

Postgraduate Research Student (PGR) & DClInPsy Trainee

Accessing support and raising concerns

Doctorate of DClInPsy Trainees have a dual status as postgraduate students and NHS employees. Their formal title is “trainee clinical psychologist”. Trainees have a contract of employment with Somerset Foundation NHS Trust as well as being registered as full-time University of Exeter postgraduate students.

This page provides information about how to raise concerns and the support services available to you as a PGR student, and DClInPsy trainee, at the University of Exeter, at any time in your degree journey.

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1. AVENUES FOR SUPPORT

1.1. PGR SUPPORT SERVICE TEAM

Students can contact the support team on the following programme-specific email address: Dclinpsy@exeter.ac.uk

Your PGR support team can provide information and advice on a number of services and procedures including:

- Funding queries
- Mitigation
- Assessment and submissions
- Interruptions and extensions
- Sickness and other type of absence queries
- Viva and examination queries
- Annual Monitoring Review process queries
- MyPGR queries

The teams can also provide advice on wellbeing services. For more details, you can visit the Wellbeing website: <https://www.exeter.ac.uk/students/wellbeing/>

For training and development enquiries please email: researcherdevelopment@exeter.ac.uk

1.2. UNIVERSITY WELLBEING AND WELFARE SUPPORT SYSTEMS

1.2.1. URGENT SUPPORT: [HTTPS://WWW.EXETER.AC.UK/STUDENTS/WELLBEING/SUPPORT/URGENTSUPPORT/](https://www.exeter.ac.uk/students/wellbeing/support/urgentsupport/)

1.2.2. STUDENT WELLBEING SERVICES

- The University Wellbeing Services: www.exeter.ac.uk/wellbeing/ has a range of confidential support services available for students, including:
 - Mental Health support www.exeter.ac.uk/students/wellbeing/resources-and-services/appointments/
 - Disability advice and support www.exeter.ac.uk/students/wellbeing/support
 - Education Welfare team: If you have a question for the Education Welfare Team, you can now use our instant chat service. The chat is live from 12.30pm – 2.00pm every weekday, and we can help you with any questions you may have about managing your health alongside your

studies. To access the chat, go to our web page at <https://www.exeter.ac.uk/students/wellbeing/studentwelfare>

- Peer support www.exeter.ac.uk/students/wellbeing/resources-and-services/peer-support/
- Online resources www.exeter.ac.uk/students/wellbeing/resources-and-services/takingcareofyourwellbeing/takingcareofyourwellbeingonline/
- Support groups and webinars www.exeter.ac.uk/students/wellbeing/resources-and-services/supportgroupsandwebinars/
- Self- help resources and apps: <https://www.exeter.ac.uk/students/wellbeing/resources-and-services/takingcareofyourwellbeing/>

- Further information about support available to PGR students is available on the Doctoral College website:

<https://www.exeter.ac.uk/research/doctoralcollege/support/> There is a full list of University support services (www.exeter.ac.uk/students/az-services/)

1.2.3. SPECTRUM LIFE: PGR students also have access to Spectrum Life www.exeter.ac.uk/staff/wellbeing/mentalhealth/spectrum/ a flexible and confidential telephone, video, and live chat counselling service which provides you with clinically approved resources to help you to manage your health and wellbeing.

1.2.4. CHAPLAINCY TEAM EXETER: There is a multi-faith chaplaincy team at the University from a wide variety of faith backgrounds. The team provide a safe space to talk and offer discreet and confidential listening service. They also provide many faith activities.

Chaplaincy Website: <https://www.exeter.ac.uk/students/chaplaincy/>; **Chaplaincy Facebook Page:**

https://www.facebook.com/events/328317201483304/?active_tab=about

Chaplaincy email address: chaplaincy@exeter.ac.uk

1.2.5. OTHER INDEPENDENT SOURCES OF SUPPORT

- Students' Guild Advice Unit : Also note that you may contact the Students' Guild Advice Unit at advice@exeterguild.com for students registered to an Exeter Campus for additional and independent advice and support should you require it.
- Support via Local and National Services: This page contains contact details and information about local and national services such as Bereavement services, Eating disorders, Legal support, LGBTQ+ and many others that may be helpful: <https://www.exeter.ac.uk/students/wellbeing/resources-and-services/localandnationalservices/>

1.3. PGR PASTORAL TUTORS

As set out in the Arrangement for the Supervision of Research Degree Students: code of good practice (<https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/supervisionofresearchdegreestudents/>), the 'pastoral tutor' is a designated member of staff with a pastoral responsibility for the student (including advising the student in cases when difficulties arise between student and supervisor(s)). The pastoral tutor will be a member of the University's academic staff and they do not require direct input or knowledge of the student's research topic.

