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|-----------------|-----------------------|-------------|------------------|
| Office use only | Psychotherapy number: | Trainee ID: | Submission date: |
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The Royal
Australian &
New Zealand
College of
Psychiatrists



Psychotherapy Written Case submission form

To be completed by trainees submitting a Psychotherapy Written Case under the Fellowship Regulations 2012.

Please submit this form to the RANZCP's examination department: **cases@ranzcp.org**

RANZCP ID
 Trainee Name
 Mobile phone* Email address*

*Your details will be updated on the RANZCP database if they don't match the existing records.

PAYMENT DETAILS

The Psychotherapy Written Case submission fee must accompany this form. Payment can be made by completing the details below. [New Zealand candidates, please use EFT for transactions as credit card payments are temporarily restricted to Australian candidates.](#)

☐ Electronic funds transfer (EFT) Ref no..... Date of transfer

| Australian EFT payments to: | | New Zealand EFT payments to: | |
|-----------------------------|----------------------------------|------------------------------|----------------------------------|
| Bank | Westpac Banking Corporation | Bank | Westpac NZ |
| BSB | 033178 | Account No | 03-0207-0285242-000 |
| Account No | 801076 | Account name | RANZCP |
| Account name | RANZCP | Payment description | [Include Surname, ID, PsychCase] |
| Payment description | [Include Surname, ID, PsychCase] | Reference number | |
| Reference number | | | |

Credit card payment ☐ Visa ☐ MasterCard

Card no Expiry date

Signature

☐ Cheque (made payable to RANZCP)

Amount ☐ AUS ☐ NZ

Fees will be deducted within 10 working days of receipt of application. Please ensure that funds are available during this time. **PLEASE NOTE:** This submission form becomes an invoice once paid. RANZCP examination fees are not subject to GST.

PSYCHOTHERAPY CASE INFORMATION

Number of therapy sessions with the subject of this Psychotherapy Case[†]

Word count

Submission number ☐ First ☐ Second ☐ Third

For resubmissions (please indicate) ☐ Same patient ☐ New patient

[†]Approval must be sought from the Committee for Training (CFT) to waive the minimum 40 session therapy requirement.

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PSYCHOTHERAPY SUPERVISOR DECLARATION

I certify that:

- I supervised the trainee's clinical care of the patient described in this case report[‡]
- I engaged in three formative psychotherapy case discussions with the trainee about the patient described in this case report during the course of the psychotherapy[§]
- to the best of my knowledge this Psychotherapy Written Case accurately reflects the presentation of the patient and the management as carried out by the trainee
- I have read the case report and to the best of my knowledge this Psychotherapy Written Case is the trainee's own work
- I have viewed related written communication (eg. discharge summaries) and confirm they are satisfactory as professional communication.

[‡]If the psychotherapy supervisor is not a psychiatrist, the RANZCP-accredited psychiatrist supervisor (who supervised the patient's clinical care) must also sign below.

[§]Trainees who receive an exemption from the 40 session therapy requirement due to Recognition of Prior Learning (RPL) but who do not receive RPL for the written case report are automatically exempted from the requirement to complete three formative psychotherapy case discussions.

I also confirm that the patient has signed the prescribed consent form for his/her de-identified case notes and other medical files/related material to be used as a basis for this Psychotherapy Written Case.

Psychotherapy supervisor's name (print)

RANZCP ID (*if applicable*)

Signature Date

Position/title, organisation

Mobile phone

Email address

Psychiatrist supervisor's name (*if applicable*)

RANZCP ID

Signature Date

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TRAINEE CHECKLIST

I have:

