



**The British
Psychological Society**
Promoting excellence in psychology

Qualifications Office

Qualification in Clinical Neuropsychology

Supervisor Handbook

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Qualifications Office

The British Psychological Society, St Andrews House, 48 Princess Road East, Leicester, LE1 7DR.

Tel: (0116) 252 9505 Fax: (0116) 227 1314

Email: exams@bps.org.uk

www.bps.org.uk/qualifications www.bps.org.uk/qicn

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Welcome and Introduction

Welcome to the British Psychological Society's Qualification in Clinical Neuropsychology (QiCN) and thank you for agreeing to be the supervisor for one or more candidates as they work to achieve qualification as a clinical neuropsychologist.

Your role as supervisor is vital to the professional development of the candidates and contributes greatly to their successful completion of this qualification. We have prepared this *Handbook* to help guide you through the process of supervising a candidate for the Qualification and our requirements.

All candidates will engage the services of a supervisor prior to enrolling for the QiCN. This supervisor will be a Full Member of the Division of Neuropsychology and entered on the Society's Specialist Register of Clinical Neuropsychologists and the Register of Applied Psychology Practice Supervisors. They will also be registered with the HCPC as either a Clinical Psychologist or Educational Psychologist, depending on their area of specialism. For some candidates, this will be their only supervisor. In other cases, a candidate may engage one or more additional supervisors. In these cases the main supervisor takes on a co-ordinating role to ensure that the supervision process is coherent. This *Handbook* is relevant to both types of supervisor.

We hope you will find this *Handbook* helpful. It is regularly revised and any feedback you are able to provide will help us to improve it in future. Your feedback is welcomed by email to exams@bps.org.uk. We will also actively seek your feedback through surveys from time to time.

Society Qualifications

The Society's Qualifications are often referred to as independent routes. This is because candidates are not attached to a particular university. More appropriately, the qualifications should be referred to as professional body qualifications. They have been designed around work-based learning in order to allow candidates to demonstrate that they have developed the competencies required for the autonomous practice of their chosen branch of psychology.

Professional body qualifications are not the same as courses based at higher education institutions. Candidates are not part of a 'class' of students working towards a qualification in the same place at the same time. This means candidates can sometimes feel isolated and supervisors have an important role to play in supporting candidates to reduce this. There are no organised lectures for candidates and, except for assessments, the Society does not set the timetable. Along with the flexibility of the independent route comes a greater responsibility for organising one's own training experiences and resources. Supervisors share this responsibility and will guide the candidate through the process.

About the Qualification in Clinical Neuropsychology (QiCN)

The QiCN has been in existence since 2003, although was previously known as the Practitioner Full Membership Qualification of the Division of Neuropsychology. The QiCN consists of three dimensions: knowledge; research; and practice. The knowledge dimension enables a candidate to develop a neuropsychological knowledge base appropriate to their chosen client group (i.e. adults or children) and this is demonstrated through a series of examinations and essays; the research dimension involves demonstration of transferrable research skills which can be applied in a neuropsychological context; the practice dimension requires the candidate to demonstrate competence as a practicing clinical neuropsychologist. The three dimensions are all inter-related to some extent, and in particular the practice dimension draws on the knowledge and skills gained in the other two dimensions. As a supervisor you will need to assist the candidate in integrating the three dimensions, although your role is likely to primarily pertain to the practice dimension.

The practice dimension is assessed via a Portfolio of Clinical Competence designed to demonstrate sufficient experience of the required range of cases and appropriate management of these cases. This is assessed via the case log summary sheet, case log record sheets and six case studies. The Portfolio will also confirm that the candidate has received the required 60 hours of supervision (minimum) on cases within their case log over the period of their supervision plan. The candidate attends a viva on the written portfolio which will also explore the integration of knowledge and research into their practice.

