

Supervised Practice

(College) Guidelines

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1. OVERVIEW

These guidelines have been developed to support the Psychologist (and their Supervisor) in meeting the requirements for the grade of Member of a College of the APS. This includes the Psychologist wishing to hold the grade of Member of a College, holding the grade of Associate Member of a College (similar to the Psychology Board of Australia registrars) and guidance for Supervisors of Psychologists, who have completed an accredited and approved Masters or Doctorate qualification in the area of specialised practice pertaining to that College. The contents of this document are consistent with both the APS Generic Rules for Colleges (October 2010) and more than meet the requirements of the Psychology Board for the registrar program for endorsed areas of psychological practice.

The requirements for obtaining the grade of Member of an APS College are detailed on the home page of each College, under the 'How to Join' tab. These requirements include a period of 'Supervised Practice' for all Psychologists.

Although there are generic requirements for all APS Colleges, the specific nature of psychological practice will differ across Colleges. Section 5 of this document details the psychological practice requirements for each College.

2. BACKGROUND

Given the specific knowledge base for psychological practice in the specialist area of a College, attention to these areas is required in supervision and professional development, prior to holding the grade of Member of a particular College.

Following the approval by the Ministerial Council (2010-2011) of nine areas of practice endorsement, the Australian Psychological Society (APS) has adopted guidelines that more than meet the requirements of the Psychology Board, for the period of supervised practice required to be a Member of a College.

According to the APS Generic Rules for Colleges (2010), to be eligible for the grade of Member of a College, a Psychologist must have:

- a) an APAC accredited and College approved doctorate in one of the College areas of practice and at least one year of approved, supervised, full time equivalent psychological practice with an APS approved College Supervisor; or
- b) an APAC accredited and College approved masters in one of the College areas of practice and a minimum of two years of approved, supervised, full time equivalent practice with an APS approved College Supervisor.

3. OBJECTIVES OF SUPERVISED PRACTICE

General:

- For Supervisees and Supervisors to maintain ethical Standards of practice consistent with the APS Code of Ethics and the APS Ethical Guidelines 2009 (including Guidelines on Supervision).
- For supervisees to maintain adherence to other legal and statutory requirements such as Psychologists Registration Act, Mental Health Act and others as required by the specialty area
- For Supervisors to provide guidance and support for Supervisees in developing skills and professional qualities required for independent practice in the College area of practice, including coordination of the supervisee's CPD program.
- For Supervisees to develop the capacity for continuing self-appraisal and appropriate consultation over the period of Supervised Practice.

Specific:

- Review and development of knowledge and skills in evidence-based assessment, intervention/management and reporting systems and practices.
- Review of professional and ethical issues relevant to psychological practice, including critical, reflective practice that is culturally safe and accountable.
- Reflection on professional and career perspectives for long term development of skills and work/life balance.
- Reflection on the learning's from the required hours of College related active professional development undertaken during the period of supervised practice.

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS

Supervised Practice definition in the APS Generic Rules for Colleges (2010):

“Supervised Practice” means, for each one year full-time equivalent*:

- a) A minimum of 40 hours of supervision during psychological practice by an Approved College Supervisor; and
- b) A minimum of 40 hours active professional development during psychological practice.

*Please note that the one year full-time equivalent means professional experience in a psychological setting relevant to the College.

Please refer to the Glossary (Section 6) for definitions of active professional development, Approved Supervisor, psychological practice, supervision.

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS (CONT.)

