

# TRAINEE PRACTICUM SITE AGREEMENT

## STUDENT

Student First Name:

Student Last Name:

Student ID Number:

Telephone Number:

Program units completed prior to practicum:

Date Completed:

Liability Insurance Carrier:

## PRACTICUM SITE

Name of Site:

Authorized Agent:

Type of Site (check one):

- Government entity
- School, college, or university
- Nonprofit, charitable corporation
- Licensed health facility (as defined in Health & Safety Code §§ 1250, 1250.2, and 1250.3)

Address:

City:

State:

Zip Code:

Telephone Number:

## CLINICAL SUPERVISOR

Name of Supervisor:

License No.:

Type of License held (check one):

- MFT
- LCSW
- Clinical Psychologist
- Board Certified Psychiatrist
- LPCC (with classes in couples, family, and child therapy)

Liability Insurance Carrier:

Policy Expiration Date:

THIS AGREEMENT is effective as of

, by and among the practicum site ("Site"), the clinical supervisor ("Supervisor"), and the student ("Student") listed above.

STUDENT'S RESPONSIBILITIES

- 1.) Student will obtain clinical experience at the Site specified above. Student is expected to participate in a minimum of 5 hours per week throughout the contract period.
- 2.) Student is expected to participate in a variety of clinical and administrative experiences at Site, as well as other scheduled activities that may be available or required. The specific type of experience Student will receive will be based upon the needs and structure of Site, as well as guidelines established by law.
- 3.) Student will obtain and maintain during his or her time with Site professional liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence.
- 4.) Student will conform to the administrative policies, standards, and practices of Site while at Site, and to the ethical and legal standards of the profession.
- 5.) Student shall identify himself or herself as a "student" or "trainee" to clients and staff while at Site, not as an "intern" or "licensed therapist".
- 6.) Student shall maintain the confidentiality of all communications with clients and between the clients, their therapists and Site staff. Student recognizes that it is a breach of ethics and against California law to divulge to any person not directly connected to the individual client's care the names of persons being treated at Site and the treatment they are receiving. Student shall not have access to or have the right to review any client record, except where necessary in the regular course of the practicum experience.
- 7.) Student shall comply with all the academic and placement requirements of National University to receive academic credit and hours of experience for the supervised fieldwork experience.
- 8.) Student shall be responsible along with their Supervisor for providing complete and accurate documentation to the Board of Behavioral Sciences to gain hours of experience towards licensure.
- 9.) Student shall maintain a log of all hours of experience gained toward licensure.

#### SITE'S RESPONSIBILITIES

- 1.) Site shall provide the Student and the Supervisor with the documentation necessary to verify to the Board of Behavioral Sciences that the placement is one that is defined in law, that the trainee is employed in the manner required by law and a description of the duties performed by the Student fall within the scope of the license of an MFT.
- 2.) Site shall orient the Student and Supervisor to the policies and practices of the agency.
- 3.) Site shall provide the Student and the Supervisor with an emergency response plan which assures the safety and security of Student, Supervisor, and Student's clients.
- 4.) Site shall provide a licensed, eligible Supervisor for each Student. The Site will notify the University of any change in Student's Supervisor or a change in the Supervisor's license or eligibility status.
- 5.) Site shall take reasonable steps to ensure that Student properly assesses and examines the client or patient, implements an appropriate treatment plan, and is acting within the scope of a Marriage and Family Therapist trainee and within the scope of their competence.
- 6.) Site shall monitor the quality of counseling or psychotherapy performed by Student by direct observation, audio or video recording, review of progress or process notes or records or by any other means that they deem appropriate. Site shall inform the trainee prior to the commencement of supervision of the methods by which Site will monitor the quality of counseling or psychotherapy being performed.
- 7.) Site shall provide adequate workspace for Student to conduct confidential, closed-door counseling sessions and to complete required paperwork.
- 8.) Site shall give written notice to both National University and any Student of its intent not to certify any further hours of experience for Student, should Site wish to terminate this Agreement. If Site has not provided such notice, Site shall sign for hours of experience obtained by Student in good faith where Site provided required supervision.
- 9.) Site shall adhere to all BBS requirements, including that all associates and trainees must either be a paid W-2 employee or a volunteer employee.

#### SUPERVISOR'S RESPONSIBILITIES

- 1.) Supervisor will have sufficient experience, training, and/or education in marriage and family

therapy to competently practice marriage and family and therapy in California and will keep him/herself informed about developments in marriage and family therapy. A licensed eligible clinical supervisor is defined as a licensed marriage and family therapist, a licensed clinical social worker, a licensed clinical psychologist, a licensed physician certified in psychiatry by the American Board of Psychiatry and Neurology, or a licensed physician who has completed a residency in psychiatry. Supervisor must have been licensed by the appropriate California Site for at least 2 years and must have completed at least 6 hours of continuing education in the area of supervision within the last 2 years.

- 2.) Supervisor has and will maintain a current license in good standing and will notify the trainee under his/her supervision of any disciplinary action taken against his/her license, including suspension or probation which could affect her/his ability or right to supervise.
- 3.) Supervisor shall provide at least one unit of direct Supervisor contact for Student for each week of experience claimed, and an average of at least one unit of direct Supervisor contact for every five hours of client contact in each setting. "Direct Supervisor contact" means either one hour (60 minutes) of face-to-face contact on an individual or triadic basis or two hours (120 minutes) of face-to-face contact in a group of not more than eight persons. All experience gained by Student at Site will be monitored by a Supervisor.
- 4.) Shall complete all required evaluations and needed documentation for program and BBS licensing requirements.
- 5.) Shall abide by the BBS Supervision Agreement that was previously completed.
- 6.) Will communicate any concerns that arise with NU faculty and the liaison.
- 7.) Shall notify National University and the Student of any action that may affect his/her license immediately.

#### NU MAC PROGRAM'S RESPONSIBILITIES

- 1.) Shall approve the placement of each student at the supervised site.
- 2.) Shall provide forms for regular evaluations of the student's performance.
- 3.) Shall evaluate the appropriateness of the supervised practicum experience for each student in terms of the educational objectives, clinical appropriateness, and scope of the license of a Marriage and Family Therapist (MFT) as set forth by state regulations.
- 4.) Shall require that each student completing clinical hours in a supervised Site procure their own individual professional malpractice liability insurance coverage.
- 5.) Shall have a designated liaison with the Site and Local Clinical Supervisors, who shall assume primary responsibility for the coordination of this arrangement between students and clinical training sites.
- 6.) Shall be responsible for submitting the student's grade to the appropriate university office in a timely fashion.
- 7.) Shall abide by the WASC Senior College and University Commission accreditation nondiscrimination policy that states programs will not discriminate based on race, color, gender, age, creed, ethnic, or national origin, handicap, or political or sexual orientation.
- 8.) Shall protect the confidentiality of any data collected from students or supervisors for the purpose of program improvement or research. In both instances all personally identifiable information will be removed, and identities will not be revealed without expressed written consent from the parties.

#### SIGNATURES

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Student Signature:    Date

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Authorized Site Agent Signature:    Date

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Supervisor Signature:    Date