



The Royal  
Australian &  
New Zealand  
College of  
Psychiatrists

Certificate of  
Postgraduate  
Training

in Clinical Psychiatry

Certificate of Postgraduate Training  
in Clinical Psychiatry

RANZCP Certificate  
Supervision, Review  
and Facilitation  
Requirements

# Introduction

RANZCP Fellows applying to be involved in the Certificate of Postgraduate Training in Clinical Psychiatry (the Certificate) are required to be familiar with the role requirements.

## Potential supervision models

Engagement	Observations of psychiatrist consultations <i>(Direct observation of psychiatrists by participants in person or by video conference).</i>	Structured Feedback Exercises <i>(Direct observation of participants by psychiatrists in person or by video conference).</i>	Progress Review Meetings <i>(Meetings in person or by video conference).</i>
<p><b>Private Practice</b>  <i>Most suited to General Practitioners (GPs) and other medical practitioners working in private practices who have patients presenting with mental health conditions, paired with psychiatry supervisors who also work predominantly in private practice or at a private mental health hospital.</i></p>			
<p>The Certificate participant pairs with a psychiatry supervisor.</p>	<p>The Certificate participant organises to go to the psychiatrists practice at scheduled times to observe the psychiatrist with patients and/or observe consultations. These may be patients that the participant has referred for assessment and/or management.</p>	<p>Structured Feedback Exercises may be conducted at the psychiatrist's rooms or Certificate participant's practice.</p>	<p>Meetings are organised at mutually convenient times to discuss specific experiences and progress in the Certificate.</p>
<p><b>Community Mental Health Services</b>  <i>Most suited to medical practitioners who work in settings with limited patients presenting with mental health conditions, do not work at a public hospital and/or are not paired with a psychiatrist supervisor who works in private practice.</i></p>			
<p>The Certificate participant engages with a community mental health service and a psychiatrist who can provide supervision through the service.</p>	<p>The Certificate participant organises a series of sessions to observe the psychiatrist with patients at the health service or unit. They may also participate in outreach services.</p>	<p>Structured Feedback Exercises are conducted with patients who present to the community clinic.</p>	<p>Meetings are organised to discuss specific experiences and progress in the Certificate when both the Certificate participant and the supervisor are at the community clinic.</p>

Engagement	Observations of psychiatrist consultations  (Direct observation of psychiatrists by participants in person or by video conference).	Structured Feedback Exercises  (Direct observation of participants by psychiatrists in person or by video conference).	Progress Review Meetings  (Meetings in person or by video conference).
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**Public Hospitals that have a Psychiatric Service/Unit**

*Most suited to medical practitioners who work in a hospital that has psychiatry services (minimum consultation-liaison psychiatry service).*

<p>The Certificate participant employed at the hospital engages with the head of the psychiatry department or the psychiatrist working with the emergency mental health care team, to identify a psychiatrist who will provide supervision.</p>	<p>The Certificate participant organises a series of sessions to observe the psychiatrist at outpatient clinics or the emergency mental health care unit/centre.</p>	<p>Structured Feedback Exercises may be conducted with patients in the emergency department, outpatient clinics or inpatient services.</p> <p>The Certificate participant may request that they are observed assessing or providing care in the department in which they work (e.g., the emergency department).</p>	<p>Meetings are organised to discuss specific experiences and progress in the Certificate when both the Certificate participant and the supervisor are at the hospital.</p>
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**Public or Private Hospitals**

*Most suited to medical practitioners working in a hospital who have patients presenting with mental health conditions, paired with psychiatry supervisors also working predominantly in private practice or hospitals.*

<p>The Certificate participant pairs with a psychiatry supervisor.</p>	<p>The Certificate participant organises a series of sessions to observe the psychiatrist at outpatient clinics or their practice.</p>	<p>Structured Feedback Exercises may be conducted at the psychiatrist's rooms or Certificate participant's workplace.</p> <p>The Certificate participant may request that they are observed assessing or providing care at the hospital (e.g., on the ward).</p>	<p>Meetings are organised at mutually convenient times to discuss specific experiences and progress in the Certificate by video conference.</p>
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# Applying to be involved in the Certificate supervision, review and facilitation roles

RANZCP Fellows are required to complete necessary training to become accredited in the supervision, review, and facilitation roles available. As outlined below, training will consist of online training sessions to introduce the program, the learning management system and the learning and assessment required for participants.

RANZCP Fellows may be accredited to undertake one or more of the following roles:

**Certificate Supervisor** - supervises a Certificate participant(s) and monitoring of progress through 3 monthly and completion of participant's Progress Review Form.

**Certificate Reviewer** – provides feedback to participants during Structured Feedback Exercises (similar to workplace-based assessments).

**Elective Supervisor** – an additional supervisor requested by the participant to provide feedback in relation to the elective special interest area.

**Certificate Peer Group Facilitator** – facilitates groups of participants to discuss patient experiences in their area of practice during scheduled Peer Group Discussion Meetings.

Certificate and Elective Supervisors must also become Certificate Reviewers.

