Relevant Regulations

Regulation 1.1 of the RANZCP Training and Assessment Regulations states:
At a state level, and in New Zealand, local Training Committees (BTC) coordinate training. At an individual service or hospital level, training is under the direction of a Director of Training and a local training committee, assisted by approved supervisors.

Regulation 5.9 states:
During basic training, you must complete approved training in psychiatry of old age. The minimum requirement is evidence of the assessment and/or management of at least ten people with mental health problems and mental illness over the age of sixty five years, formally discussed with an appropriate RANZCP and Faculty of Psychiatry of Old Age approved supervisor. Wherever possible this experience shall be completed as part of a training rotation in a psychiatry of old age service.

Regulation 5.10 states:
During basic training you must complete approved training in addiction psychiatry. When this is not possible, you must have evidence of the management of:
(i) at least nine people with substance abuse or dependence, meeting the following criteria:
- the management of the substance use disorder is a major focus of your treatment
- supervision of the management of these people is by an appropriately qualified supervisor
Of these nine people, there must be at least one with opiate dependence and a further five with problems of substance dependence.
(ii) at least one person with pathological gambling.

Regulation 5.12 states:
During basic training you must attend and participate in the delivery of a minimum of ten ECT treatments under the direct supervision of an appropriately trained psychiatrist. At least one of these treatments must be the first received by a person who has not previously been treated with ECT. At least three of the ten people treated should be directly managed by you under appropriate supervision throughout their course of ECT.

1 Defined in Link for POA
2 Defined in Link for Addiction
3 Defined in Link for ECT
Regulation 7.1 states:
Supervision of your clinical work during basic training will be a vital part of the assessment of your professional competence. Your training is based on an apprenticeship model. The level and form of supervision provided shall vary as you progress through the training program, but the following must apply:

(i) Clinical supervision shall be for not less than four hours per week for not less than forty weeks in each year of training. At least one of these four hours per week shall include individual supervision of your current clinical work; this applies to part-time or full-time trainees. The other three hours of supervision must be at least on a pro-rata basis if you are part-time.

(ii) During the first year of training you shall receive closer supervision, with at least two of the four hours per week of supervision provided outside ward rounds/case review meetings. Your supervisor should focus on interviewing skills and mental state examination. Supervision shall also address diagnosis, formulation and principles of management.

(iii) Supervision of the biological, social, psychological and cultural aspects of assessment and treatment shall be provided throughout basic training as a component of the four hours’ basic supervision. One of the four hours’ of required supervision (apart from the individual hour of supervision of current clinical work) should be devoted specifically to this type of supervision.

(iv) Supervision sessions shall be scheduled.

(v) You shall observe your supervisors conducting diagnostic and therapeutic interviews. Your supervisors shall observe you conducting interviews in each year of basic training.

(vi) Supervision must cover all aspects of your work, including after-hours work.

(vii) Whenever you are on duty, there must be a clear line of responsibility from the person with mental health problems and mental illness through you to a particular psychiatrist. This will most appropriately occur when the psychiatrist responsible for the care of your patients is also your primary clinical supervisor. This psychiatrist is the most appropriate supervisor to provide the one hour of individual supervision.

(viii) In general, your principal supervisor will be working in the same clinical setting as you for at least three half-days per week.

Responsibilities of Supervisors
Clinical supervision of your basic training shall be by supervisors approved by your local Training Committee. Clinical supervisors shall generally have no more than two trainees under their supervision at one time. The responsibilities of your clinical supervisors are to:

(ix) Review with you at the beginning of each rotation the training objectives for that rotation

(x) Provide formative feedback on your progress, half-way through each rotation, which shall be used to identify your strengths and weaknesses as well as your progress towards the training objectives for the rotation

(xi) Complete a summative assessment at the end of your rotation based on the relevant training objectives. This assessment shall take into account your progress in those areas identified in the formative appraisal and further development of your areas of competence.

