

# CLINICAL PLACEMENT: FUNCTIONS AND RESPONSIBILITIES

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## FUNCTIONS

### A. THE SEMINARY:

1. Determines the criteria for selection of a Clinical Placement agency, student assignment to the Clinical Placement, and assessment of student performance.
2. Furnishes the agency/program with information regarding the curriculum of the seminary, the goals of the MAPC program, and any changes in the program which may affect Clinical Placement.
3. Provides the Seminary Clinical Director, who serves as the link in the seminary/agency relationship.
4. Provides Student liability insurance coverage for the student in Clinical Placement.
5. Provides five concurrent courses for Clinical Placement students: *Intro to Internship*, *Counseling Supervision I and II*, and *Peer Group I and II*.
6. Provides continuing educational opportunities to the agency supervisor, the scope of which is determined by the Seminary.
7. Upon recommendation of the agency supervisor, assigns the final grade to the student.

### B. THE CLINICAL PLACEMENT SETTING:

1. Provides a setting which gives the student practice in clinical work in accordance with the standards as set forth in this manual.
2. Makes available an agency supervisor who is a counseling professional, certified or licensed in their field, e.g. social worker, psychologist, psychiatrist, Fellow or Diplomate in the American Association of Pastoral Counselors, or Approved Supervisor in the American Association of Marriage and Family Therapists.
3. Keeps the seminary Clinical Director informed about changes in agency function and structure, or in community developments, which may affect student learning.
4. Evaluates the student's performance and shares this evaluation with the student throughout the process, while keeping the Seminary Clinical Director informed regarding performance issues.

## C. THE STUDENT:

1. Takes initiative in using weekly supervision to further his/her learning.
2. Acts in a professional manner as a representative of the agency in his contacts with clients, colleagues, and the community.
3. Is responsible for securing information with regard to agency function, structure, policies and procedures.
4. Maintains confidentiality at all times with regard to knowledge of clients. Also holds in professional regard information pertaining to the agency.
5. Functions within the administrative policies and procedures with reference to agency practice.
6. Confers with the seminary Clinical Director at regular intervals regarding his/her total educational progress.

## RESPONSIBILITIES

### A. AGENCY/COUNSELING CENTER SUPERVISORS:

1. Schedules regular supervision meetings/feedback sessions with the Clinical Placement student, typically weekly (the number of sessions being determined by the complexity of the tasks and the abilities of the student — both positive and negative aspects of performance being discussed).
2. Provides the student with orientation to the agency policies, procedures, and structure, while providing access to necessary information, records, and other materials.
3. Provides the student with office space, supplies, equipment, and privacy consonant with duties.
4. Arranges for student participation in appropriate agency group meetings, or other activities pertinent to his/her learning.
5. Participates in Seminary Clinical Director on-site and phone consultations.
6. Participates in Supervisor orientation/training as provided by the Seminary.
7. Carries responsibility for the student's assignments during student's absence from the Clinical Placement.
8. Reviews and provides comments on student Counseling Incident Reflections (CIR's) SEE APPENDIX F) in accordance with program timeframes.
9. Evaluates student's accomplishments on the Clinical Placement Learning Agreement & Supervisor Evaluation (Appendix C). These must be submitted to the Clinical Director at the end of each semester, as feedback from this evaluation will be taken into consideration in the student obtaining a Pass/No Pass for the clinical placement.
10. Provides opportunity for audio or video taping of a client for purposes of learning

## B. SEMINARY CLINICAL DIRECTOR:

The Seminary Clinical Director serves as the link in the Seminary/agency relationship, provides consultation to agencies/centers engaged in Clinical Placement and facilitates one supervisor training session/semester.

The Clinical Director offers consultation to agencies regarding:

1. Expectations of the MAPC program for the Clinical Placement experience through regular contacts with the student and the agency/center supervisor, arranging a minimum of one on-site visit with the agency supervisor (additional visits may be arranged on an as needed basis).
2. Criteria for student performance evaluations.
3. Any problem situations between the student and the agency.
4. Awareness of student needs, and maximizing educational opportunities at the agency/center.

## C. THE STUDENT:

1. Maintains regular communication with the agency supervisor through weekly supervision, and with the seminary Clinical Director.
2. Meets the 100 hour practicum plus the 600 hour internship time requirements for the Clinical Placement experience, with a minimum of a third of the hours per week being direct client hours. As students will have begun to accumulate practicum hours prior to their internship, each student will clarify the number of practicum hours s/he needs.
3. Participates in weekly on-campus Clinical Supervision class and bi-weekly Peer Group class.
4. Completes the monthly Clinical Placement Timesheet and submits this to the Clinical Director in an accurate and timely manner (Appendix E).
5. Prepares for conferences and verbatims and completes the case documentation and administrative procedures required in the clinical placement setting.
6. Participates in on-site visits with the Clinical Director.
7. Completes the Student Evaluation of Clinical Placement form at the end of the Clinical Placement experience.
8. Insures that all required documents are in the possession of the Clinical Director as of the last day of the Clinical Placement for each semester.

Clinical Placement students are ultimately responsible for insuring that the Clinical Placement experiences are meaningful. Students are to initiate communication with supervisors when problems or opportunities arise. It is the responsibility of the student to meet the criteria for acceptable performance articulated in the Clinical Placement Agreement. This often requires assertiveness and initiative. It is also the responsibility of the student to insure submission of all documents to the Clinical Director in a