The focus of Externships is to facilitate the development of clinical psychology clinical psychology & neuropsychology, or clinical psychology & 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. The minimum number of weeks in Externships is set to allow for the maximum learning opportunities and to also ensure that students make a contribution to the organisation.

**Standard Externships**

Standard Externships are 250 hours (MCP)/275 hours (DPsych) per placement in duration, which include:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Contact*</td>
<td>100 (MCP) - 125 (DPsych)</td>
</tr>
<tr>
<td>Supervision^</td>
<td>50 hours (minimum) or one hour per day</td>
</tr>
<tr>
<td>Organisational project</td>
<td>20-30 hours</td>
</tr>
<tr>
<td>Other-related activities</td>
<td>80 hours (minimum)</td>
</tr>
<tr>
<td>Attendance</td>
<td>Equivalent of 2-3 days per week for approximately 20-24 weeks (minimum)</td>
</tr>
</tbody>
</table>

Any variation must be approved by the Externship Manager.

**Extended Externship**

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Contact*</td>
<td>150 hours (minimum)</td>
</tr>
<tr>
<td>Supervision^</td>
<td>60 hours (minimum) or one hour per day</td>
</tr>
<tr>
<td>Organisational project</td>
<td>140 hours minimum</td>
</tr>
<tr>
<td>Other-related activities</td>
<td>160 hours (minimum)</td>
</tr>
<tr>
<td>Attendance</td>
<td>Equivalent of 2-3 days per week for approximately 30-34 weeks (minimum)</td>
</tr>
</tbody>
</table>

Any variation must be approved by the Externship Manager.

**Neuropsychology Placements**

Neuropsychology students must see a minimum number of neuropsychology cases across a range of populations including acute neurology/neurosurgery, rehabilitation, psychiatric, older adults, and paediatric. At the end of their course (Internship and Externship) they must have a casebook of at least 50 cases.

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>20 neuropsychology assessments or cases (rehabilitation, behaviour)</td>
</tr>
<tr>
<td>Mixed Clinical/Neuro</td>
<td>20 neuropsychology assessments or cases (rehabilitation, behaviour); 4 clinical case summaries, 1 clinical brief report, 1 clinical comprehensive report</td>
</tr>
</tbody>
</table>
**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, intervention/treatment or prevention.

Client contact can include a range of activities including:
- Assessment (including psychometric, clinical, behavioural etc – administration only)
- Treatment of individuals/group, individual or group intervention, counselling, psycho-education, 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 (2013) indicate that the total amount of non-face-to-face delivery hours that can be accrued/counted towards Client Contact is restricted to no more than **25 hours overall** (across all Internships and Externships). The 25 hours could be accrued/counted in one placement solely or across a number of placements, but the total cannot exceed 25 hours. This is the same for Masters and DPsych students, so students must carefully document face-to-face vs non-face-to-face contact.

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

**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, telephone 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 case conference or 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, (ie the Student observing the Supervisor’s clinical practice or vice versa).

- Where supervision comprises a mix of individual and group small group formats, **no less than 50%** can be individual supervision
  - individual supervision is one-to-one
  - group supervision is where the supervisor has more than one supervisee present in the supervision
- In all placements, supervision must involve one hour of direct contact for each full day of placement (direct contact includes telephone, videoconference, electronic forms of real-time interaction as long as the total percentage by electronic means is not greater than 40%) – so **60% face to face supervision (30 hours minimum of 50 hours)** is required in a Standard Externship

- A maximum of **10 hours of observation** can be counted towards supervision hours

**Client-related activities**:
These hours refer to all other activities involved in conducting clinical work. These include:
- Assessment (scoring, interpretation and reporting)
- 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.