

## SUPERVISORS

### Supervision Guidelines (summarised from Link 38 on Supervisors)

Supervisors are approved by the relevant Branch Training Committee/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 become approved College supervisors. Sometimes non-psychiatrists may be approved to provide supervision of specific areas, such as psychotherapy or addiction psychiatry (this does not require a formal process or application forms). 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 an RANZCP approved supervisor training program (see below)
- Make application in writing to the relevant Coordinator of Training/Director of Training, for consideration and approval by the relevant Branch Training Committee/Advanced Training Committee
- Undertake to meet the requirements as set out below.

The relevant Branch Training Committee/Advanced Training Committee 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 Secretariat. 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 the final year of their advanced training.

Initial training for supervisors will involve satisfactory completion of a supervisor training program approved by the Committee for Basic Training/Committee for Advanced Training and ratified by the Fellowships Board. 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 Branch Training Committee/Advanced Training Committee training workshops.

Further supervisor training will involve satisfactory completion (every five years) of a supervisor update training program approved by the Committee for Basic Training/Committee for Advanced Training and ratified by the Fellowships Board.

### 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 Branch Training Committee/Advanced Training Committee 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 Branch Training Committee/Advanced Training Committee
- d) Each twelve months, submission by the relevant Coordinator of Training/Director of Training to the relevant Branch Training Committee/Advanced Training Committee of a report listing the performance (satisfactory or unsatisfactory) of supervisors in the relevant program(s)
- e) Completion of an RANZCP approved supervisor update program every five years

### **Unsatisfactory performance of supervisors**

Assistance for supervisors experiencing difficulty shall occur as follows:

- a) The relevant Coordinator of Training/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 Coordinator of Training/Director of Training and one other member of the relevant Branch Training Committee/Advanced Training Committee 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 Coordinator of Training/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 Branch Training Committees/Advanced Training Committees members, College Fellows and formally approved supervisors of RANZCP trainees, provided they are executing their responsibilities in accordance with the Training and Assessment Regulations.

### **Confidentiality and Documentation**

Adequate records of discussions relating to the supervision must be maintained by the supervisor and Coordinator/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.