PLACEMENT CONTRACT FORM OUTLINE

1. Trust name
2. Specialty
3. Co-ordinating Clinical Supervisor(s)
4. Clinical Supervisor(s)
5. Trainee name
6. Start/end date of placement
7. Brief description of placement and setting(s)
8. Statement that the paramount concern will always be that the trainee is enabled to raise any concerns about the safety and wellbeing of users of the service; this should be a standing item on supervision agenda.
9. Specific competencies that need to be developed by this trainee on this placement:
   1. Areas for development identified during the last placement
   2. Any competencies which were rated as ‘Referral’ on the last placement that must be developed to an appropriate level on this placement
10. Main aims of the placement, including the core competencies (see ECC form) that are expected to be achieved and how these will be developed. Model-specific therapy competences should always be included
11. Specialist experience offered and how it will contribute to competency development, including specific therapy models and/or psychological testing
12. Main areas of work to be undertaken, with whom and with an estimate of how much (E.g. client work, staff and team work, teaching/educational work, service user/carer/community organisation work, etc.)
13. Induction to the placement
14. Direct observation:
   1. Opportunities for the trainee to observe others (including supervisors)
   2. Opportunities for the supervisor to directly to observe the trainee
   3. Opportunities for detailed discussion and review of the development of model-specific competences based on observation of the trainee
15. Potential QIP area and supervision arrangements (including draft reading) if applicable
16. Supervision arrangements for selection of material, support and reading drafts of Clinical Portfolio (1st years)/ Professional Practice Report/ Supplementary Report including issues that need to be considered in obtaining informed consent
17. Supervision plan (Minimum face-to-face contact: 2 hours per week) and additional informal or emergency contact arrangements. Also supervision cover if needed
18. Annual and study leave plan for this placement
   
   **NB:** Annual and study leave to be taken during the placement, needs to be negotiated by Supervisor and Trainee at the very start of placement
19. Confirmed number of placement days to be done
20. Signed and dated by the trainee and all supervisors