

SECTION 9: BASIC TEMPLATE FOR ALL PLACEMENT CONTRACTS

This section sets out the basic “headers” which all placement contracts should contain. The expected content of placements is detailed in Section 8.

Trainee-specific learning outcomes

The contract should identify any specific learning outcomes or areas of experience that the trainee is expected to acquire while on placement, based on initial discussions with the trainee, which (with the exception of the first placement) should also consider:

- i) feedback from the supervisor of the previous placement regarding any areas for further work
- ii) information about prior experience and learning contained in the trainee’s Clinical Portfolio

Standard content for all placement contracts

1. Placement start date and end date
2. Expected supervision arrangements:
 - frequency and duration
 - any opportunities for additional supervision by individuals who are not the placement supervisor
 - arrangements for supervisory cover during expected and unexpected absences
3. Plans for induction and orientation, including:
 - Confirmation that all mandatory training is up to date before starting the placement
 - Arrangements for identifying any additional local training that needs to be completed.
4. Specific plans for modelling by the supervisor, and specific plans for observation of the trainee
 - arrangements for recording
 - arrangements for live observations (including structured observation)
5. An outline of the areas of clinical work which the trainee and supervisor anticipate will be undertaken in the placement, including details of:
 - Expected opportunities for direct and indirect clinical work
 - Expected caseload and expected range of clinical activities
 - Expectations of the type of clients who the trainee will work with, including arrangements to ensure appropriate range and diversity of clients
 - Expected therapeutic approaches to clinical work

- Opportunities for team and interprofessional working
- Expectations regarding clinical and professional meetings which the trainee will attend

6. Arrangements for formal monitoring of client progress and evaluating outcomes of interventions

7. Any service-related research which will be undertaken

8. Any opportunities for service-user consultations and inter-professional learning on placement

9. Any opportunities for the exercise of leadership skills (e.g. supervision, consultation)

10. Any opportunities for teaching and/or for clinical presentations

11. Expectations of the service and the supervisor regarding report writing and correspondence, including expected timescales for completion of clinical reports

12. Any visits to local services which are seen as integral to placement learning

13. Plans for ending the placement, to include:

- completing reports and other aspects of placement administration
- procedures for handing-over ongoing clinical work
- setting a date for the end of placement review meeting