The requirements below are for psychologists seeking eligibility for the grade of Member of a College and who are completing the necessary period of Supervised Practice:

Section	Definition	Requirements
4.1	Duration of psychological practice	<p>Masters = qualification + 2 years FTE supervised practice (two years= 3080 hours)</p> <p>Doctorate = qualification + 1 year FTE supervised practice (one year=1540 hours)</p> <p>Dual Doctorate = Qualification + 9 months supervised practice in each area of speciality (9 months = 1155 Hours; 18 months = 2310 hours)</p> <p>Based on full time equivalent (FTE) professional practice of a maximum of a 35 hour week, 7 hour day; OR 140 hours of FTE professional practice spread over a 4 week period.</p> <p>One year means 44 weeks of FTE professional practice (i.e. 52 weeks, across a calendar year, less 4 weeks annual leave, 2 weeks sick leave, 2 weeks public holidays).</p> <p>For example:</p> <p>1 year FTE = 44 weeks x 35 hours = 1540 hours</p> <p>An MPsych supervisee requires two years FTE Supervised Practice. If the supervisee works 0.5 EFT, the period of Supervised Practice will be over four calendar years with a requirement of 20 hours of Supervision per calendar year.</p> <p>Private practice:</p> <p>Recommendations for direct client contact within the broader psychological practice.</p> <p>20 hours a week for full-time work</p> <p>10 hours a week for part-time work.</p>
4.2	Psychological practice	<p>Due to the different core competencies of individual Colleges, the definition of psychological practice may vary between Colleges. Please refer to Section 5 for particular stipulations of Colleges.</p>
4.3	Frequency of supervision	<p>It is recommended that supervision be once a week or at least once a fortnight, and continued throughout the one year FTE period (irrespective of whether the minimum requirement of 40 hours of supervision has been reached).</p> <p>A maximum of two (2) hours per fortnight can be counted.</p>

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS (CONT.)

Section	Definition	Requirements
4.4	Type of supervision	<p>Supervision may be individual (at least thirty of the forty hours per year) or group (i.e. more than one person) (no greater than ten hours per year).</p> <p><u>Individual supervision</u> is supervision with the Approved Supervisor in the same room or online (teleconferencing, video teleconferencing, audio or video Skype).</p> <p><u>Group supervision</u> is supervision with the Approved Supervisor in the same room or online (teleconferencing, video teleconferencing, audio or video Skype).</p> <p>The Approved Supervisor MUST be supervising on psychological practice specific to the College for which the supervision is being sought i.e. Counselling College Approved Supervisor providing supervision on counselling psychology topics to psychologists seeking the grade of Member of the College of Counselling Psychologists.</p> <p><u>Texts/emails</u> do NOT constitute supervision (i.e. cannot be counted towards supervision hours), however may be used for follow-up or clarification following a supervision session.</p>
4.5	Format of supervision	<p><u>Face-to-face supervision</u> is supervision with the Approved Supervisor in the same room.</p> <p><u>Online supervision</u> is by teleconferencing, videoconferencing and/or by Skype (audio or video).</p>
4.6	Hours of supervision Breakdown of supervision hours	<p>A minimum of 40 hours of supervision for each one year FTE of psychological practice.</p> <p><u>This must be met regardless of how many hours of supervision have been completed prior to completion of post graduate qualifications.</u></p> <p>75% minimum of supervision hours per FTE year must be <u>individual</u> with an Approved Supervisor.</p> <p>25% maximum of supervision hours per FTE year can be group <u>supervision</u> with a College Approved Supervisor.</p> <p>Within the 75% individual supervision:</p> <p>50% minimum of individual supervision hours per FTE year must be face-to-face with an Approved Supervisor.</p> <p>50% maximum of face-to-face supervision can be by teleconferencing, videoconferencing and/or by Skype (audio or video).</p>

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS (CONT.)

Section	Definition	Requirements
4.6	Breakdown of supervision hours (cont.)	<p>Within the 25% group supervision:</p> <p>50 % minimum of group supervision hours per FTE year must be face-to-face with an Approved Supervisor.</p> <p>50% maximum of group supervision can be by teleconferencing, videoconferencing and/or by Skype (audio or video).</p>

Hours of supervision per FTE year of supervised practice	Individual % / Hours		Group % / Hours	
	75% minimum	30 hours minimum	25% maximum	10 hours maximum
Face-face	Minimum 50%	Minimum 15 hours per FTE year	Minimum 50%	Minimum 5 hours per FTE year
Teleconferencing video conferencing/ audio or video Skype	Maximum 50%	Maximum 15 hours per FTE year	Maximum 50%	Maximum 5 hours per FTE year

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS (CONT.)

