



## **Clinical Placement Agreement**

### **Homa Psychotherapy Training**

26 Lloyd Baker Street

London

WC1X 9AW

*BACP Member Organisation No 00276101*

*This agreement shall be signed by the Trainee, the Placement Organisation and the trainee's Training Advisor before a placement commences.*

***Please note: The Training Advisor is the last signatory of the Clinical Placement Agreement. The trainee starts the placement only after having received their agreement and signature. A copy of the Clinical Placement Agreement should be given to the trainee's Training Advisor once all the sections have been completed and signatures have been obtained.***

## **Introduction**

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All Homa trainees are required to develop and integrate their understanding of their psychotherapy training through practical work with clients and reflection on their clinical work in supervision.

Our trainee counsellors/psychotherapists are well-trained and their practice is effectively monitored. They are required to undertake 40 sessions of personal therapy each year throughout their training. When Homa trainees have reached the stage of seeking placements, they are prepared for this experience: they will have received a good introductory grounding on relevant theory as well as on a range of skills which are important supports to beginning work with clients. Throughout their placement all Homa trainees are required to be in supervision and they receive continual support from their Training Advisor and Course Tutors.

This document describes the placement process and contains the Homa Placement Agreement which sets out the differing obligations and requirements of each of the partners involved in the provision of placements.

## **Placement process**

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### **Before a trainee starts at a placement**

All placement organisations need to be approved by Homa. Our requirements for placements can be seen below. In order to be approved, the placement organisation needs to complete a placement questionnaire which gives us important information about the service.

Once a placement has been approved, and a trainee has been accepted to start seeing clients, the trainee must complete our clinical placement agreement in collaboration with the placement organisation, their supervisor and their training advisor. The training advisor is the last person who signs the agreement and approves the placement as appropriate for the particular trainee.

A copy of the clinical placement agreement should be given to all parties before the trainee starts seeing clients.

### **While a trainee is on placement**

Trainees will have a placement report form that needs to be completed over the course of their training. It is their responsibility to ask the placement organisation to complete the placement reports on their behalf.

### **At the end of a placement**

We ask trainees to provide feedback on their placement experience. Where appropriate we will communicate this to the placement organisation

Trainees may have additional forms that they ask the placement organisation to complete.

## Overall Requirements of Placements

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Each organisation differs and we welcome these differences. We have some requirements that placements need to be able to offer our trainees:

### **Trainees must be working with clients according to a therapeutic contract**

The opportunity to gain practical counselling or psychotherapy experience with clients, in a clearly contracted therapeutic relationship, as opposed to using counselling skills in an advice, befriending, mentoring or support role.

### **Trainees must see clients face-to-face**

Until such time as they have completed the 'Online and Telephone' training module, all client sessions must be face-to-face. Once they have completed the above module, up to 30% of placement sessions can be carried out online.

All face-to-face client sessions must take place at the site of the placement organisation. If the placement organisation requires the trainee to attend a client's home to provide a client session this must be agreed separately with the placement organisation and HOMA Psychotherapy Training LLP and all appropriate safeguarding procedures and policies must be provided by the placement organisation to the trainee and their HOMA training advisor and agreed by all parties.

### **Assessment of Clients**

The opportunity to work with clients who have been assessed as appropriate for the trainee's level of competence and confidence. Trainees undertaking their first placement will need referrals assessed by someone qualified to undertake such assessments and make decisions about the appropriateness to the level of experience. Trainees who have accrued 100 or more supervised clinical hours of experience will be able to make their own assessments if the organisation requires it.

### **Supervision**

Unless otherwise stated by you in the contract, ultimate clinical authority for the client's welfare rests with the placement organisation/placement supervisor and not with Homa tutors, whilst the overall development of the trainee rests with Homa's tutor team. Where supervision is provided by your organisation, trainees will be permitted to take their clinical work to their tutor group in order to further their training and development as psychotherapists.

### **Theoretical Framework**

The opportunity to practise within the theoretical model in which the trainee is training.

