



Course Outline

PSYC7234

Professional and Ethical Practice (Clinical) 4

School of Psychology

Faculty of Science

T1, 2023

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1. Staff

Position	Name	Email	Consultation times and locations	Contact Details
Course Convenor	Dr Chien Hoong Gooi	c.gooi@unsw.edu.au	Arranged via email Mathews 805	9065 7754
Course Co-Convenor, Clinic Director & Clinic Supervisor	Shane Vassallo	s.vassallo@unsw.edu.au	Arranged via email Mathews 804	9065 7756
Placement Coordinator	Anagha Aery	a.aery@unsw.edu.au	Arranged via email	N/A
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): PSYC7223 Professional and Ethical Practice (Clinical) 1
PSYC7224 Professional and Ethical Practice (Clinical) 2 and
PSYC7233 Professional and Ethical Practice (Clinical) 3

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 PEP4.

Teaching times and locations: PSYC7234 Timetable

2.1 Course summary

PEP4 (Clinical) follows from earlier PEP courses and provides ongoing training as part of the practical component of the clinical program. At this stage candidates are expected to develop further autonomy in their clinical practice. In PEP4 candidates are required to complete a supervised placement in the UNSW Psychology Clinic of at least 167 hours, and a supervised placement in one external field placement setting of at least 167 hours. Activities undertaken during placement typically include client work, supervision, placement administrative responsibilities and client preparations. Placement hours typically extend beyond the standard term period. Additional hours may also be required to demonstrate sufficient clinical competencies. This is a Workplace Integrated Learning (WIL) course.

2.2 Course aims

The aim of the course is to further develop and strengthen the Clinical Psychology competencies of candidates, which is achieved through the active participation in client work and regular supervision at the UNSW Psychology Clinic, and at one external placement setting.

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	Placements, meetings		Placements, meetings	Placements, meetings		Placements, meetings	Placements, meetings	Placements, meetings	1-7
2	Placements, meetings			Placements, meetings	Placements, meetings		Placements, meetings	Placements, meetings	1-7
3	Placements, meetings	Placements, meetings					Placements, meetings	Placements, meetings	1-7
4	Placements, meetings			Placements, meetings	Placements, meetings	Placements, meetings	Placements, meetings	Placements, meetings	1-7
5	Placements, meetings		Placements, meetings		Placements, meetings			Placements, meetings	2-7
6	Placements, meetings					Placements, meetings	Placements, meetings	Placements, meetings	1-7
7	Placements, meetings	Placements, meetings						Placements, meetings	1-7
8	Placements, meetings	Placements, meetings			Placements, meetings			Placements, meetings	1-7
9	Placements, meetings	Placements, meetings							1-7
10	Placements, meetings	Placements, meetings				Placements, meetings			1-7

3. Strategies and approaches to learning

3.1 Learning and teaching activities

Following on from PEP3, 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 and at one external field placement setting, informed by relevant theoretical models and adopting evidence-based approaches.

Teaching in PEP4 is delivered via supervision and feedback on clinical practice in the Psychology Clinic and on external placement, via written feedback on case reports, via training seminars and case presentations in weekly PEP and Neuro/Psychometric meetings.

Compulsory activities associated with PEP4 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 regularly by the supervisor.

c. Professional Practice Meetings & Neuropsych Meetings

Attendance at weekly Professional Practice meetings is compulsory for all trainees enrolled in PEP4. 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 PEP4 must also attend weekly Neuro/Psychometric meetings. These meetings are held on Wednesday, from 3pm – 4pm.

d. Intake Duty

Trainees are required to perform 2.5 hours 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 at least 5 recordings (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 for the UNSW Psychology Clinic placement 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. The Professional Practice Logbook entries for the external field placement is in a digital excel version and can be found on the clinic Teams site. Each page 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. External (Field) Placement

Concurrent with a placement in the Psychology Clinic, trainees also complete an external field placement. Typically, these external field placements are 40 days long and completed by attending two days per week for a period of 20 weeks. Some variation of the typical placement program may be negotiated on a case-by-case basis, e.g. one day per week for 40 weeks.

h. Psychology Clinic and Field 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 or Placement Coordinator 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.

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. Please consult the *Guidelines for the Completion of Field Placements* for more information about completing field placements.

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 36 hours of professional meetings. Attendance at the meetings are compulsory. Given that the course involves clinical placements, students are expected to undertake at least 150 hours of clinical placement at the UNSW Psychology Clinic and another 250 hours of clinical placement at an external organisation. Placement hours include client work, supervision, administrative responsibilities and necessary client preparations. Additional hours may also be required to demonstrate sufficient clinical competencies.

