



**DALHOUSIE
UNIVERSITY**

Clinical Psychology PhD Program

Guidelines

for the

Practicum Student

and

Practicum Supervisor

Revised May 2026

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CLINICAL PSYCHOLOGY PhD PROGRAM PRACTICUM REQUIREMENTS

Practicum training is integrated into the Clinical Psychology Curriculum, to complement knowledge and skills developed through course work, to provide opportunities to master specific assessment, intervention, consultation, and supervision techniques, and to ensure that students meet expectations with regard to Core Competencies of Professional Psychologists from the *Mutual Recognition Agreement of the Regulatory Bodies for Professional Psychologists in Canada* (2001), and as outlined in the 2023 CPA Accreditation Standards for Doctoral Programs in Clinical Psychology. Clinical skills courses undertaken during the first two years of the program provide students with foundational skills in psychological assessment, interviewing, basic intervention, diversity, and ethics needed to participate in practicum training. Once in their third year, students receive course work in advanced clinical skills, including intervention, supervision, consultation, and program evaluation.

The practicum component of training is identified in the Clinical Curriculum as the PSYO 8333 Field Placement. Students are required to register in this course each term (Fall, Winter, Spring/Summer), receiving a grade of IP until all course requirements are completed.

Sequence of Practicum Training

Course-Based Practica and Internal Practica at the Centre for Psychological Health (CPH)

All internal practica, including course-based practica, occur at the Dalhousie Centre for Psychological Health or CPH (the program's internal training clinic).

CPH is a collaboration between the Nova Scotia government Office of Addictions and Mental Health (OAMH) and Dalhousie University's Clinical Psychology PhD Program. CPH is dedicated to creating a supportive learning environment in which clinical psychology students can gain experience in conducting assessments and delivering interventions with individuals from diverse and marginalized backgrounds. Our aim is to increase access for the community to psychological services, by providing low barrier and evidence-based mental health care while also meeting student training needs. CPH is located in Fenwick Medical Centre, off campus.

All students begin practicum training in the Winter and Spring terms of their first year through two course-based assessment practica (Child Assessment: PSYO 6107; and Adult Assessment: PSYO 6108). Following these course-based practica, all students will complete an internal assessment practicum at CPH during Summer term of first year.

In the Winter term of the second year, all students complete a beginning intervention practicum course (PSYO 6214). Following this course, all students will complete an intervention practicum at CPH during Spring/Summer of their second year and into the Fall term of their third year. This practicum may also include additional assessment experience.

All students must show satisfactory performance in their course-based practica and practica at CPH in order to begin external practicum training in assessment and/or intervention. Students who do not show satisfactory performance may be required to participate in additional practica at CPH (assessment and/or intervention).

Students are also required to complete a supervision practicum at CPH following successful completion of PSYO 6303.

External/Advanced Practica

Requirements and Restrictions

From third year and beyond, students complete community-based or external practica that will enable them to further develop their clinical skills by exposure to breadth and depth of experience in a variety of clinical settings.

External practicum placements during the academic year are generally not allowed for first and second year students. This includes practica associated with Dalhousie research studies. Any student desiring an exception must obtain approval from the Field Placement Coordinator, Director of Clinical Training, and their Dissertation Supervisor. Approval of such requests will consider the student's progress in coursework, practicum, and research. To apply for an exception, students should contact the Field Placement Coordinator and the Director of Clinical Training. Note: exceptions are not automatic and are granted for a maximum of one academic year.

Starting their third year in the program, students complete practica on a part-time basis (i.e., typically two days a week) during the Fall, Winter and/or Spring/Summer terms. It is recommended that students complete one practica at a time. Students should consult with the FPC if considering adding a second practica.

Practica can be four, six, eight, or 12 months in duration. It is recommended that therapy focused placements be a minimum of six months.

Given that the Clinical Psychology Program has a lifespan focus, all students are encouraged to obtain practicum experience with both child/adolescent and adult populations. Additionally, students should undertake practicum training in a minimum of two external sites over the duration of their practicum training and avoid accumulating more than one third of their hours in a single setting or with a single supervisor.

CPA recommends **a maximum total of 1000** practicum hours, including a minimum of **300 face-to-face** intervention and assessment hours, be accrued during a students' time in the program. However, more hours/practica experiences may be necessary to ensure a competitive residency application. A minimum of 1 hour of supervision for every 4 hours of direct service activity is also required. Students are encouraged to review the policy regarding residency readiness developed by the Canadian Council of Professional Psychology Programs (CCPPP) for additional guidance regarding appropriate numbers and types of practicum hours. The Program discourages excessive practicum hours as this generally slows progress and does not increase competitiveness for residency.

Students must obtain the approval of the dissertation supervisor and field placement coordinator (FPC) for each external practicum placement and before establishing a practicum agreement with a practicum setting. The dissertation supervisor's approval is intended as a mechanism to ensure that the student is on track in all areas of their program. Students deemed not to be making sufficient progress in other areas of their training may be denied permission for additional practica until progress is deemed to be adequate. A student may appeal his or her supervisor's decision to deny permission to progress with additional practicum hours through the director of clinical training (or designate). No credit will be given for any practicum experience which has not been approved by the FPC.

Students with advanced standing (Masters) may be granted credit for hours accrued during their Masters clinical training. In such cases, previous practicum hours must be documented in Time2Track and submitted to the Field Placement Coordinator. [Note: The credited hours are recorded as part of the Terminal Masters on the APPIC Internship Application form, not added to the Doctoral column.]

Out-of-Province Placements

Occasionally, a student may identify training goals which cannot be met within Nova Scotia or may become aware of a unique training opportunity outside the province. In such cases, an out-of-province placement may be considered. The same process followed for local placements will be followed in arranging out-of-province placements (see Appendix A), with the following additions:

- During the required residency years, students wishing to undertake an out-of-province placement will require the permission of the Dissertation Supervisor and the Director of Clinical Training, in addition to the Field Placement Coordinator.
- Students are advised that additional arrangements may be necessary to ensure adequate liability and personal insurance coverage for the student. Such arrangements will be coordinated in consultation with the Field Placement Coordinator and this may take several months. Thus, students should begin consultation with the Field Placement Coordinator no less than 5-6 months prior to the proposed start date for the practicum placement.
- The student will be required to provide a rationale for the out-of-province placement, including a description of the proposed practicum setting, specific training goals for the placement, and an explanation of why these goals cannot be met locally.
- The proposed practicum supervisor will be required to submit a detailed CV to the Field Placement Coordinator.

Payment for Practicum

Under some circumstances, students may be provided with the opportunity to be paid for the work they are completing at a practicum. However, it is important to note that this is not typical, and most practica will be unpaid, and so payment should not be expected.