### **Feedback**

The opportunity to receive constructive feedback on their practice, including the completion of an annual placement report form.

## **HOMA Training Placement Agreement**

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This agreement is between the Trainee, the Placement Organisation and Homa Training. Please read it carefully and then complete the relevant sections, sign and date.

**It is the trainee's responsibility to ensure all sections are completed and a copy is given to all parties prior to the commencement of the placement.**

## **Responsibilities of each party in this placement agreement**

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### **Responsibilities of the Trainee**

- Work in a professional, anti-discriminatory and ethical manner;
- Be aware of their course requirements (including supervision requirements) and communicate these to the placement where appropriate;
- Monitor their own fitness to practise and to discuss any concerns with their Training Advisor and their clinical supervisors;
- Work in a manner that is consistent with the policies and procedures of the placement organisation;
- Establish a supervisory relationship with the organisation's supervisor prior to beginning work with clients;
- Supply their Supervisor with any literature or information about the nature and requirements of the placement organisation; (if the supervision is sought externally to the placement organisation)
- Ensure that they receive supervision in the required ratio of client hours to supervision hours;
- Supply all parties with forms where needed in good time for these forms to be returned by the deadlines;
- Ensure that the placement organisation has appropriate insurance and, if not, to take out their own professional indemnity insurance.

### **Responsibilities of the Placement Organisation**

- To provide the trainee with clients who are assessed to be within their level of competence
- To provide clear instructions to trainees about the specific requirements of the placement including its philosophy, policies and procedures (including policies around risk and the organisation's complaints procedure);
- To provide the trainee with clear requirements regarding note-taking, storage of notes, and administrative duties;
- To monitor the trainee's fitness to practise;
- To liaise immediately with Homa Training there is any cause for concern regarding the trainee and/or to be available for contact if trainee's Training Advisor or Supervisor raises concerns. Where possible these concerns and the fact that the Training Advisor and Supervisor will be contacted should be discussed with the trainee first;
- To provide honest and constructive feedback to the trainee;
- To complete (and submit via the trainee) the placement report forms, as supplied by the trainee;
- To provide the trainee with the organisation's complaints procedure, and to provide the trainee with a designated contact person whom s/he can consult as necessary;
- To ensure that there is a suitable therapy room (i.e. a private room in which the trainee can see clients undisturbed);
- To ensure the trainee's safety when seeing clients;
- To be clear about whether the trainee is covered under the organisation's professional liability insurance or whether the trainee needs to obtain their own insurance;
- To indicate to the trainee's clients that their therapist is a trainee.

### **Responsibilities of HOMA Training**

- To inform trainees clearly of the requirements and the philosophy of the training programme that they are following;
- To work in a transparent manner with all partners and as part of this to inform the trainee that there is a process of consultation amongst all the partners;
- To respond actively to any issue raised by any of the partners;
- To liaise with the Placement Supervisor where there is a concern;
- To receive supervisor and placement reports and respond to any issues as appropriate;
- To keep all partners informed of any changes to the programme or regulations which may affect them.

## **Trainee**

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### **Contact details**

Name:

Phone Number:

Email address:

Year of training:

### **I agree to:**

- Work in a professional, anti-discriminatory and ethical manner;
- Be aware of my course requirements (including supervision requirements) and communicate these to the placement where appropriate;
- Monitor my own fitness to practise and to discuss any concerns with my Training Advisor and my clinical supervisors;
- Work in a manner that is consistent with the policies and procedures of the placement organisation;
- Supply my Training Advisor with any literature or information about the nature and requirements of the placement organisation;
- Ensure that I receive supervision in the required ratio of client hours to supervision hours;
- Supply all parties with forms where needed in good time for these forms to be returned by the deadlines;
- Ensure that the placement organisation has appropriate insurance and, if not, to take out my own professional indemnity insurance.

