APAC–APPA Towards Good Practice Guide Series

Placement Logbooks example

Purpose

Australian Psychology Accreditation Council (APAC), in partnership with the Australian Psychology Placement Alliance (APPA), have developed a series of *Towards Good Practice Guides* that focus on the placement components of accredited and approved psychology programs of study.

This example has been generously shared to support the sharing of knowledge and approaches across different program types and education providers.

Examples and exemplars are intended to encourage discussion and reflection, rather than provide prescribed models of compliance. Adopting an example does not, in itself, demonstrate that a program meets the Accreditation Standards.

We thank all education providers for contributing examples and exemplars to this project.

APAC Accredited program

Education provider:	The University of Western Australia
Program:	Master of Clinical Neuropsychology
Unit/subject (if applicable):	N/A

Overview

This placement logbook template example was provided by The University of Western Australia for its Master of Clinical Neuropsychology program. It provides instructions for students, supervisors, and staff on using the template and recording placement activities and logbook entries, including contact type, client age, gender and presenting concern. The template includes sections for internal clinic rotations and meetings and external placements, plus space for activity type and hours, whether the activity was completed in individual or group settings, and the supervisor's signature and comments.

Logbook Instructions

Logbook Layout

Your logbook contains a number of different tabs for you to enter and view your placement hours.

- **Practice Summary:** This contains a number of tables summarising different aspects of your logged hours across all sheets including summaries of client contact type, client age, client gender, and supervision

- **Internal Placement Sheets:** There are four different tabs for you to log the various activities you will undertake as part of your internal placement.
  - ***o Clinic Meeting:*** This is where you will log clinic meetings and any other relevant CPD activities as directed by your Placement Coordinator.
  - ***o Group Modules:*** This is where you will log any activities related to the group modules you will complete.
  - ***o Rotation 1 / 2:*** This is where you will any activities related to your rotations at the Robin Winkler Clinic

- **External Placement Sheets:** There are two tabs (one for each placement) for you to log all your activities related to these placements

Using your Logbook

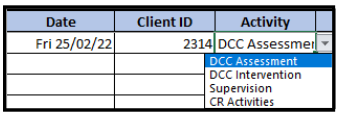
Adding your Placement / Module Details

At the top of each sheet are areas where you can fill in basic details of your Placement / Module. It is important that you complete these details when you start each Placement / Module. Details you need to provide include:

- Your Name
- The Module Name (Group Module Sheet Only)
- Your Supervisors Name
- The Placement / Module Start and End Date
- The Placement Location (External Placements Only)

Adding a Logbook Entry

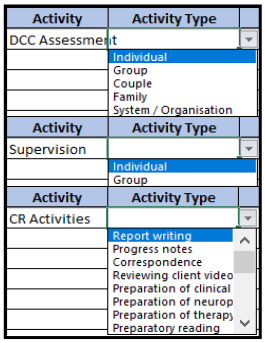
For the Group Module, Internal Rotations, and External Placements, there are a number of fields for you to complete for each placement activity you complete. Some fields allow you to provide free text, while others provide you with options from a drop-down list:



Date (Free Text - Date Format)
Ensure this is filled in so your Supervisor can find the relevant entries to review and approve each fortnight

Module (Drop Down Box)
This relates to the Group Module Sheet only. The options in the drop down list will come directly from the Module Summary Table you complete at the top of the sheet. As you add more modules in, the drop-down list will update.

Client ID (Free Text))
If relevant, add the client ID

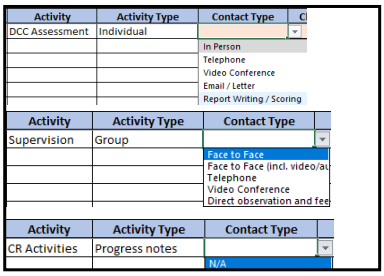


Activity (Drop Down Box)
All your placement activities will fit into one of these four categories:
- *o DCC Assessn Direct Client Contact activities involving client assessment*
- *o DCC Interver Direct Client Contact activities involving client intervention*
- *o Supervision: Any Supervision activities*
- *o CR Activities Client Related activities. All other activities which do not fit in the above categories.*

(Note: if there are any entries in the next four fields - Activity Type, Contact Type, Client Gender, Client Age - you will not be able to change this field. You will need to delete entries in these four fields in order to change this one)

