or allergic reactions to the vaccine are rare. Side effects from the chickenpox vaccine may include:

- Redness, swelling or soreness at the injection site
- High fever (over 39°C)
- Mild chickenpox-like rash – this may develop five to 26 days after the immunisation. It is important to avoid contact with people who have low immunity while the rash lasts
- A very mild dose of chickenpox a year after receiving the vaccine – this side effect is uncommon and occurs because the vaccine is not fully effective in every person.

There is a very small risk of a serious allergic reaction to any vaccine. Signs of an allergic reaction may include an itchy rash, shortness of breath and swelling of the face and tongue.

Measles, Mumps, Rubella: The vaccine is effective and safe. However, all medicines can have unwanted side effects. Side effects from the measles vaccine are rare and usually mild but may include:

- High fever (over 39°C)
- Faint red rash (not infectious)
- Drowsiness or tiredness
- Head cold and/or runny nose
- Cough and/or puffy eyes
- Swollen salivary glands
- Soreness and redness at the injection site
Pertussis: Severe reactions to the vaccine are rare and they are much less common than the effects that occur with the disease itself. Some of the mild side effects of the vaccine include:

- A mild temperature
- Irritability
- Drowsiness or tiredness
- Soreness and swelling in the area where the injection was given.

Flu Vaccination: The influenza vaccine can cause a range of side effects. Common side effects include:

- Pain, redness and swelling at the injection site
- Low-grade fever
- Muscle aches
- Drowsiness or tiredness.

If the Student is, or could be pregnant, or is considering pregnancy up to 1 month following the injection/s, it is recommended that they seek medical advice and further information surrounding this. The Student must not receive an MMR or Varicella vaccination if they are pregnant or think they could be pregnant. For MMR and Varicella vaccinations, pregnancy should be avoided for 28 days.


Evaluation and Assessment Requirements

Log Books

Every Student in the clinical postgraduate program must keep a single logbook of client contact hours, supervision and client related activities. While on placement, the three sections of the logbook must be updated at least weekly. Although logbook entries and updating may be done via an electronic copy of the logbook, it is essential that the Student maintain an original hard copy of this single log book. Updated logbook entries must be downloaded and, at least fortnightly, the placement Supervisor must sign (and date their signature) the hard copy entries to endorse that the logbook is a true reflection of the practical work being undertaken.

This is a requirement of APAC (the Australian Psychology Accreditation Council). The logbook also serves as a means for the Student of monitoring progress and adherence to the placement contract, so that any problems can be identified early and addressed. Formats for the three sections of the logbook are included in Part B of this handbook.

It is suggested that Students start a new page for each of the three sections of the logbook at the commencement of each new placement. A photocopy of the itemised hard copy logbook entries (client contact hours, supervision hours, and client related activities) for a particular placement must be included in the folio for that placement. This copy should show that the supervisor has signed logbook entries on a regular basis throughout the placement.

Students should note that the Externship Manager, APAC or the PsyBA may request to see a Student’s original hard copy logbook at any time.

Mid placement review

A Mid Placement review is held between the Student and Supervisor halfway through the placement. Students and Supervisors evaluate work in progress and identify possible areas for focus. Please do not hesitate to contact the Externship Manager if there are any concerns. Students and Supervisors are to use the Mid-Placement Evaluation Forms in Part B of this Handbook and provide feedback to one another using this information. The Student must give the Externship Manager and Supervisor a copy of these forms within one week of completion.

If any difficulties are identified through the review process or at other times during the placement, a meeting between the placement Supervisor, Student and Externship Manager can be arranged to discuss options.

End of placement review

This is held between the Student and the Supervisor to evaluate the placement including completed written requirements. The session provides an opportunity for both parties to review the externship experience. Formal feedback based on the End Placement Review Forms completed by both the Supervisor and Student should be presented and discussed at the meeting.

Evaluation Forms (DO NOT BIND WITH FOLIO BUT SUBMIT SEPARATELY)

It is up to the Student and the Supervisor to conduct the relevant meetings and complete the evaluation forms. The following formal evaluation forms are to be submitted to the Externship Manager by the Student within one week after the relevant review meeting.

- Supervisors Mid Placement Review of Student
- Student’s Mid Review of Placement
- Supervisors End Placement Review of Student
- Student’s End Review of Placement

Each of the forms must be signed by both the Student and Supervisor. The Student is to retain the original evaluation forms and submit a copy to the Externship Manager and the Supervisor.
Folio

The folio is a cumulative record of professional practice that is maintained throughout the placement. Students should regularly submit reports and other relevant documentation destined for the folio to their placement Supervisor throughout the placement in order to both obtain feedback and ensure these reports are signed and in a format ready for inclusion in the final document. If reports are not typically required in the organisation where you are completing your placement, you should discuss with your supervisor the kind of documentation that could be used for your brief reports (e.g. discharge summaries, letters to referring agents etc.). In particular, it is recommended that a case is selected for the N=1/Comprehensive Psychological Report at an early stage in the placement.

In the event that two half placements are completed, two separate folios are still required. However, only one comprehensive psychological report and one organisational task need to be included and this can be at the Student’s discretion as to which folio these are presented in.

Detailed information on folio submission and requirements of the folio are listed on the following pages.

**Due Date of Folio and Resubmission of Assessment Items**

The folio is due two weeks after the official end date of the placement. This is the date that the End Evaluation has taken place and the Student has officially finished their clinical work at the placement. Please refer to the Completion Timelines section for further details. If folios are not received within this time-frame, and you have not contacted the Externship Manager in advance, you risk receiving a FAIL for this course.

The School of Psychology permits the resubmission or re-sitting of assessment items that do not fully meet requirements in specific and defined circumstances. In this course, the folio and associated components, with the exception of the mid-semester and end of semester review, are eligible for consideration for resubmission under the following conditions:

- The original folio and associated documentation is submitted on time*.
- There are only minor errors or omissions within the components of the folio and associated documentation.

Students must resubmit within two weeks of being granted the resubmission or by an earlier date if requested by the Externship Manager. Students who are granted a resubmission for an assessment item and do not submit by the scheduled date will not be granted an extension to the due date.

*Students must submit by the due date advised by the Externship Manager. Where a formal extension has been granted (INC grade), resubmission can only be granted if within the General Award Rules timelines for the finalisation of an incomplete grade.
Folio Requirements

Submission of Folio – hard copy, electronic copy, bound hard copy

Students are required to submit a copy of the folio to the External Supervisor two weeks before the date of the end-placement review. Upon receiving the folio, External Supervisor(s) are required to view, sign, approve, and return the folio to the Student before the final review meeting. When Students have received the folio back from the External Supervisor, it is their responsibility to ensure that all relevant sections and paperwork are signed by the External Supervisor.

