Course Outline

PSYC7223

Professional and Ethical Practice (Clinical) 1

School of Psychology

Faculty of Science

T1, 2022

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1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor & Lecturer	Dr Chien Hoong Gooi	c.gooi@unsw.edu.au	Arranged via email Mathews 805	9065 7754
Lecturer & Clinic Director	Shane Vassallo	s.vassallo@unsw.edu.au	Arranged via email Mathews 804	9065 7756
Lecturer	Lana Fester	Lana.Fester@health.nsw.gov.au	N/A	Via email
Clinic Supervisor	Natasha Rawson	natasha.rawson@unsw.edu.au	Arranged via email Mathews 824	9065 7757
Clinic Supervisor	Dr Amanda Olley	a.olley@unsw.edu.au	Arranged via email Mathews 823	9065 7758
Clinic Supervisor	Gladiss Warda	gladiss.warda@unsw.edu.au	Arranged via email	9348 0001

2. Course information

Units of credit:	6
Pre-requisite(s):	Honours in Psychology

Requirements:
All trainees MUST have obtained Provisional/General Psychologist registration with AHPRA before the commencement of the course and maintain this registration for the duration of the course.

All trainees MUST provide the following documents to the UNSW Psychology Clinic Director before commencement of activities within the UNSW Psychology Clinic:
(i) Certified copy of AHPRA Provisional/General Psychologist registration confirmation
(ii) Printout of Clearance Letter for Working with Children Check
(iii) Certified copy of National Police Check (and additional Police Check from relevant other countries or statutory declaration for international students)
(iv) Evidence of completing necessary UNSW Health & Safety training
(v) Signed Psychology Clinic Confidentiality Agreement for Trainees

Teaching times and locations: <u>PSYC7223 Timetable</u>

2.1 Course summary

PEP1 (Clinical) provides an orientation to the profession of clinical psychology, an introduction to the practical component of the clinical program and a graded entry into client work. The course begins to develop trainee technical and professional competencies through clinical workshops, weekly professional meetings, clinic activities observation period in the UNSW Psychology Clinic, engagement in client intake and supervisor feedback regarding foundational clinical skills via a role-play assessment.

2.2 Course aims

The aim of the course is to provide an orientation to the profession of clinical psychology, an introduction to the practical component of the clinical program and a graded entry into client work. It also equips trainees with the foundational Clinical Psychology competencies needed to assess, diagnose and treat adult, child and adolescent clients, as well as develop skills in case formulation and risk assessment.

2.3 Course learning outcomes (CLO)

At the successful completion of this course the student should be able to:

1. Demonstrate knowledge and application of psychological theory in clinical assessments and diagnosis.

2. Demonstrate knowledge and application of psychological theory in case conceptualisation and selection of evidence-based interventions.

3. Actively integrate individual perspectives and cultural considerations into all aspects of client care.

4. Demonstrate skilful delivery of evidence based interventions including effective engagement and taking a collaborative and responsive approach.

5. Apply knowledge of psychometric methods to correctly select, administer, score and interpret common psychometric tests.

6. Demonstrate counselling skills and communicate effectively in verbal and non-verbal forms with clients and other professionals.

7. Demonstrate self-awareness, reflectivity and cognitive flexibility in client work.

8. Demonstrate respect for and commitment to the scientific method through evidence based practice.

9. Demonstrate knowledge of ethical and professional codes, standards and guidelines, and commitment to their application.

10. Demonstrate professionalism and accountability in all areas of professional activities including concern for welfare of others, responsiveness to supervision and timely approach to clinical work.

The level of competencies demonstrated in each of the course learning outcomes above should be at a level consistent with the stage of clinical training. The expected level of competency gradually increases as clinical training progresses.

