



**UNSW**  
SYDNEY

# Course Outline

PSYC7233

Professional and Ethical Practice (Clinical) 3

School of Psychology

Faculty of Science

T3, 2022

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## 1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor, & Lecturer	Dr Chien Hoong Gooi	<a href="mailto:c.gooi@unsw.edu.au">c.gooi@unsw.edu.au</a>	Arranged via email Mathews 805	9065 7754
Lecturer	Dr Averil Cook	<a href="mailto:info@bodhiandpsychology.com.au">info@bodhiandpsychology.com.au</a>	N/A	N/A
Lecturer	Peter Smith	<a href="mailto:petepsych111@hotmail.com">petepsych111@hotmail.com</a>	N/A	N/A
Clinic Director, Lecturer & Supervisor	Shane Vassallo	<a href="mailto:s.vassallo@unsw.edu.au">s.vassallo@unsw.edu.au</a>	Arranged via email Mathews 804	9065 7756
Clinic Supervisor	Natasha Rawson	<a href="mailto:natasha.rawson@unsw.edu.au">natasha.rawson@unsw.edu.au</a>	Arranged via email Mathews 824	9065 7757
Clinic Supervisor	Gladiss Warda	<a href="mailto:gladiss.warda@unsw.edu.au">gladiss.warda@unsw.edu.au</a>	Arranged via email Mathews 824	9348 0001
Clinic Supervisor	Dr Amanda Olley	<a href="mailto:a.olley@unsw.edu.au">a.olley@unsw.edu.au</a>	Arranged via email Mathews 823	9065 7758

## 2. Course information

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**Units of credit:** 6

**Pre-requisite(s):** PEP2

Requirements:

1. All trainees MUST maintain Provisional/General Psychologist registration with AHPRA for the duration of the course.
2. All trainees MUST have completed the NSW Health Bulk Compliance Check and received full verification before the commencement of PEP3.

**Teaching times and locations:** [PSYC7233 Timetable](#)

### 2.1 Course summary

PEP3 (Clinical) follows from PEP2, and provides ongoing training as part of the practical component of the clinical program. The aim of the course is to further develop the clinical competencies of trainees and increase clinical experience across a wide range of client presentations. In PEP3 trainees are required to continue with the supervised placement in the UNSW Psychology Clinic and attend weekly professional meetings.

### 2.2 Course aims

The aim of the course is to further develop and strengthen trainee Clinical Psychology competencies, which is achieved through the active participation in client work and regular supervision at the UNSW Psychology Clinic, and also training through clinical workshops.

### 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, placement, meetings		Workshops, placement, meetings	Workshops, placement, meetings		Workshops, placement, meetings	Workshops, placement, meetings	Workshops, placement, meetings	1-6, 8-9
2.	Workshops, placement, meetings			Workshops, placement, meetings	Workshops, placement, meetings, conference		Workshops, placement, meetings	Workshops, placement, meetings	1-6, 8-9
3.	Workshops, placement, meetings	Workshops, placement, meetings					Workshops, placement, meetings	Workshops, placement, meetings	1-6, 8-9
4.	Workshops, placement, meetings			Workshops, placement, meetings	Workshops, placement, meetings, conference	Workshops, placement, meetings	Workshops, placement, meetings	Workshops, placement, meetings	1-6, 8-9
5.	Workshops, placement, meetings		Workshops, placement, meetings		Workshops, placement, meetings, conference			Workshops, placement, meetings	2-6, 8-9
6.	Workshops, placement, meetings					Workshops, placement, meetings	Workshops, placement, meetings	Workshops, placement, meetings	1-6, 8-9

7.	Workshops, placement, meetings	Workshops, placement, meetings						Workshops, placement, meetings	1-9
8.	Workshops, placement, meetings, conference	Workshops, placement, meetings, conference			Workshops, placement, meetings, conference			Workshops, placement, meetings, conference	1-9
9.	Workshops, placement, meetings	Workshops, placement, meetings							1-9
10.	Workshops, placement, meetings	Workshops, placement, meetings				Workshops, placement, meetings			1-9

## 3. Strategies and approaches to learning

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### 3.1 Learning and teaching activities

Following on from PEP2, the clinical workshop and clinical supervision in this course will provide further practical training in clinical skills of assessment, case formulation and treatment. Trainees will continue to assess and treat clients in the Psychology Clinic, informed by relevant theoretical models and adopting evidence-based approaches.

Teaching in PEP3 is delivered via supervision and feedback on clinical practice in the Psychology Clinic, via written feedback on case reports, via content delivered in training workshops and via training seminars and case presentations in weekly PEP and Neuro/Psychometric meetings.

Compulsory activities associated with PEP3 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 may also be doing clinical work in NSW Health settings as an adjunct to the Psychology Clinic placement, and are required to have completed NSW Health Bulk Compliance checks and obtained full or temporary verification with NSW Health for placement in public health settings.