Students are then required to submit a printed copy of the folio and feedback from the External Supervisor to the Externship Manager directly, or to 3rd Floor Reception, within two weeks following the end-review meeting. The folio should be printed double-sided and submitted as a single stack of paper. It should be bound using ONLY a bulldog clip (or similar large clip) and/or placed in a large (e.g. A4 sized) envelope, document wallet, or similar folder. DO NOT bind or staple pages together, use individual plastic pockets, or a ring binder.

The Externship Manager will review/mark the folio and provide feedback to the Student. Once the Student has made any necessary amendments or corrections to their folio work, the Externship Manager will advise the Student, via email, that their folio is of an acceptable standard and grant final approval for placement completion.

The Student must then complete the following folio submission tasks.

1. Electronic submission of folio.

Commencing Semester One 2015, the School of Psychology requires an electronic copy of each Student’s folio from each of their placements. The Student must upload the folio as a single, scanned document to the relevant course Blackboard page via Turnitin.

Folios must be scanned as black and white or color files in PDF with a resolution of 300 DPI (dots per inch). If the materials contain graphs or other diagrams, tables or illustrations which use color to convey meaning, they must be scanned in color. Document scanning facilities are available for Student use in the academic mailroom on level 3 of the McElwain building.

The file name of the uploaded folio must conform to a specific naming convention, including the Student name, Student number (all eight digits, no ‘s’) and course code in the file name. Words and numbers must be separated by hyphens, underscores, dots or gaps, not all run together. Forward and backslashes and commas should be avoided. For example, an acceptable file name would be:

Jane_Smith-12345678-PSYC7820.doc

Uploading instructions will be available on the specific placement course Blackboard site.

Students must upload the following documents as part of their electronic folio:

- Folio cover sheet
- Externship Folio Approval and Statement Form
- Supervisor folio marking form
- Folio checklist
- Table of contents
- Summary of placement; objectives; and reflective statement
- Formal documentation as outlined in the handbook, relevant to type of placement (clinical, clinical neuropsychology or mixed)
- Brief psychological reports
- Case summaries
- Comprehensive psychological report
- Organization task or Special project report (extended placements only)
- Logbooks
- Signed Mid-Placement Review Form and signed Student Mid-Review of Placement Form
- Signed End-Placement Review Form and signed Student End-Review of Placement Form
Access to a Student’s electronic folio will be restricted to the individual Student, the Externship Managers, the postgraduate coursework administrator and the relevant program director. The manager of Student and academic administration may obtain access if required.

**Electronic Folio storage.** Each year, Student folios will be transferred electronically from the relevant Blackboard page to the University’s records management system, TRIM. This will become the official folio record in keeping with the APAC requirement for the University to retain Student folios for 10 years after the Student’s graduation.

2. **Bound hard copy of Folio**

Students must also submit a final bound hard copy of the folio to the Externship Manager directly, or to 3rd Floor Reception. The following documentation is to be included in the final bound hard copy:

- Folio cover sheet
- Table of contents
- Summary of placement; objectives; and reflective statement
- Formal documentation as outlined in the handbook, relevant to type of placement (clinical, clinical neuropsychology or mixed)
- Brief psychological reports
- Case summaries
- Comprehensive psychological report
- Organization task or Special project report (extended placements only)
- Logbooks

**Bound folio storage:** The bound folio will not be returned to the Student but will be filed at the Professional Resource Centre. Access to the bound folio is restricted to the Externship Managers, the postgraduate coursework administrator, the relevant program director and the manager of the Professional Resource Centre. The manager of Student and academic administration may obtain access if required.

**Please note that the final grade for the placement course will not be released to the Student until the electronic folio is successfully uploaded and the Externship Manager has received the final BOUND hard copy of the folio.**

**Externship Folio Approval and Statement Form**

This form must be submitted with (not bound within) the folio and signed by the Supervisor to confirm that all coursework included in the folio has been viewed, the coursework is the product of work undertaken as part of this clinical placement and that the coursework is of an acceptable standard for the Student’s stage of training.

**Supervisor Folio Marking Form**

The Supervisor is to complete the Folio Marking Form which needs to be submitted with (not bound within) the folio.

**Folio Checklist**

A folio checklist has also been provided to ensure that all content and administrative requirements are adhered to. **Please refer to the Folio Checklist to ensure that all requirements have been met.** This will save time for both the Student and Externship Manager following submission, in order to prevent the folio being returned for corrections and thus delaying your grade upload onto your academic record. If the folio does meet the standard required, it will be returned for further work to be done on it. Students must complete the checklist and submit it with (not bound within) their folio. The folio must include the following sections:

**Cover Page**

The cover page must state the following:

- Student name (do not list your Student number)
- Course code; Semester and year that the placement was conducted
- Placement site
- Title of comprehensive report
Statement that the work is a partial requirement of the Postgraduate Program you are enrolled in.

Table of Contents

Inserted at the front of each folio listing each section with the relevant page numbering

Logbooks

Summary Sheet with description of all cases seen – with information about gender, age, referral issue/question, medical context or diagnosis.

A photocopy of your original Logbooks of clinical contact hours signed on each page by both Supervisor and Student

A photocopy of your original Logbooks of supervision hours signed on each page by both Supervisor and Student

Photocopy of original Logbooks of other clinically related activities (with hours spent on Organisational or Special project specified) signed on each page by both Supervisor and Student

Summary tables signed by both Supervisor and Student

Summary of Placement; Objectives; and Reflective Statement

2-3 pages in length

Placement site description and the Student's role during the placement

Placement objectives and how they were met with reference to the type of experience gained at the placement

Address key learning experiences and professional development during the placement

Outline further professional development goals.

Formal Documentation

Clinical placements

2 brief psychological reports (approximately 2 pages)

8 case summaries (different clients)

1 comprehensive report (different client)

Note that Students undertaking a clinical placement must base the above reports and summaries on 11 different clients.

Neuropsychology placements

Minimum of 20 neuropsychology reports with summary of test scores attached. All reports completed in the placement are included in the folio. Reports can include brief screening assessments, comprehensive neuropsychological assessments, developmental assessments, Memory Clinic or other screening assessments.