2.4 Relationship between course and program learning outcomes and assessments

CLO	Program Learning Outcomes								Assessment
	1. Knowledge of discipline	2. Ethical, legal and professional	3. Psychological Assessment & Measurement	4. Intervention Strategies	5. Research and evaluation	6.Communication and interpersonal	7. Working with diverse groups	8. Practice across the lifespan	
1.	Workshops, observation, meetings		Workshops, observation, meetings	Workshops, observation, meetings		Workshops, observation, meetings	Workshops, observation, meetings	Workshops, observation, meetings	1-6
2.	Workshops, observation, meetings			Workshops, observation, meetings	Workshops, observation, meetings		Workshops, observation, meetings	Workshops, observation, meetings	1-6
3.	Workshops, observation, meetings	Workshops, observation, meetings					Workshops, observation, meetings	Workshops, observation, meetings	1-6
4.	Workshops, observation, meetings			Workshops, observation, meetings	Workshops, observation, meetings	Workshops, observation, meetings	Workshops, observation, meetings	Workshops, observation, meetings	1-6
5.	Workshops, observation, meetings		Workshops, observation, meetings		Workshops, observation, meetings			Workshops, observation, meetings	1, 6
6.	Workshops, observation, meetings, online training					Workshops, observation, meetings, online training	Workshops, observation, meetings, online training	Workshops, observation, meetings	1, 2, 4, 5, 6

7.	Workshops, observation, meetings, online training	Workshops, observation, meetings, online training						Workshops, observation, meetings	1, 3, 4, 5, 6
8.	Workshops, observation, meetings	Workshops, observation, meetings			Workshops, observation, meetings			Workshops, observation, meetings	1-6
9.	Workshops, observation, meetings, online training	Workshops, observation, meetings, online training							1, 4, 5, 6
10.	Workshops, observation, meetings, online training	Workshops, observation, meetings, online training				Workshops, observation, meetings, online training			1, 4, 5, 6

3. Strategies and approaches to learning

3.1 Learning and teaching activities

Through participation in workshops, online training, clinic activities and the clinic observation period the course is designed to develop trainee clinical competencies.

The clinical workshops in this course will provide practical training in professional ethics, risk management and clinical skills of assessment, case formulation and effective treatment principles. This material follows from and complements the information covered in Adult and Child Clinical Psychology I (PSYC7212) and Psychological Assessment courses (PSYC7001). Trainees will also be paired with 6th year trainees to observe clinical work, intake and supervision sessions. Such observation provides trainees with a graded introduction to clinical activities within a mental health service. As the course progresses, trainees will take on an increasing amount of direct client work, including engaging in client intake.

Teaching in PEP1 is delivered via feedback on the role-play assessment task, training in workshops, online training modules and weekly professional meetings, clinic activities, observation of 6th year trainees, and regular supervision on clinical placement.

In addition to attending the above, compulsory activities associated with PEP1 are as follows:

a. Registration and Compliance
Trainees must ensure that they have current provisional/general registration with the Australia Health Practitioner Regulation Agency (AHPRA) for the entire placement period (and for the duration of enrolment in the program). Trainees will also need to obtain full or temporary verification with NSW Health for placement in public health settings by the end of PEP1. This includes submitting to NSW Health evidence and documentation including National Police Check, vaccination records and other necessary documents based on NSW Health requirements. These requirements can be found on the NSW Health websites below and further information will be provided by the Clinic Director upon commencement of the course.

http://www.health.nsw.gov.au/careers/student_clearance/Pages/default.aspx

https://www.seslhd.health.nsw.gov.au/services-clinics/directory/nursing-and-midwifery-services/student-compliance

b. Clinic Activities Observation Period
Trainees will begin observation of client, supervision and administrative activities in the UNSW Psychology Clinic from week 4 (9 March 2022). Trainees will be paired with 6th year trainees (enrolled in PEP4) who are on their advanced placement in the Psychology Clinic conducting intake, therapy and assessments.

In PEP1, trainees are required to:

  I. Attend a minimum of 5 supervision sessions as an observer (including at least one supervision session each for adult therapy, adult neuropsychological assessments, child therapy and child cognitive assessments).
 II. Observe at least 5 hours of live therapy sessions (must include adult therapy and child therapy).
III. Watch a full recording of at least one child cognitive assessment and one adult neuropsychological assessment.
 IV. Observe and participate in at least 5 hours of intake sessions (all aspects of intake should be observed).
  V. Successfully complete at least one live intake phone call (of any type) observed by 6th year trainee by 1 April 2022.