Admissions Procedures

The QiCN admissions procedures are detailed below. Candidates and supervisors should ensure they are clear about these requirements before proceeding with the enrolment process and should read the *Regulations for the Society's Postgraduate Qualifications* Section 3, entitled 'Eligibility to enrol'. The candidate and supervisor are advised to discuss these in a preliminary meeting when deciding whether to proceed with enrolment. The supervisor and candidate may decide to proceed with the enrolment process in which case they should complete the contract for services (a sample contract is available on our website). Alternatively, the supervisor and/or candidate may decide not to proceed any further with the enrolment process. The Qualifications Officer is available via the Qualifications Office, if required, to discuss further queries resulting from specific circumstances.

Formal Entry Requirements

Applicants must fulfil the following requirements to be accepted onto the QiCN:

Applicants must:

- have acquired the Graduate Basis for Chartered Membership with the British Psychological Society;
- hold current Chartered Membership of the Society;
- have completed a Society-accredited doctorate in clinical psychology or educational psychology or the Statement of Equivalence in Clinical Psychology (now closed), depending on whether the applicant intends to pursue the adult route or the paediatric route;
- be registered with the Health and Care Professions Council as either a Clinical Psychologist or Educational Psychologist dependent on whether the applicant intends to pursue the adult route or the paediatric route;
- successfully complete the following application forms:
 - Enrolment Form including details of two referees (satisfactory references are a condition of enrolment);
 - Plan of Training Form;
 - Supervision Plan;
 - Application for exemption (where applicable) and supporting evidence;
 - Criminal records check;
 - Contract between supervisor and applicant;
 - Equal opportunities form.

A sample of assessed enrolment applications are subsequently sent to the external examiner.

Non-standard Entry

Supervisors should ensure candidates who do not use English as their first language can meet requirements such as provision of evidence that they have passed the International English Language Testing System at Level 8 before they applying to enrol. Exemption from this requirement can be provided at the discretion of the Qualifications Board where a candidate can demonstrate an appropriate level of proficiency in the English Language. Please see the *Regulations* (Section 3.3) for further details. The Society operates an equal opportunities policy; please see the *Regulations* (Section 2.3) for further details.

Clinical Neuropsychology Qualifications Board

The qualification is overseen by the Clinical Neuropsychology Qualifications Board. The Board writes the *Handbook*, designs the assessment process and contributes to the design of the curriculum. It appoints the assessors and approves results and feedback. When a candidate successfully completes all requirements the Board awards the Qualification.

The Board is accountable to the Qualifications Standards Committee, which acts on delegated authority from the Membership Standards Board.

The Board has a number of Officers who have key responsibilities within the qualification process and is supported by a Qualifications Officer.

The Qualifications Office

The Society's Qualifications Office is responsible for the day-to-day running of qualifications. All communication is via the Qualifications Office, which enables the office to keep a full record in relation to each candidate.

Each qualification is looked after by a specific Qualifications Officer, who will be able to answer most questions about the qualification. When they are unable to help they will contact appropriate people from the Qualifications Board or elsewhere in the Society to find the requested information. Sometimes they may put you directly in touch with someone to discuss your question and sometimes they will find out the answer and get back to you themselves.

You can find out the contact details for the relevant Qualifications Officer on the Society's website (www.bps.org.uk/qualifications).

Key Roles and their responsibilities

Chair of the Qualifications Board

The Chair is the Programme Leader and is responsible for running the Qualifications Board. S/he is responsible for Chairing meetings of the Board and taking responsibility for decisions taken on behalf of the Board in between meetings.

The Chair is not directly involved in the assessment of candidates in order to maintain a degree of independence.

Chief Supervisor

The Chief Supervisor is responsible for approving supervisors and supervision plans. S/he is able to advise supervisors throughout the candidate's training and is responsible for organising training for supervisors.

Registrar

The Registrar has responsibility for communicating with the candidate on all matters pertaining to their progress through the Qualification, for instance, the outcome of their application to enrol, and their results for the Qualification. As the Registrar is party to information about candidates which could unfairly influence the assessment process, they are not directly involved in the assessment of candidates. Contact with the Registrar should be made via the Qualifications Officer.