Mixed (clinical neuropsychology) placements:

Minimum of 20 neuropsychology reports and a selection of clinical case summaries and reports – to be discussed with the Externship Manager.

See next section specifically related to neuropsychology Students

Points to note regarding formal documentation

All reports, each case summary and other documentation must be signed by both Student and Supervisor. This is a mandatory requirement from UQ and in Queensland Health settings. When submitting any clinical information please ensure that all client identifying information (name, date of birth, any unusual or identifying information) has been removed and copies (not originals) of any supporting documents are included.

A copy of all reports in the folio must be provided to the Supervisor if requested.

Brief psychological reports

These reports should be 1-2 pages in length and could include a report of a psychometric or clinical psychology assessment and/or intervention, discharge summaries, or a letter to a referring agent (providing it has sufficient information to reflect your clinical role). All reports should include some details of the referring question, history, presenting problems, assessment, formulation or DSM diagnosis, or summary of intervention and recommendations. A summary of test results should be included as an appendix if not included within the report.
• If you have written a report as part of your placement, include the whole report rather than abbreviating or shortening to fit into two pages i.e. submit the entire report.
• If formal reports are not normally completed at your placement organisation you should discuss how this requirement can be met with your Supervisor or seek assistance from the Externships Manager. No matter what the circumstance of your placement it is mandatory that you present two brief psychological reports to your Supervisor and include them in your folio.

Case summaries
These are to be presented in a brief form of approximately one page or one hour for each day of placement (so if you are on placement for three days/week, you will need three hours of supervision/week) detailing the referral, client/patient’s presenting problem/s, assessment, diagnosis/formulation, treatment and outcomes. If you are unable to see more than eleven individual separate cases in your Externship, you must discuss this with the Supervisor and with the Externship Manager prior to submitting your folio for marking.

Comprehensive Psychological Report
- Minimum 1500 words
- The case for this section should be selected early in the placement.
- Students should select a case that has contributed most to their learning.
- An N=1 format may be used.
- If the Student is not treating the client there should be an emphasis on assessment or a literature review.
- Alternatively a professional report format covering the following topics:
  - referral source, referral problem including precipitating and perpetuating factors
  - previous treatment/solution attempts,
  - history, current life circumstances and important relationships
  - assessment, diagnosis, case formulation
  - treatment plan and rationale, description of the treatment process, treatment outcome and recommendations.

Organisation Task (Standard Placement ONLY)
- 20 - 30 hours
- The project selected should be of some benefit to the organisation in which the Student is based and be related to some aspect of a psychologist’s role in the organisation.
- The actual nature of the task should be discussed with the Supervisor and will depend on the particular setting.
- For example, it could involve compiling up-to-date resources on the treatment and/or assessment of a particular disorder, the preparation of a brochure or handout for clients, development of a database to collect data for clinical or research use, talks or handouts that promote the psychologists’ role within the organisation or local community.
- 2-3 pages comprising:
  - Aim/s and objective/s of the organisational project and how it will be of benefit to the organisation
  - The procedure involved in carrying out the organisational project
  - Brief description OR sample of the final product.

Special Project (Extended Placement ONLY) – 140 hours
The extended externships require professional doctorate Students to be proactive in generating a special project to be completed during the placement to demonstrate their advanced level of knowledge and the project should show mastery of specialized skills in assessment, treatment or evaluation of psychological services. This entails the Student liaising with the placement Supervisor in order to identify a specific area of study and a method for feeding the new knowledge back to the organisation.

Please note that the special project is not intended to constitute a minor thesis, but is an opportunity for the Student to study something within the placement in depth and gain new knowledge in this area that may also benefit the organisation. This focussed learning experience is then documented in the externship folio in the form of a special project report. It is important in the planning process to ensure that the special project will not be sensitive to circumstances outside of the Student’s control (e.g. organisational factors) that may delay the
Completion of the special project and thus the completion of the placement. The general rule is that the special project should be executed in its entirety within the normal role the Student performs at the placement. This means, for example, that a special project including some form of intervention should have the normal client load of the Student as treatment group and not require any additional resources or organisational arrangements that need special approval.

Examples of special projects completed to date include developing and evaluating group interventions; designing a computerised treatment package and evaluating via N =1 methodology; and evaluation of existing clinical services. Students are also encouraged to discuss with their dissertation Supervisor potential special projects that may complement their dissertation topic.

- Maximum 12 double spaced A4 pages in 12 pitch font
- Brief report format (headings may vary according to the nature of the project) and may include: Aim/s and objective/s, method, results, discussion, references, appendices.

Neuropsychology Students

The Logbook
Practical experience (across Internships and Externships) should result in a Logbook of at least 50 Case Summaries which is submitted to the Externship Manager at the end of the final placement with the final Folio. Each Log entry should provide details of the location, date of service, referral question, synopsis of report or intervention program, and diagnostic category, and a brief summary of assessment results attached.

The Casebook
At the end of their final placement, students must also submit a Casebook to the Externship Manager which includes reports of all cases seen across Internship and Externship (include all full reports plus data summary sheets from your Folio work). These should include at least one case from each of five populations (acute neurology/neurosurgery, rehabilitation, psychiatric, aged care, and paediatric).

The Casebook work should demonstrate practical and theoretical understanding with a wide range of neuropsychological syndromes.

- The case reports should include the referral question, details of the client’s past developmental, medical and psychological history and any other relevant background material.
- Any references or general orientations to literature that contribute to the case should be included in the introductory discussion of the case.
- There should also be a section which outlines the hypotheses that were tested with the assessment, based on the referral question and the background, and how the examination addressed these areas of interest in terms of tests or techniques employed.
- Results of the tests administered and highlights of the assessment should always be included.
- A summary section including the interpretation of the results in line with the hypotheses, recommendations and treatment options should be provided.
- The therapeutic models need to be clearly described and justified, and the means of evaluation of outcome carefully elaborated. A case report is expected to contain more detail than the report that was submitted to the organisation from which the client came.
Completion Timelines and Due Dates

Extensions

The University has a strict policy regarding completion of courses in a timely manner therefore extensions are NOT available for more than one semester after the first enrolment. Whilst Students may not be able to commence their externship in the first week of semester, without exception the University semester deadlines must be observed in completion of externship courses or requests for extensions. The University has a strict policy regarding timely completion of course requirements that is enforced. It is the responsibility of the Student to monitor these enrolment timelines and make the necessary requests for an extension if required.