Students may be paid for work completed as part of a practicum placement under the following conditions:

- Student must have training and experience commensurate with the requirements of the employment tasks.
- The placement must be set up as a practicum, no different than any other in terms of policies and procedures to be followed (e.g., permission from dissertation supervisor and FPC, all goal setting and evaluation forms completed, 1 hr of supervision for every 4 direct client hours).
- The student and supervisor must ensure that “job responsibilities” do not displace a student’s or supervisor’s focus from the goal of maximizing the student’s training opportunities or detract from the student’s learning objectives and goals for the practica.

RESPONSIBILITIES OF THE STUDENT

Enrolment in PSYO 8333: Field Placement

In order to accrue practicum hours, all clinical students must register for PSYO 8333 (*each term*) each year they are in the Clinical Psychology PhD Program prior to residency. Students *must be enrolled* in PSYO 8333 *in order to be covered by Dalhousie’s professional liability insurance* for work completed in their practicum placements. Meetings for PSYO 8333 may be held periodically. Note: students must register during the fall, winter, and spring/summer terms.

A grade of P (Pass) will be recorded for each student once all practicum hours are completed prior to beginning residency. Prior to receiving a Pass, the student will be assigned a grade of IP (In Progress). Possible grades for PSYO 8333 are: IP = In Progress; P = Pass; or F = Fail.

Practicum-Related Forms and Information

All students are provided with a subscription to Time2Track, ending in the last year, at the time they enter residency. Please reference the Time2Track Instructions Guidebook for further instructions (see Appendix B, C, and D)

All students will be added to a Microsoft Team (Field Placement) for practica related information. Information on applying to external practica, applying to residency, etc. will be available on this Team. Students are expected to check this Team for information on a regular basis, particularly when engaging in external practica.

Supervisors will receive an invitation via email through Time2Track to set up their accounts.

Coordination with Field Placement Coordinator (FPC)

In order to gain the most from practicum training and ensure a broad range of experience, students will work closely with the FPC to determine overall training goals, a related sequence of training, and placements which will most appropriately meet their goals.

Prior to initiating an external practicum placement, the student shall discuss with the FPC the goals and objectives they are planning to work toward. The FPC will review the student's current level of competencies in courses and clinical experiences and recommend appropriate placements. Students may also use their own initiative, in consultation with the FPC, to find practicum sites that meet their interests and goals. Consideration must also be given to the scheduling of practicum hours vis-à-vis the student's other academic requirements and the availability of practicum positions within the desired sites.

Once the student and FPC have agreed on the type of practicum most appropriate for the student, the student should choose a preferred site and work with the FPC to complete the application process. It is often helpful for the student or the FPC (on the student's behalf) to make an initial contact with the site's practicum coordinator at the preferred site to confirm the availability of placements. Depending on the site, it may be appropriate for students to contact individual psychologists who may be available to supervise practicum students. Students should be aware that many practicum sites require formal written applications for placements and many adhere to their own internal application deadlines. Students should consult the practicum site's website, the site's Practicum Coordinator, and the FPC for the details on the application process for the different sites. It is understood that the practicum site will respond directly to the student regarding their application. In instances where the site has not had a student from the Clinical Psychology PhD Program, the FPC or the site will initiate a meeting to discuss the practicum and Clinical Psychology PhD Program objectives and procedures.

Students are required to keep the FPC informed regarding the pursuit of practicum placements **prior to making arrangements** or completing placement applications. Students should keep the FPC informed of any changes with placements (e.g., beginning/ending dates, supervisor changes). Students are also encouraged to consult with the FPC if any concerns or difficulties emerge during a practicum placement.

Dissertation Supervisor Permission for Practicum

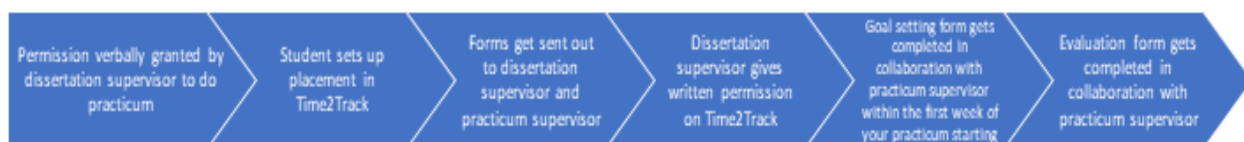
For all external practica, students must obtain **prior** approval from their dissertation supervisor. Students are solely responsible for obtaining approval for each placement and should arrange to obtain approval sufficiently in advance (either verbally or through email). It should be noted that students who make practicum arrangements prior to gaining dissertation supervisor approval risk

needing to postpone, cancel, or terminate a practicum if supervisor approval is not obtained or is denied. This approval will be officially documented through Time2Track once a placement is created.

Required Documentation for Practicum Sites

It is the student's responsibility to ensure that all required background checks, confirmation of immunizations, or other screening procedures are completed in a timely manner prior to the start of a placement (students should be aware that most sites require that all documentation be submitted 4-8 weeks prior to the start-date). Students should consult with the FPC on site deadlines and requirements as well as to seek assistance with fulfilling requirements. Students requiring background checks must be referred by the FPC in order to access the on-line system the Program utilizes. It is the student's responsibility to pay any associated application fees. See Appendix E for more information.

Timeline for Initiating and Completing External Practica



Ethics and Professional Conduct

At all times, students are responsible for conducting themselves according to the principles of the Canadian Psychological Association (CPA) Code of Ethics for Psychologists and Practice Guidelines for Providers of Psychological Services*. Should questions or concerns arise with regard to how standards are implemented vis-à-vis specific services, sites, populations, or clients, students are expected to consult first with the practicum supervisor. If a student's questions or concerns are not adequately addressed through consultation with the supervisor, they should consult with the FPC.

Essentials of professional conduct include:

- Respect the dignity, rights, and culture of your clients
- Be dependable, reliable, and punctual
- Communicate effectively and in a timely manner with practicum supervisor and other practicum team members
- When in doubt, seek assistance from your practicum supervisor or the Field Placement Coordinator
- Keep accurate, up-to-date records
- Have all reports and letters co-signed by the on-site practicum supervisor
- Avoid personal social relationships with clients outside clinic
- Confine discussions of clinical work to the clinical site or within discrete settings with members of the Clinical Psychology PhD Program
- Leave assessment materials, progress notes and other case materials at the practicum site in a secure place (or as per site rules)
- Follow all policies of the practicum site regarding the electronic transmission and/or storage of client-related documents (e.g, password-protect, encrypt, and de-identify all client-related electronic documents)

- Obtain appropriate permissions and de-identify all client-related information used for presentations and work samples
- Dress and behave in a professionally appropriate manner as per the site's guidelines
- Pass on client information to other agencies/practitioners only when written permission is obtained from the client
- Treat your clients' time as equally valuable as your own
- Interact professionally with all staff whom you have contact within the clinical sites

Please also consult Appendix A of this manual for details of specific activities/documentation for which the student is responsible.

