

Psychological Assessment Policy

Policy name	Psychological Assessment Policy
Policy number	TLP012
Date approved	10 August 2022
Approving body	The Academic Board
Responsible officer	Head of School
Implementation officer	Assessment Coordinator
Next review date	Five years after date of approval
Linked policies	<u>Academic Integrity and Student Conduct Policy</u>

1. Purpose of this policy

The Cairnmillar Institute has an extensive collection of psychological test material that support teaching, clinical practice, and research. This policy is designed to ensure:

- tests are used appropriately (i.e., protecting client confidentiality and copyright)
- tests are used by credentialed staff
- students without credentials are monitored and supported appropriately
- equitable availability of resources across academic units, placements, and clinics
- requirements for borrowing and usage are clear and special procedures (e.g., COVID-19 requirements) are available to all staff and students
- responsibilities for monitoring, maintaining, and ordering are clear

2. Scope

This policy applies to staff and clinicians working for the Cairnmillar Institute who are conducting assessments, or supervising students who are conducting assessments. Additionally, it applies to students who are conducting assessments with clients or as part of their course enrolment.

3. Policy

3.1 The Institute will maintain the integrity of psychological tests and ensure staff and student practice are such that they should cause no harm to clients by:

- a) Monitoring staffing credentials for the administration of psychological tests
- b) Providing students with training and supervision to ensure competency in test administration
- c) Ensuring students are provided with supervision in test administration and interpretation and report writing
- d) Informing students of what constitutes breaches of copyright
- e) Monitoring access to psychological tests

The Institute will have procedures that:

- a) Describe the use of psychological test for students, academic staff, supervisors, and research staff
- b) Provide information about the purchase of test materials
- c) Detail the management of damage and loss and breaches of copyright and inappropriate use of tests
- d) Are reviewed annually or as needed to ensure current and safe practices (i.e., COVID-19)

4. Responsibilities

Assessment Coordinator	Responsible for overseeing access to and the use and availability of test resources: <ul style="list-style-type: none">• Review of policies and procedures• Review and advice on student competencies• Monitoring and ordering of hard copy test materials and online materials• Review of and providing access to online test materials• Monitoring editions of test resources and ordering new editions as required• Providing input to the Cairnmillar Institute regarding the purchase of new test materials• Supporting supervisors on the availability and processes for the use of test resources• Provision of training to staff on policies and procedures
Reception Staff	Responsible for the daily management of the test materials at Hawthorn, North Melbourne, Dandenong, and the Mingary counselling service: <ul style="list-style-type: none">• Ensure tests are stored in a restricted access area

	<ul style="list-style-type: none"> • Where there are multiple components to a kit, the kit contains a list of components • During special conditions (i.e., COVID-19) kits contain sanitizer and wipes for safe usage and instructions for usage • Monitoring of the test library email account • Administration of bookings, collections, and returns of test resources • Checking test materials upon return to ensure there are no missing or damaged components • Pursuing overdue loans and remuneration for lost or damaged test material • Ensuring use of consumables is recorded in the semi-automated borrowing system • Advising the Assessment Coordinator when stocks require reordering • Passing on new tests to Librarian for cataloguing • Referring questions regarding Test suitability, Q-global and other resources to the Assessment Coordinator; • Seeks support and advise from the Assessment Coordinator as required.
Librarian	Checking and cataloguing of new test materials
Course Coordinators	Monitor and discuss test requirements for course assessment units
Unit Coordinators	Review tests requirements for assessment units
Placement Coordinators	Provide information for the use of assessments by students to supervisors
Supervisors	Monitor and advise students on test usage
Clinicians	<p>Follow borrowing and return procedures for testing</p> <p>Ensure they hold the appropriate user level for test usage</p> <p>Ensure students follow borrowing and return procedures if students are testing on their behalf and provide authorisation for testing</p> <p>Support Reception staff and the Assessment Coordinator on the monitoring of test resources</p>
Intern or Psychology Student	Check for missing items or stock take as identified by the Assessment Supervisor.

Staff will:

- Comply with this policy and its procedures
- Read all information on InSite
- Complete testing within their scope of practice
- Supervise students to develop core assessment competencies and ensure

they are operating within these competencies

- e) Address breaches in competency, client confidentiality, and copyright as per the procedures of this policy

Students will:

- a) Comply with this policy and its procedures.
- b) Read thoroughly and comply with all information provided on my.CMI regarding the use of test resources
- c) Practice within their competency level
- d) Protect the confidentiality of clients and the integrity of assessments (comply with copyright)

5. Breaches of test usage

5.1 The Institute expects staff and students to comply with this policy; however, there may be instances of failure to adhere to the policy. These breaches include:

Copyright	Copying or digital storage of copyrighted materials Sharing of copyrighted material
Working outside of competency	Administering a test without the correct user level Administration of a test without competency or training
Inappropriate use of tests	Testing a client when an assessment is not required Using an inappropriate test for client presentation
Breaking client confidentiality	Sharing assessment results outside confidentiality agreement with the client or the client's family Storage of files in non-locked cupboards and non-encrypted and password protected drives