### **Code of Ethics**

I agree to work in accordance with the BACP codes of ethics

Trainee Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Placement Organisation

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### Contact details

Organisation Name:

Address:

Contact/Liaison Person:

Position of contact person:

Phone number of contact person:

Email address of contact person:

### Arrangements for clinical work

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*Please provide the information requested below*

1. Number of client hours per week
2. When will clients be seen (please indicate weekly time slot)?
3. Where will clients be seen (if different from the above address)?
4. Are case notes required?
5. To whom is the trainee primarily accountable
  - a) for their clinical work?
  - b) for routine management/organisation?
6. Who conducts initial assessments of clients? (please indicate whether member(s) of staff or the trainee will be conducting initial assessments. If staff, please note their name(s) and qualifications).
7. Does the organisation hold public liability insurance that covers the trainee and their clients?

## **Policies**

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i. Does the organisation have a written health and safety policy which covers the following:

- a) procedures for dealing with critical incidents, including situations involving violent and/or aggressive clients or other visitors. Yes/No
- b) procedures for identifying clients at risk to themselves or others. Yes/No
- c) A lone worker policy. Yes/No
- d) Relevant safety policies, including hazard and infection control. Yes/No

ii. Does the organisation have policies for:

- a) Equality and diversity? Yes/No
- b) Privacy, according to GDPR regulation? Yes/No

iii. Does the trainee have access to the above policies Yes/No

## **Arrangements for clinical supervision**

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Is supervision provided by the organisation? Yes/No

If YES:

a) Who offers the supervision?

b) What are their qualifications?

c) Type (please circle): GROUP    INDIVIDUAL

d) Frequency -

e) Is this supervision provided free of charge (if no, please provide details of arrangements)?



## Placement Contract

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### The Placement Organisation agrees to:

- To provide the trainee with clients who are assessed to be within their level of competence (unless agreed with the trainee that they conduct their own assessments);
- To provide clear instructions to trainees about the specific requirements of the placement including its philosophy, policies and procedures (including policies around risk);
- To provide the trainee with clear requirements regarding note-taking, storage of notes, and administrative duties;
- To monitor the trainee's fitness to practice
- To liaise immediately with HOMA if there is any cause for concern regarding the trainee and/or to be available for contact if the trainee's Training Advisor or the Supervisor raises concerns. Where possible these concerns and the fact that the Training Advisor/Supervisor will be contacted should be discussed with the trainee first
- To provide honest and constructive feedback to the trainee
- To complete (and submit via the trainee) the placement report forms, as supplied by the trainee
- To provide the trainee with the organisation's complaints procedure and to provide the trainee with a designated contact person whom s/he can consult as necessary
- To ensure that there is a suitable therapy room (i.e. a private room in which the trainee can see clients undisturbed)
- To ensure the trainee's safety when seeing clients
- To be clear about whether the trainee is covered under the organisation's professional liability insurance or whether the trainee needs to obtain their own insurance.
- To indicate to the trainee's clients that their therapist is a trainee

### Length of contract

Placement start date:

Placement end date (if relevant):

*I have read the above and agree on behalf of this placement organisation to the above terms and conditions.*

Name & role in organisation \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Homa Training

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Name of Training Advisor:

Homa Training address:

Training Advisor phone number:

Training Advisor email address:

### Agreement

- Ensure that the trainee has been assessed by tutors and has met the criteria required to commence his placement;
- Clearly inform trainees of the requirements of the Homa training programme in relation to placements
- Work in a transparent manner with all partners and as part of this to inform the trainee that there is a process of consultation amongst all partners
- Actively respond to any issue raised by any of the partners who have a concern
- Liaise with the Placement Supervisor where there is a concern, including informing the Placement Supervisor and/or manager if the trainee has terminated or deferred their training programme for any reason
- Receive supervisor and placement reports and respond to any issues as appropriate
- Keep all partners informed of any changes to the programme or regulations which may affect them.

I have read the above and discussed these placement arrangements with

(trainee's name \_\_\_\_\_)

and I am satisfied that the placement is appropriate and properly supervised.

Training Advisor Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_