

Psychology Undergraduate Internships

Supervisors Handbook



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1. What is a Psychology Undergraduate Internship?

Psychology Undergraduate Internships are yearlong placements for psychology students who wish to undertake a year of industry work experience between their second and third year of study to support their learning and development. These placements are organised in partnership with universities who require students to be on placement for a full academic year and be at work at least 3, but no more than 4, days per week. Whilst on their placement, students are still enrolled on their psychology degree, and as such are supported by their student loans (and can sometimes apply for additional grants), but may wish to work in addition to their Internship placement to supplement their student loan. However, we do advise that undergraduates do not work more than 48 hours a week in total.

Undergraduate internship placements are guided by the principles contained within the British Psychological Society (BPS) document 'Position statement and good practice guidelines: guidelines for applied practitioner psychology internship programmes and unpaid voluntary assistant psychologist posts' (Division of Clinical Psychology and Group of Trainers, British Psychological Society, 2016).

2. Placement requirements

Undergraduate interns are expected to complete a minimum of 30 weeks on placement, and are entitled to claim annual leave equivalent to a paid member of staff. They are also entitled to claim travelling expenses and be provided with appropriate facilities and equipment e.g. work space, to fulfil their role. They will be placed onto ESR with a zero hours contract, which will enable them to have access to our expenses claim system, annual leave requests and to access any further development opportunities within the trust, in line with any substantive member of staff, for the duration of their placement.



3. Supervision requirements

Undergraduate psychology interns should be supervised in accordance with local and national policy and guidance, especially the BPS's position statement.

Key points;

- Principle supervisors must be HCPC registered Practitioner Psychologists who have completed some type of supervision training previously
- Named supervisor must provide a minimum of 1 hour of formal supervision and at least a further hour of informal supervision/contact per week based on whole time equivalent.
- Supervision should encompass the oversight, monitoring and evaluation of placement progress in line with any criteria required by the intern's university
- Depending on the university, there may be a mid-placement visit where the university tutor, placement supervisor and student meet to review the student's progress. The supervisor may also be required to provide a brief end of year placement evaluation for the intern in line with specific university requirements.

4. Guidance on appropriate tasks

Students can do some administrative tasks, but as a supervisor you are responsible for providing a high quality placement that benefits the student's personal and professional development. BPS guidelines for the employment of assistant psychologists (BPS, 2007) may assist supervisors to plan roles which acknowledge that undergraduate interns are not expected to have the working knowledge of the basis of



psychological models used to inform practice which a graduate would have.

Examples of tasks suitable for undergraduate interns

Non-clinical activities

- Literature reviews
- Gather electronic information/resources and organise them on the shared drives
- Attend meetings or workshops delivered by the supervisor
- Prepare patient information leaflets
- Score outcome measures and input into databases
- Help prepare ethics forms
- Design a database to track service data
- Prepare forms for service evaluations/audits
- Make displays around local services or psychological themes
- Analyse data for service evaluation purposes
- Administration for running a group e.g. invite letters, preparing resources
- Design a questionnaire

Clinical activities

- Observe a group
- Observe supervisors or other members of the MDT conduct assessments
- Keep notes during assessments and write them up in a draft report for supervisor to check
- Complete cognitive screening tests (not full neuropsychological assessments) with a patient under supervision
- Be part of a reflecting team or sit on the other side of a one-way mirror in family therapy



Available placement opportunities will be highlighted to all UK universities offering psychology degree courses with a year in industry, along with a document containing guidance for prospective applicants.

Undergraduate students wishing to apply for an internship opportunity with CFT will be required to complete an application form indicating which placement/s they wish to apply for. These will be returned to the education and training department who will then send applications to the named supervisors accordingly.

Shortlisting

The named supervisor will shortlist from all applicants and will reply to the education and training team indicating which applicants they wish to invite to interview and their availability for interview dates and locations.

The education and training team will book suitable interview dates and locations and will contact all applicants to inform them of their interview date and time.

In cases where applicants have applied for multiple placements, all attempts will be made to coordinate interviews e.g. to minimise travel for applicants.

Interviews

Psychology supervisors will be responsible for undertaking the interviews with shortlisted candidates in line with Trust protocol, informing the education and training department of the outcome. The education and training team will inform all interviewed candidates of the outcome of their interview and will inform the recruitment team of the successful candidate's details so that all required pre-employment checks can be completed prior to the successful candidate's commencement of placement with the Trust.



DBS checks

The education and training team will contact the successful candidate's university to clarify if they will carry out a DBS check.

If this is not the case, service/team managers will be required to pay for their successful applicants DBS checks. When supervisors complete their placement opportunity form they are required to provide a cost code for this activity. An enhanced DBS check costs £44 per undergraduate.

Once the undergraduate has received their DBS check they are required to return it to the education and training department who will forward it to the recruitment team for processing. If the DBS check has not been completed by the time the undergraduate commences their placement with the Trust, it is still possible for them to work in clinical environments, as long as a risk assessment has been completed by the supervisor, and the agreement that the student can only work under direct supervision until the DBS check has been completed.

CFT reserved the right to terminate any placement if a clear DBS check is not returned.

6. Induction

All undergraduate internees will be expected to attend the Trust's Induction programme, commencing on 16th September 2019. They will be issued a name badge, indicating the role as "Psychology Intern", and will be set up on the ESR system and assigned a smart card.

The induction programme consists of 5 days of clinical mandatory training in week 1, along with the following Monday of week 2.



On completion of the central induction programme the students will then commence their placement activity, which must include a local induction to their workplace as per the Trusts induction policy.

7. Frequently asked questions

How do I manage sickness absence?

Undergraduates should inform their supervisor if they are going to be off work due to sickness. If an undergraduate is off sick for 3 days or more, supervisors should contact the education and training department who will contact the university for welfare support.

What should I do if the intern does not turn up for work and I do not hear from them?

As with any member of staff, you should try to make contact with them as per the usual routes. If you do not receive a reply within 2 working days, contact the education and training department who will then take the matter forward.

Can an intern use occupational health?

Undergraduate interns are entitled to access support around their health and well-being from Occupational health. They may choose to self-refer, but supervisors can also refer students in the same way as with paid members of staff.

Can a placement be offered across 2 services?

It is possible for a placement to be facilitated across 2 services, as long as adequate supervision is provided within each placement, and the student is not required to undertake more than 4 days of activity each week.



What happens if I have concerns about the conduct of my intern?

If the intern's behaviour does not endanger patients, or put other members of the public at risk, it may be appropriate to address it directly with them in supervision. The level of seriousness would be determined as with any substantive member of staff.

If the matter is more serious/urgent, the intern would need to be suspended from the placement and the education and training team would need to be contacted immediately. They will contact the HR department and the intern's university. In all cases Trust policy should be followed as per a salaried member of staff.

8. References

British Psychological Society (2007). *Guidelines for the employment of assistant psychologists*, Leicester: BPS

Division of Clinical Psychology & Group of Trainers, British Psychological Society (2016). *Position Statement and Good Practice Guidelines: Guidelines for applied practitioner psychologist internship programmes and unpaid voluntary assistant psychologist posts*, Leicester: BPS