Chief Assessor

The Chief Assessor is responsible for the assessment process for the practice and research dimensions. This includes the recruitment, training and advising of assessors, helping to prepare and finalise feedback for candidates and ensuring the process runs smoothly.

In order to maintain the independence of the assessment process the Chief Assessor is not normally permitted to speak to any candidate about their enrolment or assessment. Candidates who need some clarification regarding feedback or results would normally discuss this with the Registrar. Where the Chief Assessor has another relationship with the candidate s/he will not be involved in the assessment of that candidate and an experienced assessor or Board member will take the Chief Assessor's role in relation to that candidate's assessment.

Chief Examiner

The Chief Examiner is responsible for the examination process for the knowledge dimension, in cases where a candidate has chosen to undertake this through completion of the Board's examination papers and essays. This includes the recruitment and training of examiners, advising examiners, helping to prepare and finalise examinations and essays, and ensuring the process runs smoothly.

The candidate

While there are many roles involved throughout the course of a candidate's enrolment for the QiCN, the candidate arguably holds the most important role, as they are in control of their training. The supervisor (and others) have important roles in guiding the candidate, however, it is the candidate who must take responsibility for their development and this is outlined in further detail in the *Regulations*. Candidates for the QiCN are already operating at doctoral level and as such are expected to operate with considerable autonomy, for example, in areas such as management of one's training, health and safety issues and mental health.

Supervisor

This person has overall responsibility for the entire supervision process, including overseeing the identification of training needs and supporting the candidate in assembling the required evidence for inclusion in the Portfolio of Clinical Competence. The supervisor must be a Full Member of the Division of Neuropsychology and must appear on the Society's Specialist Register of Clinical Neuropsychologists and Register of Applied Psychology Practice Supervisors. They must also be registered as a Clinical Psychologist or as an Educational Psychologist with the HCPC. If the supervisor's registration with the HPC or entry on the SRCN or RAPPS becomes affected at any point during their candidate's enrolment for the QiCN, then the candidate and the Qualifications Office must be notified immediately.

The supervisor is required to:

- hold regular supervision meetings with the candidate as detailed in the candidate's supervision plan, during each year of training;
- take on a co-ordinating role in relation to the overall supervision process, for instance, where a candidate has one or more additional supervisors;
- provide the candidate with information relevant to their training (e.g. academic, ethical, organisational, professional);
- encourage the candidate to reflect on their learning and practice and to engage in creativity, problem-solving and the integration of theory into practice;
- listen to their candidate's views and concerns regarding their work in progress and offer appropriate advice;
- ensure that work being undertaken is in accordance with the Society's Royal Charter and *Code of Ethics and Conduct*; the Division of Clinical Psychology's *Professional Practice Guidelines* or the Division of Educational and Child Psychology *Professional Practice Guidelines* as appropriate; and the Division of Neuropsychology's *Professional Practice Guidelines*, and that these are properly understood. Furthermore, candidates will be required to adhere to the HCPC's *Standards of Conduct, Performance and Ethics* as a condition of their registration with the HCPC.
- countersign their candidate's supervision log and case log record sheets.

Supervisors must be entered on the Society's Register of Applied Psychology Practice Supervisors. Whilst you are a supervisor for one of our candidates the Qualifications Office will pay your fee for this Register.

You must also fulfil ongoing training requirements for the role of supervisor for the QiCN.

If a supervisor fails to undertake the required training or fails to continue to fulfil the criteria for the role of supervisor, they will no longer be approved as a supervisor and their trainees will need to transfer to a new supervisor. The Registrar/Chief Supervisor will support any trainees who need to transfer to a new supervisor under these circumstances.