Week	Topic	Activity	Related CLO
Every Wednesday 2pm – 3pm 18 Jan – 10 May 2023 (inclusive) MAT1616	Weekly PEP Meetings Includes case presentations and training seminars including group facilitation and managing counter-transference, etc.	Meeting including presentations and training	1, 2
Every Wednesday 3pm – 4pm 18 Jan – 10 May 2023 (inclusive) MAT1616	Weekly Neuro & Psychometric Meetings Includes case presentations and training seminars including effective neuropsych feedback, conveying bad news to clients, etc.	Meeting including presentations and training	1, 2

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: Neuro/Psychometric case presentation	N/A	N/A	Satisfactory/ Unsatisfactory	By the completion of Psychology Clinic placement
Assessment 2: Therapy Case presentation	N/A	N/A	Satisfactory/ Unsatisfactory	By the completion of Psychology Clinic placement

Assessment 3: Audio-visual session recordings	N/A	N/A	Satisfactory/ Unsatisfactory	By the completion of Psychology Clinic placement
Assessment 4: Case report	Maximum 2500 words	N/A	Satisfactory/ Unsatisfactory	21 April 2023 - submit digital copy of case report (in Word format) via email to Shane Vassallo
Assessment 5: Professional and ethical practice in UNSW Psychology Clinic placement	N/A	N/A	Satisfactory/ Unsatisfactory	N/A
Assessment 6: Psychology Clinic Placement documentation	N/A	N/A	Satisfactory/ Unsatisfactory	When documents are ready
Assessment 7: Active participation in meetings	N/A	N/A	Satisfactory/ Unsatisfactory	N/A
Assessment 8: Professional and ethical practice at external field placement	N/A	N/A	Satisfactory/ Unsatisfactory	N/A
Assessment 9: Field Placement documentation	N/A	N/A	Satisfactory/ Unsatisfactory	When documents are ready

Assessment 1: You will be required to do a verbal presentation on one neuropsychology or psychometric assessment client case completed by you. The presentation should include a description of the presenting issues, relevant background, description and interpretation of assessments results, assessment summary and conclusions. Further information can be found in the Professional Practice Guidelines document. You will be rostered to present at the weekly neuro/psychometric meetings and feedback is typically given through a marked rubric.

Assessment 2: You will be required to do a verbal presentation on one adult or child therapy client case seen by you for at least four sessions. The presentation should include a description of the presenting issues, relevant background, diagnoses, case formulation and treatment process. Further information can be found in the Professional Practice Guidelines document. You will be rostered to present at the weekly Professional Practice meetings and feedback is typically given through a marked rubric.

Assessment 3: You will be required to submit client session recordings (around 20 minutes in length) to your clinic supervisors alongside self-reflections on the recordings. The recordings must include different session types across different age groups (e.g., assessment/therapy, child/adult). Candidates must submit at least one recording per month while on placement. Feedback is typically given verbally by your supervisors during supervision sessions

Assessment 4: You will be required to submit one de-identified case report (maximum 2500 words) detailing your clinical work with one client seen for at least four sessions. See Professional Practice Guidelines for further information on preparing case reports. You will need to submit your case reports via email to the course co-convenor (Shane Vassallo) as one pdf document including a cover sheet and without the name of the candidate. The pdf file name should include the candidate's zID and case report type as "zID_PEP4_CaseReport_NA/CCA/AT/CT".

Assessment 5: You will need to demonstrate satisfactory 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. See the Professional Practice Guidelines document for further information. Your clinical and professional competencies will be formally assessed by your supervisors at mid and end placement review periods using standardised Clinical Psychology competency assessment rating tools. Feedback will be given by your supervisors through supervisor reports and discussed during review meetings.

Assessment 6: You are required to submit, where relevant, copies of your Supervision Contract, Mid and End Placement Review Reports (for both adult and child work) and Trainee Self-Assessments through the UNSW InPlace system. You will also need to log all your placement activities in InPlace and forward these entries to your primary supervisor for verification.

Assessment 7: You must attend and actively participate in 80% of clinic PEP/psychometric meetings to ensure that you are consistently working towards achieving the professional graduate competencies for specialised areas of practice as per the APAC Accreditation Standards. 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 you have covered any material missed as a result of being absent from workshops or meetings.

Assessment 8: You will need to demonstrate satisfactory professional and ethical practice on placement at one external placement site, including a variety of direct client work, attendance at scheduled supervision and completion of all administrative duties to a satisfactory level. Your clinical and professional competencies will be formally assessed by your placement supervisor(s) at mid and end placement review periods using standardised Clinical Psychology competency assessment rating tools. Feedback will be given by your supervisor(s) through supervisor reports and discussed during review meetings.

Assessment 9: You are required to submit, where relevant, copies of your Supervision Contract, Mid and End Placement Review Reports (for both adult and child work) and Trainee Self-Assessments through the UNSW InPlace system. You will also need to log all your placement activities in InPlace and forward these entries to your primary supervisor for verification.

All assessments use competency-based standards. You must receive satisfactory on all assessment items to pass the 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
Neuro/Psychometric case presentation	By the completion of Psychology Clinic placement	Clinic Supervisor	On campus	Verbally in individual sessions
Therapy Case presentations	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	Throughout	Clinic Director &/or	On campus	At supervision

practice in UNSW Psychology Clinic placement	placement	Supervisors		and placement review meetings
Psychology Clinic placement documents	N/A	N/A	N/A	N/A
Active participation in meetings	N/A	N/A	N/A	N/A
Professional and ethical practice in field placement	Throughout placement	Field Supervisor &/or Placement Coordinator	On campus	At supervision and placement review meetings
External placement documents	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. 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/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

Textbook	No set text; please see the reading list provided by each lecturer or supervisor
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¹ International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

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

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/>