(xii) Create a suitable learning environment for you while under supervision

(xiii) Ensure a wide range of opportunities is available for you to develop your clinical skills.

Regulation 10.9 states:
Supervision of advanced training shall occur as follows:

(iv) Training experiences shall include at least four hours of clinical supervision per week, of which one hour shall be individual supervision, for at least forty weeks of the year.

(v) Supervision shall be specifically related to the chosen program/stream of training and clinical work. Supervision shall include a focus on aspects of the assessment and treatment of people under your care and under the care of your supervisor, and other supervision related to psychotherapy (Regulation 10.1), biological skills (Regulation 10.2), social skills (Regulation 10.3), cultural skills (Regulation 10.4), and consultative skills (Regulation 10.5). It shall include regular direct supervision of your clinical work by the responsible psychiatrist.

(vi) Discussion of other relevant aspects of work in the chosen program/stream shall be included as appropriate. Clinical and staff meetings must be specifically organised for the purpose of advanced training in order to count as part of the four hours of clinical supervision

(vii) Supervision shall be undertaken by supervisors approved by your Sub-Committee for Advanced Training.
Regulation 12.1 states:

**Supervisors**

The following must be in place:

- Appropriate selection, training and appointment procedures
- Adequate procedures for monitoring the performance of supervisors, and providing formal and informal feedback
- Appropriate procedures for dealing with unsatisfactory supervisors

**Guidelines**

Supervisors are approved by the relevant local Training Committee/Sub-Committee for Advanced Training. They are accountable to these committees (and hence the College) for ensuring that supervision is adequately provided in accordance with the Training and Assessment Regulations and associated Links.

Employment issues (for example disciplinary action) are the responsibility of the employer.

All Fellows of the RANZCP and psychiatrists who do not have FRANZCP are eligible to apply to the relevant local Training Committee to become approved College principal supervisors. Sometimes non-psychiatrists may be approved to provide additional supervision of specific areas, such as psychotherapy or addiction psychiatry. In most circumstances, the principal supervisor will be a College Fellow or non-College psychiatrist with the option for non-psychiatrists to provide additional supervision. Other medical specialists who are providing circumscribed, time limited supervision, which is additional to the mandatory supervision, do not need to apply to become supervisors as outlined below.

Fellows of the RANZCP with the relevant Certificate or equivalent background and training are eligible to apply to become approved supervisors of advanced trainees in the relevant subspecialty.

In some cases there will be liaison with the relevant sub specialty group in relation to supervisor status, such as for basic training in psychiatry of old age.

All applicants for approval as supervisors shall:

- Complete a supervisor training program (see below)
- Make application in writing to the relevant Director of Training, for consideration and approval by the relevant local Training Committee/Sub-Committee for Advanced Training
- Undertake to meet the requirements as set out below.

The relevant local Training Committee/Sub-Committee for Advanced Training will:

- Run supervisor training workshops, or monitor the availability and suitability of other supervisor training programs
- Select appropriate supervisors from eligible applicants.
- Maintain a register of approved supervisors.
- Provide up to date information on local supervisor status to the College Training staff. This will require maintenance of up-to-date records at a local level.

**Supervisor Training**

Supervisors must undertake training to ensure the provision of high quality of supervision for trainees, for their professional development as supervisors and to raise the standard of care delivered to people with mental health problems and mental illness under their trainees’ care.

Supervisor training may be undertaken by trainees during at least the second year of their advanced training.

Initial training for supervisors will involve satisfactory completion of a supervisor training program following the examples and guidelines provided by the Committee for Training or its designated Working Party and approved by the relevant local Training Committee. Each program must run for at least the equivalent of two half days. Examples of approved supervisor training programs include:

- Approved teaching modules
- Approved workshops connected to Congress
- Approved local Training Committee/Sub-Committee for Advanced Training workshops.
Further supervisor training will involve satisfactory completion (every five years) of a supervisor update training program following the examples and guidelines provided by the Committee for Training or its designated Working Party and approved by the relevant local Training Committee.

