**University of the West of England**

## Placement Contract, Year 1

**Music Therapy Professional Practice Placement Contract**

**Roles and Responsibilities**

**Responsibilities of the Placement Supervisor:**

* To provide regular timetabled clinical supervision, ideally weekly, with a minimum of 12 hours.
* To ensure that the student is aware of health and safety guidelines at work.
* To identify any risk issues for the student and provide an appropriate risk assessment.
* To ensure the safety of the client.
* To ensure there are adequate facilities for the students work with clients, e.g. a dedicated private space.
* To act as a link between the student and the institution.
* To be clear about expectations of the student from the start of the placement.
* To complete, sign and date all appraisal documentation at the times outlined in the handbook.
* To receive a minimum of two phone calls from the course team during the placement.
* If unexpectedly absent from the placement, to inform the trainee and the UWE contact.
* To give notice of any activities within the placement that will disrupt student sessions.
* To make use of training opportunities offered by UWE and the course.

**Responsibilities of the trainee:**

* To respect the client’s needs as being primary.
* To be aware of client and workplace confidentiality at all times.
* To be respectful of material bought in trust from the placement to course seminars.
* To be respectful and build good working relationships with members of the multi-professional team.
* To be punctual and dress appropriately.
* To adhere to health and safety guidelines in the workplace.
* To identify any personal risk issues by speaking to the Placement Supervisor
* To keep detailed notes of sessions and be willing to discuss them in supervision and clinical seminar.
* To complete all relevant documentation in the professional practice portfolio on PebblePad.
* To take appropriate responsibilities as negotiated with the Placement Supervisor at the start of the placement.
* To bring any issues or concerns to the Placement Supervisor and clinical seminar group.
* To give notice of any sessions that will be missed as early as possible, e.g. in case of sickness.
* To accurately and honestly record how hours are spent on placement.

# **Responsibilities of the UWE Course Team:**

* To supply all information regarding the placements in good time.
* To organise suitable training for Placement Supervisors.
* To arrange telephone support sessions for each Placement Supervisor during each placement.
* To respond to concerns raised by trainees and/or Placement Supervisors.
* To arrange and chair a three-way meeting between trainee, Placement Supervisor and Practice Placement Coordinator (Luke Annesley) if required.
* To ensure all paperwork is completed appropriately.

Placement Supervisor signature: Date:

Trainee signature: Date:

Practice Placement Coordinator signature: Date: