**Tips for Completing the Logbook:**

All supervisee’s are required to keep a log of their training experiences.

The digital logbook is an official record of placement activities and hours. The layout and contents of the logbook is designed to meet APAC requirements and cannot be modified. A sample logbook is available for students on the Master of Psychology Placements Moodle page and guidance on how to complete the logbook can be found here, as well as in the Course Handbook.

The log book must detail the nature and hours of all placement and other practicum undertaken (internal and external), as well as the dates, nature and hours of supervision, with group supervision clearly differentiated from individual (i.e., one-on-one) supervision and the log book clearly specifying the nature of client work undertaken (e.g. assessment, treatment etc.) and whether this is simulated or in vivo client work.

The log book should provide a rich source of information of (i) activities undertaken in client contact and supervision and (ii) student progress. The responsibility for maintaining the ongoing record of details of client contact and supervision falls with the student. Details to be provided include: client characteristics, issues and diagnoses; context of client contact; assessment or intervention procedures; contact with carers/school teachers; activities undertaken/areas covered in supervision.

No identifiable client information is to be included within the logbook.

Supervisors are encouraged to utilise the ‘supervisors comments’ section to provide feedback to supervisees and note relevant issues about supervisee progress over time in. This will allow ongoing monitoring of student progress. Supervisors are not expected to comment on every entry.

Supervisee’s are encouraged to utilise the reflections column to reflect on their practice. Supervisors are encouraged to review student reflections and compare these with the clinical competencies. If students have yet to reflect on certain areas of clinical competency (e.g., culture, ethics), this may be discussed in individual supervision.

Supervisor Responsibility:

* Check that the logbook is an accurate record of the supervisee’s placement experience (denoted by signed notation each week)
* Sign the logbook each week
* Include additional supervision hours for in-direct forms of supervision (e.g., reviewing clinical work or checking psychometric assessment scoring)
* The logbook can be used to monitor supervisee’s progression towards the minimum hourly requirements. It can assist in prompting supervisee’s to request additional client allocations. It also prompts supervisor’s when the supervisee is nearing the mid/end-point of placement.

Common Issues:

* Entries are not de-identified
* Entries are made for activities completed on non-placement days (e.g., research)
* Hours are incorrectly recorded, and thus are not an accurate representation of the time spent on placement. For example, a common error is recording scoring of psychometric assessments or writing case notes as Client Contact, rather than Other Activities.
* Insufficient information was provided in the Description of Contact/Supervision section.
* It is unclear what hours have been allocated for each activity in the logbook.
* There is a discrepancy between the Weekly Subtotal and Weekly Running Total; or the Weekly Running Total is absent.
* Supervisee/supervisor has written their name in the signature panel, rather than inserted an electronic or graphic of the signature
* Supervisee/supervisor has not included an electronic signature for each week of the logbook.
* Reflections are absent or vague

### What activities constitute client contact?

*Direct Client Contact*includes activities directly related to client-focused assessment or intervention, or the provision of psychological services for the client’s benefit, including:

- face-to-face assessment, counselling, intervention, or follow-up with clients (including e-health modes of delivery - videoconference, telephone).

- telephone calls with clients focusing on assessment, intervention, or follow-up.

- liaising with relevant informants/stakeholders involved in the client’s care (e.g., family, teachers, support workers, legal guardians, employers, referrers, other professionals involved in the clients care).

- provision of psychoeducation to clients, relevant informants, or an organisation (e.g., teachers, schools, .

- joint student and supervisor sessions with a client.

- observation of a supervisor or another psychologist conducting an assessment or intervention with a client.

*Indirect Client Contact*is any activity that relates to the client but is not in the provision of intervention or assessment (i.e., when the client is not present). This should be recorded in the "Other Activities" section of the logbook. Indirect client contact includes:

- writing progress notes, reports, or letters

-scoring and interpreting psychometric assessments

- planning and preparing for sessions

- talking about a client in supervision o

### What constitutes individual supervision?

Direct Supervision: Any time you are communicating with your primary or secondary supervisor and discussing client-related or professional matters. This can include:

-  Communication occurring face to face or videoconferencing.

- Observing your supervisor run a treatment session or conducting an assessment (this can count as both client contact and supervision)

- Supervisor reviewing any client-related work in your presence (e.g., reviewing of notes, reports, scoring of psychometric assessments)

- Supervisor observes you in session (this can count as both client contact and supervision)

Indirect Individual Supervision**:** When your supervisor reviews and provides feedback on any client-related work:

-          Reviewing case notes

-          Reviewing emails to clients

-          Reviewing letters to clients, refers, allied health professionals

-          Reviewing scoring of psychometric assessments

-          Reviewing psychometric reports

-          Reviewing case studies

- Completing placement-related paperwork (e.g., reviewing logbook, placement reviews)

Top of Form

What constitutes group supervision?

*Group Supervision*is anytime you, a board-approved supervisor with an AoPE in Clinical Psychology, and 1 other colleague engage in the following:

- Team meetings that focus on service provision to client/s

- Discussing clinical topics (e.g., evidence-based treatments, advancement in assessments)

- Discussions of cases

Note: group supervision cannot comprise more than 50% of total supervision time

What Constitutes Other Activities?

Professional activities conducted on placement, such as:

* Preparing for a session
* Treatment planning
* Record keeping: Writing case notes/reports/GP letters
* Scoring psychometric assessments or self-report measures
* Researching evidence-based interventions
* Completing the logbook
* Attending meeting
* Case presentations
* Familiarisation with relevant aspects of the placement organisation
* Orientation to placement