If for some reason the commencement of your placement if considerably delayed within the semester you have enrolled in for that particular course, you will need to apply to withdraw without academic/financial penalty and then re-enrol for the course the following semester. Please see the Externship Manager immediately if you have any questions or concerns regarding this issue. Please consult the Academic calendar for the current year for specific dates.

Final responsibility lies with the Student to ensure their enrolment status is correct.

If the completion of an externship is delayed, the Student must notify the Externship Manager via email as soon as possible about the length of extension needed and reason for the delay. Students are expected to monitor client contact and supervision hours on an ongoing basis to ensure completion by the stipulated date, and to discuss as soon as possible with their placement Supervisor if a deficit in hours is noted.

If it is expected that an externship will not be completed by the date stipulated in the contract, the Student needs to apply for an extension in writing to the Externship Manager. The Student may be required to document the reason for the delay, in order to be granted an extension. As stated above, University Rules only allow a one semester extension. The Student will need to obtain the original Externship Contract from the Externship Manager and take it to their Supervisor to sign off approval of the changes. The Contract form must then be returned immediately back to the Externship Manager.

Reminder emails will be sent out periodically by the Externship Manager advising of Semester One and Semester Two due dates in addition to Semester One and Semester Two faculty extension due dates. Folios will need to be submitted two weeks prior to these University due dates to give the Externship Manager time to mark and approve your folio in conjunction with the time required for the School to process the paperwork and upload results.

If the Student is unable to complete and submit their folio within TWO weeks from the end date of their placement, an extension must be requested via email explaining why this has occurred and the expected submission date. The exception to this request being if the contracted dates have already been modified and signed off by the Externship Manager and the Supervisor and therefore the change of submission date is already approved.

If the externship is not completed by the specified deadline and the Student has not been granted permission to extend the deadline, the Student will be expected to re-enrol and pay additional fees.

Sick or Recreation Leave
Any periods of sick or recreation leave may extend the duration of your Externship. For any periods of time away from your Externship (longer than one week) the Supervisor and Externship Manager must be advised.

Remedial Activities
Externship courses are graded on a pass/fail basis. Remedial activities can be recommended at mid or end placement review.
1) By the Supervisor in the mid or final evaluation form; or
2) By the Externship Manager after assessing the submitted folio.

Such remedial activities may include resubmission of written coursework and/or additional clinical training activities (e.g. further client contact; attendance at training workshops; additional supervision). In the event that remedial action is recommended by the placement Supervisor, it is advisable for the Externship Manager to be invited to the End of Placement review meeting.
**Final pass**

Students will be notified via email when they have passed the externship and the grade will be uploaded on their academic record usually within 7 days. However, if your folio is passed by the Externship Manager in the same semester as you enrolled in and commenced the placement, your grade will be uploaded on the official University date for release of grades for that semester.

**Failure to successfully complete a placement**

A Student who commences, but does not successfully complete a placement through academic withdrawal (W) or receiving a fail grade (X or N), must apply for approval to the Associate Dean (Academic) Faculty of Health and Behavioural Sciences to reenrol in that placement in a following semester. You must discuss your program of enrolment with the Program Director and Placement Manager/s prior to requesting approval from the Associate Dean.

Given that Students are also Psychologists or Provisional Psychologists if you withdraw from or fail a placement due to health issues, you must provide a medical certificate to the Program Director prior to requesting approval from the Associate Dean to reenrol. The medical certificate must be signed by a medical practitioner who is not a near relative or close associate. (Examples of near relatives are partner, child, brother, sister, or parent. Examples of close associates are close friends, neighbours and partners or children of colleagues.) The medical certificate must state that: “Your name” is currently under treatment for “insert illness” and this condition is being managed. “Your name” is in my opinion medically fit to continue studies at the University including undertaking the provision of psychologist services to clients within supervised placements.

Please refer to the program rules and the university rules for full information on enrolment and placement requirements. University rules and policies are available on MyAdvisor: [http://www.uq.edu.au/myadvisor/](http://www.uq.edu.au/myadvisor/)

**Graduation Information**

**Mid-Year**

In order for Students to be eligible to graduate mid-year, the externship paperwork and folio needs to be submitted to the Clinical Externship Manager by mid-June to allow time for marking and results to be sent to the School of Psychology in time for upload process and release of results in the first week of July.

**End of Year**

In order for Students to be eligible to graduate at the end of the year, the externship paperwork and folio needs to be submitted to the Clinical Externship Manager by early November to allow time for marking and results to be sent to the School of Psychology in time for the grade upload process and release of results in the last week of November. The School of Psychology cannot guarantee that any results received from the Externship Manager after this date will be processed in time and Students may not graduate until July of the following year.

To finish by early-November you must commence your standard placement by the week of June 16th at the latest. To finish your extended placement by early-November you must commence by the week of April 7th. Externships will not be shortened for the purpose of early graduation – externships are to be completed in the required timeframe for development of mandatory clinical skills and competencies.

To clarify – the Externship Manager has a deadline to meet in order to submit results and paperwork to the administrative staff in the School of Psychology, which then have to be signed by the Head of School, and then uploaded from the Faculty.

Graduation dates for December are available in September/October.

Apart from missing the Graduation Ceremony, not completing your externship by early November does not influence your eligibility to graduate from the program. Once your Academic Record states that you are eligible to graduate you may apply for general registration.
Psychology Board of Australia Requirements

Please refer to the Psychology Board of Australia for policy or standards information. Some relevant links are listed below:


Provisional registration standard (338 KB, PDF)

Policy on working in addition to placements (423 KB, PDF)

Policy for higher degree Students applying for general registration (409 KB, PDF)

Eligibility to apply for general registration. For Students in the Master of Clinical Psychology program, once the Student's Academic Record states that they are eligible to graduate from their program, they may apply for general registration. Note that the University of Queensland Clinical Psychology Program maintains its own policy requirements regarding the eligibility of Students in the Doctor of Psychology and the Master of Clinical Psychology / PhD concurrent programs to apply for general registration. Students in these programs should refer to Appendix A of this Handbook for the UQ Clinical Psychology Postgraduate Training Program Policy regarding signing of the PDEC-76 form. This policy is also available on the Clinical Program page of the School of Psychology website under “Further information”.

Registration. Note that Students must maintain have current registration (provisional or general) as a Psychologist for the duration of their program. Students with general registration must renew their registration each year they are enrolled in the program. Students with provisional registration must renew their provisional registration prior to the expiry date. Students require confirmation of current enrolment in their program to be sent directly to AHPRA by the university in order to renew their provisional registration. Students should contact the postgraduate administrator in the School to arrange for this confirmation to be sent to AHPRA prior to the expiry of their provisional registration.

