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**Academic Assessment of Trainee Clinical Psychologists**

**Lancaster Doctorate of Clinical Psychology, Lancaster University**

**Information for clients – Assessment and Action Plan Report (AAP)**

**Why do I need to know about the academic assessment of Trainee Clinical Psychologists?**

*As a Trainee Clinical Psychologist, my work needs to be assessed so I can demonstrate my learning and my skills can be evaluated. One of my academic written assignments is based on a piece of work I have been involved in on placement. I would like to base my assignment on the work we have done together.*

**Why have you chosen me?**

*I need to choose a piece of work which I can base my assignment on. This is to make sure that the assignment reflects a real life situation. The piece of work I have done with you would provide me with a good basis for my assignment to allow me to demonstrate my learning and skill development.*

**Who will see it?**

*My supervisor and a member of programme staff (likely to be a clinical tutor) to help me prepare for the assessment and the examiners.*

**Personal details – will it be confidential?**

*I have to anonymise all personal details as part of the assessment process. This helps to maintain confidentiality.*

**Storage – how long will the information be kept and where?**

*The written assignment will be kept by me on a password protected computer/encrypted memory stick until I have completed my training, or up to 6 years (whichever is sooner) after this time the assignment will be deleted. The university stores all submitted assignments on their password protected system and delete all electronically held assignments once the outcome of training is known or after 6 years (whichever is sooner).*

**Can I see it?**

*The assignment is based on things I might do rather than things I have done with you. This is so I can show my examiners that I am developing my skills to act and think as an independent clinical psychologist. As the assignment is more about me and my learning, it would not be appropriate to share all of the assignment.*

**Can I request for certain information not go into it?**

*Yes, you can ask for certain details not to be reported.*

**Can I withdraw my consent and decide not to take part?**

*Yes you can, up to when I hand in the assessment at the end of my placement. I will let you know the date.*

**Will withdrawing my consent affect my treatment?**

*No, withdrawing your consent will not affect your treatment.*

**If I agree to take part do I need to do anything?**

*No, you don’t. I need to record in your notes that you understand the process and have agreed to take part. I have to discuss the process I have undertaken with you to ask for consent with my clinical supervisor so they are happy with how I have approached you. My supervisor has to sign a form at the end of my placement to say they are happy with how consent has been obtained. This means the Clinical Psychology Training programme do not need to know your name, which further protects your identity.*

**What if I want to view information which about me which is stored on the Lancaster University system?**

*You are entitled to ask to view information stored about you. This can be requested using a process called a ‘Subject Access Request’. Details about how to do this are set out below:*

*Any subject access request should go to the university compliance team. You can make a request using the online form available here: -*

[subject access information](http://preview.lancs.ac.uk/privacy/subject-access/)

*You may also make a verbal request for subject access by telephoning 01524 593247.*

*You can also write to the compliance team to make a request at: -*

The Compliance Team

Secretariat

University House

Lancaster University

Lancaster LA1 4YW

[compliance@lancs.ac.uk](mailto:compliance@lancs.ac.uk)

**Who can I contact if I would like further information about the process?**

*More information about the process can be found on the Lancaster Doctorate in Clinical Psychology online Handbook*

[*link to handbook*](http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/) *Follow the links to the Assessment Pages.* *The specific assignment is the Direct Assessment of Clinical Skills – Placement Portfolio or DACS-PP for short.*

*Or you can speak to my Clinical Supervisor or to my Clinical Tutor from the training programme. Their contact details are below:*

*Clinical Supervisor*

*Name……………………………………………………………………………………………………………………………….*

*Telephone number…………………………………………………………………………………………………………..*

*E-mail………………………………………………………………………………………………………………………………*

*Clinical Tutor*

*Name………………………………………………………………………………………………………………………………….*

*Telephone number……………………………………………………………………………………………………………*

*E-mail………………………………………………………………………………………………………………………………….*