Field Placement Memorandum of Understanding Instructions

The following list of information will assist you with completing the Field Placement Memorandum of Understanding:

Field assignment location
Week number for the start month
Trainee’s name
Duration of program
End date, including month and year
Names of sponsoring institutions
FETP location
Field supervisor
Field supervisor alternate
Resident Advisor/FETP Program Manager
Detailed list of work responsibilities
Detailed list of work requirements
Allowed length of permitted leave/vacations

The Field Placement Memorandum of Understanding template was designed to be used as a guide for establishing the expectancies of both the field supervisors and the trainees. The previously listed information is required in order to complete the template. Insertions are highlighted and placed throughout the text to identify the location of where a pertinent piece of information is needed.

This template is adjustable and should be individualized as needed.

Background description of program
Under the Background description of the program please provide information on the sponsoring institutions, FETP location. You may wish to add additional information on your program’s goals.

Terms of Placement
Please specify the trainee’s name. You may modify the length of the assignment and any other reasons for short term reassignments and procedures as needed.

Resident Advisor/FETP Program Manager
Identify the Resident Advisor/FETP Program Manager for your FETP location. You may wish to describe their expectancies further and provide the advisor or manager names with contact information.

Field Supervision
Under the section of Field Supervision, the Field Supervisor and alternate should be identified. You may wish to specify any additional responsibilities required by your program.
Work responsibilities and scope
The work responsibilities and scope section provide a broad overview of what is expected from the trainee. A brief description of what the field assignment is intended to provide is included. It includes an insertion to provide a more detailed list of work competencies as required by the FETP.

Required activities
Required activities are specific to the FETP. It should include a detailed outline of activities to be completed during the field assignment.

Reports
A description of the required reports and procedures for handling them is provided under the Reports section.

Evaluation
A description of the required evaluations is provided under this section.

Logistics
The logistics section provides space to address all basic understanding of the expected provisions and administrative procedures in the following subheadings.

  - Office and services
  - Travel/Transportation
  - Salary
  - Leave/Vacation
  - Clinical Work
  - Private Work

Resolutions
Proper instructions on how to proceed with miscommunications is detailed under the resolutions subheading.

Signatures
In order to be valid this statement of agreement must be signed by the Trainee, Field Supervisor, Field Supervisor Alternate, Resident Advisor/FETP Program Manager and the Country/Regional Director.