* See CPA Code of Ethics: <http://www.cpa.ca/aboutcpa/committees/ethics/codeofethics/> and Practice Guidelines for Providers of Psychological Services <http://www.cpa.ca/membership/membershipbenefitsandservices/cpapublications/>

Planned Absences during Practica:

It is essential that before booking time away (whether vacation or conferences), you consult and get approval from whomever you are working with at the time. This includes your dissertation supervisor, practicum supervisor, and instructors of courses you are enrolled in. Please remember that the reading weeks (both Fall and Winter) are not vacation from the program. These are scheduled course breaks to allow time to catch up on one's workload, but research and practicum continue uninterrupted unless permission is obtained for vacation.

Accrual and Tracking of Practicum Hours

Practicum hours are defined as outlined by the Association of Professional Psychology Internship Centres (APPIC) and by CPA accreditation standards. Students must become familiar with the **APPIC APPLICATION FOR PSYCHOLOGY INTERNSHIP** (<http://www.appic.org>). Students shall keep a running record of hours accrued over the course of each practicum in keeping with APPIC requirements, using *Time2Track* (<http://time2track.com/>). Upon completion of each placement, students are required to submit the completed hours on Time2Track to their practicum supervisor for verification and approval, and then to the FPC. See Appendix B for instructions for submitting hours.

Instructions for submitting hours for supervisor approval can also be found on Time2Track: [Submit Activities for Approval - Liaison \(liaisonedu.com\)](http://liaisonedu.com)

Use of Client Information for Presentation Purposes

From time to time, students may be required to discuss or present samples of their clinical work with individuals outside the practicum setting, for example when providing sample reports for residency applications or for the purpose of PSYO 6304, Clinical Rounds/Case Conference. In such cases, students must first gain permission from their practicum supervisor. It is expected that students will ensure that no identifying information is included in the presentation or report and that the case is adequately anonymized to ensure the privacy of the client. Students are advised that practicum sites may have internal policies and procedures governing the use of client information for presentation purposes. It is the student's responsibility to ensure that they are familiar with and comply with any such policy.

ROLE OF THE FIELD PLACEMENT COORDINATOR (FPC)

The Field Placement Coordinator (FPC) is responsible for organizing all practica-related activities for the Clinical Program which entails working closely with students to support and guide their clinical training over their time in the Clinical Program. Their role is to:

- Assist each student to develop a training plan based on the student's interests and goals coupled with available training opportunities, CPA standards, and residency requirements
- Act as a resource and advisor to students in selecting, arranging, and coordinating all practicum placements
- Maintain contact with practicum students and practicum supervisors while a student is on practicum
- Provide liaison between practicum site personnel and the Clinical Psychology PhD Program
- Provide students with updated placement site information and related training opportunities
- Ensure adequate training opportunities for students by initiating contacts with potential practicum supervisors and practicum sites in order to develop and maintain practica options that provide students with a breadth of experience

Field Placement Coordinator Responsibilities

The Field Placement Coordinator shall:

- Ensure the quality of student training by maintaining up-to-date knowledge on CPA standards for practica training, core competencies, and emerging practice standards
- Assist students in determining overall training goals and a related sequence of training
- Monitor each student's training progress with regard to adequate skill development, accrual of hours and required ratios, and residency readiness
- Meet annually with students to review progress on training goals and update training plans
- Maintain up-to-date files on students, documenting practicum and residency progress
- Provide the Director of Clinical Training and Clinical Program Committee with a comprehensive practicum status report for each student at the annual evaluation meeting
- Coordinate PSYO 8333 (Field Placement); submit a final grade for each student once all practicum hours are completed and prior to a student beginning their residency
- Provide students with information regarding available community practicum sites
- Assist students with selecting placements appropriate to training goals and experience level
- Assist students with practicum placement applications, including required practicum site and program documentation (i.e., immunization records, confidentiality forms, criminal background/vulnerable persons/child abuse registry checks)
- Review and approve training goals for individual placements
- Maintain regular contact with the student and practicum supervisor during placements
- In consultation with the student, practicum supervisor, and Director of Clinical Training, develop, coordinate, and monitor a remediation plan in cases where a student's performance is judged to be below the acceptable competence level in a practicum placement
- Acknowledge receipt and respond to all correspondence from the practicum sites/supervisors pertaining to student practica
- Maintain and update Clinical Education Agreements with practicum sites as needed
- Review all practica-related materials on an annual basis

Access to Student Practicum Files

The FPC is responsible for maintaining files regarding students' practicum placements and residency. These files will include, but not be limited to: records of practica previously completed (e.g., Master's degree) for which credit is requested, and practicum supervisor evaluations of practicum performance and a record of hours for all practica completed as part of the Clinical Program. Student practicum files are the property of the Clinical Psychology PhD Program. They are confidential to the Director of Clinical Training, the FPC, the student's Dissertation Supervisor, the student, and to members of accreditation panels (i.e., CPA), from which the Program has requested accreditation.

Students may view their own files and/or make copies of any material in the files. A student desiring to view their file should make arrangements to meet with the FPC who will make the file available to the student for review or copying.

The above is subject to change in adherence to relevant and current privacy regulations.

ROLE OF THE PRACTICUM SUPERVISOR

Clinical supervision is the cornerstone of training of clinicians in psychology. Supervision by psychologists provides students with invaluable learning experiences. The role of the clinical supervisor for practicum students is multi-faceted. Clinical supervisors help students develop skills and provide mentorship with regard to professional issues and ethics. The Clinical Program encourages supervisors to provide students with a range of training opportunities with diverse client populations in order to provide both breadth and depth to the student's practica training. Supervisors are further encouraged to utilize a variety of supervisory methods in their work with students to enhance learning.

Qualifications of Supervisors

The practicum supervisor normally shall be employed at the practicum site. If the practicum occurs in Nova Scotia, the supervisor shall be registered for independent practice as a Psychologist by the Nova Scotia Board of Examiners in Psychology (NSBEP). If outside Nova Scotia, the practicum supervisor shall be registered for independent practice by the corresponding regulatory body for psychologists in their home province.

Candidate-registered psychologists, interns/residents, and senior clinical students are eligible to serve as practicum supervisors. However, as per CPA requirements, it is necessary, that the students or residents providing such supervision themselves receive supervision from a registered psychologist specifically for this activity.

Master's-level psychologists registered within their home province for independent practice are eligible to supervise practicum placements. However, some residency sites will specifically require clinical references from PhD-level supervisors. Thus, it is recommended that students receive the majority of their supervision from PhD-level supervisors.

Adjunct Faculty and Clinical Associate Status

Though a University appointment is not required for practicum supervisors, psychologists who supervise practicum placements for students in the Clinical Psychology PhD Program are eligible to apply for adjunct or clinical associate status. (See *Policy on University Appointments Less than Full-Time in the Department of Psychology*,

Adjunct faculty and clinical associate members of our department form a core of community psychologists who provide clinical supervision, ongoing feedback, and suggestions for the development of the Clinical Psychology PhD Program. They are recognized as valuable mentors for clinical graduate students. The FPC will maintain contact with practicum sites to ensure good relationships with the professionals at these sites and encourage their continued supervisory activity on behalf of our students.

