**Notes for the completion of the Application Form**

**For the UCD Doctoral Programme in Clinical Psychology 2024**

**Overall application**

1. Please complete the application form appending additional pages as necessary.

2. Please do not alter the section headings in the application form and complete every section fully taking account of specific directions given in these notes.

3. Please upload your application by the closing date. The application fee of €50 should be paid on line by clicking on the below link and following the instructions. <https://sisweb.ucd.ie/usis/W_CR_DISPLAY.P_WEB_PAYMENT?p_linked=Y&p_rsrc_code=FIN076>

Once payment is made an email receipt is automatically sent to you it will contain a reference number.

4. Enquiries about the course may be made to the Course Administrator, Muriel Keegan at Telephone: +353-1-716-8120 or [Muriel.keegan@ucd.ie](mailto:Muriel.keegan@ucd.ie) or [Julia.mckeon@ucd.ie](mailto:Julia.mckeon@ucd.ie), or [clinicalpsychologyadmin@ucd.ie](mailto:clinicalpsychologyadmin@ucd.ie)

5. On the first page give names, correspondence addresses, phone numbers and email addresses of two referees who may be contacted. One reference should be an academic and the second should be an employment reference (i.e. someone who is in a position to give a reference on your clinical abilities). References will be collected subject to an offer of a place on the programme.

6. Double check that you have addressed all items on the checklist. Sign the form using an electronic signature.

7. Save your application as a Pdf name it as follows: Surname, Forename (i.e. Blogs, Jenny). Include in this file any other necessary materials (ID and transcripts) if you have not studied in UCD before.

Once completed you can upload the file via the google form portal on the clinical psychology website.

#### Section 1. Sponsorship preferences

8. On page 2, indicate your sponsoring agency preferences by placing the number 1 beside your first preference, the number 2 beside your second preference and the number 3 beside your third preference, and so on. The specific areas linked to each sponsoring agency are as follows:

(a) Cavan/Monaghan (HSE CHO1)

(b) Louth (HSE CHO8)

(c) Meath (HSE CHO8)

(d) Dublin North (HSE CHO9)

(e) Laois/Offaly (HSE CHO9)

(f) Longford/Westmeath (HSE CHO8)

(g) Waterford/Kilkenny/Carlow (HSE CHO5)

(h) Dublin (St. Patricks Mental Health Services)

(i) Dublin (St Vincent’s University Hospital)

If you are offered a place on the course, every effort will be made to arrange for you to be sponsored by your preferred agencies in order of your preference. However, your expressed preference will not diminish your chance of an offer from an agency you give a lower ranking to. If you are offered a place on the course you will be required to complete most of your placements in your sponsoring agency, to decided on your research thesis topic in collaboration with your sponsoring agency and to be available to spend 3 years after graduation working in the HSE or another agency if they are your sponsor. Your selected sponsors are your prospective employers for the next 6 years, therefore they will be interested in the reasons you give for your sponsorship preferences. 10. State your reasons succinctly and do not exceed 50 words.

9. These procedures are in operation for trainees on the UCD clinical psychology course over the past number of years, are all subject to review in light of current and future national developments in the funding of clinical psychology training. As such sponsored places on the programme are always offered on a provisional basis until confirmed through the offer of a contract of employment from the relevant sponsoring agency.

#### Section 2. Primary Degree in Psychology

10. On page 3 in section 2, please indicate your primary degree in Psychology such as your BA or BSc degree, or postgraduate psychology qualification such as a H Dip or Masters in Psychology if this is your primary psychology qualification. Please specify the level at which your primary degree was awarded (e.g. 2.1 or 1st) and the overall percentage (e.g. 68%) or GPA.

11. Please specify if your degree confers eligibility for graduate registration with the Psychological Society of Ireland. Most honours degrees in psychology from universities in Ireland and the UK confer eligibility for PSI. However, if you are uncertain about this, contact PSI.

12. On the application form indicate that you have included a copy of your course transcript and a copy of your birth certificate or passport if you received your degree from a college other than UCD.