Some of these requirements will be subject to change based on restrictions around clinic operations due to Covid safety procedures. Trainees will be informed of any such changes.

c. Professional Practice Meetings & Neuropsych Meetings

Attendance at weekly Professional Practice meetings is compulsory for all trainees from the start of the clinic observation period. These meetings are held throughout the year (i.e., not only in session weeks) and are considered to be the equivalent of work-place staff meetings. The meetings are held every Wednesday afternoon from 2pm – 3pm, although the time may be subject to change. In addition, trainees must also attend weekly Neuro/Psychometric meetings. These meetings are held on Wednesday, from 3pm – 4pm.

d. Intake Duty

Trainees are initially required to observe intake duty by the 6th year trainees in the Psychology Clinic and then from week 8 onwards perform 2.5 hours of intake duty per fortnight for the remainder of the clinic observation period. Intake duty includes responding to clinic enquires, performing intake interviews with potential clients and a range of administration duties. Compliance with the administrative procedures must be demonstrated to be satisfactory.

e. Logbooks

Throughout the program, trainees should be keeping a professional log of all relevant practical work completed from the start of their clinical placement at the UNSW Psychology Clinic (this does not include the observation period). The Professional Practice Logbook is held electronically via the UNSW InPlace system. Each logbook entry must be signed by your placement Supervisor as endorsement of the activities completed. Please discuss with your supervisors the frequency of which they would like these logs to be reviewed and signed (no less frequently than once every fortnight).

Your logbook records should include all practical clinical work, attendance at workshops, weekly professional practice meetings, intake duty, liaison with other professionals associated with client care, and individual/group supervision sessions. It is your responsibility to keep track of the number of hours of clinical work you have done and to be able to establish the validity of your entries. In addition to being a necessary part of your assessment, you will find your personal log of professional activities and experience extremely helpful when compiling job applications in the future.

NB – Please consult relevant sections of the *Professional Practice Guidelines* and the *Clinic Handbook* for more information about the procedures involved in working in the Psychology Clinic.

3.2 Expectations of students

It is expected that students are aware of UNSW Assessment policy and understand how to apply for special consideration if they are unable to complete an assignment/exam due to illness and/or misadventure.

It is expected that students have read through the School of Psychology Student Guide, Program Guide and statement on Inherent Requirements of the Master of Psychology programs on the Program website.

All news updates and announcements will be made on the 'Announcements' forum on the Moodle page and/or by email. It is the student's responsibility to check Moodle and their student emails regularly to keep up to date.

Students registered with the Equitable Learning Services must contact the Course Convenor immediately if they intend to request any special arrangements for later in the course, or if any special arrangements need to be made regarding access to the course material. An Equitable Learning Plan must be emailed to the course coordinator as soon as they are made available.

4. Course schedule and structure

This course consists of 47 hours of workshop material and 33 hours of professional meetings. Attendance at the workshops and meetings are compulsory. Given that the course involves a placement component, students are expected to undertake at least 25 hours of clinic observation and some active client work in the form of phone intake and in some cases co-therapy arrangements. Additional hours may also be required to demonstrate sufficient clinical competencies.

All workshops for this course will have the same back-up Zoom link (below) for those who are unable to attend the training in person due to public health orders (e.g., required to self-isolate, having symptoms). Please inform the Course Convenor by email as soon as possible if the Zoom link needs to be used for any of the workshops. In such instances, it is the expectation that both video and audio functions need to be enabled by attendees for the duration of the training session.

https://unsw.zoom.us/j/87845210045?pwd=UkNDUVRvWXlTUkdDdkphd2NuY0tPUT09

Password: 632371

Week	Topic	Activity	Related CLO
Week 2 24 Feb 2022 9am – 5pm MAT1616	Clinical Psychology Practice, Professional Ethics and Relational Skills in Clinical Work (CG)	Workshop	1-10
Week 3 3 Mar 2022 9am – 5pm MAT1616	Interviewing Adults, Mental State Examination, Risk Assessment and Management (CG)	Workshop	1-10
Week 4 9 Mar 2022 12noon – 1pm Location TBC	Psychology Clinic Orientation	Meeting	9-10
Week 4 10 Mar 2022 9am – 5pm MAT1616	Adult Case Formulation & Treatment Principles (CG)	Workshop	1-10