#### **b. UNSW Psychology Clinic Placement**

Trainees will continue their clinical placement at the UNSW Psychology Clinic, which includes client work and regular supervision with their assigned Clinic Supervisors. Trainees are typically expected to attend one hour per week of adult therapy supervision, one hour per week of child therapy supervision, and also child cognitive and adult neuropsychology assessment supervision sessions as required. Additional supervision meetings are also held for those involved in conducting group programs or working with specialised client groups. Trainees are required to keep a supervision log, in which they record topics discussed in supervision sessions. This log should be signed by the supervisor at the end of each supervision session or as advised by the supervisor.

#### **c. Professional Practice Meetings & Neuropsych Meetings**

Attendance at weekly Professional Practice meetings is compulsory for all trainees enrolled in PEP3. 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 in PEP3 must also attend weekly Neuro/Psychometric meetings. These meetings are held on Wednesday, from 3pm – 4pm.

#### **d. Intake Duty**

Trainees are required to perform 2 ½ hour of intake duty per fortnight for the duration of the placement at the Psychology Clinic. Intake duty includes responding to clinic enquires, performing intake interview with potential clients and a range of administration duties. Compliance with the administrative procedures must be demonstrated to be satisfactory.

#### **e. Audio-visual Session Recordings**

Trainees should regularly review their client session recordings and select minimum of one recording each month to be submitted to relevant Clinic Supervisors for comments and feedback. These submissions should include a brief description of the session content and also self-reflections including aspects of the session that the trainee performed well and the aspects that require further

improvement. This process helps trainees to develop and refine their self-reflective competencies in clinical practice.

#### **f. Logbooks**

Throughout the program, trainees should be keeping a professional log of all relevant practical work completed. The Professional Practice Logbook entries are recorded in the UNSW [InPlace](#) system. Each entry of the logbook 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 a fortnight).

Your logbook records should include all practical clinical work, attendance at special workshops, weekly professional practice meetings, intake duty, liaison with other professionals associated with casework, and individual/group supervision sessions. It is your responsibility to keep track of the number of hours of practical 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.

#### **g. Psychology Clinic Placement Documentation**

Trainees are required to submit, where relevant, copies of their Supervision Contract, Mid and End Placement Review Reports (for both adult and child work) and copies of their signed placement logbooks to the Clinic Director as soon as these documents have been completed and signed off by the relevant supervisors. Trainees are also required to submit a copy of the Mid-Placement Trainee Self-Evaluation Form to their supervisors at least one week prior to the Mid Placement Review meeting.

#### **h. UNSW Forensic and Clinical Psychology Research Conference**

All trainees are required to attend the *Annual UNSW Forensic and Clinical Psychology Research Conference*.

**NB – Please consult relevant sections of the *Professional Practice Guidelines* booklet 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 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 16 hours of workshop material, 28 hours of professional meetings and a research conference. Attendance at the workshops, meetings and conference are compulsory. Given that the course involves clinical placement, students are expected to undertake at least 167 hours of clinical placement including client work, supervision, clinic administrative responsibilities and necessary client preparations. Additional hours may also be required to demonstrate sufficient clinical competencies.

Week	Topic	Activity	Related CLO
<b>6 October 2022</b> <b>9am – 5pm</b> <b>MAT 226</b>	Thinking about the Family: Beginner's Guide to Family Therapy (AC)	Workshop	1-10
<b>27 October 2022</b> <b>9am – 11am</b> <b>MAT1616</b>	Interprofessional Practice (SV & CG)	Workshop	1-10
<b>3 November 2022</b> <b>9am – 3pm</b> <b>AGSM LG07</b>	Working with Aboriginal and Torres Strait Islander People within a Cultural Responsiveness Framework (PS)  Pre-readings: <ul style="list-style-type: none"> <li>• Watch Episode 1 of the <a href="#">First Australians</a> series</li> <li>• Read Chapter 2 of the <a href="#">Working Together</a> book</li> <li>• Read the <a href="#">APS Apology</a></li> </ul>	Workshop	1-10
<b>Every Wednesday</b>	Weekly PEP Meetings  Includes case presentations and training seminars.	Meeting including presentations and training	1-10
<b>Every Wednesday</b>	Weekly Neuro & Psychometric Meetings  Includes case presentations and training seminars.	Meeting including presentations and training	1-10

<b>22 October 2021</b> <b>9am – 5pm</b> <b>AGSM John B Reid Theatre</b> <b>(Registration required)</b>	UNSW Forensic and Clinical Psychology Research Conference <a href="https://www.eventbrite.com.au/e/unsw-forensic-and-clinical-psychology-research-conference-2022-tickets-403276429657">https://www.eventbrite.com.au/e/unsw-forensic-and-clinical-psychology-research-conference-2022-tickets-403276429657</a>	Conference	2, 4, 5, 8
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## 5. Assessment

