

Addiction psychiatry – Certificate program

Process for submission and assessment of the Addiction case history



1. The trainee submits the Case History and submission form to their Director of Advanced Training (DOAT).
2. The DOAT disseminates the case history to an appropriate assessor.
3. The report is marked, using the *Addiction psychiatry written case history mark sheet*.
4. The assessor returns the completed mark sheet to the DOAT.
5. The DOAT submits the mark sheet to the Training Department for de-identification of the assessor's information.
6. If the case history is passed, the trainee is notified and provided with the de-identified assessor feedback. The training record will be updated. No further action is required.
7. If the case history is failed, the trainee is notified and provided with the assessor's feedback. The trainee is advised to review and amend the case history prior to resubmission for second assessment. A trainee may be advised that the case selected was unsuitable and an alternative case should be selected.
8. The trainee resubmits the revised case history to the DOAT.
9. The DOAT disseminates the case history to a second assessor.
10. The report is marked, using the *Addiction psychiatry written case history mark sheet*.
11. The DOAT submits the mark sheet to the Training Department for de-identification of the assessor's information.
12. If the case history is passed, the trainee is notified and provided with the de-identified assessor feedback. The training record will be updated. No further action is required.
13. If the case history is failed, training department de-identifies mark sheet and emails this and formal notification of the fail result to the trainee. A fail result is recorded on the training record.

Revision Record

| Contact | Training team | | |
|---------------|---------------|----------|----------------------------------|
| Date | Version | Approver | Description |
| 14/11/18 | v1.0 | SATADD | New document. Approved by SATADD |
| November 2021 | NEXT REVIEW | | |