Section	Definition	Requirements
4.7	Duration of supervision sessions	Supervision sessions are to be of at least one (1) hour duration
4.8	Content of supervision	The content of supervision must match the College specific requirements (refer Section 5) and reinforce the College specific competencies as outlined in the College approved course guidelines.
4.9	Supervision Plan - Supervision Registration & Agreement form	<p>A supervision plan is to be developed by the supervisee in conjunction with their Supervisor. This plan is to be included on the Supervised practice: Registration & Agreement Form.</p> <p>Associate Members of the College are recommended to have this agreement form pre-approved, for each supervisor, by the APS College Assessment Team <u>prior</u> to the commencement of this supervised practice.</p> <p>Go to the 'How to Join' tab on the relevant College web page to download this form.</p>
4.10	Log books	<p>A <u>signed logbook</u> with the details of supervision must be regularly maintained by the Supervisee, including the Supervisor's signature.</p> <p>The record of supervision must contain the following information:</p> <ul style="list-style-type: none"> • Date and duration of supervision session • Name of Supervisor for that session • Method & type of supervision • Brief record of content of discussion • Supervisor's evaluative comments • Plan for next session • Supervisor's signature per page <p>Refer to Appendix 1 for an example of a supervision logbook.</p>

4. SUPERVISED PRACTICE: DEFINITIONS & REQUIREMENTS (CONT.)

Section	Definition	Requirements
4.11	Progress Reports	<p>A progress report is to be submitted to the APS College Assessment Team every six months irrespective of whether the psychological practice is full or part-time or whether leave has been taken.</p> <p>The progress report should be completed by the Supervisor in conjunction with the Supervisee at a supervision session.</p> <p>Go to the '<i>How to Join</i>' tab on the relevant College web page to download this form.</p>
4.12	Final report	<p>A final report is to be submitted to the APS College Assessment Team on completion of supervision with each Approved Supervisor.</p> <p>The final report should be completed by the Supervisor in conjunction with the Supervisee at a supervision session.</p> <p>Go to the '<i>How to Join</i>' tab on the relevant College web page to download this form.</p>
4.13	Hours of active professional development	<p>A minimum of 40 hours of College relevant active professional development for each one year FTE of psychological practice.</p> <p><u>This must be met regardless of how many hours of professional development have been completed prior to completion of post graduate qualifications.</u></p> <p>Supervision hours with an Approved Supervisor, which are over and above the 40 hours during psychological practice for each FTE year, may be counted as professional development hours.</p> <p>Further information about professional development guidelines & requirements for Colleges can be found on the '<i>CPD & Events</i>' tab on the APS webpage.</p>
4.14	Extenuating circumstances	<p>Supervisees who believe they cannot meet the specific requirements on format and breakdown of supervision hours, due to hardship related to geographic, physical disability or environmental factors, may submit a case to the APS College Assessment Team for consideration.</p>
4.15	Supervisor's directory	<p>The APS maintains a directory of Supervisors who have been assessed as eligible to supervise Associate Members of a specific College. A list of Supervisors, who chose to have eligibility to supervise made public, can be found on the specific College webpage.</p>