Additional Supervisors

As detailed above, all candidates are required to have a supervisor who is a Full Member of the Division of Neuropsychology and who appears on the Society's Specialist Register of Clinical Neuropsychologists, the Register of Applied Psychology Practice Supervisors and holds appropriate registration with the HCPC, as a condition of enrolment. For some candidates, this supervisor can supervise the full breadth of the candidate's supervision plan. This is not always the case, however, and a candidate may need to secure an additional supervisor to supervise specific areas of work. When used appropriately, this can add breadth to a candidate's experience of supervision, but where possible candidates are advised to have no more than two supervisors to ensure coherence within the supervision process.

In order to be approved, an additional supervisor will ideally fulfil the same criteria as the main supervisor. Any deviations from this will need to be considered on an individual basis by the Chief Supervisor with the guiding consideration being that the proposed additional supervisor must be able to demonstrate all competences relevant to supporting the candidate in a particular aspect(s) of work. An additional supervisor may be added to the supervision plan at start of the supervision plan, or at any point during enrolment, subject to approval of the Chief Supervisor.

An additional supervisor is expected to be fully aware of the relevant section(s) of the candidate's supervision plan and to agree to facilitate the candidate in their completion of the QiCN as far as is possible within the constraints of their post.

Where one or more additional supervisors are appointed, the main (or principal) supervisor takes on a co-ordinating role to ensure that the candidate's supervision process is coherent.

Contracts

The *Regulations* require candidates to have a contract with their supervisor. This section provides some general guidance regarding contracts.

You should have a contract with each candidate who you supervise. This contract should set out what is expected of each party. It should include the minimum number of meetings you will have, the means by which meetings or supervision might take place (face-to-face, telephone, email) and the rates at which the candidate will be charged for this (if applicable). It should also set out what is expected of the candidate, for example, their preparation for supervision meetings, information which you expect them to provide you with.

The candidate's supervision plan will indicate the frequency and duration of supervision sessions and must be approved by the Chief Supervisor. Your contract should ensure that the supervision arrangements outlined in the candidate's supervision plan are fulfilled. You should also bear in mind that some candidates may need more support and supervision than specified in the supervision plan and should allow for this in your contractual arrangement.

Sometimes supervision will be external to the candidate's employing organisation and the need for a contract governing matters such as payment is clear. Sometimes the supervisor and candidate will be employed by the same organisation and supervision might be part of the supervisor's normal job role. In such cases the candidate would not expect to pay additional fees to the supervisor. However, a contract which sets out the expectations and responsibilities of each in relation to the supervision process is still required. This will help both parties to be clear about what is expected of them and about what is reasonable to ask of the other.

A template contract is available on the Society's website which you may use, or you may use your own contract. The candidate and supervisor must both have a copy of the contract and a copy must be lodged with the Society.

Areas of work

The QiCN incorporates a flexible approach in order to allow candidates to undertake the qualification in a variety of settings. While the Board appreciates that candidates will have varying access to the types of cases a clinical neuropsychologist would be expected to see, there is nevertheless a minimum level of competence that must be demonstrated across the broad spectrum of cases in order for the Board to award the QiCN. Some candidates may be employed in a relatively narrow setting which does not enable easy access to certain types of cases, and candidates in this position may have to go outside of their service in order to access the full range of cases. The supervisor is able to support the candidate through this process using local knowledge they may have about other services. It remains the candidate's responsibility to pursue any suggestions that the supervisor provides, although the supervisor must oversee this process and ensure that any extra activities or supervision undertaken are indeed appropriate.

At the start of the process the supervisor should meet with the candidate and discuss whether their role will allow access to the full range of cases. The picture may not be entirely clear at the start of the process, and opportunities for accessing extra cases can be developed at any stage during the course of the supervision plan. In circumstances where a candidate obtains some cases outside of their service, the Board will need to be notified and a revised supervision plan submitted. The Board would also need to be notified if the candidate's supervisory arrangements alter, for instance if an additional or a replacement supervisor needs to be appointed.