Activity Type (Drop Down Box)
The options available in this list will depend on the Activity option you selected (see above).
- *o DCC Activitie Individual; Group; Couple; Family; System / Organisation*
- *o Supervision: Individual; Group*
- *o CR Activities Options include a range of common CR Activities. The is an "Other" options for any activities which are not listed.*

Contact Type (Drop Down Box)
The options available in this list will depend on the Activity option you selected (see above).
- *o DCC Activitie In Person; Telephone; Video Conference; Email / Letter; Report Writing / Scoring*
- *o Supervision: Face to Face; Face to Face (incl. video/audio review); Telephone; Video Conference; Direct*
- *o CR Activities N/A (you can leave this blank if preferred)*



Client Gender (Drop Down Box)
Only Applicable to DCC activities. Options include Male; Female; Not Listed. If Activity Type is Group, Couple, Family, or System / Organisation, the option "Mixed Genders" is also available if needed.

Client Age (Drop Down Box)
Only Applicable to DCC activities. Options include Infant 0- 3; Child 4 -13; Young person 14 – 25; Adult 26 – 50; Older adult 50 +. If Activity Type is Group, Couple, Family, or System / Organisation, the option "Mixed Ages" is also available if needed.

Presenting Issues (Free Text)
See the current Practicum Logbook Guide for information on what to record in this field.

Description / Reflections (Free Text)
See the current Practicum Logbook Guide for information on what to record in this field

Hours (Free Text - Number Format)
Enter the amount of time (in hours) you were working on the specified activity (e.g. 45 minutes should be logged as 0.75).
Please round to the nearest quarter hour.

Tracking Your Hours / APAC Requirements

At the top of each sheet is a summary of your hours across your placement.
It is important that you log your activities correctly (as above) and ensure you complete all relevant fields otherwise your hours will not be included in these summaries.

Internal Placement Sheets

On these sheets, the summary shows your hours across each different internal placement component as well as an overall total. Also included is a summary of your hours in line with APAC requirements:

- DCC: *40% of total placement hours (which is 160 hours for your internal placement)*
- Supervision Ratio: *1 hour Supervision per 7.5 placement hours*
- Group vs Ind Supervisi *At least 30 hours Individual Supervision*

Internal Placement Summary					
	CM	Mod	R1	R2	Total
Individual Client Contact	0	2	2	1	5
Assessment	0	0	0	1	1
Intervention	0	2	2	0	4
Group Client Contact	0	11	25	13	49
Assessment	0	3	3	2	8
Intervention	0	8	22	11	41
Supervision	0	38	33	6	77
Individual	0	18	22	3	43
Group	0	20	11	3	34
Other	13	17	22	27	66
Total	13	68	82	47	197

Placement Requirements		
Element	APAC Requirement	Internal Placement
DCC	Atleast 40% of total placement	27%
DCC	Atleast 160 hours	54 Hours Completed
Supervision Ratio	1 hour per 7.5 placement hours	4.81
Group vs Ind Supervision	Atleast 30 hours Individual	43 Hours Completed

When you are under the APAC Requirements, the box will be highlighted in red. When you are above the requirements, the box will be highlighted green

External Placement Sheets

On these sheets, the summary shows your hours across your internal placement (as a whole) and your external placements.

- DCC: *40% of total placement hours*
- Supervision Ratio: *1 hour Supervision per 15 placement hours*
- Group vs Ind Supervisi *At least 50% Individual Supervision*

Overall Placement Summary				
	Int	Ext 1	Ext 2	Total
Individual Client Contact	5	20	15	40
Assessment	1	20	15	36
Intervention	4	0	0	4
Group Client Contact	49	20	15	84
Assessment	8	0	0	8
Intervention	41	20	15	76
Supervision	77	10	3	90
Individual	43	10	3	56
Group	34	0	0	34
Other	66	50	15	131
Total	197	100	48	345

Placement Requirements		
Element	APAC Requirement	This Placement
DCC	Atleast 40% of total placement	40%
Supervision Ratio	1 hour per 15 placement hours	1.67
Group vs Ind Supervision	Atleast 50% Individual	100%

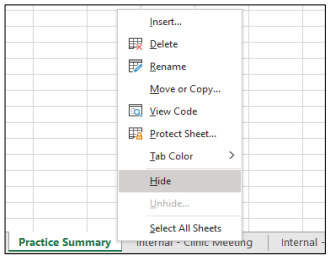
When you are under the APAC Requirements, the box will be highlighted in red. When you are above the requirements, the box will be highlighted green

Hiding finished or unused sheets

To make it easier for you to navigate through your workbook, you may wish to hide tabs. For example, while you are on your internal placement, you do not need the tabs for External Placements so you could hide the sheets to make it easier for you to navigate through the tabs you need for your internal placement. Similarly, once you finish your internal placement, you may wish to hide these so you only see your external placement tabs.

