

EMPLOYMENT GUIDELINES

For Provisional Psychologists

Characteristics of an ethical employer of provisional psychologists

MET	NOT MET	CHARACTERISTIC
		Provides adequate induction on policies and procedures.
		Provides clear job description for staff.
		Clear supervision contract outlining each parties' responsibilities and rights.
		Has grievance policies in place.
		Financial arrangements on the cost of supervision are outlined prior to starting work and reviewed regularly with the supervisee.
		If there is no financial cost for supervision, care is taken to ensure that supervision arrangement is suitable for both parties and not exploitative.
		Complies with industrial laws, pays as per recommended award, does not use subcontracting models, if employed casually are paid for minimum three-hour shifts and all other requirements as indicated by the award.
		Conflicts of interest and potential dual relationships are managed assertively and carefully, resolved quickly.
		Supports contemporaneous record keeping.
		Safeguards in place where the primary supervisor is also the employer to increase workplace psychological safety (available offsite supervisor to mediate concerns).
		Triage cases to prioritise low complexity/mild to moderate cases initially until skill acquisition has occurred.
		Allocates a reasonable caseload based on maturity of training and capacity (recommend 15-16 direct client hour maximum).
		Allows time for non-direct client related work at a ratio of 60:40 to client facing work.
		Provides learning materials and guidance.
		Supports risk assessments of clients until provisional psychologist is confident assessing independently.
		Regularly meets to discuss caseload and treatment plans.
		Provides training and supervision to safely treat client load if client's presenting issues are outside of a provisional psychologist scope of training and practice.
		Readily shares information when requested with external supervisors.
		Arranges for the co-signing of reports if possible or supports the utilisation of an external supervisor for this purpose.
		Aware of and supports the ethical obligations of psychologists.
		There are safeguards in place to track your movements if you are working in an outreach capacity/mobile clinician.
		You are not expected to work independently.
		Supervisor at work is available for urgent consultation.
		Behaves in a respectful and professional manner, is approachable and open.
		Provides valuable feedback and performance appraisal in a sensitive manner.
		Manages performance of employees.
		Care is taken to discuss the power imbalance inherent in supervision and this is managed openly.
		Is invested in your personal success.