**Placement Assignment Service Evaluation (PASE)**

**Introduction**

This document has been designed to be a ‘how to’ guide to completing the assignment. Below you will find different sections to guide you through the different stages and about what is expected. All documents associated with this assignment can be found on the assignment programme handbook webpage.

The PASE is a report based on a piece of audit or service evaluation work carried out on placement. The PASE must address issues of relevance to the practice of clinical psychology. For trainees in the 2020 intake and earlier, the work outlined in the Submission of the assignment can be from any one of the second, third or fourth core placements. Following the other three core placements you must submit a Placement Assignment – Live Skills (PALS). For trainees in the 2021 intake and later, the work outlined in the Submission of the assignment should be from the indirect skills placement.

If a Submission 2 or a Resubmission is required, in most cases this will be based on the same evaluation or audit as the Submission attempt. In some circumstances trainees might prefer to complete a new service evaluation or audit on a later placement for Submission 2 or Resubmission.

The PASE is classed as a broad skills assignment, which means that you will normally be allowed up to three attempts at passing (Submission, Submission 2 and Resubmission).

Copies of this and all other documents relating to the PASE can be found here:

<http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/onlinehandbook/pase/> .

**Domains actively assessed**

The PASE actively assesses the following domains –

1. ‘Gathering’ - Collating information and knowledge for specific purpose

2. ‘Analysing’ -Critical analysis & synthesis

3. ‘Deciding’ - Strategy for application

6. ‘Communicating’ - Communicating information effectively

Please see the trainee feedback form for this assignment for details of the evidence that is assessed within each of these domains.

**Preparing for the assignment**

***For trainees in the 2020 cohort and earlier:***

It is recommended that you think about the PASE assignment early on in your training. The Individual Training Plan (ITP) meetings are a good forum for thinking through with your tutors when might be a good time for you to carry out this assignment in the context of your training progression.

You should discuss the PASE with your supervisor(s) on each of your core placements (except the first) at the very start of the placement to establish what opportunities there are to conduct a service evaluation or audit. You can then make an informed decision collaboratively with your supervisor(s) as to whether you should work on a PASE or PALS during that placement. The plan to do a service evaluation/audit on placement should be stated within your placement contract. Factors you may want to consider when deciding whether to write the PASE on a particular placement include your training needs, the opportunities for conducting a service-evaluation/audit on this placement, and other training opportunities available on the placement.

Initial ideas for a service-evaluation/audit will need to be developed quickly and in enough detail that you can write a brief proposal for the work and submit this to the programme by the time you have worked 18 days on placement (six weeks in if you are on a full-time pathway). The proposal must be submitted by email to the PASE assignment co-ordinator for approval using the PASE proposal form. The purpose of the proposal and its review by the assignment co-ordinator is to ensure that the work proposed is ethical, and appropriate in scale, scope and focus.

***For trainees in the 2021 intake and later:***

You should discuss the PASE with your supervisor(s) at the start of your indirect placement to establish what opportunities there are to conduct a service evaluation or audit.

Initial ideas for a service-evaluation/audit will need to be developed quickly and in enough detail that you can write a brief proposal for the work and submit this to the programme by the time you have worked 22 days on placement. The proposal must be submitted to the PASE proposal email address (pase-proposal@lancaster.ac.uk) for approval. The purpose of the proposal and its review by the assignment co-ordinator is to ensure that the work proposed is ethical, and appropriate in scale, scope and focus.

***For all trainees***:

The work must not be classed as research by the [HRA decision tool](http://www.hra-decisiontools.org.uk/research/), nor require NHS or University ethical review. Alongside your proposal, you must submit a supervisor declaration form signed by your placement supervisor, confirming that appropriate local procedures have been followed to determine that an ethical review is not required. This may require confirmation from the host Trust’s Research and Development Officer, which if obtained must also be documented as part of the proposal.