Week 5 17 Mar 2022 9am – 5pm MAT1616	Adult Therapy Principles in Clinical Psychology Practice (CG)	Workshop	1-10
Week 6 24 Mar 2022 9am – 5pm MAT228	Child and Adolescent Assessment (SV)	Workshop	1-10
Week 7 31 Mar 2022 9am – 5pm MAT1616	Child and Adolescent Treatment (SV)	Workshop	1-10
Week 8 7 Apr 2022 10am – 4pm Pioneer Theatre, AGSM	Mandatory Reporting and Child Protection (LF)	Workshop	6-10
Every Wednesday Starting 9 Mar 2022 2pm – 3pm Location TBC	Weekly PEP Meetings Includes case presentations by 6th Year trainees; training seminars on writing progress notes, clinical documentation, ISBAR handover procedure, effective use of supervision, interview skills, etc.	Meeting including presentations and training	1-10
Every Wednesday Starting 9 Mar 2022 3pm – 4pm Location TBC	Weekly Neuro & Psychometric Meetings Includes case presentations by 6th Year trainees; training seminars on interview skills, test administration, report writing, etc.	Meeting including presentations and training	1-10

5. Assessment

5.1 Assessment tasks

All assessments in this course have been designed and implemented in accordance with UNSW Assessment Policy.

Assessment task	Length	Weight	Mark	Due date
Assessment 1: Professional development journal	500 words per journal	N/A	Satisfactory/Unsatisfactory	7 days after each workshop date via Moodle Turnitin
Assessment 2: Role-play video	N/A	N/A	Satisfactory/Unsatisfactory	11 April 2022 - submit a document with details (date/time/room) of recording session on Cotag via Moodle Turnitin along with a document of self-reflection write-up and scans of all session paperwork (not including clinician's own notes taken in session)
Assessment 3: Self-reflection	700 words	N/A	Satisfactory/Unsatisfactory	11 April 2022 - submit a document with details (date/time/room) of recording session on Cotag via Moodle Turnitin along with a document of self-reflection write-up and scans of all session paperwork (not including clinician's own notes taken in session)
Assessment 4: Risk aware modules	N/A	N/A	Satisfactory/Unsatisfactory	By 22 April 2022 - upload completion certificates for all modules on Moodle
Assessment 5: Clinic activities observation period	N/A	N/A	Satisfactory/Unsatisfactory	By completion of Psychology Clinic activities observation period on 20 May 2022
Assessment 6: Workshop and meeting attendance	N/A	N/A	Satisfactory/Unsatisfactory	N/A

Assessment 1: A 500-word professional development journal for each workshop summarising workshop content, reflections from workshop material and follow-up learning activities associated with workshop material. Due 7 days after each workshop.

Assessment 2: Preparation of video recording of extended role play via Psychology Clinic recording system (with a fellow-trainee, who role-plays a client) that includes an assessment interview, risk assessment, feedback of case formulation and brief discussion of treatment plan. Any client paperwork completed in the session (including formulation diagram and any other documents shared with client; excluding clinician's notes taken during the session) should be handed in as part of the assessment.

Assessment 3: Self-reflection write-up on recorded extended role play (500 words describing specific aspects of role play done well and areas that require improvement; additional 200 words addressing provisional and differential diagnoses considered based on the assessment).

Assessment 4: Completion of all modules on the online self-directed *Risk Aware* learning program, which increases trainee ability to identify and manage risk in the clinical placement context. Access details will be provided by the Course Convenor and Program Administrators.

Assessment 5: At the completion of PEP1 clinic activities observation period, all trainees must submit their observation logs via the UNSW [InPlace](#) system:
a) Completed Observation Checklist
b) Therapy Observation Log
c) Supervision Observation Log
d) Intake Observation Log

Assessment 6: Students must attend 80% of workshops and meetings to ensure they are consistently working towards achieving the professional graduate competencies for specialised areas of practice required by the APAC Accreditation Standards. These Accreditation Standards are incorporated in Program and Course Learning Outcomes. Any absence must be accompanied by a medical certificate or other reason for absence. Additional self-study material and assessment tasks may be assigned by the Course Convenor to ensure that the trainee has covered any material missed as a result of being absent from workshops or meetings.

All assessments in the course must be at a satisfactory level for a trainee to achieve a satisfactory grade for this course. A trainee whose grade awarded is unsatisfactory (i.e., the course is failed), none of the observation or client hours accrued during this course will be counted towards the final number of clinical hours required.

Should a trainee fail any course (including Professional and Ethical Practice), they will be permitted to re-enrol in that course at the discretion of the Program Director. Should the trainee fail the course the second time, the Program Director will recommend that their place in the program be terminated. That is, a student may only attempt each course twice as a maximum.

