

Contract for Placements

Introduction

The need for RTEs to have a list of reputable placements is important. It is essential that the placements, on any list, have a clear understanding and appreciation of the needs of the RTE, the course and the students, and that a three way contract is agreed and signed by a representative of the agency, the course leader and the student. It is also essential that all parties have clarity regarding what is required. It is recommended that trainees begin their placement as soon as they have been successfully assessed for fitness to practice, usually in year 2. Should a trainee not commence any clinical placement until after they have left formal training this contract will need to be between the Principal Supervisor, the placement provider and the trainee.

Responsibilities of the student

- ✓ To remain aware of these requirements;
- ✓ To ensure:
 - That student health and safety check list is completed and signed;
 - That the placement agreement form is signed and returned to the course leader;
 - That the clinical supervision agreement form is signed and returned to the course leader;
 - Retention of a copy of all three forms.
- ✓ To manage the administrative requirements, e.g. the log of client hours signed by the agency manager or supervisor.
- ✓ To provide feedback to the RTE/Principal Supervisor regarding the placement;
- ✓ In the event of a change of supervisor informing the course leader, obtain a statement of supervision hours from old supervisor and completion of a new supervision agreement form by the new supervisor;
- ✓ Alerting the course leader to a change regarding the named contact at the agency.

Responsibilities of the Placement

- ✓ To assess clients for suitability for a trainee psychotherapist;
- ✓ To ensure clients are aware that the student is in training;
- ✓ *To have clinical responsibility for the client which they may choose to devolve to the supervisor.*
- ✓ To ensure that the supervisor is aware of the specific needs of the RTE's/Principal Supervisor's processes and requirements e.g. in relation to recording sessions, the supervisor's report to be completed;
- ✓ To liaise with the programme leader and/or clinical supervisor if there are concerns using the flow chart below.
- ✓ To refer Ethical or Professional Practice issues to the Ethics and Professional Practice Committee of UKATA.

Responsibilities of the RTE/Principal Supervisor

- ✓ To meet with the agency before the agency is put on the list of approved placements;
- ✓ To ensure that the agency is familiar with the course requirements;
- ✓ To have contact with the agency e.g. a visit every three years;
- ✓ To provide a reference only after the student has successfully passed the Assessment for Fitness to Practice and when requested by the agency;

- ✓ To ensure that the contract is signed by all parties: three copies made, one copy retained and filed in the student's file and the three copies given to the student for dissemination.
- ✓ To communicate with the agency in the event of any concerns regarding the student or the work.

Shared Responsibility

- ✓ *To be aware of, and have an understanding of, the difference between contractual and statutory obligations with regard to confidentiality.*
- ✓ *Open communication between all parties.*

Please read the following and sign and date as indicated.

Placement Agency/Organisation Name:	
Address:	
Telephone No:	
Name of Placement Manager:	
Telephone No:	
Email Address:	
Name of Trainee:	
Name of RTE/Principal Supervisor:	

The above course and Placement agency/organisation are committed to satisfying the UKATA and UKCP requirements in order to facilitate good, safe and ethical professional practice. These requirements are designed to safeguard the student, the Agency and its clients, and the RTE/Principal Supervisor.

We therefore confirm that the arrangements for practice meet the following criteria:

- The Placement Agency/Organisation, the RTE/Principal Supervisor and the student abide by the UKATA's Ethical Code and Requirements for Professional Practice, and the UKCP Ethical Principles and Code of Professional Conduct or an equivalent
- Students/trainee psychotherapists agree to meet their contractual obligations to the agency (covered by a separate agreement between these two parties)
- Students/trainee psychotherapists are covered by the Public Liability and Professional Indemnity Insurance of the Placement Agency/Organisation
- The Placement Agency/Organisation and its supervisor(s) take clinical responsibility for the counselling work and have appropriate arrangements for medical and psychiatric consultancy and referral.

- An initial assessment of clients will be made by the Placement Agency/Organisation to ensure, as far as is reasonably possible, that the student will be working at a level appropriate to his/her level of experience and developing professional competence. Students are / are not (delete as necessary) trained to work with children and therefore it would be considered unethical for the student to work with an under 18 year old if the student has not been trained to work with this client group.
- If asked by the client about their status the student is ethically obliged to state that s/he is a trainee psychotherapist.
- Student/trainee psychotherapists will be provided with 1 hour of clinical supervision for every 6 hours of client work. If the trainee is also a member of the BACP, regardless of the volume of work, the trainee psychotherapists will receive a minimum of 1.5 hours supervision per month and will see their supervisor at least fortnightly.
- The placement supervisor and the student will together monitor the client load of the student, and the placement supervisor may recommend an increase or a decrease in that workload, in consultation with the student and the course leader if necessary. It may be appropriate and helpful to the student for the supervisor and course leader to liaise on this matter. This would be with the knowledge and permission of the student (i.e. that their psychotherapy work and any related concerns would be discussed)
- The supervisor provided by the placement agency/organisation works within the UKATA's Ethical Code and Requirements for Professional Practice, and the UKCP Ethical Code or equivalent and is qualified to supervise trainee psychotherapists in a manner congruent with the course's theoretical orientation e.g. Transactional Analysis.
- The Placement Agency/Organisation agrees that the student/trainee psychotherapist may present appropriately disguised clinical material from his/her placement for tutorial supervision on the course so that the educational and professional objectives of the course can be met. The confidentiality of the client is paramount and must be protected at all times.
- The Placement Agency/Organisation agrees that the student/trainee psychotherapist may tape client sessions (with the written permission) of the client), extracts of which may be played during course supervision so that the educational and professional objectives of the course can be met. The confidentiality of the client is paramount and must be protected at all times.



- The Placement Agency/Organisation agrees that the student/trainee psychotherapist may present appropriately disguised clinical material from his/her placement client work as a case study, with the client's permission, in fulfilment of course assignment requirements. The confidentiality of the client is paramount and must be protected at all times
- The Placement Agency/Organisation and the RTE/Principal Supervisor have procedures to be followed in case of a complaint against the trainee psychotherapist, the agency or the course. Ethical or Professional Practice complaints are to be made to the UKATA Ethics and Professional Practice Committee.
- As part of the course assessment of the student/trainee psychotherapist's professional competence, the Agency supervisor will complete an annual report for the student/trainee psychotherapist to submit to the course
- No other information relating to the student/trainee psychotherapist will be discussed by the Placement Agency/Organisation and course staff, except in circumstances of ethical and professional concern. The student will have prior notification of those concerns
- The Placement Agency/Organisation and RTE/Principal Supervisor agree to provide one another with background information on the course and the agency, to facilitate negotiation and adherence to this agreement
- This agreement to be reviewed at the request of the student/trainee psychotherapist, the Agency/Organisation or the RTE course representative/Principal Supervisor, and when the student/trainee psychotherapist has met all course requirements

Signed on behalf of Agency/Organisation

Print Name: _____

Position in Agency: _____

Signed on behalf of the RTE or Principal Supervisor if the student/trainee has completed formal training.: _____

Signed by student/trainee psychotherapist: _____

Print Name: _____

Date: _____

Date of policy April 2017. Ratified by Council July 2017. Review date 2021 _____



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