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE

College	Definition of psychological practice	Areas for supervision and CPD
<p>Clinical Neuropsychology</p>	<p>Clinical neuropsychologists work in general and specialist medical settings, including paediatrics, rehabilitation, neurosciences, psychiatry and aged care, and also in medico-legal evaluations.</p> <p>Clinical neuropsychologists have advanced skills in the assessment, diagnosis and treatment planning of a range of disorders and contexts across the lifespan. Neuropsychologists are trained to understand the cognitive, emotional and behavioural effects of a wide range of conditions.</p>	<ul style="list-style-type: none"> • Specialised assessment, diagnosis and treatment of neuropsychological disorders across the lifespan. This may include neurological, medical and psychiatric conditions, developmental disorders and learning disabilities. • Diagnosis and treatment planning; to establish a baseline for future comparison; neurorehabilitation and other interventions for neuropsychological disorders. • Use of neuropsychological assessment results to help patients, families, teachers, employers and others by providing them with feedback, understanding and support, and by enabling them to develop realistic expectations through psychoeducation, cognitive strategies, recommendations and advice.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Clinical</p>	<p>Clinical psychologists:</p> <ul style="list-style-type: none"> • Work in a wide range of settings including private practice clinics and hospitals, rehabilitation services and other institutions. • Provide a wide range of psychological services to individuals, couples, families and organisations across the lifespan for a broad range of mental health conditions and psychological problems, ranging from mild to severe and complex. <p>These services include: Assessment of cognitive/ emotional/behavioural functioning, including diagnosis, case formulation and opinion, for clinical and compensation purposes.</p> <ul style="list-style-type: none"> • Provide treatment using tailored evidence based techniques. • Work to prevent psychological problems and mental health issues through program development and research. • Promote psychological wellbeing across the lifespan. • Develop innovative evidence-based treatments for complex presentations. • Provide expert Clinical Psychological Consultation services to Medical other Allied Health Professionals. 	<ul style="list-style-type: none"> • Assessment of emotional, / intellectual/ behavioural functioning to diagnose psychological problems or mental health concerns. Techniques can include interviews, observation and tests of cognitive, emotional, social, and personality functioning and risk assessment skills. • Exploring cognitions/emotions and behaviour and tracing their origins from at least two evidence-based theoretical points of view. • Treatment development via a scientist practitioner approach. • An awareness of the integration of clinical pharmacotherapy on treatment outcome. • Helping clients to implement changes that enhance wellbeing. • Application of ethical problem solving to all aspects of Clinical Psychology practice. • Capacity to communicate clinical issues to a wide audience. • For all areas, actual de-identified assessment reports should be reviewed in Supervision. It is highly desirable that at least ten cases be directly observed by the Supervisor via audio and/or visual recording.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Community</p>	<p>Community psychologists work in a variety of settings including local government, education, community health, non-government organisations and as private consultants.</p> <p>Community psychologists have advanced skills in understanding and supporting communities, and people within communities. Their roles vary widely, but may include supporting communities to achieve their goals to prevent or to solve their issues, promoting collective wellbeing, facilitating social connectedness, engagement or reengagement for marginalised individuals and groups.</p> <p>Community Psychologists reflect in all aspects of their work recognition of human and ecological diversity, commitment to collaborative and flexible processes and respect of equity and cultural diversity.</p>	<ul style="list-style-type: none"> • Selecting and applying contextually relevant, action-oriented research, evaluation and community interventions at micro and macro systems levels • Direct service provision: may include outreach, counselling, group facilitation and community consultation • Preventive service provision: may include health promotion , negotiation, conflict management, community capacity building • Promoting systemic change via public policy development, advocacy and organisational change.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Counselling</p>	<p>Counselling psychologists work in a range of settings including private practice, government and non-government organisations, hospitals, educational institutions and correctional services.</p> <p>Counselling psychologists are specialists in the provision of psychological therapy. They provide psychological assessment and psychotherapy for individuals, couples, families, and groups and treat a wide range of psychological problems and mental health disorders. Counselling psychologists use a variety of evidence-based therapeutic strategies and have particular expertise in tailoring these to meet the specific and varying needs of clients.</p> <p>Counselling psychologists create collaborative, therapist-client relationships where the focus is on building psychological strengths and wellbeing as well as resolution of difficulties and disorders.</p>	<ul style="list-style-type: none"> • Provision of a wide variety of evidence-based techniques and therapeutic approaches. • Prevention, assessment, diagnosis and treatment of mild to more severe mental health disorders and psychological problems including anxiety, depression, substance abuse and more complex presentations such as posttraumatic stress disorder and addictions. • Use of research skills to analyse problems, design intervention strategies, and monitor and evaluate program outcomes. • Provision of cognitive, personality, vocational and mental health assessments

