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| **Organisational Setting:** | **Start Date:** |
| **Registrar Psychologist:**  PsyBA Registration Number: | **Finish Date:** |
| **Supervisor(s):** | **Progress reports due:** |
| Qualifications: | **Final report due:** |
| PsyBA Registration Number: |  |

**GOALS:**

General

This section of the form relates to general skills you will develop which are informally evaluated on an on-going basis and formally evaluated every six months for the progress report. Please briefly indicate the goals for your registrar program as they relate to the organisational psychology competencies.

Specific

Please specify any other relevant goals. This may include goals in relation to your professional and personal development, training and CPD needs and type of work.

| **General Goals** | **Specific Goals** |
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| Extend competencies in **Knowledge of the discipline** by:  Extend competencies in **Ethical, legal & professional matters** by:  Extend competencies in **Psychological assessment and measurement** by:  Extend competencies in **Intervention strategies** by:  Extend competencies in **Research & evaluation** by:  Extend **Communication & interpersonal relationships** by:  Extend competencies in **Working within a cross-cultural context** by:  Extend **Practice across the lifespan** by: |  |

**SUPERVISION**

| Times identified for supervision sessions:  Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**SUPERVISION METHODS**:

| Supervision may be conducted through providing feedback and direction in:  (please tick all that apply)   * Observation of Registrar by Supervisor * Case discussion * Suggested reading material * Instruction (e.g., teaching new skills) * Review of reports, notes, letters and file * Review of audio tape/ video * Discussion of professional, ethical and legal issues and areas of relevance to the work * Role play * Other:   NB. Personal disclosure is ***not*** required in supervision and you have the right to refuse to contract for supervision that requires personal disclosure beyond what you are willing to make. However, should your performance be adversely affected by personal circumstances, your Supervisor will need to know in order to make allowances for this in your evaluation. It also needs to be noted that the Supervisor cannot provide counselling or therapy. Your Supervisor may be able to assist you in finding an appropriate referral to a therapist should you feel this would be helpful to you. |
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**OTHER CONTRIBUTIONS** (e.g. taking on tasks to assist your Supervisor or the Organisation)

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**METHODS OF EVALUATION:**

| A formal evaluation will be conducted at six monthly intervals for the progress report. It is the Registrar’s responsibility to ensure progress reports are submitted to the Psychologists Board of Australia by the due date. Further formal evaluation sessions may also be included to track progress. Please see Appendix for further details of Supervisor and Registrar responsibilities. . |
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**SIGNATURES**

| I agree to adhere strictly to this agreement and to seek clarification from my supervisor where necessary.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registrar Date |
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**APPENDIX: RESPONSIBILITIES**

**SUPERVISOR’S RESPONSIBILITIES:**

The Supervisor has the responsibility to:

1. Develop the Intern’s competency in the practice of organisational psychology to a level expected early in their professional career.
2. Protect “the health and safety of members of the public” in accordance with the Psychologists Act, 2001.

This means that a Supervisor has facilitative, quality assurance and evaluative roles and functions. Supervisors are responsible for:

* Developing and maintaining a strong supervisory alliance that provides a safe place in which the Registrar can develop their professional skills and identity.
* Ensuring the Registrar’s work duties provide a sufficient experience of psychology service delivery to meet requirements for their program and professional development needs.
* Ensuring that opportunities are provided to develop competence to the level required.
* Ensuring the Registrar acquires a thorough knowledge of professional conduct and ethics and rigorously applies these standards in their work.
* Demonstrating and training skills and competencies, and providing guidance for development as required.
* Monitoring and ensuring the proper standards of the work of the Registrar through observation, video/audio recording, and/or discussion of cases.
* Providing direction as to readings to enhance skills and theoretical understanding of the work.
* Bringing to the Registrar’s attention performance difficulties that directly affect the Registrar’s work and recommend a course of action to address the difficulties.
* Providing timely feedback on progress, particularly in areas of concern, in an ongoing manner, on daily logs, and formally every six months and the end of the program.
* Developing a remediation plan to rectify any concerns, documenting all such concerns and planned action.
* Documenting issues of concern and storing these in a secure location to enable clear records to be kept for evaluation purposes.
* Ensuring all service delivery by the Registrar is adequate in terms of professional standards and the protection of the health and safety of members of the public.
* Intervening directly if the client’s welfare is at risk.
* Providing access to supervision when Supervisor is off-site.

**REGISTRAR’S RESPONSIBILITIES:**

The Supervisor is legally and ethically responsible for the Registrar’s work, but only if the Supervisor has knowingly endorsed that work. The Registrar remains responsible for his/her own actions. You are responsible for:

* Maintaining confidentiality of all client material and not removing any confidential material from the workplace at any time.
* Identifying your personal goals and negotiating processes for achieving them.
* Reliably attending the supervision.
* Being punctual and prepared for meetings and for supervision.
* Being open to learning and feedback.
* Keeping your Supervisor informed of all aspects of your work.
* Being open to video /audio recording and live observation by Supervisors.
* Recognising that the Supervisor carries accountability for your supervised work, necessitating adherence to the Supervisor’s reasonable instructions.
* Cooperating with ethical problem solving procedures.
* Functioning professionally.
* Consulting your Supervisor immediately if in doubt about any aspect of service delivery
* Completing all necessary documentation, such as logs, and submitting this to your Supervisor on time.
* Following the ethical guidelines of the APS and Psychologists Board of Australia.
* Completing and submitting six monthly progress reports and final report to the Psychologists Board of Australia.