The proposal will be reviewed by tutors on the programme who will provide feedback and / or approval that the work can be used as the subject of a PASE report. This will normally happen within 15 working days of the proposal being submitted. You and your clinical supervisors will receive feedback on the proposal, and you may be required to amend and resubmit the proposal before approval is given.

Once approved, the conduct of the evaluation will be overseen by your placement supervisor, just as other placement work is. Any minor practical or ethical issues which arise should be discussed with the placement supervisor. Your DClinPsy programme tutors are available for the supervisor to consult should any issues arise on which you need specific advice or support.

As with any other work carried out on placement, the data should be stored within the service setting. You should write up the PASE assignment during your study time. However, the process of planning, carrying out the evaluation, interpreting the findings, dissemination, and taking forward action points will occur on placement.

**Timeline**

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| First 2 weeks on placement | Explore the possibility of doing a PASE in discussion with your placement supervisor(s) and record your decision in the Placement Contract. |
| In first few weeks of placement | Find out the process for approving service evaluation/audit work in the Trust you are on placement with. If necessary, contact the R+D lead to gain Trust approval for your planned evaluation. |
| By 18 working days into placement at the latest (2020 intake and earlier) and 22 working days into placement (2021 intake and later) | Complete PASE proposal form and email this to the pase-proposal@lancaster.ac.uk email address for approval. Ensure your placement supervisor completes the supervisor declaration form and emails this to the same email address. Incoming emails to this address will be picked up by the PASE co-ordinators. |
| By 3 weeks after submitting proposal form | You will hear back from one of both of the PASE co-ordinators with a decision on whether the evaluation can go ahead. If the decision is ‘no’ you will be given information on the reasons for this and asked to re-submit a proposal as soon as possible. |
| After proposal has been approved and before end of placement | Carry out service evaluation/audit, analyse results and disseminate/carry out relevant actions. |
| By deadline | Submit PASE report. |

**Structure of the assignment**

The PASE is a 3,000 word (maximum) report which will usually take the following form:

**1. Summary**

The Summary is similar to an abstract of an academic journal article. It should summarise, concisely, what work was carried out, the outcome, and the conclusions made. It should be a maximum of 200 words.

**2. Introduction – describing the context for the evaluation or audit**

The Introduction should provide justification for the project, demonstrating that it is timely, needed, and appropriate and that your chosen method is relevant to the aims of the project. Relevant literature should be drawn upon, including academic writing and research, relevant national policies, and service-related policy.

**3. Audit standards – if applicable**

If you are carrying out an audit, the audit standards you are working to should be included. You will need to include a background rationale for use of these standards.

**4. Methods**

There are no specific requirements for particular methods to be used in the PASE evaluation but the methods used must be clearly articulated in this section, along with an explanation of how they are the most suitable for the piece of work undertaken. In this section you should also address any minor clinical and/or ethical issues that you considered during the process of the piece of work, and indicate how you managed these.

**5. Results**

The results should be presented in a clear and concise manner, and their significance identified.

**6. Action plan – including plans for re-audit if applicable**

The Action Plan should make sense of the results in relation to the aims of the work and in the context of the service within which it was conducted, referring to relevant wider literature and research to contextualise your findings. It should also outline a plan for how the findings can be used to influence the service and clinical practice. This may include plans for re-audit or further evaluations.

**7. References (in APA format)**

**8. Appendices**

Appendices should include the PASE proposal form, documents confirming R+D approval, and any other protocols or documents used during the conduct of the work. If you have used qualitative methodology such as thematic analysis, please also include detail of the analysis process and how you have arrived at your final themes.

Tables and figures are included in the 3,000 word count when in the main report. The contents of the Appendices do not contribute towards the word count.

**Process of Assessment**

The assignment will be submitted and marked as a single piece of written work. First submissions are marked blind by either one or two markers. Second submissions and Resubmissions are always marked by two markers. Where there are two markers, they will discuss their individual marking to reach a consensus outcome.