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Educational & Developmental</p>	<p>Educational and developmental psychologists work in a wide range of settings and may have many different titles - school psychologist, guidance officer, disability services officer, child and adolescent counsellor, and geropsychologist.</p> <p>Educational and developmental psychologists may work with individuals, couples, groups or systems. Their work entails a variety of services designed to enhance the development and learning of people throughout their lifespan.</p>	<ul style="list-style-type: none"> • Assessment of developmental, learning and behavioural difficulties throughout the lifespan. • Differential diagnosis. • Identification and use of evidence-based interventions, both proactive/preventative and remedial. • Counselling skills. • Consulting with individuals or groups. • Evaluation of educational programs and interventions. • Writing reports for multiple audiences e.g. teachers, parents, carers, other professionals.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Forensic</p>	<p><i>Forensic psychology</i> defines a professional practitioner specialty involving the application of psychological theory, concepts and skills to the legal and justice system assisting, in particular, courts, tribunals and other statutory bodies, and people who work in, participate in, or are impacted by the legal and justice system. The work is focused on:</p> <ul style="list-style-type: none"> • Forensic evaluation, and conducting investigations; • Forensic intervention, and preventative or rehabilitative treatment for people engaged in or impacted by legal proceedings or who are vulnerable to being involved in legal proceedings; • Associated research, teaching and supervision; and • Consultation, and policy and legislative development and law reform. 	<ul style="list-style-type: none"> • Expert psychological evidence (written reports and/or oral evidence) in courts (civil, criminal, family, coroner etc) and other tribunals (e.g., compensation tribunals, guardianship boards, parole boards, administrative appeals tribunals); • Consultation to areas of the legal and justice system (e.g., trial process and preparation, impact of court proceedings on witnesses and other participants, mediation, police investigations, crime prevention, correctional services, workplace safety, child protection, victims' needs); and • Development of research and clinical services to forensic populations. • Psychological assessment and formulation, risk assessment, treatment planning and treatment provision to offenders and other people impacted by the legal and justice sectors.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD practice
<p>Health</p>	<p>Health psychologists practise in two main areas - clinical health psychology and health promotion.</p> <p>Health psychologists work with clients and other health professionals and advise on attitudes, beliefs and behaviours that promote wellness and contribute to ill health, and how the latter might be changed.</p> <p>Health psychologists design, implement and evaluate public health programs (e.g., 'SunSmart', 'Life. Be in it').</p> <p>Health psychologists work with community members and professionals to improve health and wellbeing by estimating the distribution of disease, health behaviour and modifiable determinants.</p>	<ul style="list-style-type: none"> • Developing and evaluating interventions that can enhance health and wellbeing, including treatments that can help people to cope with illness or associated problems. • Understanding how psychological and behavioural factors interact with the physical systems of the body and social factors to influence health and illness. • Quantifying the extent and type of health problems experienced by various groups in Australia. • Understanding the way that people behave or the underlying attitudes that put their health at risk and how they might change these behaviours to prevent illness and promote health. • Identifying the psychological impact of illness.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
Organisational	<p>Organisational psychologists analyse organisations and their people, and devise strategies to recruit, motivate, develop, change and inspire.</p> <p>Organisational psychologists work with organisations, teams and individual employees to improve their performance and increase effectiveness and productivity in the workplace.</p> <p>In the workplace, organisational psychologists can play a number of critical roles including Organisational Development (OD) Manager, Human Resource (HR) Manager, HR Consultant, Personnel Director, Learning and Development Manager, Trainer, OD Consultant, and Researcher.</p>	<ul style="list-style-type: none"> • Identification and planning of workforce requirements. • Assessment of knowledge, skills and abilities, and potential and personal fit for specific jobs. • Analysis of training and development needs for individuals and teams. • Provision of advice and support to organisational leaders in relation to how they lead, engage and motivate their people. • Provision of individual assistance, coaching and mentoring to improve work performance. • Provision of advice to government, employers, employees and unions. • Design, implementation and evaluation of people-related change management.

