**University College Cork**

**School of Applied Psychology**

**Doctor of Clinical Psychology**

**Trainee Research Supervision and Collaboration**

**Guidelines and Agreement**

|  |  |
| --- | --- |
| **Trainee** |  |

|  |  |
| --- | --- |
| **Lead Academic Supervisor** |  |

|  |  |
| --- | --- |
| **Second Supervisor / Clinical Supervisor / Fieldwork Collaborator(s) and Designations** |  |
|  |
|  |
|  |

1. **Overview:** This Trainee Research Agreement should be read and understood by the trainee, supervisors and collaborators at the outset of the research project. A signed copy should be submitted along with project proposal submission.
2. **Remit of the D.Clin.Psych. Research Portfolio**: In summary, the major research project and systematic review should:
   1. Meet the standards for doctoral level research[[1]](#footnote-1). Whilst not as large as a PhD the two papers should report on *original* research, which *advances the knowledge base* related to Clinical psychology and be of *publishable* standard. Typically this research will address a *conceptual* issue and results should be *generalisable* – rather than only pertain to a host service for example.
   2. Foci may relate to advancing the understanding of psychological presentations, evaluating interventions or professional practices etc. Methodology may be quantitative, qualitative, or a combination thereof as appropriate to the question posed.
   3. The project may capitalise on, and become part of, an ongoing research programme in the region in which their supervisor or others are involved. However, it must be demonstrated that the trainee has made a significant independent contribution to the work.
   4. The research projects should be written up in paper format suitable for publication, with supplementary chapters as required for examination purposes.
3. **Responsibilities of the Academic Supervisor(s):** core responsibilities include to:
   1. Offer advice and guidance during the generation of the research proposal, especially with regard to issues of research design.
   2. Read through and provide written feedback on the research proposal.
   3. Advise in the preparation of ethics application(s).
   4. Meet with the trainee on a regular basis to monitor progress of work and ensure data collection is proceeding in an ethical manner. Communicate any concerns to the research coordinator.
   5. Advise and provide, or help attain, guidance on data analysis.
   6. Discuss findings and interpretations with trainee. Discuss format of write-up.
   7. Read through and provide written feedback on **one full draft** of the write-up.
   8. Provide supervisor feedback on trainee research activity.
4. **Responsibilities of Fieldwork Collaborators / Supervisors:** Clinical supervisors, or fieldwork collaborators, may participate in as many of the main supervisor activites (outlined above) as they have capacity and are willing to do. These should be agreed with the academic supervisor and trainee as appropriate. However key unique responsibilities include to:
   1. Orient the trainee to the clinical or service setting in which participants are being recruited and research conducted.
   2. Arrange for any induction, honorary contracts or other governance requirements as may be in place.
   3. Advise and support the trainee through any local or organisational ethics procedures and research governance requirements as may be in place.
   4. Be a key link person between the trainee / university and the service / organisation.
5. **Responsibilities of the trainee**: whilst supervisors and the research coordinator will advise and support the trainee in conducting and writing-up their research, final responsibility for developing and demonstrating research competence rests with the trainee. Core responsibilities include to:
   1. Generate and prepare the initial research proposal.
   2. Submit project for ethics approval, comply with any other research governance procedures as appropriate.
   3. Liaise with supervisors, collaborators and other service providers as appropriate in gaining access to participants.
   4. Collect data as agreed following proposal and ethics feedback.
   5. Assume responsibility for ensuring supervision meetings occur on a regular basis to monitor progress and produce a written record of these meetings for supervisors’ approval.
   6. Ensure any changes or modifications to the research protocol have been agreed with research supervisors.
   7. Undertake data analysis following advice and guidance from supervisors and statistical consultants as appropriate.
   8. Prepare at least one draft write-up of the project within an agreed period of time. Revise the write-up in the light of feedback.
6. **The Research coordinator and course team**: the whole supervision process, as described above, will be supported and monitored by the research coordinator and the course team.
7. **Publication and authorship**: It is expected that every effort should be made to publish / disseminate the research papers. Conducting research demands a significant investment of time, financial and human resources from participants, health and university staff and organisations, as well as the trainee. Endeavouring to publish the findings is, therefore, an ethical responsibility. The following principles operate on the DClinPsych course at UCC and should be agreed by trainee and supervisors if the project is deemed to be publishable:
   1. The trainee, academic, clinical supervisor and lead collaborators should all be authors and a paper / conference presentation should not be submitted without all parties having read the paper and agreed content. Authors should all have made a substantive contribution to the project. This might include the conceptual rationale, research design, organisation, data collection, analysis or write-up. This may be discussed by trainee and supervisors.
   2. Normally, the trainee will take the lead in preparing the paper for submission, although the supervisor(s) may make significant contributions to the write-up. In this case the trainee should normally be first author. However, if a trainee has undertaken a project which is part of a supervisor’s ongoing programme of research or a project which was conceptually driven by the supervisor, then the supervisor may wish to take the lead in submission of the journal manuscript and will be first author.
   3. Even where the trainee would be expected to take the lead in preparing a manuscript for publication, if all parties agree, a supervisor may take the lead in preparing a paper for submission. First authorship may, under these circumstances, be negotiated.
   4. A target date for submission (no later than 6 months of programme completion) should be negotiated between trainee, supervisor(s) and authoring collaborators. If this is not met by the trainee, a supervisor may take the lead in publishing the data, with the agreement of the trainee and other supervisor (s).
   5. The academic supervisor will usually be the corresponding author on any publications.
8. **Agreement**: Please indicate your agreement to follow the D.Clin.Psych. research guidelines as outlined above by signing in the relevant box below.
   1. **Trainee:**

|  |
| --- |
| **Signature: Date:** |

* 1. **Supervisors / Collaborators:**

|  |
| --- |
| **Signature(s): Date:** |

* 1. **Any Additional Notes**

|  |
| --- |
|  |

1. These can be found at https://www.qqi.ie/Downloads/Determinations%20for%20the%20outline%20National%20Framework%20of%20Qualifications.pdf [↑](#footnote-ref-1)