

UKATA RTE Voluntary Placement Policy

This policy outlines the UKATA Voluntary Placement criteria for arrangements/policies to be met by the RTE, student, Placement and primary Supervisor (external to Placement) to safeguard all parties.

1. Voluntary Placement Criteria for arrangements/policies to be met by RTE:

- agree to abide by the UKATA's Ethical Code and Requirements for Professional Practice and any other relevant professional bodies i.e.. (UKCP, BACP, NCS).
- a list of recommended placements from the RTE is available to students.
- the student has been assessed and successfully met the criteria for RTE's Readiness for Placement criteria.
- the Placement safety and risk assessment form is completed and returned to RTE.
- the four-way contract between the RTE, Placement Provider, Supervisor and Student is completed and signed by all parties and returned before the student begins their Placement.
- the student has a suitable primary Supervisor in place, before they begin Placement and see their first client, who meets the necessary requirements of their RTE and other relevant professional bodies (i.e. UKCP, BACP, NCS)
- confidentiality related to the student will be protected by the Placement, Supervisor and RTE; information will only be shared between parties in circumstances of ethical and professional concern.
- RTE has a procedure for addressing any arising concerns with student, Placement or primary Supervisor (see Fig.1 example diagram)
- ensure the student, Placement Manager and primary Supervisor are all aware of the Voluntary Placement criteria for arrangements/policies to be met by them. (listed below).

2. Voluntary Placement Criteria for arrangements/policies to be met by Student:

- agree to abide by the UKATA's Ethical Code and Requirements for Professional Practice and any other relevant professional bodies i.e. (UKCP, BACP, NCS).
- has been assessed and successfully met the criteria for RTE's Readiness for Placement and has been issued a Letter of Endorsement to begin placement.
- ensures the RTE Placement safety and risk assessment form is completed by Placement Manager and returned to RTE.
- ensures the four-way contract between the RTE, Placement Provider, primary Supervisor and Student is completed and signed by all parties and returned to RTE before beginning Placement.
- agrees to meet their contractual responsibilities and requirements to the Placement (covered by a separate agreement between these two parties)
begins supervision with a suitable Supervisor, before seeing their first client on Placement, who meets the necessary requirements of their RTE and other relevant professional bodies (i.e.. UKCP, BACP, NCS) as they proceed towards relevant registration, accreditation and qualifications.

If the student is a UKCP trainee member, they are required to have 1 hour of clinical supervision for every 6 hours of client work.

<https://www.psychotherapy.org.uk/media/q1if2314/ukcp-supervision-statement-2018.pdf>

If the student is a member of the BACP, regardless of the volume of work, the student is required to have a minimum of 1.5 hours supervision per month.

<https://www.bacp.co.uk/membership/supervision/>

- can refer clients back to the Placement who are deemed in consultation with their primary supervisor as not suitable for them to work with.
- monitors their client load with the Placement Supervisor in consultation with external supervisor i.e.. an increase or a decrease in that caseload.
- asks for written permission from the client for recording sessions to be used the purposes of supervision and training i.e. supervision, Oral Assessments, Case Studies.
- Keep in mind and adhere to the rights that your client has under GDPR.
 - *Right to Be Informed*
This means you have to tell your client about what information you collect. You have to tell them how long you will keep it.
 - *Right of Access*
Let clients know how they can access their recordings and other written information which relates to them. Have procedures in place so you know what to do when they ask.
 - *Safe Storage*
Let clients know how you plan to store their recordings or other written information. You have both a legal (GDPR) and ethical (confidentiality) duty to client records and other written information safely.
 - *Right to Erasure*
Let clients know when you will delete the recordings or other written work that relates to them. Clients have a right to ask that these are deleted.
- Keep in mind and adhere to the rights that your client has under GDPR.
- covered by the Public Liability and Professional Indemnity Insurance of the Placement.
- if asked by the client about their status the student is ethically obliged to state that s/he is a trainee psychotherapist.
- Alert RTE and seek supervision of an arising change/concern or unresolved concern regarding the Placement (see Fig 1 example diagram)

3. Voluntary Placement Criteria for arrangements/policies to be met by the Placement:

- agree to abide by the UKATA's Ethical Code and Requirements for Professional Practice and any other relevant professional bodies i.e.. (UKCP, BACP, NCS).
- provides the student with enough information and appropriate induction to the Placement.
- ensure student is covered by Public Liability and Professional Indemnity Insurance.
- undertakes an initial assessment of clients to ensure, as far as is reasonably possible, that the student will be referred clients suitable for their level of competence and developing professional competence.
- clinical responsibility for the referral of client to the student lies with the placement supervisor with mutual respect and consultation to the primary supervisor.

- the student can refer clients back to the Placement who are deemed in consultation with the external supervisor as not suitable for them to work with.
- monitors the client load with the student with due respect and consideration for consultation with the primary supervisor i.e. an increase or a decrease in that caseload.
- will not refer under 18-year-olds to student as RTEs train students for Adult Psychotherapy unless the student has the appropriate training/qualifications with suitable supervision in place.
- agrees that the student may/may not record client sessions (with written permission) of the client, extracts of which may be played during supervision, oral assessments or as written transcripts for Case Studies. The confidentiality of the client will be protected and GDPR guidelines adhered to.
- as part of assessment of the student's professional development, the Placement Manager agrees to complete a Placement report for the student to return to their primary Supervisor and the RTE.
- confidentiality related to the student will be protected by the Placement, primary Supervisor and RTE; information will be shared between parties in circumstances of ethical and professional concern.
- has a procedure for addressing any arising concerns with student, RTE or primary supervisor. (see Fig.1 example diagram)
- have procedures to be followed in case of a complaint against the student.

4. Voluntary Placement Criteria for arrangements/policies to be met by the primary Supervisor (external to Placement):

- agrees to abide by the relevant Ethical Code and Requirements for Professional Practice (i.e. UKATA, UKCP, BAC, NCS) and suitably qualified/experienced to supervise student psychotherapists in a manner congruent with the RTE's theoretical orientation e.g. Transactional Analysis.
- has enough information about the Placement and the RTE.
- clinical responsibility for the referral of client to the student lies with the placement supervisor with mutual respect and consideration for consultation with the primary Supervisor.
- the student can refer clients back to the Placement who are deemed in consultation with the primary Supervisor as not suitable for them to work with.
- monitors the client load with the student with due respect and consideration for consultation with the Placement supervisor i.e. increase or a decrease in caseload.
- aware of the Placement and RTE requirements and timescales for supervision and training assessments e.g. recording sessions, ratio of client/supervision hours, completing Supervisor reports and signing log records etc to be returned by student to RTE.
- confidentiality related to the student will be protected by the Placement, primary Supervisor and RTE; information will only be shared between parties in circumstances of ethical and professional concern.
- has a procedure for addressing any arising concerns with student, Placement or RTE (see Fig. 1 example diagram)

Fig. 1 Example of how a concern with a student may be addressed whilst on Voluntary Placement