Requirements for Supervision

The practicum supervisor is responsible for providing ongoing supervision of the practicum student's activities within the practicum site. They shall monitor the student's progress and shall provide informal instruction and guidance on an on-going basis. *Per CPA requirements, formal, face-to-face supervision shall comprise a minimum of 25% of a student's total accrued hours.* It is expected that supervision will be conducted primarily in an individual format. Individual supervision may include a combination of: supervisor observation, student observation, case discussion, direct instruction, or electronically recorded review. Supervisors are expected to utilize in vivo observation of a portion of the student's clinical activities. Individual supervision of a student's work **can** occur in group meetings (i.e., when the supervision discussion is regarding the students' client(s) specifically). **Group supervision** is defined as the time a student observes or participates in the supervision of **another** student's work with clients.

Per 2023 CPA Accreditation Standards, up to 25% of individual supervision can be asynchronous, meaning that the supervisor reviews the student's work and provides detailed and comprehensive feedback that is later reviewed by the student. This could occur in services involving comprehensive assessments and report writing where the supervisor provides detailed responses to the student's written or recorded work.

Goals should be established at the beginning of the practicum. Formal evaluation of the student's clinical work should occur mid-way through the placement and at the completion of the placement. At mid-way and upon completion of the placement, the supervisor shall provide a written evaluation of the student's practicum work through completion of the *Midterm* or *Final Evaluation* form on Time2Track. The practicum supervisor should hold an evaluation meeting with the student to review the evaluation form and to provide feedback to the student. Following this meeting, both the supervisor and the student will sign the evaluation form and submit it to the FPC in Time2Track.

Each practicum supervisor will be provided with a Time2Track account. Once logged in, if you have other roles associated with the same Time2Track account (e.g., student, dissertation supervisor/faculty), you will need to ensure the role selected is "Supervisor" in order to see forms, hours approvals etc. Students are responsible for setting up the practica in Time2Track and sending Goal Setting, Midterm Evaluation, and Final Evaluation forms, as well as hours approval, at appropriate times throughout the practicum to their supervisor. If there is more than one supervisor attached to a practicum, the supervisor(s) must discuss with the student whether they would like to complete one set of evaluation forms (co-supervision where one primary supervisor completes the form with input from a "secondary" supervisor) or two separate set of forms.

Approval of Accrued Hours

Upon completion of the practicum placement, the supervisor will approve accrued practicum hours on Time2Track before receiving final approval from the FPC.

Instructions for approving student practicum hours can be found on Time2Track:
[Review Trainee Activity Requests - Liaison \(liaisonedu.com\)](http://liaisonedu.com)

Please see Appendix A for further details on specific activities/documentation for which practicum supervisors are responsible. Please also see Appendix F for supervision checklist.

Student Performance and/or Competency Issues

The practicum supervisor shall notify the FPC immediately if a student is judged to be performing below the minimum expected level of competence for their level of training in any Core Competency area as identified in the *Goal Setting, Midterm, and Final Evaluation* forms. The practicum supervisor and the FPC will then work together to develop a plan to assist the student in remediating their skills in the identified competency areas. If skill remediation in the current placement is deemed to not be possible or proves unsuccessful, the student may be required to withdraw from the practicum placement.

At termination of the placement if the student is judged to require further remediation in any Core Competency area and/or receives a rating of “R” (needs remediation) on their final evaluation, the practicum supervisor shall provide specific recommendations to the FPC regarding an appropriate formal remediation plan for the student. This plan may be carried out in the original practicum site or through an additional practica at the Centre for Psychological Health, reading, and/or course work. Please see Remediation Procedures below for more information.

Early Termination or Cancellation of the Practicum

Upon their own initiative, or at the request of the student or the practicum supervisor, the Field Placement Coordinator may prematurely terminate a practicum. It shall be the decision of the FPC, in consultation with the student, the practicum supervisor, and the Director of Clinical Training, whether, under what conditions, and in what proportion, the accrued practicum hours shall be counted toward the student’s practicum hour requirement. A practicum site may also terminate a practicum. Written notice shall be sent to the FPC from the practicum site indicating the date and reason for the termination. Practicum sites are requested to give notice directly to the student and FPC as soon as possible once the decision to terminate has been made. In the event of premature termination where no accumulated hours are credited, this shall be designated a cancellation of the Practicum.

Remediation Procedures

As noted above, it is expected that the practicum supervisor will notify the Field Placement Coordinator immediately if a student is judged to be performing below the minimum expected level of competence for their level of training in any Core Competency area identified in the *Midterm or Final Evaluation* forms. In such a case, the student may continue in the practicum placement with additional supports including, if deemed necessary, a plan for skill remediation developed between the practicum supervisor and the FPC. If it is determined that skill remediation in the current placement is not possible or proves unsuccessful, the student may be required to withdraw from the placement.

The purpose of remediation shall be to provide the student with the opportunity to achieve adequate competence in the identified areas of concern so that the student may continue safely and productively with their practicum training. The remediation plan may be carried out in the original practicum site or through additional practica at CPH and/or course work. The specific form and activities of the remediation plan will be based on currently identified areas of deficiencies as well as a review of previous practica and course-work related performance. Formal remediation plans shall be developed by the FPC in consultation with the student’s practicum supervisor (from the placement within which

the deficiency was identified) and the Director of Clinical Training. Once developed, the plan will be provided to the student and should be signed by the practicum supervisor or faculty member, the FPC, the DCT, and the student. A signed copy will be placed in the student's practicum file and program file and provided to the supervisor and the student. While on remediation, the student may be restricted from pursuing further practica until such time as the student is performing at or above minimum expected levels of competence for their level of training in their identified deficit areas.

A student may be placed on a formal remediation plan in the following circumstances:

1. The student received an evaluation rating of R "needs remedial work" from their practicum supervisor on either a mid-point or final evaluation on any Core Competency area identified in the *Evaluation* form
2. During a practicum placement, the student is performing below the minimum expected levels of competence in all Core Competency areas for their level of training as identified in the *Goal Setting* form
3. Skill remediation during a practicum placement has been unsuccessful

Formal remediation plans may be carried out in either the original practicum site or through additional practica at CPH and shall be coordinated and monitored by the FPC through ongoing contact with the student and practicum supervisor. Remediation plans carried out through other means shall be monitored by the FPC and the faculty member responsible for working with the student as appropriate. Interim feedback from the practicum supervisor or faculty member regarding the student's progress is expected to be communicated to both the student and FPC on a regular basis to be outlined in the remediation plan.

Once the formal remediation period is completed, the practicum supervisor or faculty member shall complete a written evaluation of the student's progress. After receiving the student's evaluation, the FPC will be responsible for reviewing the student's progress in the identified deficit areas and ascertaining whether there are any remaining skill deficit areas or Core Competency areas in which the student is not performing at or above minimum required levels of competence. Following this review, they will inform the Director of Clinical Training as to the outcome of the remediation plan and any remaining deficit areas or competence issues.