The purpose of the pastoral tutor is to provide an additional layer of support and the role of the pastoral tutor is set out here: <https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/supervisionofpgr/#mentor>

1.4. LINE MANAGERS ON THE DCLINPSY PROGRAMME

The line manager will support you by:

- Being your first point of contact for all management issues
- Support your personal and professional development and provide any practical and emotional support
- Being your advocate when needed

Please visit the programme handbook, heading: Line Management, beneath the Student Support section for more information about the role of the line managers. Your handbook can be found on the website <https://psychology.exeter.ac.uk/study/clinical/dclinpsy/> and on ELE2 (<https://ele.exeter.ac.uk/>).

1.5. DCLINPSY BUDDY

As a DCLinPsy trainee, you will have been assigned a 'buddy', another trainee on the programme, whose role is to offer advice and information about paperwork, academic assignments, research, placement experience, and offer peer support.

2 . NHS WELLBEING AND WELFARE SUPPORT SYSTEMS

- The NHS Colleague Support Service:

- They offer a confidential and safe space to talk.
- They provide practical support in helping you manage any worries and concerns you may have.
- They offer signposting and referrals to relevant organisations to provide you with the support you deserve.

Please contact the Colleague Support Service 0300 124 5595

3. SUPPORT AND REASONABLE ADJUSTMENTS TO SUPPORT YOUR LEARNING AT UNIVERSITY AND ON PLACEMENT

The Doctor of Clinical Psychology trainees have a dual status such a full time PGR student at the University of Exeter and full-time employees at Somerset FT. To ensure that they have support both for their learning at university and on placement they should engage with the support systems mentioned in sections 3.1 and 3.2 below.

3.1. SUPPORT WITH YOUR LEARNING AT THE UNIVERSITY

- Disability advice and support <https://www.exeter.ac.uk/students/wellbeing/support/>
- Reasonable adjustments and Individual Learning Plans: <https://www.exeter.ac.uk/students/wellbeing/resources-and-services/exams-and-ilps/>
- Disabled Students' Allowance (DSA): <https://www.exeter.ac.uk/students/wellbeing/support/fundingyoursupportdisabledstudentsallowance/>

3.2. SUPPORT AND REASONABLE ADJUSTMENTS ON PLACEMENT

- Occupational Health: A referral to OH can be made by your Line manager at the programme.
- Access to Work: get support if you have a disability or health condition: <https://www.gov.uk/access-to-work>

4. EDI SUPPORT AND MENTORING SCHEMES FOR DCLINPSY TRAINEES

4.1 DEPARTMENT ALSS(REI)

The Academic Lead for Student Support (Racial Equality and Inclusion) (ALSS(REI)) role was created by Professor Vrinda Nayak, Associate Dean for Taught Students (Racial Equality and Inclusion) and the strategic aim of the role is to foster a safe and supportive environment for all students. Department ALSS(REI) are a contact point for students who have concerns, or require support regarding experiences of racism, racial discrimination, or discrimination against any protected characteristics (age, disability, gender reassignment, marriage and civil relationship, pregnancy and maternity, race, religion or belief, sex, sexual orientation). The purpose of the ALSS(REI) is to offer a safe, confidential, and non-judgemental place for students to discuss problems and anxieties, and to help students report to the University as wanted. The ALSS(REI) can also facilitate conversations between students and other stakeholders (such as academic and professional service staff, academic tutors, EDI team, and Exeter Speaks Out) to find solutions or information to support students. Please ensure that students and other staff are aware of this role and how to get in touch with me and with other members of the Psychology inclusion team (more here: [EDI committee](#) | [Psychology](#) | [University of Exeter](#)).

4.2 . EQUALITY, DIVERSITY AND INCLUSION (EDI) TUTORS

The EDI tutors can offer 1:1 or group support to trainees on issues/ideas/opportunities related to EDI. All trainees can contact the EDI tutors for support. Emails can be found below.

More information about the role of the EDI team: The role of the EDI lead and EDI tutors is to oversee the EDI initiatives established by the course. Some examples of the initiatives taking place – Racial Trauma informed Anti-racism Clinical Supervisor training, Decolonising the curriculum workshops, mentoring schemes, outlining resources and areas of support for trainees with disabilities, Impact Equity Survey and an EDI committee. The EDI tutors support the EDI Lead (Dr Catherine Butler) with the development and delivery of the DClinPsy EDI objectives. They contribute to the evaluation of EDI actions. They also provide teaching and workshops on EDI to the course team, supervisors, and trainees. EDI Tutors aim to help the course to think about EDI related issues and how they can be threaded throughout the course. EDI tutors also aim to identify areas where current provision needs revision or improvement and contribute to the planning, design and development of objectives and material, considering the clinical and sensitive nature of the subject and ensuring the appropriate learning activities are used.

