

Doctor of Clinical Psychology - University of Sheffield

GUIDELINES FOR ARRANGING THIRD YEAR PLACEMENTS

Structure

1. During the third year, trainees spend three/four days a week on clinical placement, dependent on university semesters/vacations.
2. There are two placements of approximately five months' duration. These may be combined: for example, a trainee could spend one day a week for the whole of the year with one supervisor and two days of the week with another. Whatever the arrangement, assessments of clinical competence must be completed by the end of Placement 5 (approximately halfway through the year) and Placement 6.
3. Trainees are normally expected to take up third year placements within the local area, but occasionally may undertake a placement outside of this area provided that:
 - a) There is no comparable placement available within the Region.
 - b) They have prior approval from the Programme *and*
 - c) That agreement can be reached as to financial resource implications and placement monitoring.
4. Placement dates for 2017/18 are as follows:
Placement 5 w/c 9th October 2017 – w/e 13th April 2018
Placement 6 w/c 16th April 2018 – 27th September 2018
5. Academic teaching takes place on Tuesdays with a couple of extra teaching days throughout the year on alternative days (you will be made aware of these dates on taking a third year trainee)

Process

1. Use your previous Assessments of Clinical Competence (including the Cumulative Logs of Competencies and Placement Experiences) and Points for Continued Development to draw up a list of your training needs. Things you might wish to consider are:
 - Therapeutic approaches in relation to further experience/different experience/depth of experience.
 - Clinical settings (e.g. hospital/community) in relation to further experience/different experience/depth of experience.
 - Client groups in relation to further experience/different experience/depth of experience.
 - Levels of work (e.g. teaching/consultancy).
 - The range of Psychology Departments in which you have been based.
 - Experiences which you may wish to consolidate.
 - Any specific omissions.
 - Exploration of contexts in which you may plan to seek employment. Think actively about issues of your future employment and enhancing your available skill set.

You could also think about this in relation to your Research and ACP requirements. You will get the opportunity to meet possible third year placement supervisors when they attend for the Placement Fair giving you further information about placement opportunities. Supervisors who are unable to attend this event provide us with information about their placement opportunities, held in the "Placement Offers" folder and in an accessible shared folder online. The Fair usually takes place in late February/early March to give trainees the chance to really consider the fit between their gaps in training, and their interests with supervisor availability. For further information on this process and planning your third year placement, please refer to our FAQs document in section 3.6.

2. Consult the Supervisor Database and the Clinical Tutors to guide you as to the range of placements that are available. You may also wish to have some preliminary, tentative discussions with the relevant supervisors. **Please note, however, that you should *not* enter into any definitive decision-making at this stage and that the purpose of these discussions is information-seeking. Please note also that the need for supervisors for core placements will take precedence over specialist, third year placements.**
3. Once you have drawn up your list of training needs for the third year, you should discuss this with your Clinical and Personal Tutors.
4. The Placement Fair takes place during semester 1 of the second year and this will detail the placement planning process and timescales.
5. A brief written proposal should then be sent to the Clinical Tutors responsible for placement planning. Your proposal should include a number of possible options in rank order and should be returned to the planners by the identified date.
6. The placement planners/Clinical Tutors will then review third year plans, in conjunction with Clinical Tutors from the other local programmes. Following approval of your plan, you should then contact the relevant supervisors to discuss provisional arrangements for your placements.
7. You need to keep the placement planners up-to-date with the progress of your negotiations. You also need to update any supervisors that you have contacted once you are clear about your proposals. You will also need to contact supervisors you may have approached but who you have not chosen or have been allocated to you to let them know what is happening. This prevents misunderstanding between possible supervisors, the trainee who has approached them and the clinical tutors
8. If there are problems with the demand for particular placements, the placement planning Tutors will liaise with yourself, the Programme Team, Clinical Tutors from other programmes and the potential supervisor concerned. In cases of dispute, the placement planning Tutors, following consultation with the Clinical Director and Programme Director, will retain the right to make the final decision.
9. Your supervisors will be contacted formally in writing by the placement planning Tutors, with a copy to yourself when arrangements are finalised.

N.B. It is worth giving considerable thought to how your week will be organised. Trainees from previous years have sometimes found it difficult to relate simultaneously to a number of different contexts for research and placements in what can be a very stressful year.