

Addendum A: Student Placement Supervision

This addendum forms part of the Clinical Supervision and Consultation Agreement.

Student: _____

Institution/program: _____

Placement site: _____

Placement dates: _____

Academic contact: _____

Site/administrative supervisor: _____

Roles and coordination

We will clarify the responsibilities of the student, clinical supervisor, placement site, and institution, including clinical oversight, record custody, emergency coverage, evaluation, and communication.

Allocation of responsibilities:

Any teaching, grading, employment, or other overlapping role held by the clinical supervisor will be identified and assessed before proceeding.

Overlapping roles and safeguards:

Learning and evaluation

The institution's required competencies and rubric will guide placement evaluation alongside applicable professional and client-safety standards.

Learning plan and required clinical activities:

Observation and review methods:

Evaluation dates, forms, and recipients:

Feedback will be ongoing. Concerns will be communicated early where possible, with a documented learning plan, review dates, and applicable institutional procedures.

Information sharing and concerns

Information routinely shared with the institution/site:

Student consent and other authority for sharing:

Process for disagreement, remediation, appeal, or supervisory rupture:

Urgent safety concerns may require action outside routine review processes.

Coverage and completion

Emergency and supervisor-absence arrangements:

Fees or placement fee waiver:

Process for placement interruption, transfer, or termination:

Student signature: _____ Date: _____

Clinical supervisor signature: _____ Date: _____

Institution/site representative, where required:

_____ Date: _____