5. COLLEGE SPECIFIC REQUIREMENTS FOR SUPERVISED PRACTICE (CONT.)

College	Definition of psychological practice	Areas for supervision and CPD
<p>Sport & Exercise</p>	<p>Sport & Exercise Psychologists work with a range of people including:</p> <ul style="list-style-type: none"> • Recreational, elite and professional athletes • Coaches, managers and administrators • Trainers, physicians and other sport scientists • Umpires and referees • Performance artists (for example, musicians, dancers, actors) • Employees and employers in any occupation concerned with optimal performance. 	<ul style="list-style-type: none"> • Performance enhancement and mental skill development • Anxiety and stress management • Concentration and mental preparation • Overtraining and burnout • Team building and leadership • Critical issues and intervention management • Communication skills and conflict resolution • Health and wellness coaching • Weight management • Debriefing and program evaluation • Recovery and restoration • Injury rehabilitation • Psychology assessment relevant to Sport & Exercise • Video analysis of sporting emotions and performances • Career transitions and coping with grief and loss (for example, de-selection and retirement from sport)

6. GLOSSARY

Active professional development means: ..“activities that engage the participant in active training through written or oral activities designed to enhance and test learning”.

Approved Supervisor (Transition provisions under Standing Orders) means a person holding the grade of Member of the relevant College of at least two years standing, or who has been eligible to hold the grade of Member of the relevant College for a minimum of at least two years, who:

- ^has completed a training program in psychology supervision approved by the Society;
- holds general registration as a psychologist without restriction or conditions;
- is not a member of the supervisee’s immediate family or household; and
- is not or has not been engaged in a therapeutic relationship with the supervisee.

^At the time that a training program in Supervision is approved by the Society, any person who at that time is an Approved Supervisor will have until 30 June 2013 to complete the training program.

Any person who has not previously been approved as a supervisor for the relevant College at the time a training program in psychology supervision is approved by the Society, will have to complete the training program in addition to fulfilling the other requirements for approval as a supervisor prior to being approved as a supervisor for the relevant College.

During psychological practice includes the provision of direct clinical care or using professional knowledge in a direct nonclinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession.

Supervision means an interactive process between the psychologist and the Supervisor. It provides the Supervisee with a professional stimulating and supportive opportunity for growth. Supervision involves a mentoring relationship which assists the Supervisee to achieve their professional goals.

7. RELEVANT DOCUMENTS

- APS Code of Ethics, 2007
- APS Ethical Guidelines 2009 (including Guidelines on Supervision).
- APS College Course approval Guidelines for Post Graduate Courses, December 2010

APPENDIX 1: SAMPLE LOGBOOK

DATE OF SUPERVISION	TYPE OF SUPERVISION (individual or group)	CLIENT TYPE (e.g. child, adult, organisation)	DURATION OF SESSION (minimum one hour)	FORMAT OF SUPERVISION (face-face, videoconferencing, video, Skype, telephone, text, email) *Note also if direct observation occurs (e.g. video)	CONTENT OF SUPERVISION	SUPERVISOR'S COMMENTS	PLAN FOR NEXT SESSION

Self reflection: (suggest completion on a monthly basis) _____

Supervisor Signature: _____ Date: ___ / ___ / ___

Supervisor name (please print): _____

APPENDIX 2: SAMPLE CPD RECORD BOOK

DATE	TITLE/TOPIC/FOCUS OF CPD (NB. Must be College-relevant)	TYPE (e.g. seminar, lecture, workshop, conference, presentation)	PRESENTER/LEAD/SOURCE	DURATION (hours)