- ☐ proofread the case report
- ☐ de-identified the case report as appropriate (and completed the de-identification checklist on page 4)
- ☐ included a cover page which contains the word count and de-identification disclaimer
- ☐ attached three psychotherapy case discussion forms (if applicable)
- ☐ attached proof of RPL for the 40 psychotherapy sessions (if applicable)
- ☐ attached documentation showing that the CFT waived the 40 session requirement (if applicable)
- ☐ attached documentation from my Director of Training that grants approval for psychotherapy supervision via telephone or videoconference (if applicable)
- ☐ attached documentation from my Director of Training that grants approval to conduct psychotherapy sessions via videoconference (if applicable)
- ☐ attached my current medical registration
- ☐ all supporting documents including this form attached as a single pdf
- ☐ attached soft copy of the project as a word document
- ☐ checked that the total file size of all attachments in email is below 25MB

TRAINEE DECLARATION

I hereby certify that:

- this Psychotherapy Written Case is my own independent undertaking, is based on a patient directly under my care and accurately reflects the patient's presentation
- I engaged in three formative psychotherapy case discussions about the patient described in this case report with my psychotherapy supervisor during the course of the psychotherapy*
- I have de-identified the case report to preserve the anonymity of the patient by using pseudonyms and/or modifying other information which may lead to the identification of the patient
- I transfer to the Royal Australian and New Zealand College of Psychiatrists all rights of ownership, including copyright of this Psychotherapy Written Case, and undertake not to use this Psychotherapy Written Case or copies thereof for any purpose other than private study, except with the permission of the Committee for Examinations.

*Trainees who receive an exemption from the 40 session therapy requirement due to RPL but who do not receive RPL for the written case report are automatically exempted from the requirement to complete three formative psychotherapy case discussions. Proof of RPL for the 40 psychotherapy sessions must be attached to this form upon submission of the Psychotherapy Written Case.

Trainee signature Date

This page will be forwarded with the case report to the examiner

All data which could potentially identify the patient must be removed from the Psychotherapy Written Case. It is not sufficient to simply use a pseudonym. Locations, names of hospitals, hospital units, supervisors and dates of admission must also be modified.

The following is a list of areas where de-identification is required. Tick the relevant boxes to indicate if de-identification has been carried out.

- ☐ Names of patients and their families.
- ☐ Names of mental health services and hospitals.
- ☐ Names of patient's city/town of residence.
- ☐ Identifying data included with X-rays, children's drawings and/or other information included with the case report.
- ☐ Where individually relevant, country of origin and occupation, where circumstances are so unique as to allow easy identification.
- ☐ Appendices or attachments, such as copies of letters and other supporting documents.
- ☐ Names of RANZCP Fellows, supervisors and trainees, including the submitting trainee.

CHECKLIST

- ☐ Data which has been de-identified has been indicated by an asterisk (*) the first time it appears in the text.
- ☐ A de-identification disclaimer (and statement concerning the use of asterisks) has been included on the cover page of the case report.

Patient's pseudonym:

Psychotherapy Written Case Soft Copy Submission

When submitting your Psychotherapy Case, you are to email your submission to cases@ranzcp.org

- 1) Submit your Psychotherapy Case submission form and all other required documentation indicated in the [Psychotherapy Case Submission](#) form. **This is to be one (1) PDF.**
- 2) Submit only one (1) soft copy of your Case. **This is to be one (1) word document.**
- 3) The naming convention for each file is to follow this format:
RANZCP ID_FAMILY NAME, First Name_Forms_date of submission.
RANZCP ID_FAMILY NAME, First Name_PWC_date of submission.
For example
12345_KENT, Clarke_Forms_11 February 2022
12345_KENT, Clarke_PWC_11 February 2022
- 4) We also ask that you check that the file size is below 25 MB prior to emailing and that attachments are compressed using appropriate software like zip to reduce the file size.
- 5) Files containing images should not be of high resolution unless required.
- 6) The attachments should be scanned using appropriate Antivirus software.
- 7) Please include the word count on the first page of your soft copy case.
- 8) Email your submission by the latest published closing date as per the current Examination Timetable located on the RANZCP's website.
- 9) The closing time for the acceptance of submissions is 5:00pm AEST/AEDT Melbourne time. Trainees are advised not to wait until the last minute to email their submission, as should there be a queue at the closing time, your submission may not be received until after 5:00pm AEST/AEDT.