



THE UNIVERSITY OF HONG KONG
M.Soc.Sc. in Clin. Psy.

Clinical Supervisor's Corner

Orientation for New Supervisor



Contents

- I. Structure of clinical placements
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Structure of clinical placements

- HKU M.Soc.Sc. CP Programme

- Cohorts before 2016

- PSYC 6001 Practicum [1 course covered 5 placements]

- since 2016-2018 cohort [5 courses]

- | | | | |
|-------------|---------------|--------------|--------------------|
| • PSYC7029 | Practicum I | (12 credits) | } total 60 credits |
| • PSYC7030 | Practicum II | (12 credits) | |
| • PSYC 8011 | Practicum III | (12 credits) | |
| • PSYC 8012 | Practicum IV | (12 credits) | |
| • PSYC 8013 | Practicum V | (12 credits) | |

Each practicum credit is roughly 30 hours

Each academic credit is roughly 20 hours

Entire 2-Yr CP programme is 159 credits



Structure of clinical placements

- Each of 5 Practicum courses of HKU
 - Course requirements
 - Minimum 44 days onsite clinical placement
 - 2-3 (or 4 days) /week
 - Total 220 days minimum
 - Evaluation by onsite clinical supervisor (100%)
 - Minimum 3 days in-house (PSU) clinical practice
 - Total 30 days minimum
 - Evaluation by in-house clinical supervisor (Pass or Fail; A pass as pre-requisite of passing each practicum course)



Structure of clinical placements

- Each of 5 Practicum courses of HKU
 - Course requirements
 - 3 core clinical populations (required)
 - i. Adult psychological problems;
 - ii. Child and adolescent psychological problems;
 - iii. People with medical conditions, or physical/mental disabilities.
 - Other clinical populations or settings
 - E.g. social service, forensic unit, health educational unit, staff / students mental health service
 - It is recommended that there should be on average at least one hour of direct contact with the clinical supervisor for each full day of placement**. Direct contact should include:
 - Face-to-face supervision
 - Observation of supervisor performing clinical work, and
 - Observation of trainee performing clinical work.
 - Each of these components should not be less than 20% of the direct contact hours.

***Accreditation guidelines for Accredited Placement Setting in Hong Kong*, The Hong Kong Psychological Society, 2016 (<https://hkps-dcp.org.hk/en/for-professionals-en>)



Structure of clinical placements

Role	Staff
Programme Director:	Dr. Shirley LI
Associate Programme Director:	Dr. Frendi LI
Practicum Course Instructors:	Dr. Carole LI Dr. Charmian YOUNG
Psychological Services Unit (PSU) Supervisor:	Dr. Diane HUANG
General Office:	Ms. Doris FUNG

Placement Coordinator: Ms. Susanna CHOY



Standards of clinical placements

1. HKU Regulations for the Degree of Master of Social Sciences (Clinical Psychology)

2. DCP Recognition of Clinical Psychology Training Programme

– http://www.dcp.hkps.org.hk/downloads/Guidelines_for_Recognition_of_CP_program.pdf.pdf

3. DCP Accreditation of Clinical Psychology Training

– http://www.dcp.hkps.org.hk/saco_member_list.php



Standards of clinical placements

- HKU Regulations for the Degree of Master of Social Sciences (Clinical Psychology)
 - Examples:
 - MSS 5.1 In the field of Clinical Psychology, the programme shall normally extend over two academic years of full-time study, with a maximum period of registration of four academic years of full-time study.
 - MSS 20.1 In the field of Clinical Psychology, candidates who fail one of the five practicum courses will be required to **re-take** the course. Candidates who fail two external placements or the second attempt of either the external placement or internal practicum will be recommended for **discontinuation** in the Programme.



Standards of clinical placements

- HKU Regulations for the Degree of Master of Social Sciences (Clinical Psychology)
 - Example:
 - PSYC7029 Practicum I (12 credits)
 - Practicum I is the first of the five practicum courses. It consists of a minimum of 44 days of on-site clinical placement. In addition, students will start their 2-year long, minimum 30 days, in-house supervised clinical activities with the Psychological Services Unit for at least 3 days within this period. Through the on-site clinical placements, students will have the opportunity to learn and work under the direct supervision of experienced clinical psychologists who are providing services in different settings such as public hospitals, social services agencies, and government departments. They will gain practical experience in working with a variety of client groups with different problems across the life span. The training includes supervised practice in assessment, case formulation, and treatment. Involvement in case conferences, workshops, seminars, or projects within the placement settings may also form part of the training. Students will learn the professional ethics, service contexts and rules in different settings, and acquire knowledge and skills to work effectively in different teams or structures.
 - Assessment: 100% practicum