During all of their work the candidate is expected to comply with the Society's *Code of Ethics and Conduct* as well as the HCPC *Code of Performance, Ethics and Conduct*. Supervisors should also be advised of this and, if necessary, provided with copies (available from the Society's website and the HCPC website respectively).

Before approving an area of work for inclusion in the plan, the supervisor should consider a number of factors:

- It is important that the setting will provide a safe and supportive environment. A risk assessment should have been undertaken.
- The organisation in which the supervised practice is taking place must have equality and diversity policies in place and information should be provided about how these are monitored.
- There must be appropriate arrangements in place for the supervision of the candidate.

The following sections provide more detail on various aspects of supervised practice which should be taken into account.

Off-site working

As explained above, in order to have access to the full range of cases, a candidate may need to engage in activities outside their normal post. Where this is the case, practical arrangements for the off-site activity should be clear. The candidate should have clear information about time and place and about who they will meet first when arriving at the place of work.

The candidate must be clear about and ensure compliance with any specific requirements for the site, such as advance security clearance or criminal conviction checks.

The off-site activity should start with an induction, particularly if the candidate has not worked at this site before or for some time. This should include practical information about the site (for example, fire escapes) as well as information about any workplace policies to which the candidate must adhere. This should include Health and Safety policies and any precautions around lone working.

Where a candidate is undertaking their supervised practice within their normal employment this induction may not require all of the above elements, provided that the candidate has been provided with this information previously and is aware of where to find the information again if needed. However, if any of the information or policies change, or new policies are introduced, then the candidate must be informed.

If the candidate is undertaking their supervised practice in the context of their normal employment it is important that their line manager is aware of how the candidate's post interacts with their approved supervision plan and is supportive in helping to achieve this. It may be helpful for supervisor, candidate and line manager to meet to agree any particular requirements, such as study time or supervision time, and allocation of particular work tasks to help the candidate gain appropriate experience and development opportunities which are likely to arise. It is important that the line manager understands the candidate's status as a QiCN candidate and whether this places any limitations on their work.

Client consent

The issue of informed consent is central to ethical practice. Supervisors should discuss with candidates any particular issues regarding client consent within the context of their professional role and should ensure that organisational requirements for client consent are adhered to. Where necessary clients should be informed that the candidate is a candidate for the QiCN and working under supervision.

Ethical frameworks

Candidates are required to work within the Society's *Code of Ethics and Conduct*. These can be obtained from the Society's website (www.bps.org.uk). Candidates are also required to work within the HCPC *Standards of Conduct, Performance and Ethics* which are available from the HCPC website (www.hcpc-uk.org). Supervisors should ensure that they are also aware of and adhering to these ethical codes and should take opportunities to discuss ethical issues in supervision.

Insurance

Candidates are required to ensure that they have appropriate professional indemnity insurance. Often this will be provided by their employer but they will need to check they are covered for all of their supervised practice, especially as some may take place outside of their normal employing organisation. When arranging placements supervisors should ensure that appropriate insurance is in place.

Supervisors may also wish to check that their own professional indemnity insurance covers them for their role.

Health and Safety

It is essential that all tasks which contribute towards the supervision plan (both within and outside of the normal employment context) take place in a safe environment. The supervisor and the candidate must come to an agreement as to how this will be effectively managed. This includes ensuring that the candidate's induction for both on- and off-site working includes the organisational health and safety policies, lone working policies and any other policies relevant to the safety of the candidate while at the particular site. A risk assessment must be undertaken and the policies, and their implementation, must be adequate to provide for a safe placement environment. Any concerns should be discussed with the Chief Supervisor or Registrar as appropriate and resolved before a placement is approved. A note of the concerns and action taken to resolve it should be provided.

Study time

During periods of supervised practice candidates will require dedicated time to study. This includes reading and reflecting on the psychological literature relating to the current period of supervised practice as well as time to write up reports and other evidence which will later be submitted for assessment.