APAC Requirements

Your postgraduate coursework program in psychology is accredited by the Australian Psychology Accreditation Council (APAC). There are specific APAC requirements for placements in these courses (Internships and Externships). For details regarding the APAC standards refer to Section 5 at the following:


Physical & Mental Health of Students on Placement

If a Student's physical or mental health is at risk of interfering with their clinical work on placement, it is imperative that they advise the Externship Manager immediately in the first instance. Students have an ethical obligation and a legislative obligation (via their registration as a provisional or general psychologist) to ensure that they are fit to practice whilst on placement. For further information on fitness to practise the profession Students should refer to the PsyBA Guidelines for Mandatory Notifications which can be found via the following link:


Please note that policy requirements for “Students” in the Guidelines for Mandatory Notifications do not apply to provisionally or generally registered psychologists, whether enrolled in an accredited postgraduate program or not. Professions other than psychology have a ‘Student registration category’ which applies in the main to undergraduate Students in these professions.
Ethical Behaviour & Conduct

Students are reminded that the highest level of ethical behaviour is expected of them whilst on placement. Students are required to abide by principles of professional conduct, responsibilities and confidentiality. It is expected that the Student is already/or will be, familiar with the code of practice set out by the Psychology Board of Australia. The Board has adopted the Australian Psychological Society Code of Ethics for the profession. A link to the Code of Ethics can be found under Standards and Guidelines on the Board’s web site.

Use of Social Media

Social media and the internet can be used as resources in professional practice and for professional development. However, it is important to fully understand the ethical and professional risks and benefits of social media resources and the internet. Social media is a very visible facility, highly accessed by the public at large, our clients, and other professionals. It is essential that you use these resources in an ethically and professionally responsible manner. For example, you are likely to access clinical and referral resources from a wide range of sources including the internet and social media, however, it is important that you discuss these with your Supervisor. Ensure that you uphold the General Principles of the APS Code of Ethics (Respect for the rights and dignity of people and peoples; Propriety; and Integrity) when using social media. Also bear in mind that the Register of Psychologists is a public register and any member of the public can easily see that you are a registered psychologist or provisional psychologist.

While the ethics course in the UQ clinical psychology training program addresses the ethical and professional issues concerning use of social media and the internet, it is important to continue to develop your ethical and professional knowledge and skills in the use of these resources. In this regard, the following publications will be helpful:

- APS ethical guidelines on the internet

Problems and Dispute Resolution in Externships

Problems can arise in externships for a number of reasons. The key to avoiding problems, or to at least managing these problems effectively, is a good Supervisory alliance. In turn, this alliance is best maintained by the willingness of Student and Supervisor to engage in a collaborative professional relationship that is characterised by respect, courtesy and good communication.

Students and Supervisors should attempt to identify potential problems early on and to discuss these openly within supervision. Both Students and Supervisors are also strongly encouraged to consult with the Externship Manager regarding such problems. Timely discussion and problem solving is likely to prevent minor problems from escalating into major disputes.

However, the following guidelines apply if such disputes arise:

- Where an irreparable rift in the supervision relationship occurs during the placement with no identifiable deficits in either the Student's or clinical Supervisor's contracted performance, the placement may be terminated by majority opinion of the Student, placement Supervisor, and Externship Manager, at no loss to any party concerned.

- In the case of a Student repeatedly failing to attend to remedial goals that have been clearly identified in the mid-placement review or during the placement, he or she may be failed. This decision is ordinarily made by majority opinion of the placement Supervisor, Externship Manager and the Student. However, where any disagreement exists, or upon request of either the placement Supervisor or Externship Manager, the Director of the Clinical Program can be invited to examine all products of the placement, interview both placement Supervisor and Student, and offer an opinion. The decision will then be made by the majority of the placement Supervisor, Externship Manager and the Director of the Clinical Program.

- In the case of a placement Supervisor repeatedly failing to attend to the contracted supervision or externship objectives, the placement may be terminated at no disadvantage to the Student.
Responsibilities

Externship Manager

- Initial organisation of Students for placement and provision of information about placement details and completion requirements.
- Review requirements and responsibilities of placement Supervisors, Students and University.
- Attend Contract meeting between placement Supervisor and Student to negotiate objectives of placement and finalise contract.
- Assist the Student in meeting entry level skills necessary for the placement and other contractual agreements specified in order to commence the placement.
- Meet with placement Supervisor and Student at Mid-Placement or End-Placement review if a problem is anticipated or identified. Assist in remedial process if required.
- Identify ways that the Student can develop skills necessary to meet ongoing demands of placement and provide professional and personal support to Student as required.
- Attend to University administration requirements of placements.
- Examine and mark the Student’s folio of written work. Provide feedback and request revision of written work as required.

Placement/External Supervisor

- Send resume/CV to Externship Manager.
- Attend contract meeting with Student and Externship Manager, negotiate supervision contract and placement objectives, and inform Student of any entry level skills that are expected.
- Begin supervision on specified date and maintain supervision contact as per this manual and specific supervision contract.
- One hour of supervision should be provided for each day of work experience. However, this is flexible according to the Student’s needs and the nature of the work and how closely the Student and supervisor are in contact on a day to day basis.
- Regularly review Student’s progress on all written requirements (folio of written work, and log of placement experiences and supervision). Sight and sign hard copy of Student’s log book at least fortnightly.
- The Supervisor should review and countersign all reports and outgoing correspondence written by the Student throughout the placement.
- Supervisor is expected to provide feedback and reviews/comments on written material (including reports), in a timely manner, i.e. usually within one week.
- Sample and provide feedback on Student’s performance via audio, video or direct observation at least twice if workplace policy permits, and provide feedback on core competencies.
- Attend mid-placement review meeting at the halfway point of placement and receive and provide formal feedback on progress.
- Attend to remedial goals identified at mid-placement review.
- Negotiate remedial action with Student if problems exist. The Externship Manager can assist in this process.
- Review folio at end of placement and sign statement that the work described in the folio was undertaken during the placement and is considered ready for submission.
- Attend final review meeting, present and receive formal evaluation feedback.
- As per the APAC Standards, (2010) supervision of all placements must involve at least one hour of direct contact for each full day of placement (7.5 hrs); Direct contact supervision may include telephone, video conference, or other electronic forms of real-time interaction, as long as the total percentage of supervision conducted by such electronic means across all casework units is never greater than 40% for any given Student.