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.1 Amount of training
 - i. At least 220 days of supervised clinical practice should be completed throughout the training programme.
 - ii. No less than 80% of the supervised clinical practice shall be conducted in DCP recognized placement settings. Exemption might be granted to individual trainee who is unable to fulfil this 80% requirement due to special circumstances. An example of special circumstances include, but not limited to, the trainee is non-Chinese speaking and hence unable to perform clinical duties in local settings. In any case, the number of exempted trainees shall not exceed 10% of the total intake for that batch, rounding up to the nearest number of person.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.1 Amount of training
 - iii. The duration, the **number of clients seen and the time spent with clients in each placement should be adequate** for the trainee to gain experience in developing the skills in assessment, formulation, intervention, evaluation and reporting. **At least 25% of the supervised clinical placement time is in providing direct face-to-face psychological services to patients/clients.** The trainee should be given the opportunity to see a sufficient number of clients in a placement setting to enable the acquisition of competence to provide clinical service in that particular setting.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.2 Scope of training
 - i. All trainees should obtain core experience from **at least 4 different placement settings** which cover the following: (a) **Adult** psychological problems; (b) **Child & adolescent** psychological problems; (c) People with **medical conditions, or physical/mental disabilities**. For each of the placements, trainees should have adequate opportunity to experience a **broad area** of problem categories and treatment demands.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.2 Scope of training
 - ii. Trainees should have experience of direct **individual** and **group** service with clients, and of co-operation with **multi-disciplinary team** and **teaching**.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.3 Collaboration with supervisors
 - i. There should be **written guidelines** on clinical supervision. Other than the **qualifications** of the clinical supervisors, the guidelines should include the minimum **contact hours**, the mechanism of **evaluation** of trainee and that of **feedback** from trainee. The training programme should ensure that all clinical supervisors are fully aware of their **responsibilities** and be ready to fulfill the responsibility.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.3 Collaboration with supervisors
 - ii. The training institute should have an adequate [knowledge of the settings](#) in which trainees are placed. There should be [regular liaison](#) between the clinical tutor (or equivalent post) of the training programme and the clinical placement supervisor in regard to the progress in the clinical training of the trainee. [Visit](#) to the placement by the clinical tutor should be made when necessary.



Standards of clinical placements

- DCP Recognition of Clinical Psychology Training Programme
 - 13. Standard of supervised clinical practice
 - 13.3 Collaboration with supervisors
 - iii. There should be a **formal process** whereby the clinical tutor (or equivalent post) can **monitor** the clinical experience of trainees and the supervision provided and helps to **resolve** any problems that may have arisen during the placement. The Clinical Director of the clinical psychology training programme, head of service of placement settings and supervisors should work out an **audit process** for the clinical placements and supervision.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Aim of clinical placement
 - The aim of clinical placement is to ensure that clinical psychology (CP) trainees develop their **core skills** through experiences with **different client groups** and have a **full range of psychological work** in **various settings**.
 - Scope of accreditation
 - The scope of accreditation covers **placement settings** with qualified supervisors providing supervised clinical practice for CP trainees that fulfill the criteria set out here.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training Standard of supervised clinical practice
 - Scope of clinical training
 - Clinical training offered by these placement settings should cover **at least one** of the following: (i) **Adult** psychological problems; or (ii) **Child & Adolescent** psychological problems; or (iii) People with **medical conditions, physical/mental disabilities, or criminal offending behaviors**.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Qualifications of supervisors
 - The supervisor of a CP trainee shall be a qualified clinical psychologist (i.e. being a full **member of DCP or eligible** for full membership of DCP) who has **at least three years'** full-time relevant experience after gaining the qualification eligible for DCP membership. The supervisor should be **employed as clinical psychologist in the setting** and be able to provide **on-site supervision in the unit** in which the work is carried out.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training Standard of supervised clinical practice
 - Qualifications of supervisors
 - When the supervisor provides supervision in a particular setting, he/she should normally have worked for **at least one year in the placement setting**.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Setting up the placement
 - The supervisor and trainee must have an **opportunity to meet** either before, or at the very beginning of a placement **to discuss** the range of experience which is to be provided, and the **expectations** of each other. The **general aims** of the placement should be agreed and a **placement contract** should be written, with due consideration of the range of **learning opportunities** available in the placement, and the needs, interests and previous experience of the trainee.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Setting up the placement
 - The supervisor must plan an **induction** for the trainee, arrange for cover in the event of annual or other **leave** and should **plan** casework well in advance.
 - Trainees should have access to shared office **space and facilities**. Trainees must be given **guidance** on the facilities available, including clerical and IT **support** for placement work and access to psychological tests and **instruments**.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - There should be **on average at least one hour of direct contact with the clinical supervisor for each full day** of placement. Direct contact should include: i) **face-to-face** supervision, ii) **observation of supervisor** performing clinical work, and iii) **observation of trainee** performing clinical work. Each of these components should not be less than 20% of the direct contact hours.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - Various forms of **team supervision** for groups of trainees are acceptable. But each trainee must have a **named supervisor** who is **responsible** for the co-ordination of his/her supervision and who **formally assesses** the trainee in consultation with other supervisor(s) involved (see 11 for the requirement of individual supervision).



