



ROLE DESCRIPTION

Role Title:	Psychotherapy Tutor		
Classification Code:	MD02G	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Mental Health Directorate		
Division:	Department of Health		
Department/Section / Unit/ Ward:	South Australian Psychiatry Branch Training Committee		
Role reports to:	Dr Shane Gill		
Role Created/ Reviewed Date:			
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Psychotherapy Tutor supports the provision of training and supervision in psychotherapy for trainees enrolled in the RANZCP Fellowship Training Program. This includes training in the Psychotherapy Written Case, Psychotherapy EPAs and Stage 3 psychotherapy requirements. The Psychotherapy tutor will ensure this training meets the guidelines of the RANZCP's Committee for Training and is consistent with the objectives of the SA Psychiatry Training Program.</p>

Key Relationships/ Interactions:
<p>The Psychotherapy Tutor will be responsible to the:</p> <ol style="list-style-type: none"> 1. Director of Training of the South Australian Psychiatry Training Committee (SAPBTC) for professional and administrative duties, and through them to the SAPBTC and through the SAPBTC to the Committee for Training of the RANZCP. 2. Clinical Director, CALHN, for OHS&W and site management issues.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Supporting the trainees to complete and pass the Psychotherapy Written Case
- Facilitating adequate access for trainees to patients suitable for psychotherapeutic intervention within the public mental health system
- Facilitating adequate access to appropriate physical facilities to conduct psychotherapy within the public health system
- Facilitating access to suitability skilled psychotherapy supervision for psychotherapy EPAs, stage 3 requirements and PWC

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Will be required to attend SAPBTC Meetings as and when required.
- Some out of hours work may be required.
- Some interstate travel will be required.

Key Result Area and Responsibilities

The Psychotherapy Tutor must agree to abide by the RANZCP Training and Assessment Regulations and Curricula and be committed to the goals and objectives of the SAPBTC.

Key Result Areas	Major Responsibilities
<p>Coordination of training for the Psychotherapy Written Case</p>	<ul style="list-style-type: none"> • Accredit supervisors for the Psychotherapy Written Case (PWC) • Provide training and support to supervisors to ensure supervision is maintained in line with RANZCP requirements. • Liaise regularly with supervisors about any issues or problems that might arise in supervision. • Maintain a record of which supervisors are engaged with which trainees, and which supervisors are available to commence supervision with a new trainee. • Coordinate allocation of supervisors to new trainees who are to commence seeing a patient. • Liaise with trainees engaged with a psychotherapy patient and supervisor to ensure progress with this task. • Review progress as recorded on the three formative case based discussions • Provide support to trainees writing up the PWC for submission, e.g. by providing feedback on draft manuscripts. • Identify trainees who haven't made progress with this task, especially trainees who have not commenced seeing a patient by the end of 36 months FTE of training, and support them in making progress • Provide education to trainees and supervisors on the PWC • Be involved in targeted learning plans for the PWC.
<p>Supporting Supervision for the Psychotherapy Entrustable Professional Activities (EPAs)</p>	<ul style="list-style-type: none"> • Liaise with Network Director of Training to ensure each LHN has available sufficient opportunities for psychotherapy experiences and supervision to enable these EPAs to be entrusted. • Maintain a record of what opportunities exist for psychotherapy in various rotations, and which supervisors are competent and available to provide supervision. • Ensure that opportunities exist in each LHN for experience of providing CBT to persons with anxiety, and CBT trained supervisors are available in each LHN to supervise and entrust this EPA. • Liaise with Network DOTs to ensure that group teaching, case formulation and supervision sessions are available to consolidate psychotherapy learning. • Arrange to meet with trainees in each LHN to provide some psychotherapy education, supervision and training. The psychotherapy tutor would not provide all education and training, although they may facilitate others to become involved, but they would provide some educational input. • In conjunction with Network DOTs, identify psychotherapy practitioners (especially CBT, but also other modalities) who can provide group teaching and supervision. Network-Initiated Training Activities funding can be used to bring in psychotherapy educators.