# Certificate Supervisors

As part of supervising participant, a Certificate Supervisor is required to:

- a. Conduct an initial meeting with the Certificate participant to establish goals for supervision, plan how they will apply the learning outcomes to their area of practice, plan how they will achieve the Certificate requirements, assist the participant self-identify strengths and areas for development, consider potential ideas for the elective special interest area and discuss suitable mechanisms and times for additional contact.
- b. Enable the Certificate participant to observe them conducting diagnostic and therapeutic interviews, with discussion about the interview style and the opportunity to reflect on any clinical and management issues raised.
- c. Facilitate opportunities for the Certificate participant to observe other psychiatrists conducting diagnostic and therapeutic interviews.
- d. Conduct a Progress Review meeting every 3 months to review the participant's progress with completing the Certificate requirements i.e., what has already been achieved, what is yet to be achieved, areas of strength and areas needing further development.
- e. As part of the 3 monthly Progress Review, discuss and provide feedback on the participant's portfolio, including:
  - Engagement with online learning modules
  - Practice Logbook
  - Reflections
  - Attendance at Peer Group Discussion Meetings
  - Structured Feedback Exercises and how the participant has changed their practice to incorporate the feedback provided by Certificate Reviewers
  - Progress with demonstrating competence in the Clinical Skill Activities of the Certificate
  - Progress with developing an elective learning plan.
- f. Be available to answer any queries about the participant's clinical work during the progress review and at agreed times.
- g. Provide feedback on the participant's elective learning plan and narrative review and confirm completion.
- h. Confirm the completion of Clinical Skills Activities within the Certificate portfolio.
- i. Certify that the Core and Elective components of the Certificate have been completed, and that they are ready to have their Portfolio assessed by the Certificate Committee.
- j. Provide feedback to the Certificate Committee on any suggested improvements in Certificate policy or processes.

Certificate Supervisors should allocate approximately 4 hours (in total) every 3 month term to review submitted activities of each Certificate participant, provide guidance to a participant, and to monitor progress, including meeting with the Certificate participant and completion of the 3 monthly Progress Review form.

A Certificate Supervisor should supervise no more than two Certificate participants at any one time.

## Elective Supervisors

As part of the supervision of a participant, an Elective Supervisor is required to:

- a. Conduct a meeting with the participant to discuss their elective special interest area, its particular focus and possible goals that could be included in the elective learning plan.
- b. Provide feedback to a participant in relation to their elective learning plan and narrative review and confirm completion of these learning activities.
- c. Confirm completion of the Elective Clinical Skills Activity.

For some participants, their Certificate Supervisor may be an appropriate choice to also take on the role of Elective Supervisor.

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## Certificate Reviewers

Certificate Reviewers conduct Structured Feedback Exercises with participants, which includes providing feedback to participants after directly observing them in consultations with patients, when reviewing mental health care plans and after Case-based discussions.

When completing Structured Feedback Exercises with the Certificate participant, the Certificate Reviewer is required to:

- a. Demonstrate an interest in a Certificate participant's patient presentations they usually encounter and the context in which they work.
- b. Complete each Structured Feedback Exercise according to the instructions relevant to the exercise being completed.
- c. Encourage a participant to self-reflect on their performance and identify aspects that require further development.
- d. Guide a participant on areas of improvement and suggest strategies they could employ to address any identified areas, aligned to their area of practice and work context.
- e. Ensure feedback conversations directly relate to the observation of the Certificate participant with a patient, or the discussion of a specific case/s referred to during the exercise, and feedback is documented on the form.
- f. Include any notes that will assist the Certificate Supervisor in determining a participant's progress, and/or demonstrated competence, with Clinical Skills Activities.
- g. Encourage a Certificate participant to note specific actions they will take in response to their self-reflection and feedback.

# Certificate Peer Group Facilitators

Certificate Peer Group Facilitators guide groups of Certificate participants to discuss patient experiences during scheduled Peer Group Discussion Meetings.

Peer Group Discussion Meetings provide an opportunity for participants to share their experiences, obtain input from the psychiatrist facilitator and their peers and learn from the discussion of how their peers have approached the assessment or support of patients living with mental health conditions.

Peer Group Discussion Meetings generally run for 60-90 minutes:

- Five minutes to get started, determine order etc.
- Four Certificate participants present a case, max 5-10 minutes, then 10-15 minutes for discussion (20 minutes each in total)
- Five minutes to wrap up.

Participants must participate in a minimum of 12 hours of peer group discussion.

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## Accreditation

In order to supervise or review participants of the Certificate, Fellows must be accredited by the Certificate of Postgraduate Training in Clinical Psychiatry Committee (CPTCPC). Those undertaking roles must:

- a. be RANZCP Fellows with current specialist registration as a Psychiatrist;
- b. be in good standing with the RANZCP;
- c. be familiar with the [Certificate Curriculum Learning Outcomes](#) and [policies and procedures](#);
- d. complete training relevant to their role;
- e. fulfil their role in accordance with the role description as detailed in the [Certificate Handbook](#).

RANZCP Fellows undertaking the various roles of the Certificate will be overseen by the CPTCPC.

Certificate Supervisors, Elective Supervisors and Certificate Reviewers must maintain their continuing professional development as required the Medical Board of Australia.

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## Honorarium

RANZCP Fellows accredited to undertake the role of Certificate Supervisor, Certificate Reviewer (for core and elective), can apply for an honorarium for their contribution, as per the Certificate [fee schedule](#).

Payments acknowledge the involvement of Fellows but are not intended to reflect the time spent guiding participants or reimbursement for every activity associated of the Certificate program.

The current honorarium per activity is \$225 (GST inclusive) for the following activities:

- Completion of Structured Feedback Activities for core or elective components
- Completion of Progress Review (meeting with the participant and completion of the Progress Review Form).

Certificate Peer Group Facilitators are not eligible to receive an Honorarium but may be eligible to claim CPD.



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