Student

- Advise Externship Manager of preferred placement sites in the semester prior.
- Complete enrolment requirements and monitor completion of externship requirements in accordance with University semester timelines.
- Upon confirmation from the Externship Manager that a placement is available and suitable, contact placement Supervisor for initial informal discussion of placement requirements and entry level skills.
- Negotiate with placement Supervisor and Externship Manager a time for the contract meeting.
Attend contract meeting with all relevant paperwork included in this handbook (i.e. contract form, placement specific paperwork, proof of registration, blue card and most recent end-evaluation).
At contract meeting, negotiate supervision contract and placement objectives and become familiar with expectations for entry level skills required by placement Supervisor.
Attend to development of entry level skills if necessary.
Begin placement on specified date and maintain logbook of placement experience and supervision as per APAC and University requirements. Download a hard copy of recent log book entries for your Supervisor to sight and sign at least fortnightly.
Plan method for completion of all written work and keep placement Supervisor informed of progress. Provide copies of written work to placement Supervisor on an ongoing basis.
Student to respond within one week of Supervisor’s comments on drafts and written work.
Organise video, audio or direct observation of work by Supervisor, if workplace policy permits.
Obtain formal feedback on core competencies.
Organise a mid-placement meeting with placement Supervisor. Present feedback to placement Supervisor and receive feedback from the latter. If problems are identified, ensure the Externship Manager is notified. Provide Externship Manager with copy of review document promptly.
Attend to remedial goals identified in supervision.
Complete all written requirements and hand them to placement Supervisor to review for suitability for submission. Submit folio to Externship Manager by due date.
Organise the final review meeting at the specified date. Present and receive assessment forms as specified and ensure these are submitted to the Externship Manager promptly.

Key Points on Supervision

In a survey of Students the following points were reported to contribute to a good clinical supervision experience (Kaplan, 1983):
- Establishing the Student psychologist’s role in the particular institution and their expected contribution.
- Specifying workloads.
- Introducing the Student to other staff members.
- Providing some opportunity to observe their Supervisor interviewing clients and administering tests.
- Providing model reports.
- Giving detailed feedback regarding test interpretation and report writing.
- Providing feedback regarding all aspects of the Student’s performance.
- The Supervisor taking the initiative in indicating what the Student can expect of the supervision process, including discussion of the Supervisor’s readiness to offer praise and criticism.
- Forming a relationship in which the Student is permitted to be frank about her/his weaknesses.
- Providing a regular scheduled time for supervision as well as the opportunity to consult the Supervisor at other times.
- Providing opportunities to attend case conferences and meetings with senior staff.
- Allowing opportunity for direct communication with other staff members about assessment findings /other matters.

Guidelines for the Recognition of Clinical Placement Sites

Guidelines have been formulated to ensure that externships conform to University, PsyBA and APAC requirements, which include the Australian Psychological Society (APS) requirements for advanced training in specialist clinical psychology and clinical neuropsychology. It is expected that the relative applicability of each of the guidelines will vary from site to site.

Please refer to the APS for further details on placement experience and supervision requirements.

http://www.psychology.org.au/academic/course-approval/

Section 4: Clinical Neuropsychology
Section 5: Clinical Psychology
Appendix A: Eligibility to Apply for General Registration

UQ CLINICAL PSYCHOLOGY POSTGRADUATE TRAINING PROGRAM POLICY REGARDING SIGNING OF THE PDEC-76 FORM

The Psychology Board of Australia has stated that it believes that only individuals who have attained the minimum standard for registration as set out in the General registration standard should be granted registration. According to the PsyBA, “this means that candidates must have progressed to the point where they have completed what is substantially equivalent to an accredited Master’s degree. Individuals wishing to apply for general registration before completing their doctoral thesis must be assessed by their university as having attained all the core capabilities required for an accredited Master’s degree as set out in the APAC standards.”

See the PsyBA’s FAQ on this HERE: file:///Users/npachana/Desktop/Psychology-Board---Fact-Sheet----Fact-Sheet on-the-PDEC-76-Form-for-Heads-of-Psychology-Schools-and-Higher-DegreeCandidates.pdf

However, both the PsyBA and the School of Psychology at UQ share the opinion that Students pursuing higher level doctoral degrees should not be unduly disadvantaged. Therefore the School has reviewed and refined its policy on this in order to be more responsive to Students, and we now have the following guidelines in place:

(a) if you are pursuing a professional Doctoral degree, you can have the PDEC-76 form signed when:
   a. you have completed and passed all of the clinical practica and all of the coursework associated with the completion of a Master's degree in the year in which you first enrolled in the degree, and all of these grades are finalized on SI-net; just having handed in say a folio for example IS NOT ENOUGH
   b. you have submitted your thesis to the HABS Faculty office, and in the accompanying documents your thesis supervisor has indicated that your thesis meets the requirements for the doctoral thesis in breadth, scope and quality.

(b) if you are pursuing the Master of Clinical Psychology / PhD concurrent degree program, you can have the PDEC-76 form signed when
   a. you have completed and passed all of the clinical practica and all of the coursework associated with the completion of a Master's degree in the year in which you first enrolled in the degree, and all of these grades are finalized on SI-net; just having handed in say a folio for example IS NOT ENOUGH
   b. you have successfully passed your final PhD thesis progression milestone and your attainment of that milestone has been signed off by the chair of your committee
   c. at the same time, please note that we recommend you only enrol in the final practicum once you have completed and submitted your PhD thesis. Enrolling in any courses while enrolled as a PhD Student requires a recommendation to approve the enrolment from your supervisor and the School of Psychology, and approval from the Graduate School. The School of Psychology normally will only recommend approval for coursework in the recommended sequence, as that is designed to allow Students to meet their PhD milestone requirements.

If you feel you are at a point where you can seek to have the PDEC-76 form signed off, can you follow these steps:

1. Complete your portion of the form and send this to RACHELLE CROTON (postgraduate administrator) in the School
2. Rachelle will then check your transcript and confirm for the Head of School that these conditions have been met. She then confirms this with the Head of School, who will then complete and send the forms
3. Note that ONLY the Head of School can sign these forms, and that one should allow 7 working days for the process to be complete; you should factor in this time period when speaking with employers, rather than stating to the School that the employer needs this ASAP.
4. Note that the Board in its documentation allows the Universities to not sign the forms if we are not satisfied as to progression; in this unlikely circumstance the DIRECTOR OF CLINICAL TRAINING will be in contact with you, but again these would only be exceptional circumstances e.g. it is unclear whether thesis is really meeting milestone/submission requirements.