13. If you have previously attended UCD please give your Student Number.

**Section 3 Postgraduate Degree in Psychology**

14. On page 3 on section 3, specify if you have been awarded masters or doctoral postgraduate degrees in research psychology, counselling psychology, psychotherapy, health psychology, applied psychology, organizational psychology and educational psychology. Give the level at which your degree was awarded (e.g. second class honours) and the percentage (e.g. 68%).

15. Indicate the proportion of the programme that involved coursework, placement and research. For example; noting coursework = 80%, placement = 0%, research = 20%, for a taught masters degree in applied psychology, with a combination of coursework, no placement and a minor thesis.

16. If you are undertaking a research degree such as an M Litt or PhD, indicate when you expect to graduate as accurately as possible. Please also include the title of the thesis on this form.

17. Indicate that you have included a copy of your course transcript and a copy of your birth certificate or passport if you received your degree from a college other than UCD.

18. If you have previously attended UCD please give your Student Number.

**Section 4. Other training**

19. Please complete all relevant sections. Some candidates will have information for all three sub-sections while some will have information for two or one. This section is appraised in its totality so do not be concerned if you have a sub-section(s) that is blank. On page 3 in section 4 (a) list all other primary and postgraduate degrees, or diplomas. If you completed a degree prior to completing a postgraduate conversion programme please list it here. If you have another professional training degree (teaching, nursing, SLT, OT, social work etc) it should be listed here. For example:

**4 (a) Other university diploma/degree level qualifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | |  | |  |  |  |
| **From** | **To** | **Name of University** | | **Degree** | **Level of Award** | **%** |
| 2018 | 2021 | | University College Dublin | BSc Nursing | 2.1 |  |
|  |  | | Add as many rows as needed |  |  |  |

20. On page 3 in section 4 (b) list any certificate level training you have completed. For example a formal certificate in counselling skills or family therapy could be listed here:

**4 (b) Other relevant certified training:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | |  | |  |  |
| **From** | **To** | **Number of hours per week** | | **Certificate/Training Name** | **Awarding Body** |
| Sept 15th 2023 | Dec 15th 2023 | | 3 | Foundation certificate in counselling skills | City of Dublin Education and Training Board |
|  |  | |  | Add as many rows as needed |  |

21. On page 3 in section 4 (c) list all other training experiences, or Continuous Professional Development workshops you attended. Please describe events accurately in terms of numbers of days or hours involved. It is important you order this section by the duration of the training involved. Start with workshops that took place over more than one day indicating the total number of days involved, then list all training of one day duration, then all training of half-day duration, and finally any training where the duration was one -3 hours in length. Vague, unclear or missing time information will be treated as 1 hour. Include items directly relevant to psychology (for example, a workshop on counselling skills) but also items with less direct relevance (such as a workshop in drama). Do not list items here that are covered in previous section – for example do not list workshops you attended that were part of a previously listed degree or training (e.g., training in psychometrics completed as part of a masters in applied psychology). A sample completed section is below:

**4 (c) Other relevant continuous professional development:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | |  |  |  |
| **From** | **To** | **Duration in days or hours** | **Training Name** | **Trainer/Event/Location** |
|  |  |  |  |  |
| Oct 5th 2022 | Oct 6th 2022 | 2 days | Using the Power-Threat Meaning Framework with Adults Attending Mental Health Services | Dr Lucy Johnston, Psychological Society of Ireland CPD workshop, Dublin |
| April 7th 2023 | April 7th 2023 | 1 day | An introduction to WISC-5 administration and reporting | The Psychological Corporation Online training special webinar |
| Oct 16th 2023 | Oct 16th 2023 | 3 hours | Introduction to Compassion Focused Therapy | Prof Paul Gilbert – Compassion Focused Therapy Annual Conference Pre-Conference Workshop, London |
|  |  |  | Add as many rows as needed |  |

**Section 5. Relevant research experience**

22. In section 5 on page 4, list all relevant research experience including undergraduate research projects, graduate research projects, clinical research assistant experience, computing skills & qualifications, statistics qualifications, theses, presentations, peer reviewed publications, & technical reports.