Expectations of a Supervisor
A supervisor shall be able to:

a) Demonstrate familiarity with the RANZCP Training and Assessment Regulations, relevant Curricula and the RANZCP Code of Ethics
b) Demonstrate the ability to be interested and supportive to the trainee
c) Demonstrate a commitment to satisfy the educational aims and objectives for the training rotation and to monitor that the content of supervision is appropriate to the trainee
d) Demonstrate the ability to encourage and facilitate a trainee’s professional development by reflecting constructively upon the work presented in supervision
e) Demonstrate a commitment to supervision by satisfactory attendance, and suitable availability outside supervision
f) Demonstrate the ability to identify problems that may arise in supervision in terms of structural issues, content issues and interpersonal issues
g) Demonstrate the ability to propose approaches to effectively resolve problems that may arise in supervision.

Ongoing Approval
Ongoing approval of supervisor status is dependent on the following being undertaken:

a) Review of individual supervisor’s performance by the relevant local Training Committee/Sub-Committee for Advanced Training after one year for new supervisors, and five yearly thereafter
b) Attendance at a supervisors’ peer review group three times per year, and presentation at one of these meetings (minimum) or a meeting of medical staff where supervision is discussed
c) Each six months, submission of a confidential report by each trainee about their supervision to the relevant local Training Committee/Sub-Committee for Advanced Training
d) Each twelve months, submission by the relevant Director of Training to the relevant local Training Committee/Sub-Committee for Advanced Training of a report listing the performance (satisfactory or unsatisfactory) of supervisors in the relevant program(s)
e) Completion of a supervisor update program every five years

Unsatisfactory performance of supervisors
Assistance for supervisors experiencing difficulty shall occur as follows:

a) The relevant Director of Training shall promptly meet with the supervisor to discuss areas of concern, and to offer assistance.
b) If performance does not improve, the relevant Director of Training and one other member of the relevant local Training Committee/Sub-Committee for Advanced Training shall meet with the supervisor to discuss areas of concern, to offer assistance and to set clear goals for improvement.
c) If concerns regarding performance continue, accreditation of supervisors shall be withdrawn for a twelve month period.

Written documentation must be kept of meetings and discussions relating to unsatisfactory performance of supervisors.
The Director of Training shall promptly advise the supervisor in writing of the final decision.

Application for Reappointment
Application for reappointment as a supervisor shall be made on the prescribed application form and will be dependent on the following:

a) That twelve months has passed since appointment was withdrawn
b) That previous concerns regarding performance have been appropriately addressed.

Indemnity
The College will indemnify local Training Committees/Sub-Committee for Advanced Training members, and College Fellows, provided they are executing their responsibilities in accordance with the Training and Assessment Regulations.

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4 Please see the Supervisor Training page of the RANZCP website
Confidentiality and Documentation

Adequate records of discussions relating to the supervision must be maintained by the supervisor and Director of Training.

Documentation relating to trainee or supervisor performance as it relates to training in psychiatry (and not, for example employment or medical registration) remains the property of the College.

The RANZCP and its coordinators of training and supervisors must comply fully with the requirements of the Australian and New Zealand privacy legislation.

Approved: Fellowships Board 03/2
Amended: Fellowships Board 05/1
Amended: Fellowship Attainment Committee 07/5
Amended: Fellowship Attainment Committee 08/3

RELEVANT FORMS

Links to the following forms can be accessed at [http://www.ranzcp.org/prefellowship/links-and-forms.html](http://www.ranzcp.org/prefellowship/links-and-forms.html), underneath Link 38, Supervisors

- Application for Selection as a Principal Supervisor of RANZCP Accredited Trainees
- Application for Approval of Non-RANZCP Supervisors of College Trainees
- Annual Summary of Approved Supervisors for Completion by Directors of Training