A committee consisting of the Director of Clinical Training, FPC, and the clinical supervisor will be charged with making a decision on whether or not the student has completed all remediation requirements. If the student is deemed to have not made sufficient progress through the remediation plan or is not performing at or above minimum expected levels of competence in all Core Competency areas, the committee may require the student to engage in further remediation activities or may refer the student to the Clinical Program Committee who will be charged with making a determination in the matter.

Appendix A

Practicum Responsibilities and Timeline (for FPC, students & supervisors)

Action	Person(s) Responsible
Prior to accrual of practicum hours:	
1. Student consults with the Field Placement Coordinator (FPC) to identify a list of appropriate placements and related application procedures and requirements.	Student & FPC
2. Students obtains verbal or written (i.e., email) approval <i>for each new external placement</i> from their dissertation supervisor.	student & dissertation supervisor
3. Completion and submission of any application documents required by the practicum site	Student & FPC
4. Student creates a placement in Time2Track and the following forms are sent from Time2Track: Supervisor Permission, Goal Setting Form	student, FPC, & dissertation supervisor
5. Completion and submission of practicum goals, using the <i>Goal Setting Form</i>	student & practicum supervisor
6. Review signature, and approval of <i>Goal Setting Form</i> on Time2Track	FPC
During the placement:	
7. Maintain a <i>Record of Practicum Hours</i> , in keeping with APPIC guidelines	student
8. At mid-term, complete a Mid-Term Evaluation Form via Time2Track (reviewed with student prior to submission)	student & practicum supervisor
9. Inform the FPC if: concerns emerge, if the practicum is extended or prematurely ended, or if supervisor changes	student and/or practicum supervisor
On completion of practicum:	
10. Completion of <i>Final Evaluation</i> form and approval of practicum hours (both discussed and reviewed between student and practicum supervisor prior to submission)	practicum supervisor & student
11. Meeting between student and practicum supervisor to discuss the practicum supervisor's final evaluation	practicum supervisor & student
12. Completion of a written review of the practicum placement, using the <i>Practicum Site Review Form</i>	student
13. All forms reviewed and signed by FPC on Time2Track	FPC

Appendix B

Time2Track Instructions Guidebook

Dalhousie University

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Creating a New Account

- Click [here](#) to register for a free account
- Enter the Authorization Key you have been given
- Official Time2Track Account Name: Dalhousie University: PhD in Clinical Psychology
- The [Quick Start Guide](#) provides all the details you need to set up your account. Once your account is created, you can use this guide as a supplementary resource to answer any questions you may have outside of this guidebook. You can also find this guide via the Help icon in your Time2Track account

Creating a New Placement

- Under Settings in the top right corner of the page, click Placements, then Add a Placement
- Students will have one or two supervisors depending on the placement, **the primary supervisor is the Preferred Supervisor**
- Consult the [Configure Your Placements](#) page for more information

- To add a **new placement to the same site as a previous placement**, please see [Adding a New Placement to the Same Training Site](#)

PSYO 6107 & PSYO 6108 & CPH (First Year Assessment)

- Students will have two or more supervisors for these placements, please create the placement using your **first set of supervisors** and for any new supervisors, see [Adding a New Supervisor to an Existing Practicum](#)
 - Preferred supervisor – registered psychologist
 - Secondary supervisor – student supervisor

Add a New Placement

Course *

First year assessment

Training Site *

Dal Centre for Psychological Health

Faculty *

Dissertation Supervisor

Preferred Supervisor

Registered Psychologist Supervisor

Secondary Supervisor

Student Supervisor

Save **Cancel**

PSYO 6214

- Students will have two supervisors for these placements
 - Preferred supervisor – registered psychologist
 - Secondary supervisor – student supervisor

Add a New Placement

Course *

PSYO 6214 Professional Practice in Intervention

Training Site *

Dal Centre for Psychological Health

Faculty *

Dissertation Supervisor

Preferred Supervisor

Registered Psychologist Supervisor

Secondary Supervisor

Student Supervisor

Save

Cancel

Student Supervisors for 6107, 6108 or 6214

- Students will have one supervisor for these placements
 - Preferred supervisor – registered psychologist
- Choose the appropriate Course for your supervision

Add a New Placement

Course *

PSYO 6107, Child Assessment (for STUDENT SUPERVISOR))

PSYO 6108, Adult Assessment (STUDENT SUPERVISOR)

PSYO 6214 Intervention Practicum (Student Supervisor)

Training Site *

Dal Centre for Psychological Health

Faculty *

Dissertation Supervisor

Preferred Supervisor

Registered Psychologist Supervisor

Secondary Supervisor

Save

Cancel

External and CPH Non Course Related Practica

- Students will have one or two supervisors for these placements
 - Preferred supervisor – Primary Supervisor
 - Secondary supervisor – Co-Supervisor (if applicable)
- If you cannot find your Preferred Supervisor in the provided drop down menu, please contact the Field Placement Coordinator for assistance
- Choose the appropriate Course for your practicum

Add a New Placement

Course *

PSYO 8333, Field Placement

Centre for Psychological Health

Training Site *

Practicum Location

Faculty *

Dissertation Supervisor

Preferred Supervisor

Registered Psychologist Supervisor

Secondary Supervisor

Co-Supervisor (if applicable)

Save Cancel

Research Practica

- Students will typically have one supervisor for these placements
 - Preferred supervisor – registered psychologist
- Choose the appropriate Training Site for your practicum

Add a New Placement

Course *

PSYO 8333, Field Placement

Training Site *

Dalhousie University Research Setting

Dalhousie Clinical Psych PhD Program

Faculty *

Dissertation Supervisor

Preferred Supervisor

Registered Psychologist Supervisor

Secondary Supervisor

Save Cancel

Adding a New Placement to the Same Active Training Site

- Time2Track does not allow a new placement to be created with all the same information as a previous one
- When you are starting a new placement at the same training site/institution, you don't always need to create a new placement, you can just add a new supervisor
- Option 1
 - Add a new supervisor to the existing placement
 - Start a new activity with a new supervisor under the same placement
 - The most common option, see [Adding a New Supervisor to an Existing Practicum](#)
- Option 2
 - Choose a different Site when you Add a New Placement
 - For example, available IWK practicum sites are IWK Health Centre, IWK Health Psychology, IWK Mental Health, and IWK Forensics
- Option 3
 - Create a placement using a different course at the same training site
 - For example, you set up a practicum in the **PSYO 6214 course** at **site CPH**, you can start a new placement at **site CPH** under a different **course such as CPH or PSYO 8333**

Adding a New Supervisor to an Existing Practicum

- This is also the process for when a new supervisor is added to a practicum after the start date and you need to send them the proper forms
- Under the Activities tab, create and submit a new activity for approval with the new supervisor in the desired placement
- Under the Approvals tab, find the supervisor and the hours you logged with them. You can manually choose to send the appropriate forms to them from here
 - This creates two sets of the form under the placement
- Consult the [Configure Your Placements](#) page for more information