UNSW grading system: https://student.unsw.edu.au/grades

UNSW assessment policy: https://student.unsw.edu.au/assessment

5.2 Assessment criteria and standards

Further details and marking criteria for each assessment will be provided to students closer to the assessment release date (see 4.1: UNSW Assessment Design Procedure).

5.3 Submission of assessment tasks

Written assessments: In accordance with UNSW Assessment Policy must be submitted online via Turnitin.

Late penalties: deduction of marks for late submissions will be in accordance with School policy (see: Psychology Student Guide).

Special Consideration: Students who are unable to complete an assessment task by the assigned due date can apply for special consideration. Students should also note that UNSW has a Fit to Sit/Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for special consideration. If a student becomes ill on the day of the exam, they must provide evidence dated within 24 hours of the exam, with their application.

Special consideration applications must be submitted to the online portal along with Third Party supporting documentation. Students who have experienced significant illness or misadventure during the assessment period may be eligible. Only circumstances deemed to be outside of the student's control are eligible for special consideration. Except in unusual circumstances, the duration of circumstances impacting academic work must be more than 3 consecutive days, or a total of 5 days within the teaching period. If the special consideration application is approved, students may be given an extended due date, or an alternative assessment/supplementary examination may be set. For more information see https://student.unsw.edu.au/special-consideration.

Alternative assessments: will be subject to approval and implemented in accordance with UNSW Assessment Implementation Procedure.

5.4. Feedback on assessment

Feedback on all pieces of assessment in this course will be provided in accordance with UNSW Assessment Policy.

Assessment	When	Who	Where	How
Professional development journal	10 working days after submission	Workshop Presenters/ Clinical staff	On campus	Written or verbal feedback
Video role-play	Within 4 weeks of submission	Clinic Supervisors	On campus	Verbally in individual sessions
Self-reflection	Within 4 weeks of submission	Clinic Supervisors	On campus	Verbally in individual sessions
Risk aware modules	As each module is completed	Within Risk Aware Program	Online	Within Risk Aware Program
Clinic observation activities	By the completion of Clinic activities observation period	Clinic Director &/or Supervisors	On campus	At placement review meetings
Workshop and meeting attendance	N/A	N/A	N/A	N/A

6. Academic integrity, referencing and plagiarism

The APA (7th edition) referencing style is to be adopted in this course unless informed otherwise. Students should consult the publication manual itself (rather than third party interpretations of it) in order to properly adhere to APA style conventions. Students do not need to purchase a copy of the manual, it is available in the library or online. This resource is used by assessment markers and should be the only resource used by students to ensure they adopt this style appropriately:

APA 7th edition.

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at https://student.unsw.edu.au/referencing

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect,

responsibility and courage.[1] At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you don't follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site https://student.unsw.edu.au/plagiarism**,** and

- The *ELISE* training site http://subjectguides.library.unsw.edu.au/elise

The *Conduct and Integrity Unit* provides further resources to assist you to understand your conduct obligations as a student: https://student.unsw.edu.au/conduct.

7. Readings and resources

Textbook	No set text; please see the reading list provided by each lecturer or supervisor
Course information	Available on Moodle
Required readings	School of Psychology Student Guide.
Recommended internet sites	UNSW Library
	UNSW Learning centre
	ELISE
	Turnitin
	Student Code of Conduct
	Policy concerning academic honesty
	Email policy
	UNSW Anti-racism policy
	UNSW Equity, Diversity and Inclusion policy

8. Administrative matters

The School of Psychology Student Guide contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses, such as:

- Attendance requirements

- Assignment submissions and returns

- Assessments

- Special consideration

- Student code of conduct

- Student complaints and grievances

- Equitable Learning services

- Health and safety

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[1] International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

It is expected that students familiarise themselves with the information contained in this guide.

9. Additional support for students

- The Current Students Gateway: https://student.unsw.edu.au/

- Academic Skills and Support: https://student.unsw.edu.au/academic-skills

- Student Wellbeing, Health and Safety: https://student.unsw.edu.au/wellbeing

- Equitable Learning Services: https://student.unsw.edu.au/els

- UNSW IT Service Centre: https://www.myit.unsw.edu.au/