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - Where supervision comprises a mix of individual and small group formats, **no less than 50% should be individual supervision**. During individual supervision, trainees must be provided with **opportunities to discuss** issues related to professional development, overall workload and organizational difficulties as well as on-going case work. Longer supervision should be arranged whenever needed. In addition, supervisors should try to make themselves **available** for informal discussion of matters that arise **between formal supervision sessions**.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - Supervisors should be prepared to discuss **seriously** and **sympathetically** any general issues of relationships with patients or staff that arise in clinical work. They should be **sensitive** to any issues between the trainee and the client and be prepared to discuss these in a **supportive** way when they are considered to affect the trainee's work. However, supervisors should not require or coerce trainees to disclose personal information unrelated to the training. Supervisors should **respect** the right of a trainee to retain reasonable personal privacy and to develop the trainee's individual orientation within the confines of the training programme. (Reference: **Code of Professional Conduct**, HKPS)



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - Supervisors shall **not** engage their trainees in **psychotherapy** or any similar procedure except with the voluntary informed consent of the trainee and when such consent is given for the specific purpose of training in that procedure.
(Reference: Code of Professional Conduct, HKPS)
 - **Adequate time** for relevant **reading and documentation** must be made available to the trainee on placement.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Quantity and quality of clinical supervision
 - Supervisors have a crucial role in contributing to the **integration** of the academic and practical aspects of the clinical psychology programme. They should **discuss** literature relevant to the clinical work in hand and suggest suitable reading to the trainee. In general they should **help trainees to develop a scholarly and critical approach** to their clinical work.
 - Supervisors should keep abreast of theoretical, research and **professional developments** in their fields of work, and participate in continuing professional development, including workshops on supervisory skills organized by the clinical psychology training programmes.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Feedback and reviews
 - There must be a **formal interim review** of the trainee's progress and experience provided in the placement. The aims of this review are:
 1. To review progress of the training according to the **placement contract**;
 2. To give feedback to the trainee on his/her **clinical performance**;
 3. To allow the trainee to comment on the **adequacy** of the placement;
 4. To set **targets** based upon the above for the remainder of the placement; and
 5. To give feedback to the **supervisor** on his/her **performance**.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training
Standard of supervised clinical practice
 - Feedback and reviews
 - **Full evaluation** and written feedback on the trainee's performance on the placement must be provided at the end of the placement. The trainee must have the opportunity to **read and comment** on the full report written by the supervisor.
 - Supervisors should be familiar with the continuous assessment requirements for trainees and the **specific criteria for passing and failing** in the assessment of clinical competence set by the clinical psychology programmes.



Standards of clinical placements

- DCP Accreditation of Clinical Psychology Training Standard of supervised clinical practice
 - Feedback and reviews
 - Trainees must have the opportunity to provide **feedback** on the **adequacy** of placement and supervision.
 - The supervisory relationship, supervision and the clinical practice should be bound by **Code of Professional Conduct** of Hong Kong Psychological Society.



Appointment of clinical supervisors

- Recruitment of supervisors
 - Eligibility
 - DCP / 3 years' experience / 1 year there
 - Must be employed by the setting in providing CP service
 - Informal
 - Support from the organization
 - On goodwill basis
 - Formal
 - Agreement with the organization
 - Clinical supervision duty assigned by the organization
 - Honorary appointment by the university
 - E-mail invitation / CV
 - Appointment / confirmation letter
 - Renewed by the university (normally every 2 years)
 - Individual CP may need to apply for [Unpaid Outside Work](#)



Appointment of clinical supervisors

- Privileges as Honorary Clinical Supervisors:
 - HKU
 - Departmental workshops / seminars (group e-mails)
 - Libraries
 - E-mail address
 - Senior Common Room membership