- EDI Lead: Dr Catherine Butler (c.a.butler@exeter.ac.uk)
- EDI Tutor: Dr Suzanne Azer (s.a.azer@exeter.ac.uk)
- EDI Tutor: Dr Sabinah Janally (s.janally@exeter.ac.uk)
- EDI Tutor: Dr Alexis Clarke (a.clarke8@exeter.ac.uk)

4.3. MENTORING SCHEMES FOR DCCLINPSY TRAINEES

- Amplify Trainee Group Mentoring Scheme – for global majority trainees on the following courses – Exeter, Bath, South Wales, Southampton and Plymouth. To find out more information please contact Dr Sabinah Janally s.janally@exeter.ac.uk

- European Trainee Group Mentoring Scheme – for European trainees on UK-based Clinical Psychology Doctorate Programmes. To find out more please contact Kimon Butzbach kb718@exeter.ac.uk and Vasiliki Anagnostopoulou vasiliki.anagnostopoulou@plymouth.ac.uk

4.4. PPN EDI RESOURCE

The PPN Equality, Diversity and Inclusion Resource Bank

<https://www.ppn.nhs.uk/resources/equality-diversity-and-inclusion>

Dr Margo Ononaiye, Widening Participation Lead PPN South East, and Tessa Thomas, EDI Research Assistant, have led a project to ensure ongoing commitment to increasing Equality, Diversity and Inclusion (EDI) within the psychological professions.

“I was hearing people doing good work, but there was nobody bringing together all the information and nobody giving a coherent language to what was being done. I felt that something as important as this needs a team behind it and narrative behind it to make it work.” – Dr Margo Ononaiye

“There are lots of pockets of work being done but to make long lasting change there needs to be more integration into the profession itself with the people who make the decisions taking an active stance.” – Tessa T. Thomas

As an outcome of this project, the PPN is launching an Equality, Diversity, Inclusion Resource Bank, with the aim of providing aspiring, training, and qualified psychological professionals with a centralised resource. This tool showcases various support networks and widening participation initiatives within the psychological professions.

Resources have been collated for several protected characteristics, outlined by the Equality Act (2010), including:

- [General EDI resources](#)
- [Age](#)
- [Gender Identity](#)
- [Race & Ethnicity](#)
- [Disability](#)
- [Religion & Spirituality](#)
- [Sexual Orientation](#)
- [Socio-economic status/Class](#) (an important additional characteristic)

The resource also hosts the PPN SE EDI Audit Tool, which has been devised for Psychological Training Programmes, Professional Bodies and NHS Trusts to evaluate and improve upon their existing EDI strategies. The tool is designed based on clear expectations, targets and the ability to rate progress with a reviewable action plan.

There are clear guidelines available on how to use this tool:

- PPN SE Audit Tool Guidelines <https://www.ppn.nhs.uk/all-ppn-resources/389-ppn-se-audit-tool-guidelines>

Three versions are available to choose from:

- PPN SE Expert By Experience EDI AUDIT TOOL <https://www.ppn.nhs.uk/all-ppn-resources/393-ppn-se-expert-by-experience-edi-audit-tool>
- PPN SE Trainee & Student EDI AUDIT TOOL <https://www.ppn.nhs.uk/all-ppn-resources/387-ppn-se-trainee-student-edi-audit-tool>
- PPN SE Workforce EDI AUDIT TOOL <https://www.ppn.nhs.uk/all-ppn-resources/388-ppn-se-workforce-edi-audit-tool>

The EDI Resource Bank is by no means exhaustive and will continue to be updated to bring together good practices.

