

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.