Appointment of clinical supervisors

- Professional development as clinical supervisor
 - Workshops for New Supervisors
 - Supervisors Development Day
 - HKU Psychology Department website
 - Supervisors Corner:
 - http://www.psychology.hku.hk/Clinical_Supervisors_Corner
 - Useful information & resources about clinical placement & supervision
 - Previous Supervisors Development Day reference materials



Clinical placement matching

- I. Dec – Apr
 - II. May – Jul
 - III. Aug – Nov
 - IV. Dec – Apr
 - V. May – Jul
- Almost no break between placements
 - Supplementary placement should, as far as possible, follow these blocks



Clinical placement matching

- Trainees' pre-placement preparation
 - Placement orientation class
 - Professional ethics
 - Infection Control Training for Allied Health Students
 - Pre-placement agency visits
 - CSD, DH CAS, KCH/CPH, OASIS, SWD
 - Trainee's CV
 - Potential conflict of interest
 - Trainee's preference



Clinical placement matching

- Considerations by the Placement Coordinator:
 - Total placement offers of the year
 - Days of the week
 - HKU: Tue, Thu, Fri (except for summer – 4 days)
 - CUHK: Mon, Wed, Fri (except for summer – 4 days)
 - Supervisors' preference, e.g. Yr 2 Trainees
 - Trainees' preference, e.g. forensic
 - Conflict of interest, e.g. ex-colleague, acquaintance
 - Scope of clinical experience
 - No ranking of placements in terms of “difficulty”



Clinical placement matching

- Placement Coordinator must finalize matching >1 month before each placement
- Once endorsed by the university:
 - Placement letter to the supervisor
 - Security vetting required by some settings
 - Trainee to contact supervisor >1 month before placement
 - Pre-placement meeting (optional)
 - Supervisor can give pre-placement instructions
 - HKU *Clinical Placement Handbook* hardcopy for each supervisor
- Last minute changes sometimes happen



Clinical placement matching

- Co-Supervisors
 - Sharing of supervision duty
 - e.g. during leave of the Supervisor
 - Please inform the university early of such necessity
 - Primary Supervisor (Named Supervisor)
 - Responsible for the Trainee
 - Formal evaluation of the Trainee
 - Secondary Supervisor
 - Assists the Primary Supervisor
 - Preferably an Honorary Clinical Supervisor
 - Not responsible for evaluating the Trainee



Clinical placement procedures & process

- Standard placement documents
 - *Placement Performance Evaluation Form*
 - *Clinical Training Matrix*
 - Adult Psychological Problems
 - Childhood Psychological Problems
 - Forensic Psychology
 - *Clinical Placement Passing-out Form*
 - *Summary of Clinical Placement*
 - *Trainee's Placement Feedback Form*
 - Insurance coverage of the Trainees (July–June)
 - Group Personal Accident
 - Professional Indemnity Insurance
 - Leave of Absence application (university)



Clinical placement procedures & process

- Non-standardized placement documents
 - Placement contract
 - Agreed between Supervisor & Trainee in 1st week
 - Trainees will e-mail to Practicum Instructor
 - Trainee's placement notebook
 - Setting-specific undertaking, acknowledgement, declaration, forms, & other documentation
 - Other optional evaluation form(s)
 - Agreed between Supervisor, Trainee & the university
 - Mid-placement evaluation
 - May use the *Placement Performance Evaluation Form* if there are serious concerns
 - Tri-partite meeting notes



Clinical placement procedures & process

- *Placement Performance Evaluation Form*
 - With Instructions for Supervisor in Completing this Form
 - Sections
 - A. Professional Ethics, Learning & Work Attitudes
 - B. Assessment Skills
 - C. Interview Skills
 - D. Treatment Skills
 - E. Report Writing
 - F. Overall Client Service Management
 - G. Overall comments
 - H. Total Score
 - I. Grade
 - Optional Forms
 - 1. Public education, training, & thematic presentation
 - 2. Resource development project
 - 3. Research projects
 - 4. Other optional forms (agreement & endorsement required)



Clinical placement procedures & process

- Induction for Trainee (suggestions)
 - Mutual introduction
 - Include expectations, & limitations
 - Organizational mission, vision, chart
 - Organizational rules, regulations, procedures
 - Information pack for new staff / trainees
 - Undertaking, acknowledgement forms, etc.
 - Risks, working in isolation, injury on duty, emergency, security, access pass, passcodes, keys, log, etc.
 - Accommodation, IT & clerical support, instrument, tests, other resources for Trainee