Find out more about Dr Margo Ononaiye's experiences of race, class and leadership in Clinical Psychology here:

1. <https://ppn.nhs.uk/our-work/news/item/race-leadership-and-the-changing-face-of-clinical-psychology>
2. <https://www.bps.org.uk/psychologist/i-no-longer-try-shape-myself-fit>
3. BPS How Did You Get That Job in...? Facebook Live with Dr Margo Ononaiye (log in required) - <https://fb.me/e/4U6aqSJSy>

4.5. OTHER AREAS OF SUPPORT FOR DCLINPSY TRAINEES

- PPN South-West: <https://www.ppn.nhs.uk/south-west>
- Class in Clinical psychology <https://campsite.bio/classclin>
- Association of Clinical Psychologist <https://acpuk.org.uk/>
- The Division of Clinical Psychology <https://www.bps.org.uk/member-networks/division-clinical-psychology>

4.6. RAISING PLACEMENT CONCERNS RELATED TO DISCRIMINATION, BULLYING, HARASSMENT, ABUSE (BHA) AND RACISM

If you have a concern about your clinical supervisor on placement due to experiences of discrimination, BHA and/or racism, follow the process in the clinical handbook beneath the heading: Policy for raising placement concerns related to discrimination, bullying, harassment, abuse (BHA) and racism. Your handbook can be found on the website <https://psychology.exeter.ac.uk/study/clinical/dclinpsy/> and on ELE2 (<https://ele.exeter.ac.uk/>).

5. CONCERNS RELATING TO STUDY

5.1. STUDENT COMPLAINT PROCEDURE

For more information about the student complaints procedure at the University of Exeter please see the Student Complaints Procedure: <https://www.exeter.ac.uk/students/administration/complaintsandappeals/complaints/>

5.2. CONCERNS RELATED TO DCLINPSY PROGRAMME

For students who wish to raise a concern regarding their studies or supervisor, they are first advised to read through the following **Flow Diagram of Concern related to studies or supervision**: https://www.exeter.ac.uk/media/universityofexeter/doctoralcollege/Flow_Diagram_for_raising_a_concern.pdf and then to read about the support available: <https://www.exeter.ac.uk/research/doctoralcollege/support/studenthandbook/concerns/>

In the next page you will find a more detailed flow chart on the processes and procedures you can take to raise concerns specifically related to the DClinPsy course. These concerns could also be related to EDI issues for instances discrimination or racism, the concerns may also be related to other personal experiences or witnessing events that cause concerns.

Trainee has concerns (the concerns could be related to discrimination/racism) either at the on the course, at the university, on placement or personally.

Think through exactly what your concerns are and if you feel able to, discuss with your Line Manager or the PGR Pastoral tutor in the first instance*

COHORT:
If your concerns relate to your cohort or a peer(s), please discuss with your Cohort Tutor or your PGR pastoral tutor.

You can also contact the PGR support Service Team

ACADEMIC:
If your concerns relate to a Lecturer or lecture content, please discuss with the Module Lead, if you feel able, or discuss with the Academic Directors and/or your PGR pastoral tutor.

RESEARCH:
If your concerns relate to a Research Supervisor or your research experience, please discuss with your Research supervisor, if you feel able, or discuss with the Research Director and/or your PGR pastoral tutor.

PLACEMENT:

1. If your concerns relate to a Placement Supervisor or Placement context, please discuss with your Placement Supervisor, if you feel able
2. If unable to discuss with your placement supervisor, please contact your clinical tutor.
3. You can also contact the Placement Trusts Freedom to Speak Up Guardians

*If your concerns relate to a member of the programme team, please contact your PGR Pastoral tutor your line manager or one of the Directors you feel comfortable with in the first

Issue resolved – No Further Action

Issue Unresolved – Please raise an informal complaint to the programme via Dclimpsy@exeter.ac.uk

Issue resolved - No Further Action

Issue Unresolved – For clinical matters Programme Director to escalate to Placement Trust

Issue unresolved/ no resolution you can follow the University of Exeter Complaints policy or the Placement Trust policy.

5.3. HEALTH EDUCATION ENGLAND (HEE) ESCALATING CONCERNS

- Contacting the South West Quality Team
 - Health
 - Education England NHS – Severn Postgraduation Medical Education processes of escalating concerns: <https://www.severndeanery.nhs.uk/about-us/escalating-concerns-3/>
 - Email address: quality.sw@hee.nhs.uk

5.4. EXETER SPEAKS OUT AND REPORTING ANONYMOUS CONCERNS

The University of Exeter is an inclusive community, where everyone has the right to be treated with respect. Harassment, bullying, intimidation and discrimination (for example racism, homophobia, sexual discrimination) go against all we stand for and will not be tolerated. If you've experienced or witnessed any of the above we encourage you to report it and to get the support you might need. These pages provide information for students and staff: <https://www.exeter.ac.uk/about/speakout/>

6. LINKS TO OTHER UNIVERSITY OF EXETER POLICIES

- University of Exeter EDI policy: <https://www.exeter.ac.uk/departments/inclusion/visionandpolicies/policies/>
- Exeter DClinPsy Handbook: <https://psychology.exeter.ac.uk/study/clinical/dclinpsy/>