Forms & Evaluations

- All forms need to be manually sent by the student at the appropriate time during their practicum
 - It is the student's responsibility to identify the midpoint of their placement with their supervisor and send the midterm evaluation form at that time

- Once sent by the student, forms are sent through the workflow. Each person must complete their section and submit before the form moves to the next person
- Each person in the workflow will complete the same form version
- Forms can be found under Forms > Placement Forms
- Consult the [Complete your Forms](#) page for more information

PSYO 6107 & PSYO 6108 & CPH (First Year Assessment)

Placement Forms

First year assessment at Dal Centre for Psychological Health

Submission Status	Form	Supervisor	Current Step	Form Description	Action
 	First Year Assessment - Practicum Goal Setting	Alissa Pencer			Send Form
 	First Year Assessment - Practicum Midterm Evaluation	Alissa Pencer			Send Form
 	First Year Assessment - Practicum Final Evaluation	Alissa Pencer			Send Form

PSYO 6214

Placement Forms

PSYO 6214 Professional Practice in Intervention at Dal Centre for Psychological Health

Submission Status	Form	Supervisor	Current Step	Form Description	Action
 	PSYO 6214 - Practicum Goal Setting	Alissa Pencer			Send Form
 	PSYO 6214 - Practicum Final Evaluation	Alissa Pencer			Send Form

Student Supervisors for the above courses

- You are the first step in the Goal Setting form, you are required to fill in the practicum dates and goals. The form will then go to your supervisor to fill in the remainder, and will come back to you for final signature

Submission Status	Form	Supervisor	Current Step	Form Description	Action
 	Student Supervision Practicum - Midterm Evaluation	Alissa Pencer			Send Form
 	Student Supervision Practicum - Final Evaluation	Alissa Pencer			Send Form
 	Student Supervision Practicum - Goal Setting	Alissa Pencer			Start Form

External and CPH Non Course Related Practica

- **You are the first step** in the Goal Setting form, you are required to fill in the **practicum dates and goals**. The form will then go to your supervisor to fill in the remainder, and will come back to you for final signature
- The Practicum Site Review is not required, but we highly encourage you to complete this form at the end of your practicum. Your review is meant to help provide some structure for open and productive communication between you and your practicum supervisor
- **Single vs. Co-Supervisors**
 - You will have access to all forms regardless of how many supervisors you have chosen while setting up your placement. Be sure to send the correct form!
 - **There are two different versions of the Co-Supervisor forms**
 - Co-Supervision
 - For external practica being co-supervised with 2 registered psychologists, or 1 registered psychologist and 1 non-psychologist professional
 - Peer Co-Supervision
 - For external practica being supervised with a student/resident supervisor and a registered psychologist
 - The student/resident supervisor **must** be listed as the Secondary Supervisor, they will be responsible for completing the forms under supervision of a registered psychologist (Primary Supervisor)
 - To add another supervisor to an existing placement, please see [Adding a New Supervisor to an Existing Practicum](#)
- **PSYO 8333 practica**
 - You are required to complete your Dissertation Supervisor Permission form before starting the placement
 - **Please note:** Total Practicum Hours refers to your **TOTAL** number of practicum hours to date from **ALL** previous practica
 - **Research Practica** placements use the same forms

Placement Forms

Centre for Psychological Health at Dal Centre for Psychological Health

Submission Status	Form	Supervisor	Current Step	Form Description	Action
Sent	Practicum Site Review	Alissa Pencer	Student		Start Form
unsent	Practicum Goal Setting	Alissa Pencer			Start Form
unsent	Practicum Final Evaluation	Alissa Pencer			Send Form
unsent	Practicum Midterm Evaluation	Alissa Pencer			Send Form
unsent	Practicum Goal Setting CO-SUPERVISOR	Alissa Pencer			Start Form
unsent	Practicum Final Evaluation CO-SUPERVISOR	Alissa Pencer			Send Form
unsent	Practicum Midterm Evaluation CO-SUPERVISOR	Alissa Pencer			Send Form

Placement Forms

PSYO 8333, Field Placement at Dal Centre for Psychological Health

Submission Status	Form	Supervisor	Current Step	Form Description	Action
S&M	Dissertation Supervisor Permission	Alissa Pencer	Student		Start Form
Sent	Practicum Site Review	Alissa Pencer	Student		Start Form
unsent	Practicum Goal Setting	Alissa Pencer			Start Form
unsent	Practicum Final Evaluation	Alissa Pencer			Send Form
unsent	Practicum Midterm Evaluation	Alissa Pencer			Send Form
unsent	Practicum Goal Setting CO-SUPERVISOR	Alissa Pencer			Start Form
unsent	Practicum Final Evaluation CO-SUPERVISOR	Alissa Pencer			Send Form
unsent	Practicum Midterm Evaluation CO-SUPERVISOR	Alissa Pencer			Send Form

Submitting Hours

- Hours are to be submitted for approval immediately following the end of practicum
- Hours must be approved by the student's practicum supervisor before the Field Placement Coordinator can give final approval
- Hours are submitted under the Approvals tab, and clicking Submit Hours for Approval
 - Select the placement that needs hours approved, choose the supervisor associated with those hours, and the date range of the placement
 - Click the checkbox(es) for the hours you want to submit and click Submit Selected Activities for Approval
- Consult the [Submit Activities for Approval](#) page for more information

Create an Approval Request

Placement * Placement

Supervisor * Placement Supervisor

Date Range * to

Notes (Optional)

Total Selected Hours: 0

☐ Date Activity Type Time Client Treatment Setting

Logging Hours and Assessments/Test Tracking

- You log hours, assessment batteries, and measures on the Activities page
- Consult the [Log Your Activities](#) page for more information
- When you do an assessment or intervention, you must keep track of the tests and measures you perform under the Assessment tab
 - Tip: Log hours and assessments at the same time to keep track of what you've administered during each session
- Consult the [Log Assessments](#) page for more information

Add a New Activity

Level *	Doctoral (change)
Date *	Date of Activity 
Placement	Placement Activity was performed for * or Add a Placement
Supervisor *	Placement Supervisor 
Treatment Setting	
Activity Type *	Assessment? Intervention? Supervision? Support? *
Client	Choose an existing client. or Add a Client
Hours *	0
Tags	select or add tags

Assessments

	Start typing to search existing assessments.	
Adults		
Administered	0	Report 0
Research	0	
Children/Adolescents		
Administered	0	Report 0
Research	0	



Schedule as Recurring

Appendix C

Practicum Goal Setting

Practicum Goal Setting

School:	School Name	Course:	Course Name
Trainee:	Trainee Name	Term:	Term Name and Dates
Supervisor:	Supervisor Name	Batch:	Batch Name
Faculty:	Faculty Name	Requested:	Requested Date
Training Site:	Training Site Name	Flow:	Document Flow

At the Start of Placement

Trainee

Start Date of Practicum: *

{Current Date}

Trainee

Date of Goal Setting: *

{Current Date}

Trainee

Expected End Date of Practicum: *

Instructions for Goal Setting

Student and supervisor will collaborate in establishing specific goals which are appropriate to the student's current level of competence and to their professional interests. This should be completed before the student begins to accrue practicum hours. Goals will include both 1) specific activities in which the student is expected to participate and 2) the level of competence the student is expected to achieve in each area by the time the placement is completed. Competence goals will be quantified using a 5-point developmental rating scale.