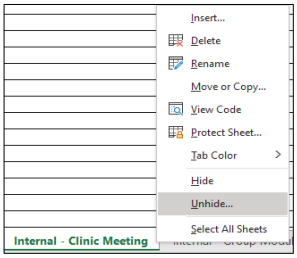
Hide a tab

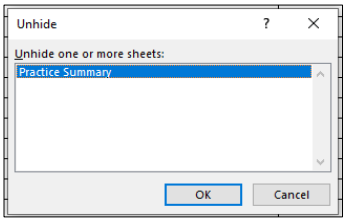
Right click the tab you want to hide. Select Hide.



Unhide a tab

Right click any tab. Select Unhide. Select the sheet you want to unhide.





Submitting your logbook

Your logbooks will be submitted through the **Sonia Placement Management System.** https://placements.uwa.edu.au/Default.aspx

- **Every fortnight,** a logbook form will be added to your Sonia Account for each module / rotation you are currently on. For example, if you are completing 2 modules, and an Internal Rotation, you will need to submit 3 logbook forms (1 for each module / placement). You will receive an automatic email advising you that your logbook is due.
- You can log into Sonia, or click the link to your logbook form in the email sent to you.
- You will need to upload your entire logbook.
- When you **submit the form**, your supervisor for that Module / Rotation will be **automatically notified** that the form is ready for review / approval. You will receive an email notification regarding the outcome
- If the logbook is not approved, you will be able to review comments from your supervisor regarding what needs to be addressed, and you will need to resubmit your logbook for approval.

Client Contact Type						
	Mod	ITR1	ITR2	EXT1	EXT2	Total
In Person	0	0	0	0	0	0
Telephone	0	0	0	0	0	0
Video Conference	0	0	0	0	0	0
Email / Letter	0	0	0	0	0	0
Report Writing / Scoring	0	0	0	0	0	0
Total	0	0	0	0	0	0

Client Age						
	Mod	ITR1	ITR2	EXT1	EXT2	Total
Infant 0- 3	0	0	0	0	0	0
Child 4 -13	0	0	0	0	0	0
Young person 14 - 25	0	0	0	0	0	0
Adult 26 - 50	0	0	0	0	0	0
Older adult 50 +	0	0	0	0	0	0
Mixed Ages	0	0	0	0	0	0
Total	0	0	0	0	0	0

Client Gender						
	Mod	ITR1	ITR2	EXT1	EXT2	Total
Male	0	0	0	0	0	0
Female	0	0	0	0	0	0
Not Listed	0	0	0	0	0	0
Mixed Genders	0	0	0	0	0	0
Total	0	0	0	0	0	0

Supervisor Hours												
Placement	Supervisor	Face to Face	Face to Face (incl. video/audio review)	Telephone	Video Conference	Video Conference (incl. video/audio review)	Direct observation and feedback	Total Supervision	Supervision Ratio	Total Hours	DCC Hours	% DCC
Internal Summary		-	-	-	-	-	-	-	-	-	-	-
Modules		-	-	-	-	-	-	-	-	-	-	-
1		-	-	-	-	-	-	-	-	-	-	-
2		-	-	-	-	-	-	-	-	-	-	-
3		-	-	-	-	-	-	-	-	-	-	-
4		-	-	-	-	-	-	-	-	-	-	-
5		-	-	-	-	-	-	-	-	-	-	-
6		-	-	-	-	-	-	-	-	-	-	-
7		-	-	-	-	-	-	-	-	-	-	-
Internal Rotations		-	-	-	-	-	-	-	-	-	-	-
Internal Rotation 1		-	-	-	-	-	-	-	-	-	-	-
Internal Rotation 2		-	-	-	-	-	-	-	-	-	-	-
Clinic Meeting										-		
External Placements		-	-	-	-	-	-	-	-	-	-	-
External Placement		-	-	-	-	-	-	-	-	-	-	-
External Placement		-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-		-	-	-

Logbook (Internal Placement - Clinic Meetings)

Student Name
Sam Sample

CPD Summary			
Semester	Date Submitted	Supervisor	Hours Completed
Semester 1			0
Semester 2			0
Other			0
		Total Hours	0

Date	Semester	CPD Activity	Description / Reflection	Hours

Logbook (Internal Placement - Group Modules)