The supervisor, candidate and, where appropriate, line manager, should agree the amount of study time to be allocated during the period of supervised practice and when it is expected that this will be used. It is beneficial to keep some flexibility in this arrangement, but the candidate's overall study time should be protected.

Whilst study time during placement is strongly recommended, the Society understands that in some employment contexts it might not be possible to provide study time during working time. In such circumstances this should be clearly stated at the outset and the supervisor should ensure that the candidate has considered what study time they will need and when they will undertake this. It is important that candidates have realistic expectations about how much study time might be required and when this can be undertaken.

Group supervision

Some supervisors may be supervising several candidates and may choose to provide group supervision. Candidates may also have the opportunity to attend clinical formulations courses (or similar courses), for example, the Clinical Formulations Course run by the Institute of Child Health for those who undertake their Society-accredited Clinical Neuropsychology programme, which provides a form of group supervision.

This sort of supervision can have advantages for candidates who can benefit from the shared learning experience. It can also make the QiCN more accessible for candidates who are based in areas where there are a shortage of supervisors. However, it is not a substitute for individual one-to-one supervision. Supervisors should ensure that there is an appropriate balance. In particular, any arrangements to receive group (or peer) supervision must be proposed on the candidate's supervision plan and approved by the Chief Supervisor.

At least 30 hours of supervision must be both individual and face-to-face. Where a candidate proposes a block of group supervision on their supervision plan, they will need to provide the name of the supervisor, who will need to be approved by the Society, and who will be able to sign entries in your supervision and case logs. If more than one supervisor is providing the group supervision, each supervisor will need to be approved by the Society and one of the supervisors will need to be responsible for signing the candidate's supervision and client logs. Every candidate's supervision plan is considered on an individual basis to ensure it is coherent and will allow the candidate to receive an appropriate level of supervision.

Supervision using alternative means

Clinical supervision should normally be individual and face-to-face. If the candidate is working in a rural or remote setting this may not be possible for the full 60 hours of supervision. Where such circumstances arise, it may be permissible for the candidate to receive a proportion of supervision by video link or telephone, but the candidate must have such alternative methods of supervision and their proportion agreed by the Chief Supervisor as near to the onset of training as possible. At least 30 hours of supervision must be both individual and face-to-face.

Private supervision

Occasionally candidates are unable to obtain supervision from a suitable supervisor within their employing organisation. In such cases candidates will need to engage private supervision from outside of their workplace.

Private supervisors must meet the qualification requirements set out in the *Regulations* and the *Handbook* for the qualification and should follow the guidelines provided for supervisors here. Matters such as the contract are particularly important. Supervisors who are not employees of the organisation where the candidate will undertake their supervised practice will need to ensure that they are able to have access to the employment setting and that commercial sensitivities or confidentiality clauses will not hamper their supervisory relationship with the candidate. Where such problems exist they should be acknowledged and a plan agreed to address any difficulties which arise.

Evidence requirements (Assessment and Evaluation)

The evidence requirements for the QiCN can be found in the *Candidate Handbook*. The supervisor should ensure that they are familiar with these and should review all evidence which the candidate intends to submit. An important part of the supervisor role is to advise the candidate in their preparation for submission, and whether or not they are ready to submit. Understandably, there are limitations to the supervisor role in this respect. For example, a supervisor may advise a candidate that they do not feel the work is demonstrating the standard expected of a Clinical Neuropsychologist, in which case the candidate would be best advised to delay submission until the standard has been improved. However, when work is submitted it will be assessed by two independent assessors and if necessary will go through a moderation process. Supervisors should be made aware that whilst they might advise candidates in a general way about submissions, they will not be involved in the assessment of the work and cannot provide any guarantees about the outcome of the assessment.

Supervisor training days provide more information about this part of the role.

