

SECTION 38: TRAINEE RECORD KEEPING

- a) PAPERWORK REQUIRED FOR ALL PLACEMENTS
- b) KEEPING CONTACT DETAILS UP TO DATE
- c) CONTENT OF TRAINEE ELECTRONIC FILES

PLACEMENT PAPERWORK REQUIREMENTS OF TRAINEES, SUPERVISORS AND COURSE STAFF

For each six-month placement period there must be a complete set of paperwork uploaded to the Electronic Trainee File System (ETFS). This is not an option; it is a requirement of the Examination Board. In order for the Board to pass a placement undertaken by a trainee, all the relevant paperwork must be in their file (without the paperwork, the placement could be deemed a technical ‘fail’).

Although paperwork is collated for your time on the Course, trainees are strongly advised to maintain a file of their own. After completion, it is possible that trainees will seek registration with professional bodies, who may ask for evidence of clinical work undertaken and passed.

A chart showing the deadlines for submission of placement paperwork can be found at <https://www.ucl.ac.uk/clinical-psychology-doctorate/placement-dates-all-trainee-cohorts-0>. As above, these are not optional deadlines – they are Examination Board requirements.

Paperwork for a six-month placement period and schedule for submission

Paperwork	Person responsible for uploading to the ETFS	When
Placement contract	Trainee	Submitted within 4 weeks of the start of the placement
MPR-EPR form at the point of MPR	Trainee	About mid-way through the placement (January/early February for Autumn-Spring placements; late June/early July for Summer placements) MPR visitors should pass a copy of the completed form to both supervisor and trainee within 2 weeks of the review taking place. Trainee to upload when content has been agreed
Clinical portfolio	Trainee	The log of clinical experience should be available for inspection at the MPR A final version of the portfolio should be submitted within 2 weeks of the end of the placement
MPR-EPR form at the point of EPR	Trainee	The form must be discussed verbally at the End of Placement Review It must be submitted within 2 weeks of the end of the placement. The trainee should ensure that it is the supervisor-signed version that is uploaded to the ETFS (typed signatures are not appropriate), and all details (e.g. number of days on placement, start/end dates) must be present and correct.

Paperwork for a one-year placement and schedule for submission

For the purposes of the Examination Board, trainees on a one-year placement are undertaking two 6-month placement periods. This means a slightly different pattern of paperwork, as follows:

Paperwork	Variations from the standard set of paperwork detailed above
Placement contract	If the work to be undertaken throughout the year does not change significantly, only one contract is needed In placements where the work changes significantly at the six-month point, a second contract should be submitted
MPR-EPR form at the point of MPR	The yearlong version of the MPR-EPR form should be used on yearlong placements. This form should be completed at both MPRs (completing only the relevant sections) and uploaded to ETFS.
Clinical portfolio	The log should be available for each MPR meeting. One copy should be uploaded to the file system half-way through the placement, and the final copy, along with the signed supervisors authentication form, should be submitted at the end of the placement.
MPR-EPR form at the mid-point of the yearlong placement	Trainee and supervisor complete the relevant sections of the yearlong MPR-EPR form at the mid-point of the placement (i.e. at the end of the first 6 months). If there are concerns about a trainee's progress on the placement, supervisors should also complete the "Form for registering concern regarding trainee progression on placement"
MPR-EPR form at the end of the yearlong placement in the final EPR	Supervisors and trainees update the yearlong MPR-EPR form in advance of the EPR meeting. The form must be discussed verbally at the End of Placement Review It must be submitted within 2 weeks of the end of the placement. The trainee should ensure that it is the supervisor-signed version that is uploaded to the ETFS (typed signatures are not appropriate), and all details (e.g. number of days on placement, start/end dates) must be present and correct.

* see Section 15 of this handbook for more details

Additional paperwork required in the final placement period of the 3rd year of training

Along with the paperwork described above, one additional piece of paperwork needs to be submitted in early September of the final year. This is the 'Interim Feedback Form': <https://www.ucl.ac.uk/clinical-psychology-doctorate/forms/forms>).

This form is very brief, and is used to indicate whether the supervisor anticipates that the placement will be passed or failed. This form is needed because the Board meets about three weeks before the end of the final placement; since supervisors will not have completed the standard feedback form, the Board needs a formal indication of how the placement has progressed.

The Board uses the interim feedback form to *provisionally* pass or fail trainees. This decision is ratified when we receive the standard form (which is, of course, completed at the end of the placement).

NOTIFYING THE COURSE AND UCL OF ANY CHANGES OF ADDRESS

Trainees must make sure that the Course has all relevant contact details (including phone, mobile phone and email).

Trainees are responsible for ensuring that any change in contact details is notified both to the Course *and* UCL Registry, via Portico. Trainees who are also employees of Camden & Islington NHS Trust must also ensure they update their HR where necessary, as they will hold their own records which are separate to those held by the Course.

The Course does not contact Registry to update contact information on Portico – it is the trainee’s responsibility to do this. Failure to update contact details so could mean that critical documentation or communications are not received.

CONTENT OF TRAINEE ELECTRONIC FILES AND ANY RELEVANT DATABASES HOLDING INFORMATION ABOUT TRAINEES

Each trainee has a file held on the ETFS, accessible through either a UCL computer and remotely via UCL’s Desktop Anywhere system. Full details can be found at: www.ucl.ac.uk/dclinpsy/docs/electronic_file_system/electronic_file_system (this hyperlink is included in the ‘quick links’ section of the course website).

The file contains:

- their application form to the course and references
- where necessary, any relevant correspondence with Camden and Islington NHS Trust and UCL Registry
- placement paperwork (as described above)
- mandatory training certification
- case report marker sheets/grades
- documentation relating to the CBT Pathway (if applicable)
- documentation pertaining to the research component of the course
- a record of attendance, encompassing annual leave, sickness absence and any other approved leave

The course also maintains a database that contains examination results for all trainees.