Clinical placement procedures & process

- Induction for Trainee (suggestions)
 - Organizational culture, norms, taboos
 - Teamwork, dynamics & communication methods
 - Meeting managers / colleagues / allied professionals
 - Coming major events / away days
 - Responsibilities, accountability, ethical issues
 - Punctuality, dress, demeanour, presentation
 - Leave of absence / inclement weather arrangement
 - Lunch / transportation arrangement
 - Outdoor duties
 - Required / relevant reading



Clinical placement procedures & process

- Induction for Trainee (suggestions)
 - Supervision schedule, format, etc.
 - Co-supervision / group supervision arrangement
 - Observation / shadowing arrangement
 - E-communication between Supervisor & Trainee
 - Case load / work load
 - Case / room booking, scheduling, default cases
 - Sample case notes, reports, recordings, entries
 - Receiving & releasing clients
 - Consent, confidentiality, encryption practice
 - Video or audio recording, etc.
 - Style & standard of language
 - Liaison with the university



Clinical placement procedures & process

- Induction for Trainee (suggestions)
 - Client risk management
 - Suicidal risk
 - Child abuse
 - Vulnerable adults
 - Violent incident
 - Criminal disclosure
 - Personal privacy data leakage
 - Panic button, fire alarm, injury, etc.
 - Home visit / agency visit
 - Complaints by client
 - Etc.



Clinical placement procedures & process

- Induction for Trainee (suggestions)
 - Trainee's previous placement performance / grades
 - Personal (Privacy) Data
 - Consent / initiative of the Trainee
 - Early / open communication about the Trainee's strengths, weaknesses & learning needs is encouraged
 - If it is a supplementary placement, the university will consult the Supervisor before assigning



Clinical placement procedures & process

- Communication between sessions
- Countersigning of documents
- Placement contract
 - Tailor-made with each Trainee
 - Discussion, compromise
 - Prior experience, strengths, weaknesses, needs
 - Placement goals: in behavioural terms
 - Passing-out items, criteria
 - Starting date & ending date
 - Copy to all 3 parties: Trainee, Supervisor, Practicum Instructor



Clinical placement procedures & process

- Starting & ending dates of placement
 - Agreed at the beginning of placement
- Extension of placement
 - Not advisable because
 - It may obstruct starting of the next placement
 - It may delay the submission of grades / marks to the Faculty (deadlines to meet)
 - If extension for over a week is necessary, Supervisor must seek early agreement with the university
 - Work done during extension not be credited towards the next placement



Clinical placement procedures & process

- Communication with university staff
 - Any time during the placement
 - Any means welcome
- “Tripartite” Meeting(s)
 - Supervisor + Trainee + university representative
 - For good or poor placement performance
 - Any time during placement
 - The earlier, the more effective in resolving any issue
 - Give the Trainee reasonable opportunities to improve in the rest of the placement
 - Behavioural / operationalized solutions
 - If deciding to fail a Trainee, tripartite meeting is a must
 - Properly documented



Clinical placement procedures & process

- Mid-placement evaluation
 - A discrete session
 - Review progress with Trainee
 - Clinical performance
 - Placement goals attainment
 - Adequacy of learning experience
 - Plan remaining targets of the placement
 - If any serious concern; please use *Placement Performance Evaluation Form*
 - Hear feedback from Trainee
 - Trainee will report to the university



Clinical placement procedures & process

- Final Placement evaluation
 - *Placement Performance Evaluation Form*
 - Scoring & grading according to the criteria
 - Overall comments
 - Trainee should read, comment & give feedback
 - *Matrix Forms*
 - Signed by Supervisor
 - *Summary of Clinical Placement*
 - Signed by Supervisor
 - Sample clinical reports
 - Approved by Supervisor
 - Return of all materials belonging to the setting
 - Countersigning / deletion of all case materials



Clinical placement procedures & process

- Suspension of Placement
 - Not related to Trainee's performance
 - e.g. illness, significant change of family situation
 - Earliest discussion with university staff
 - "Tripartite" meeting
 - Temporary suspension – will resume
 - Early termination – "Incomplete"
 - Supplementary placement preferably in a similar setting
 - Length of supplementary placement to be decided
 - Unacceptable behaviours
 - "Tripartite" meeting
 - Early termination – "Incomplete" or "Fail"



To learn more about clinical supervision, please visit HKU's CP Clinical Supervisors Corner for the below 8 modules:

Module 1: About Clinical Supervision

Module 2: Models of Supervision

Module 3: Roles and Responsibilities of Supervisors

Module 4: The Supervisory Relationship

Module 5: Review and Evaluation in Clinical Supervision

Module 6: Competencies for Good Practice

Module 7: Ethical & Legal Issues, and Risk Management

Module 8: CBT Supervision