It is stated again that you should factor in adequate time when speaking with employers to get this paperwork signed, rather than stating to the School that the employer needs this ASAP. Do not pressure administrative staff to complete these requirements.
The PDEC-76 forms can be obtained HERE:

Any questions? Direct these to the current Director of Clinical Training Programs, Professor Nancy Pachana, at npachana@psy.uq.edu.au
Frequently Asked Questions

Q: According to Centrelink, the end of my university year is Nov 26. As it is a post graduate program, Centrelink have asked me to provide them with a formal UQ document showing that I am still doing my placement (and possibly that I won’t be finished until February). Could you assist me in obtaining this document?

A: The Faculty can provide this letter for you. You just need to send an email request to habs@uq.edu.au with your name and Student number and an email from the Externship Manager confirming your dates for the placement and when you will be submitting your folio. The Faculty has done a number of these letters so they are very familiar with this type of request.

Q: I am a full-time DCP Student who will be entering the third year of my program next year and I’m still working on my thesis. How can I let you know if I will need a placement in first semester or must I wait until second semester of my third year to begin my final two externships?

A: If your thesis supervisor and the Clinical Program Director (Prof Nancy Pachana) agree that you are on track to submit your thesis by June in the third year of your program, then you will be eligible for allocation of your second externship in semester one of your third year and you should submit a Preference Form to the Externship Managers by the required date towards the end of your second year. However, although you may commence this placement in semester one, you should enrol in this placement in semester two in order not to exceed the University’s credit point enrolment limit for semester one. Please refer to the detailed information under Enrolment and Order of Placements in this Handbook.

Q: What if I cannot submit my thesis by the beginning of June. Will I still be able to receive a placement allocation?

A: If the thesis not submitted by early June, then you must wait and ENROLL in and COMMENCE the second externship in Semester Two.

Q. Do I need to have completed Hepatitis B immunisation prior to commencing an Externship?

A: Yes, it is preferable for Students to complete their Hepatitis B immunisations prior to commencing their Externships. You will need to provide evidence of your immunisation if you are completing a Queensland Health placement. If you have health or other reasons why you cannot complete this immunisation, you need to discuss this with the Externship Manager.

Q: I still have the Doctor’s Certificate for Hep B immunisation from last year, would that be sufficient for this year’s placement?

A: Yes. Hepatitis B vaccination-induced protective antibodies can last for up to 15 years, but appear to fall off over time. People who were vaccinated 10 to 15 years ago, especially those who were vaccinated as children, may not be adequately protected. If this is the case, it will be necessary for you to have a quantitative hepatitis B antibody measurement to determine protective immunity. A post-vaccination anti-HBs titer of greater than or equal to 10 mIU/mL is associated with protection against clinically significant HBV infection and is widely accepted as a protective response to vaccination. You will need to supply proof of immunity at each Queensland Health placement or Mater placement that you may be allocated to.

Q: I’ve been talking with my supervisor about continuing with a client from the Externship following the completion of my placement requirements. My supervisor is happy for me to do so but she cautioned that the University may have some concerns in regards to my insurance cover. Can you please advise whether or not this is the case?

A: You will still be covered by University insurance as long as you are enrolled and it is part of your placement activity. You must continue to keep a log of client contact and supervision. The Externship Manager must be advised and the original contracted dates must be amended on the original copy of the contract form to reflect this extra time. If, for some reason, it is not possible to extend the contract (eg the supervisor has been allocated another Student to start their placement), then you must not continue psychological practice at the...
placement organisation past the date of the final review and end of contract unless you have complied with all requirements of the PsyBA Policy on working in addition to placements. Note that you are no longer covered by the University for insurance once your results for that Externship have been released by the University. You would then need to have your own professional indemnity insurance in place. Please refer to this Handbook for detailed information on Working in Addition to Placements and Insurance.

Q: I am a Masters Student and this was my last placement and component of my program and I am eligible for general registration. How long does it take for my transcript to show that I have ‘passed’ my placement so that I can apply to AHPRA for general registration and get a job?

A: Once your grade is submitted to the School, it can take at least seven working days for the grade upload to show on My Si-Net as the grade needs to be signed off by the Course Coordinator, then the Head of School and finally, uploaded by the Faculty. You should then ensure that your Academic Transcript states that you have met all requirements for your Master's program and are eligible to graduate.

Q: I am a Student in the Master of Clinical Psychology / PhD concurrent degree program, when will I be eligible to apply to AHPRA for general registration?

A. Please refer to Appendix A of this Handbook.

Q. I am a DCP Student. When will I be eligible to apply to AHPRA for general registration? What do I need to do to have this eligibility confirmed by the School and how long does this process take?

A. Please refer to Appendix A of this Handbook.

Q: I would like to submit my folio for my 3rd externship and I was just wondering the best way to get it to you.

A: Please submit your folio to Reception on 3rd floor in a clearly marked envelope. Alternatively, you can hand it directly in at the Clinical Externship Managers' office if they are there to receive it.

Q: For the placement evaluation form, what happens if a certain aspect, e.g. critical evaluation of psychological reports by supervisor, cannot be rated because it’s not applicable? What rating should I put?

A: Just put “not applicable” next to the relevant item.

Q: I was not aware I would have to undergo an interview to be accepted for my placement. Is this an equivalent to the contract meeting?

A: No. Often supervisors want to meet the prospective Student in person prior to signing a contract to confirm their suitability for the placement and determine that they will be a good fit within the team. It is usually an informal meeting, but you should be well prepared by researching the placement, providing a CV to the supervisor and considering your learning goals.

Q: I just wanted to ask before I submit my form for externship - do we write down specific placements or do we just put down populations and settings? There doesn’t appear to be room to write down specific placements.

A: You can put as much information as you would like on your Preference Form. You are welcome to provide extra details regarding specific placements in the “Comments” section. It doesn’t guarantee you that particular placement, but all information can contribute to assisting the Clinical Externship Manager to make allocation decisions.

Q: Can I do a placement overseas?

A: Yes, one placement can be conducted overseas. However the proposed placement must meet the educational requirements, in addition to an appropriate supervisor, and offer a range of client experiences. The UQ program trains people to work in Australia and therefore Students must gather experience here for us to be satisfied they meet the local requirements. It is up to the Student to prospect the overseas placement and obtain a suitable supervisor. Please make an appointment with the Externship Manager to discuss this further.
Q: Can I do a placement interstate?

