

Mental Health Practitioner in Training 'Practice Log Book' Year 1¹



SEMESTER I

- **No Direct Client contact of any nature (getting to know the organisation).**
- **First Direct Client contact occurs only after successfully completing Trainees first performance appraisal.**
- **Performance appraisal based on punctuality, confidentiality, professionalism and accountability.**

SEMESTER II

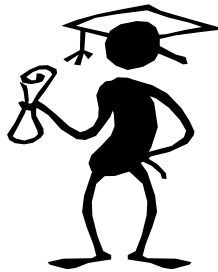
- **No initiation or active contacts with clients of any sort.**
- **Observation of at least 5 direct client contacts per week.**
- **Level of participation is set by Trainee and clinician agreement.**

¹ Example only, with some edits. Originally developed by Verina Crawford, Clinical Leader Aboriginal Mental Health, Remote Cluster, GWAHS, and Kate Gooden, former Team Leader, Social and Emotional Wellbeing, Maari Ma Health Aboriginal Corporation, Broken Hill, 2005.

STUDENT NAME:

WORKPLACE:

CONTACT NUMBER:



CONTENTS OF BOOKLET

- Introduction to Log Book
- Semester I Workload and Training Plan Log Book Year 1
- Semester II Workload and Training Plan Log Book Year 1
- Aboriginal Mental Health Workload Development Guidelines
- Mental Health Course Competencies
- Development of Clinical Skills and Supervision

Semester 1, Year 1 only included as an example. The Practice Log Book provides a way to record activities and tasks set out in the Workload Guidelines as the Trainee completes them. For a copy of the complete Practice Log Book, contact the Clinical Leader, Mental Health and Drug and Alcohol Services, Remote Cluster, Broken Hill, VCrawford@gwahs.health.nsw.gov.au

Introduction to your 'Practice Log Book'

This Log Book has been designed to bring together the following documents:

- Your University **Clinical Handbook** which outlines the 14 competency units you are required to address, and
- The GWAHS **Workload Guidelines**, which outlines the targets you are to achieve during the course of your day to day work (Refer to Year 1 Workload Guidelines)

Each activity in this Log Book is linked to one or more clinical competencies. You will need to complete the activities in order to work towards achieving the clinical competencies.

Please ensure you have your Log Book with you every time you undertake clinical practice.

Please ensure your preceptor/supervisor looks at your Log Book before you start working so they are familiar with what you need to be working on.

Don't forget to remind your preceptor/supervisor to sign off your Log Book as you complete your targets.

Happy learning.

SEMESTER I

**WORKLOAD
TRAINING PLAN**

YEAR 1

**SEMESTER I: Target/Goal is to observe 15 intake interviews
in Trainees' respective teams with supervision.**

Competency Unit No: 4, 6, 7, 8, 9, 10, 11 & 12.

Date / Time	Outcome	Intake Worker's Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

SEMESTER I: Participate in building a Client File ensuring that all documentation is completed and filed correctly.

Competency Unit No: 4 & 7

Activities	Outcomes	Supervisor's signature
<ul style="list-style-type: none"> • Read through and handle MHOAT forms 		
<ul style="list-style-type: none"> • Observe and identify use of the forms 		
<ul style="list-style-type: none"> • Complete a (dummy) form after an intake and discuss with supervisor 		
<ul style="list-style-type: none"> • Commence building a client file adding correspondence leaflet, pathology leaflet, etc. 		
<ul style="list-style-type: none"> • Write a referral letter to a General Practitioner 		

SEMESTER I: Target/Goal is to observe 5 Full Assessments.

Competency Unit No: 4, 6, 7, 8, 9, 10, 11 & 12.

Date / Time	Completed Forms/ Outcomes	Intake/Supervisor's Signature	Comments
1.			
2.			
3.			
4.			
5.			

**SEMESTER I: Target/Goal is to observe 3 mid term
Client Reviews in conjunction with supervisor.**

Competency Unit No: 2, 4, 6, 7, 8, 9, 10, 11 &12.

Date / Time	Clinical Review forms completed (Y/N)	Supervisor's signature
1.		
2.		
3.		

**SEMESER I: Target/Goal is to observe 3
Discharge/Termination sessions with Supervisor with
completed MHOAT discharge documentation.**

Competency Unit No: 2, 4, 6, 7, 8, 9, 10, 11, & 12.

Date / Time	Discharge Forms completed	Supervisor's signature	Comments
1.			
2.			
3.			

SEMESTER I: Conduct a Community Profile of organisations and their roles and responsibilities for use in Community Mental Health.

Competency Unit No: 1, 2, 12 & 13.

Activities	Completed (Supervisor signature)	Outcome / Comments
Complete community profile assignment as per subject 110		
Undertake the following activities in order to obtain the information required for the 'community profile' assignment: <ul style="list-style-type: none"> ➤ Visit approximately 10 service providers relevant to the community service and health sector <ul style="list-style-type: none"> ○ Choose services that work in the community you have chosen for the community profile ○ Choose a variety of services, for example government, non government, volunteer, large and small ➤ Interview staff to find out about the services provided, funding source, staff employed, target group and geographic area covered ➤ Identify community need, gaps in service delivery and emerging issues 		
Document the information and present the community profile to your team members at a staff meeting		

Trainee signature **Date**

Supervisor's signature **Date**

SEMESTER I: Presentations to Community Mental Health Teams and Reports.

Target/Goal is to provide report and critique of Cultural Awareness Training.

Competency Unit No: 1, 7 & 8.

Date	Presentation	Completed (Y/N)	Supervisor's signature

SEMESTER I: Attendance at Meetings:

Competency Unit No: 1, 7, 8 & 13.

- Each Trainee is required to attend all their respective Team Meetings, Interagency Meetings, Complete SCI-MHOAT, Complete Time and Leave forms, Attend Cultural Awareness Training and Mandatory Training. Participation in the form of either taking minutes or chairing the meeting shows enhancement of skills and experience gained throughout these forums.
- Each Trainee is to attend quarterly meetings with Line Manager
- Each Trainee is to attend a weekly meeting with Supervisor/Preceptor
- Each Trainee is to attend monthly meeting with Visiting Consultant
- Clinical Placement is 2 weeks as per course structure
- Punctuality: Workplace hours 9am to 5pm (negotiated by Line Manager)
- Accountability: If for any reason you cannot attend work or any training related workshops e.g. sick, personal matters, it is the responsibility of the Trainee to notify their team leaders as soon as possible.