****

**Placement Presentation and Report (PPR) Assessment of Trainee Clinical Psychologists**

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

**Information for clients**

**What’s it for?**

*The PPR is an assessment/evaluation of the skills I am developing as part of my training.*

**Why have you chosen me?**

*I need to choose a piece of work which lets me demonstrate all the skills I am developing as a psychologist. The piece of work I have done with you is a good example for me to show my examiners.*

**Who will the presentation be too? And will I have to attend?**

*The presentation will be to two examiners appointed by the training programme. Clients are not required to attend.*

**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 information associated with the outcome of the assessment process is kept in a locked filing cabinet by the University for up to 5 years after I qualify.. Electronic copies of any reports I write are kept on a password protected computer for up to 5 years after which they are deleted.*

**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 first part of the assessment at the end of my placement.*

**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.*

**Can I see it?**

*The assessment is split into two parts. The first part (the initial report) is usually more client focused if a case is being presented. This part can be shared if appropriate. The second part (the main report) is focused on my observations/reflections on my skill development and what I have learnt. It wouldn’t be appropriate to share this part with clients.*

*However, 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 request*](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 assignment and my role in it?***

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

[*by accessing this link to the programme handbook*](http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/) *Follow the links to the Assessment Pages. The specific assignment is the Placement Presentation and Report – or PPR 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………………………………………………………………………………………………………………………………….*