Please note : It is expected that all students will perform at a level of E or higher in all areas evaluated at both the mid-term and final evaluation. In the situation where a student's performance in any area evaluated warrants a rating of R , the Supervisor is required to contact the Field Placement Coordinator immediately so that a remedial plan can be established and implemented, either within the current placement or within the broader context of the Clinical Program.

Identification of Competency Goals:

For each applicable competency, please identify the level of competence the student is expected to attain by the completion of this placement (please refer to description of competence ratings on the 5-point developmental scale).

Selection of training activities:

For each of the applicable competencies, please specify the relevant activities and tasks in which the student will engage, e.g., "Chart review and psychometric testing for three clients with Attention-Deficit Hyperactivity Disorder".

Description of Competency Ratings :

NA

Not applicable / Not assessed during training experience.

R - needs remedial work

A rating of R indicates either that the student's skill level or behaviour is unacceptable for practice in this setting, even under direct supervision, or that the student is not open to supervision in this area.

E - Entry level

This is the most common rating during introductory practica. The student's skill level should be rated as E when intensive supervision is regularly required to ensure satisfactory performance, even in routine tasks. At this level of competence, students may benefit from opportunities to observe and shadow their supervisors, from in vivo supervision, and/or from review of video- and audiotaped sessions.

I - Intermediate

The student's skill level should be rated as I when they are able to complete routine tasks in a satisfactory manner without the need for intensive supervision. Students at this level of competence may benefit from regular review of their cases, test data, notes, and reports, and/or from review of taped sessions. More intensive supervision may be required with complex cases or situations.

HI - High Intermediate

It is expected that students will attain this level of competence in some, but not all skill areas prior to beginning an internship. A student's skills should be rated as HI when they are able to perform satisfactorily in both routine and non-routine situations, without intensive supervision.

A - Advanced

This is an unusual rating for students who have not yet completed an internship. However, the student's skill level should be rated as A if they are able to maintain a consistently high level of performance with minimal support from the supervisor. The student demonstrates a high level of competence in both routine and non-routine cases.

Supervisor

Please indicate all methods that you plan to use to evaluate the student's competencies in this placement.

- ☐ Discussion of Cases
- ☐ Direct Observation
- ☐ Review of Raw Test Data
- ☐ Audiotape
- ☐ Videotape
- ☐ Case Presentation
- ☐ Review of Written Work
- ☐ Feedback from Other Staff
- ☐ Other Feedback

Describe the primary goals and areas of focus

Trainee

Goal 1:

2000 characters remaining

0 words

Trainee

Goal 2:

2000 characters remaining

0 words

Trainee

Goal 3:

2000 characters remaining

0 words

Trainee

Describe individual interests/specialty areas for practicum (e.g., population, treatment, assessment methods) - include estimates of number of cases to be seen, and/or number of assessment reports to be written:

2000 characters remaining

0 words

Supervisor

☐ Interpersonal Relationship will be evaluated at this practicum site

☐ N/A

Supervisor

0 words

Supervisor

[illegible]

Core Competency: Assessment and Evaluation

Supervisor

Please confirm if the Core Competency: Assessment and Evaluation will be evaluated at this practicum site. If not, please choose N/A and you may skip this section entirely. *

- ☐ Assessment and Evaluation will be evaluated at this practicum site
- ☐ N/A

Supervisor

Please specify the activities relating to this area in which the student is expected to participate:

2000 characters remaining

0 words

Supervisor

Key Skills

[illegible]

[illegible]

Supervisor

☐ Intervention and Consultation will be evaluated at this practicum site

☐ N/A

Supervisor

0 words

Supervisor

[illegible]

[illegible]

Core Competency: Working within a JEDI Framework

Supervisor

Please confirm if the Core Competency: Working within a Justice, Equity, Diversity, and Inclusion (JEDI) Framework will be evaluated at this practicum site. If not, please choose N/A and you may skip this section entirely. *

- ☐ Working within a Justice, Equity, Diversity, and Inclusion (JEDI) Framework will be evaluated at this practicum site
- ☐ N/A

Supervisor

Please specify the activities relating to this area in which the student is expected to participate:

2000 characters remaining

0 words

Supervisor

Key Skills

[illegible]

Core Competency: Supervision

Supervisor

Please confirm if the Core Competency: Supervision will be evaluated at this practicum site. If not, please choose N/A and you may skip this section entirely. *

- ☐ Supervision will be evaluated at this practicum site
- ☐ N/A

Supervisor

Please specify the activities relating to this area in which the student is expected to participate:

2000 characters remaining

0 words

Supervisor

Learning to be a Good Supervisee

[illegible]

Supervisor

☐ Ethics and Professional Standards will be evaluated at this practicum site

☐ N/A

Supervisor

0 words

Supervisor

[illegible]

Supervisor and Student Signatures

The specific goals identified in this form have been discussed by the supervisor and the student and have been mutually agreed upon.

Supervisor

Supervisor's comments

Please include any comments related to the above evaluation:

2000 characters remaining

0 words

Supervisor

Supervisor's signature *

CLEAR

Supervisor

Date *

{Current Date}

Trainee

Student's signature *

CLEAR

Trainee

Date *

{Current Date}

Institutional Administrator

Field Placement Coordinator's signature *

CLEAR

Institutional Administrator

Date *

{Current Date}

Appendix D

Practicum Site Review

Practicum Site Review

School:	<i>School Name</i>	Course:	<i>Course Name</i>
Trainee:	<i>Trainee Name</i>	Term:	<i>Term Name and Dates</i>
Supervisor:	<i>Supervisor Name</i>	Batch:	<i>Batch Name</i>
Faculty:	<i>Faculty Name</i>	Requested:	<i>Requested Date</i>
Training Site:	<i>Training Site Name</i>	Flow:	<i>Document Flow</i>

Practicum Site Review

Trainee

Start Date of Practicum:

Trainee

End Date of Practicum:

Please note that this form should be completed and reviewed with your Practicum Supervisor(s) after you have signed your Supervisor's Final Evaluation. If you do not feel comfortable sharing with your supervisor, please let the FPC know.

A. Review of Practicum

Please describe the quality of the facilities and training opportunities that were available to you at the practicum by answering the questions below. Suggested items that could be used in your evaluation are listed below: Test Administration, Interviewing, Test Interpretation, Report Writing, Individual Therapy, Couples Therapy, Group Counselling, Family Therapy, Access to Facilities, Opportunity to Prepare before Case Responsibility, Respect for Needs of Practicum Student

Trainee

Strengths:

Areas for Improvement:

Comments:

2000 characters remaining

0 words

B. Review of Supervision

Please provide a review of the supervision provided by identifying what worked well and what didn't work as well for you with regard to your supervisor's style. The following lists examples possible of supervisor characteristics that you may find useful in your evaluation: Professional Attitude, Availability, Level of Clinical Knowledge, Case Conceptualization Skills, Value of Supervision Meetings, Communication of Expectations, Quality of feedback, Awareness of case progress, Encouragement of Autonomy, Role Model

This is intended for you to share with your primary supervisor. That is, it is meant to help provide some structure for open and productive communication between you and your supervisor.