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### 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
<b>Assessment 1:</b> Therapy case presentation	N/A	N/A	Satisfactory/Unsatisfactory	By completion of Psychology Clinic placement
<b>Assessment 2:</b> Neuro/Psychometric case presentation	N/A	N/A	Satisfactory/Unsatisfactory	By completion of Psychology Clinic placement
<b>Assessment 3:</b> Audio-visual session recordings	N/A	N/A	Satisfactory/Unsatisfactory	One recording by the end of each calendar month
<b>Assessment 4:</b> Case report	Maximum 2500 words	N/A	Satisfactory/Unsatisfactory	18 Nov 2022 - submitted via email to Chien Gooi
<b>Assessment 5:</b> Professional and ethical practice in UNSW Psychology Clinic placement	N/A	N/A	Satisfactory/Unsatisfactory	N/A
<b>Assessment 6:</b> Psychology Clinic Placement documentation (e.g. Supervision Contract, Mid Placement Trainee Self-Evaluation Form, Mid and End Placement Review Reports for adult & child work)	N/A	N/A	Satisfactory/Unsatisfactory	When documents are ready

<b>Assessment 7:</b> UNSW Forensic and Clinical Psychology Research Conference attendance	N/A	N/A	Satisfactory/Unsatisfactory	
<b>Assessment 8:</b> Workshop and meeting attendance	N/A	N/A	Satisfactory/Unsatisfactory	
<b>Assessment 9:</b> Workshop reflections for Working with Aboriginal and Torres Strait Islander People and Interprofessional Practice workshops	750 words	N/A	Satisfactory/Unsatisfactory	14 days after each workshop

**Assessment 1:** One oral adult or child therapy case presentations in weekly Professional Practice meetings.

**Assessment 2:** One oral case presentation in weekly Neuro/Psychometric meetings.

**Assessment 3:** Client session recordings (around 20 minutes in length) to be presented with self-reflections to Clinic Supervisors. These recordings must include different session types across different age groups (e.g., assessment/therapy, child/adult). Trainees must submit at least one recording per month while on placement.

**Assessment 4:** One case report (of maximum 2500 words) must be submitted (*see Professional Practice Guidelines booklet for guidance on preparing case reports*). All case reports are to be submitted via email as one pdf document with a cover sheet (accessible via Moodle) and without the trainee name. The name of the pdf file should include the trainee zID and case report type as "zID\_PEP4\_CaseReport\_NA/CCA/AT/CT"

**Assessment 5:** Professional and ethical practice on placement in the UNSW Psychology Clinic, including timely completion of all client work, attendance at scheduled supervision and intake sessions, attendance at professional meetings and completion of all intake and administrative duties to a satisfactory level.

**Assessment 6:** Trainees are required to submit, where relevant, copies of their Supervision Contract, Mid and End Placement Review Reports (for both adult and child work) and copies of their signed placement logbooks to the Clinic Director as soon as these documents have been completed and signed off by the relevant supervisors. Trainees are also required to submit a copy of the Mid-Placement Trainee Self-Evaluation Form to their supervisors at least one week prior to the Mid Placement Review meeting.

**Assessment 7:** Trainees are required to attend the *Annual UNSW Forensic and Clinical Psychology Research Conference*.

**Assessment 8:** 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 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.

**Assessment 9:** A 750-word reflection for the Working with Aboriginal and Torres Strait Islander People and Interprofessional Practice workshops based on the reflection topic and follow-up activities given as part of the workshop. Due 14 days after each workshop.

**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 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
Therapy Case presentations	By the completion of Psychology Clinic placement	Clinic Supervisor	On campus	Verbally in individual sessions
Neuro/Psychometric case presentation	By the completion of Psychology Clinic placement	Clinic Supervisor	On campus	Verbally in individual sessions
Audio-visual session recordings	By the completion of Psychology Clinic placement	Clinic Supervisors	On campus	Verbally in supervision and placement review meetings
Case report	By the completion of the placement	Clinic Supervisors	On campus	Written feedback
Professional and ethical practice in Psychology Clinic	Throughout placement	Clinic Director &/or Supervisors	On campus	At supervision and placement review meetings
Psychology Clinic placement documents	N/A	N/A	N/A	N/A
UNSW Forensic and Clinical Psychology Research Conference attendance	N/A	N/A	N/A	N/A
Workshop and meeting attendance	N/A	N/A	N/A	N/A
Reflection from workshops	10 days after submission	Course Convenor	N/A	Written feedback

## 6. Academic integrity, referencing and plagiarism

The APA (7<sup>th</sup> edition) referencing style is to be adopted in this course. 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.<sup>1</sup> 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/presenting>

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

<b>Textbook</b>	No set text; please see the reading list provided by each lecturer
<b>Course information</b>	Available on Moodle
<b>Required readings</b>	<a href="#">School of Psychology Student Guide</a> .
<b>Recommended internet sites</b>	<a href="#">UNSW Library</a> <a href="#">UNSW Learning centre</a> <a href="#">ELISE</a> <a href="#">Turnitin</a> <a href="#">Student Code of Conduct</a> <a href="#">Policy concerning academic honesty</a> <a href="#">Email policy</a> <a href="#">UNSW Anti-racism policy statement</a> <a href="#">UNSW Equity and Diversity policy statement</a> <a href="#">UNSW Equal opportunity in education policy statement</a>

## 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

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<sup>1</sup> International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

- Health and safety

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

## 9. Additional support for students

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- 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.it.unsw.edu.au/students/index.html>