Student Name

Module Summary

Module Name	Supervisor	Start Date	End Date	Total Hours	DCC Hours
1					
2					
3					
4					
5					
6					
7					

Supervisor Highlight Tool

Logbook Date	Module
Period	

Internal Placement Summary

	CM	Mod	R1	R2	Total
Individual Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Group Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Supervision	0	0	0	0	0
Individual	0	0	0	0	0
Group	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

Date	Module	Activity	Activity Type	Contact Type	Client Gender	Client Age	Presenting issues	Description / Reflection	Hours

Logbook (Internal Placement - Rotation 1)

Student Name

Supervisor Name

Start Date

Completion Date

Supervisor Highlight Tool	
Logbook Date	Period

Internal Placement Summary

	CM	Mod	R1	R2	Total
Individual Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Group Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Supervision	0	0	0	0	0
Individual	0	0	0	0	0
Group	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

Placement Requirements

Element	APAC Requirement	Internal Placement
DCC	Atleast 40% of total placement hours	No Placement Hours Logged
DCC	Atleast 160 hours	0 Hours Completed
Supervision Ratio	1 hour per 7.5 placement hours	No Placement Hours Logged
Group vs Ind Supervision	Atleast 30 hours Individual	0 Hours Completed

Date	Client ID	Activity	Activity Type	Contact Type	Client Gender	Client Age	Presenting issues	Description / Reflections	Hours

Logbook (Internal Placement - Rotation 2)

Student Name

Supervisor Name

Start Date

Completion Date

Supervisor Highlight Tool	
Logbook Date	Period

Internal Placement Summary	CM	Mod	R1	R2	Total
Individual Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Group Client Contact	0	0	0	0	0
Assessment	0	0	0	0	0
Intervention	0	0	0	0	0
Supervision	0	0	0	0	0
Individual	0	0	0	0	0
Group	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

Placement Requirements		
Element	APAC Requirement	Internal Placement
DCC	Atleast 40% of total placement hours	No Placement Hours Logged
DCC	Atleast 160 hours	0 Hours Completed
Supervision Ratio	1 hour per 7.5 placement hours	No Placement Hours Logged
Group vs Ind Supervision	Atleast 30 hours Individual	0 Hours Completed

Date	Client ID	Activity	Activity Type	Contact Type	Client Gender	Client Age	Presenting issues	Description / Reflections	Hours

Logbook (External Placement 1)

Student Name	Start Date
Supervisor Name	**Completion Date**
Placement Location	

Supervisor Highlight Tool	
Logbook Date	Period

Overall Placement Summary

	Int	Ext 1	Ext 2	Total
Individual Client Contact	0	0	0	0
Assessment	0	0	0	0
Intervention	0	0	0	0
Group Client Contact	0	0	0	0
Assessment	0	0	0	0
Intervention	0	0	0	0
Supervision	0	0	0	0
Individual	0	0	0	0
Group	0	0	0	0
Other	0	0	0	0
Total	0	0	0	0

Placement Requirements

Element	APAC Requirement	This Placement
DCC	Atleast 40% of total placement hours	No Placement Hours Logged
Supervision Ratio	1 hour per 15 placement hours	No Placement Hours Logged
Group vs Ind Supervision	Atleast 50% Individual	No Supervision Logged

Date	Client ID	Activity	Activity Type	Contact Type	Client Gender	Client Age	Presenting issues	Description / Reflections	Hours

Logbook (External Placement 2)

Student Name

Supervisor Name

Placement Location

Start Date

Completion Date

Supervisor Highlight Tool	
Logbook Date	Period

Overall Placement Summary

	Int	Ext 1	Ext 2	Total
Individual Client Contact	0	0	0	0
Assessment	0	0	0	0
Intervention	0	0	0	0
Group Client Contact	0	0	0	0
Assessment	0	0	0	0
Intervention	0	0	0	0
Supervision	0	0	0	0
Individual	0	0	0	0
Group	0	0	0	0
Other	0	0	0	0
Total	0	0	0	0

Placement Requirements

Element	APAC Requirement	This Placement
DCC	Atleast 40% of total placement hours	No Placement Hours Logged
Supervision Ratio	1 hour per 15 placement hours	No Placement Hours Logged
Group vs Ind Supervision	Atleast 50% Individual	No Supervision Logged

Date	Client ID	Activity	Activity Type	Contact Type	Client Gender	Client Age	Presenting issues	Description / Reflections	Hours