

## **Doctor in Clinical Psychology – University of Sheffield (DClin Psy)**

### **GUIDELINES FOR PRE-PLACEMENT PLANNING VISITS**

#### **1. *Introduction***

.It is good practice, and can facilitate a smooth transition into a new placement if a visit or a pre-placement telephone call can take place between the trainee and the supervisor prior to the official start of a new placement.

This provides an opportunity for both trainee and supervisor to begin to get to know each other, to prepare for the placement, and to clarify expectations of each other. If a pre-placement day can be set up this may also provide an opportunity for trainees to be exposed to clinical experiences/meeting the clinical team in a relaxed and informal manner before their placement begins.

#### **2. *Suggestions about Content***

The sorts of things you may wish to include in these meetings will vary from trainee to trainee, according to previous experience, and will be dependent to some extent on the placement setting and availability of the supervisor, but may well include the following:

- Time for the trainee and supervisor to get to know each other, including finding out about the trainee's previous experience, skills and knowledge (both before and during training) and their learning needs, plus any special requirements that may need to be organised.
- Preliminary discussion about the placement contract and the drafting of objectives.
- Clarifying expectations of each other, any special needs/interests that the trainee might have and any requirements that the supervisor has of the trainee. Also looking at expectations about level of autonomy and independence and methods of supervision.
- Practical issues- maps of the area, where to park, tea and coffee facilities, arrival and departure times, punctuality, dress, personal 'quirks'/needs specific operational policies and security
- Practical issues - Maps of the area; car parking; lunch, tea/coffee facilities; arrival and departure times, security issues, etc.
- Introductions to the administrative staff and admin arrangements for producing letters reports, recording sessional information etc. how to access test and other equipment; referral and discharge policies; dates.
- Informal opportunities to meet colleagues and become familiar with the placement base. This may be particularly important for trainees who are unfamiliar with the client group. It is often useful to provide a list of key people for the trainee to meet during the course of the placement. It will also be appropriate to discuss with the trainee opportunities to observe clinical work, to attend team meetings etc. at this stage.
- Opportunities to discuss the work to be undertaken on placement, finding out how you as a supervisor works within a particular model or approach, and accessing relevant reading or information about this.