Trainee

What worked well for me:

What didn't work as well for me:

Comments:

2000 characters remaining

0 words

C. General Review of Practicum

Trainee

Please indicate your overall review of the practicum in terms of promoting your skill development and meeting your training goals.

2000 characters remaining

0 words

Trainee

What suggestions would you make that could improve the practicum and/or the supervisor's training approach?

2000 characters remaining

0 words

D. Recommendations for Future Students

Trainee

This practicum is most suited for:

2000 characters remaining

0 words

Trainee

Finally, please comment on what background preparation a student should have to benefit most from this practicum setting.

2000 characters remaining

0 words

Signatures

Trainee

For the Student : Please arrange an appointment with the Field Placement Coordinator to review your practicum experience.

Student's signature *

 CLEAR

Trainee

Date *

{Current Date}

Institutional Administrator

Field Placement Coordinator's signature *

 CLEAR

Institutional Administrator

Date *

{Current Date}

Appendix E

Dalhousie U Clinical Psychology PhD Program

Statement Regarding Criminal Records Check and other Screening Procedures

The Clinical Psychology Program in the Psychology & Neuroscience Department at Dalhousie University does not require a Criminal Records Check or other screening procedures (e.g., Vulnerable Sector Check, Child Abuse Registry Check, immunization) as a condition of admission into its program. **However, students should be aware that such record checks or other screening procedures will be required by facilities outside the University within which students complete practica and residency placements, as well as for some research activities.**

Hospital-based facilities and school settings require the Clinical Program to collect, keep on file, disclose, and provide confirmation that students meet all screening requirements, (i.e., background checks and immunization) prior to beginning a practicum placement. Students should also be aware that some facilities require the Clinical Program to submit the results of such screenings. Successful completion of these activities is necessary for completion of the Clinical Psychology Program.

Training facilities may refuse to accept students on the basis of information contained in the record check or other screening procedure(s). If the student is unable to complete a requirement due to a failure to meet the record check or screening requirements of the facility, or if the student is refused access to the facility on the basis of the information provided, the student may fail the course/clinical experience, and as a result may not be eligible for progression or graduation, i.e. may be dismissed from the Clinical Psychology Program. Note that respective facility requirements may change from time to time and are beyond the control of the University.

Please note: a) Students will be asked to give the Clinical Program consent in writing to collect and disclose screening information to practicum, research, or residency facilities (see below); b) It is the student's responsibility to have all screening procedures completed in a timely manner; c) The student is responsible to pay all fees associated with obtaining background checks, immunizations, and applications.

Students should also be aware that the regulatory bodies for psychology require a satisfactory record check as a condition of professional licensure. For example, in Nova Scotia, the Nova Scotia Board of Examiners (NSBEP) requires these checks as part of the application process to be placed on the Candidate Register. For more information please review the information under the link entitled "Application Process" on their website (<http://www.nsbep.org/>).

Background Check Procedures

Students needing to complete a background check for practicum should contact the Field Placement Coordinator prior to obtaining the check so that they might utilize the on-line service the Program utilizes.

For further information please see the following websites:

<http://www.gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html>

<http://www.halifax.ca/police/CriminalRecordCheck.html>

<http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>

<https://www.mybackcheck.com/>

Dalhousie U Clinical Psychology PhD Program

Consent to Release Information –

Criminal Record Check/Vulnerable Sector Check/Child Abuse Check & Immunization Records

I agree to allow the Clinical Psychology Program to release my immunization records to my practicum placement sites, if requested as a condition of processing me as a student at a practicum placement site.

I agree to allow the Clinical Psychology Program to disclose the results of my criminal record check, vulnerable sector check, and/or child abuse check to my practicum placement sites, if requested as a condition of processing me as a learner at a practicum placement site. I understand that the results of this criminal record check and vulnerable sector check will be reviewed by the Field Placement Coordinator in conjunction with the Director of Clinical Training.

If I have an unclear criminal record check, or have a criminal record, or have a failed vulnerable sector check, I understand that the practicum placement facility may not accept me as a student. I understand that if as a student, I am unable to complete a requirement due to a failure to meet the record check or screening requirements of the facility, or if I am refused access to the facility on the basis of the information provided, I may fail PSYO 8333F/W, and as a result, may not be eligible for progression or graduation, (i.e. may be dismissed from the Clinical Psychology Program).

I understand that the information described above will only be used for the purpose described in this document and will be kept strictly confidential.

I understand that incomplete immunization records as well as any issues identified on a criminal record check or vulnerable sector check could delay or cancel a planned practicum placement and could delay my progression through or graduation from the program.

Student Signature

Date Signed

Print Name/Student ID Number

Witness/Date

Date Signed

Appendix F

Supervision Checklist

In the first few meetings with your supervisee, the following tasks are completed:

- Discussion of your program, your caseload, your work hours (and expected work hours for practicum student) and your clinical interests and competency areas
- Creation of mutually agreeable, competency-based, goals for the practicum which are realistic, measurable and attainable. These goals are recorded on Dalhousie's Practicum Goal Setting form in Time2Track.
- Mutual discussion of previous supervision experience – what has the student found helpful in the past, and what is the supervisor's own approach to supervision?
- A discussion of what methods will be used to observe the student (e.g., direct observation, one-way mirror, videotape) and how feedback will be provided
- Frequency, format, and duration of supervision meetings and responsibilities of student in preparing for these meetings (e.g., agenda setting, being prepared to role play, preparing videotape)
- Discuss backup and contact plans for any time the supervisor or resident is sick or on vacation
- Emergency procedures discussed

Appendix G

Clinical Psychology PhD Program Contact Information

Director of Clinical Training:

Dr. Shannon Johnson
902.494.4504
Shannon.Johnson@dal.ca

Associate Director of Clinical Training:

Dr. Natalie Rosen
902.494.4044
Natalie.Rosen@dal.ca

Field Placement Coordinator:

Dr. Alissa Pencer
902.494.4466
Alissa.Pencer@dal.ca

Administrative Assistant:

Tabitha O'Donnell
902.494.1580
clinprog@dal.ca

Address:

Dalhousie University
Department of Psychology and Neuroscience
Clinical Psychology PhD Program
PO Box 15000
6287 Alumni Crescent
Halifax, Nova Scotia
B3H 4R2

Departmental Fax/Website:

Fax: 902.494.6585
[Department of Psychology and Neuroscience - Dalhousie University](#)
[Clinical Psychology - Department of Psychology and Neuroscience - Dalhousie University](#)