Concerns about candidate progression

During the course of the candidate's enrolment, the supervisor may develop concerns about the candidate's progression, any issues which have arisen, or any concerns about the candidate's conduct, health or fitness to practice. If such matters arise the supervisor should seek advice from the Chief Supervisor about how to proceed. The Chief Supervisor's role is a supportive and non-directive one and the candidate's duty to their employer takes precedence over their QiCN candidacy.

Procedure for grievances which occur during supervised practice

Candidates for the QiCN will often be employed during their period of supervised practice. Others may be undertaking their supervised practice within an organisation on a voluntary basis. Candidates should have an employment contract, or in the case of unpaid placements an honorary contract, with the institution. This contract should refer to the institution's grievance and disciplinary procedures and a copy of the procedures must be provided to the Registrar/Chief Supervisor. Where possible this should be provided at enrolment and, subsequently, whenever supervised practice is arranged with a new employer or institution.

If the grievance or disciplinary procedure is followed by the employer in relation to either the candidate or the supervisor then the Registrar/Chief Supervisor should be informed that the procedure has been followed and of the outcome. Where appropriate Regulation 5.3 (*Regulations for the Society's Postgraduate Qualifications*) will be invoked.

In some cases the problem or issue which arises may fall outside of the institution's procedures. For example, the candidate or supervisor may be concerned that the other party is not fulfilling their side of the supervision contract or there may be issues which relate specifically to the QiCN which are not considered by the employer to fall under its procedures.

As a general rule the supervisor and candidate should always seek to resolve any issue in the first instance. In cases which do not include the supervisor either party may approach this person to facilitate such discussions. The supervisor may seek the advice of the Registrar/Chief Supervisor if they feel this is appropriate.

If the problem cannot be resolved informally, and the institution's own procedures do not apply, then the following procedure can be invoked.

- (i) Where the grievance does not involve the supervisor, the candidate and/or the additional supervisor should raise the issue with the supervisor and advise them that either the problem has not been resolved informally or that the problem is so serious as to preclude an informal resolution. If the supervisor is involved in the grievance then step (i) should be omitted.

- (ii) The supervisor should inform the Registrar/Chief Supervisor that the issue has been raised (if the supervisor is raising the issue then step (i) will be omitted). When doing so they should provide information about the nature of the problem and any action or discussions which may have already been taken in order to attempt an informal resolution. The supervisor should also provide an explanation about why the problem is not being dealt with by the employing institution's own grievance and/ or disciplinary procedures.
- (iii) If the issue pertains to the supervisor then the additional supervisor or candidate may raise this directly with the Registrar/Chief Supervisor.
- (iv) The Registrar/Chief Supervisor will discuss the issue with the Chair of the Board and together they will decide whether
 - (a) In the case of a matter related to the conduct of the candidate whether Regulation 5.3 (*Regulations for the Society's Postgraduate Qualifications*) should be invoked. In such a case the provisions of that regulation will apply to the remainder of the case.
 - (b) In the case of a matter related to the conduct of the supervisor, whether or not the matter should be reported to any regulator or professional body.
 - (c) In any case whether there should be a change of supervisor or additional supervisor.
 - (d) Whether or not the placement remains suitable in meeting QiCN requirements and, as a consequence, whether any changes to the supervision plan are required.
- (v) In all cases the Registrar/Chief Supervisor and Chair of the Board may seek any information they need in order to inform their decision from any of the parties involved (which may include the institution in which the placement is taking place) before reaching a decision. They will attempt to reach a decision and inform the parties involved within six weeks of being informed of the issue. Where this is not possible (for example, because requests for further information have not been responded to in a timely manner) the parties involved will be kept informed about any delays and, where possible, a likely date of resolution.

Further information

Supervisors can access further information via the Society's website, where there are pages devoted to the Qualification in Clinical Neuropsychology. These can be found at: www.bps.org.uk/qicn.

The British Psychological Society

St Andrews House, 48 Princess Road East, Leicester LE1 7DR, UK

Tel: 0116 252 9568 Fax: 0116 247 0787 E-mail: exams@bps.org.uk Website: www.bps.org.uk