23. Please only include actual published work. Only include peer-reviewed publications in academic journals. Do not include articles written for newsletters like the Irish Psychologist. Do not cite your work as ‘In Press’, unless it has been accepted for publication by a journal or publisher. Similarly please only list actually published technical reports. For any publications please give them as a reference in APA style. For example:

Fox, S., Lynch, J., D’Alton, P., & Carr, A. (2021). Psycho-Oncology: A Bibliometric Review of the 100 Most-Cited Articles. *Healthcare*, *9*(8), 1008. MDPI AG. Retrieved from http://dx.doi.org/10.3390/healthcare9081008

24. Short listing judgements are made on how well you have used available opportunities for research.

**Section 6. Relevant clinical work**

25. In section 6 on page 4, list all relevant clinical work experience including work done before, during and since obtaining a primary degree in psychology. This is a vital section for your selection so we suggest the following guidance for its completion. An example of the information and type of presentation we would like is also provided below.

26. For each post, clearly indicate:

*Columns 1 & 2:* The duration of your employment in months.

*Column 3:* The name and address of your employer.

*Column 4:* The profession of your supervisor (e.g. clinical psychologist, counselling psychologist, psychotherapist, social worker etc.) **and** the number of hours per week of formal supervision. Only include formal supervision. If you omit this information we will assume that you did not receive formal supervision.

*Column 5:* There are 3 things we would like to know here: (a) Please indicate the title of the post held; (b) indicate if your post was an employment by salaried contract, or an "honorary"/"voluntary" post (contracted or otherwise) that was unpaid or subject to a minor stipend/payment, and (c) the number of hours per week you worked. Please ensure you have included all 3 pieces of information. If this information is missing we will assume an unpaid/stipend/voluntary post.

*Column 6:* Responsibilities and competencies. Please only list those activities you were directly responsible for, or developed competence in. Do not exceed the 50 word limit (the example below has 49 words).

If you held more than one clinically relevant post we would like to hear about them so please make multiple entries providing all information each time to capture the full extent of your experience since graduation.

**6. Relevant clinical work experience. (Please list from most recent. Append additional page if necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer’s name address** | **Supervisor's name, occupation, & number of hours of formal supervision per week**  **.** | **Post details** | **Responsibilities and competencies developed in post**  **(50 words max per post)** |
| Jan 2023 | Dec 2023 | 1. Health Service Executive Primary Care Services, Dundalk, Co. Louth. | Supervisor: Dr Mary Smith, Senior Clinical Psychologist.  1hour formal supervision per week | Assistant Psychologist on a salaried contract working 36 hours per week | Supported clinical psychologists running group programmes for anxiety (Friends Programme) and parenting skills (Parents Plus). Administered pre and post intervention assessment measures, prepared weekly group materials, observed groups, debriefed with facilitators, contributed to final reports post intervention.  Service audit.  Participation in monthly journal club &  weekly psychology team meetings. |
| add other posts as needed |  |  |  |  |  |

27. If you include undergraduate or postgraduate placement experiences here, specify this.

#### Section 7. Personal statement and other information

28. Outline in no more than 300 words your reasons for applying for clinical training and any other information you consider relevant to your application. Its an opportunity for you to ensure if there is something important about you and your application that you think will make you an excellent clinical psychologist that is not included in the information you have given us up to this point, that you can let us know about it. We would like to be more inclusive in the profession of clinical psychology and for our trainees to be able to meet the needs of people from diverse backgrounds.  So if there are aspects of your application that prepared you for this or are relevant then we would welcome its inclusion in this section.  We are often asked “what makes a good personal statement?” Our experience is, a good personal statement *adds* something to our understanding of you, your application, or suitability for the programme rather than summarises the information you have given us already or tells us what you think we want to hear.

29. We want you to do well. Best of luck…