A: Yes, placements can be conducted interstate. However the proposed placement must meet the educational requirements, in addition to an appropriate supervisor, and offer a range of client experiences. It is up to the Student to prospect the interstate placement and obtain a suitable supervisor. Please make an appointment with the Externship Manager to discuss this further.

Q: Can I see clients after I have handed my last folio in and completed all course requirements?

A: Once the result for that Externship has been officially released by the University then the Student is considered a “graduand” and is no longer covered by UQ insurance. Also the Student is still a provisional psychologist and all psychological practice must be supervised. Therefore the Student should not see any clients during the timeframe between completion of placement and approval for general registration as a psychologist. The only exception to this is if the Student applies to the PsyBA (through AHPRA) and is granted approval to “work under supervision in addition to placements”. Please refer to the PsyBA Policy on working in addition to placements and this Handbook for detailed information on Working in Addition to Placements and Insurance.

Q. As part of my placement, I shadow clinicians, observe their clinical activities (e.g., intake assessments and home visits) and sometimes do co-therapy. To help me familiarise with the cases, clinicians often provide me with client relevant information (e.g., clients’ background information and current treatment plans) before and/or after seeing the clients. As most of them are not psychologists, I was told that these hours cannot be considered as supervision hours. Am I able to log them as client contact hours (liaisons with other professionals) or they should be other-related activity hours?

A. Please refer to the section on Definition of Required Hours in this Handbook for a description of what can be counted and contributed to client contact or supervision hours.

Q. In my current placement, psychologists, social workers, occupational therapists and clinical nurses are all considered clinicians and do the same work - case management. I get plenty of one-to-one education time from SWs, OTs and CNs. Could I count it as supervision time or it is other-related activities?

A. Please refer to the section on Definition of Required Hours in this Handbook for a description of what can be counted and contributed to client contact or supervision hours.

Q. Can we be supervised by a non-approved supervisor? What do they need to do to be Board approved?

A. No. Your supervisor must be approved by the Board as a supervisor for Higher Degree Students. The prospective supervisor would need to submit an application to the PsyBA to be Board Approved. The information and application form can be found on the PsyBA website. The placement cannot commence until this application is approved.

Q. If I organise a paid placement or want to do a placement outside of South-East Queensland or interstate, can anyone who is a psychologist supervise me?

A. One placement can be conducted under a supervisor who does not meet the full APAC requirements – (that being: APS Clinical or Clinical Neuropsychology College eligibility/membership or holding an Endorsement in Clinical Psychology or Clinical Neuropsychology on their registration; having held general registration or equivalent for at least three years; and having two years’ experience following completion of postgraduate qualifications in the relevant field of the program, i.e. clinical or neuro).

When a private placement arrangement is being considered or investigated by the Student, there is not automatic approval of a supervisor who does not meet these requirements, regardless of whether the prospective supervisor meets full APAC requirements or not. The Externship Manager needs to receive details about this supervisor as well as a copy of the prospective supervisor’s CV. Relevant details include: how long they have been fully registered; what are their post graduate qualifications; have they completed training in supervision; are they Board approved to supervise higher degree Students; and what is the quality, breadth, and depth of clinical experience that would be obtained on placement. The Manager will need to take all of these
factors into consideration to determine that it will be a quality clinical placement opportunity for the Student in order to meet the education and learning requirements.

All of the above mentioned details would need to be provided as well as providing the phone or email contact details of the potential supervisor so that they can be contacted by the Externship Manager to discuss the placement requirements and to ensure that they can accommodate a Student placement.

**Q. How do Part placements work? Do I negotiate how many hours/days are needed from each organisation or is it half the hours/days for one and half for the other?**

**A.** Regarding hours - there is no set rule about having to accrue exactly half of the required hours for each placement. However if the placement can only be offered as a part placement from the supervisor’s end, then generally it would be approximately half the hours obtained for that particular placement. It is allowable for the hours to be under or over depending on whether the placement is being conducted or agreed upon as a half placement or just a top-up placement.

Two separate folios are required for Part placements. Details can be discussed at the contract meeting regarding which placement you would do your organisational task for and which placement you would do your comprehensive report for etc. Both folios however need to include log books, placements description, how goals were met, reflective statements, one short report and four case summaries in each.

**Q. My supervisor is going to take holidays during my placement. We have arranged that another psychologist on site (who is Board approved to supervise Higher Degree Students), will provide the supervision for me during this 3-week period. Is this OK?**

**A.** If another supervisor needs to be added, in addition to the nominated secondary supervisor’s name already on the contract form, then you must add their name to the your contract form, obtain that supervisor’s signature and send (scan and email) the amendment to the Externship Manager who will sign the amendment, attach it to your original contract kept on file and send copies back to you and your supervisors.

**Q. As my supervisors and myself only have the copies of the original contract, is it alright for us to make changes, initial beside the changes and then pass it to you? Or do I have to get them to fill out a new contract?**

**A.** Similar to the answer to the question above, you and your supervisor can make amendments to your copy of the contract, sign the amendments and scan and email the amended contract to the Externship Manager. The Externship Manager will sign the amendments and attach them to your original contract kept on file and will send a fully signed copy of the amended contract back to you and your supervisor/s.

**Q. Could you please confirm whether a supervisor needs to be on-site at the placement? Could you also please confirm whether a secondary supervisor from the placement can be added in the event that the main supervisor is off-site (by off-site I mean at another location in town, where I would see them for regular supervision)?**

**A.** No - your primary supervisor doesn’t need to be on site. It is desirable but not always possible. Factors that need to be considered are: a) will you still be able to receive regular face to face supervision with your supervisor? b) Will your primary supervisor be on site at various times or not at all? c) If not there must be someone that can be available to you on site on a regular basis for onsite support. Both a secondary supervisor and an on-site support person must be nominated on the placement contract.

**Q. My supervisor for my interstate placement has asked me how I will be paying my supervision fees, and whether this will be by the host placement organisation. What are the arrangements that UQ has with supervisors regarding this? Should I be asking the host placement organisation?**

**A.** That is correct – UQ does not pay externship supervisors – it is a voluntary arrangement through the agreements in place between the universities and the organizations. When Students have requested approval for a private placement in the past, they either have had to pay for the supervision themselves, or the supervision has been provided voluntarily by the supervisor or the organisation.