	<ul style="list-style-type: none"> • Report back to the SAPBTC on any difficulties trainees might have in meeting these requirements, or services might have in providing opportunities for psychotherapy training.
Supporting Supervision for the Stage 3 Psychotherapy Sessions	<ul style="list-style-type: none"> • Liaise with Network Director of Training to ensure each LHN has available sufficient opportunities for psychotherapy experiences and supervision to enable this requirement to be met. • Maintain a record of what opportunities exist for psychotherapy for Stage 3 trainees in various rotations, and which supervisors are competent, willing and available to provide supervision. • Ensure that opportunities exist in each LHN for experience of structured psychotherapies to meet the requirement for Adult Certificate trainees to treat four patients with a structured therapy. • Liaise with Network DOTs to ensure that group teaching, case formulation and supervision sessions are available to consolidate psychotherapy learning. • Arrange to meet with trainees in each LHN to provide some psychotherapy education, supervision and training. The psychotherapy tutor would not provide all education and training, although they may facilitate others to become involved, but they would provide some educational input. • In conjunction with Network DOTs, identify psychotherapy practitioners who can provide group teaching and supervision. Network-Initiated Training Activities funding can be used to bring in psychotherapy educators. • Report back to the SAPBTC on any difficulties trainees might have in meeting these requirements, or services might have in providing opportunities for psychotherapy training.
Research	<ul style="list-style-type: none"> • Encourage research activities amongst Trainees and liaise with appropriate academic settings to facilitate such activity.
Broader Participation in roles within the RANZCP Training program	<ul style="list-style-type: none"> • As a member of the SAPBTC: <ul style="list-style-type: none"> ○ Attendance at SAPBTC meetings ○ Involvement in selection panels for Fellowship training ○ Involvement in Accreditation activities, including site visits of training posts ○ Other SAPBTC roles as required • Involvement in teaching of psychotherapy in the Formal Education Course, especially on the PWC but also more broadly on psychotherapy.
Leadership	<ul style="list-style-type: none"> • Provide leadership in Psychotherapy Training in South Australia. • Liaise with the RANZCP Committee for Training and Committee for Examinations, as well as the SAPBTC, about changes or developments in psychotherapy training in the Fellowship Program • Organise an appropriate administrative structure to oversee and monitor the Psychotherapy Written Case.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Registration with the Medical Board of South Australia as a specialist psychiatrist.
Fellow of the Royal Australian & New Zealand College of Psychiatrists
Demonstrated participation in continuing medical education since attaining qualification.
Accredited supervisor with the SAPBTC
Accredited supervisor for the Psychotherapy Written Case

Personal Abilities/Aptitudes/Skills:

Ability to lead and delegate in psychiatric practice and training issues.
Effective interpersonal and communication skills.
Demonstrated professional integrity.
Demonstrated ability to work in a multidisciplinary team environment.
Commitment to quality improvement.
Ability to prioritise workload.

Experience

Must have completed at least one year of clinical work as a Consultant Psychiatrist since obtaining Fellowship.
Prior clinical experience in the practice of psychotherapy
Prior experience as a Supervisor of Trainee Psychiatrist(s).
Experience in quality improvement activities.

Knowledge

Detailed knowledge of the RANZCP Training Program (with particular reference to psychotherapy training), as well as the examination process (especially the PWC).
Broad knowledge of psychiatry theory and practice.
Understanding of quality improvement principles.
Understanding of the rights and responsibilities of patients and their families.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

NA

Personal Abilities/Aptitudes/Skills:

Ability to motivate Trainees.
Skills in conflict resolution and problem-solving.

Experience

More than 3 years' experience in clinical and teaching practice of psychotherapy
More than 3 years' experience as a supervisor for the PWC
Experience in teaching at a postgraduate level.
Experience in coordinating and delivering educational programs at post graduate level.
Experience in continuing medical education and knowledge of the principles of adult education.
Experience in research initiatives.
Experience in Clinical and/or Administrative Leadership roles

Knowledge

A knowledge of the broader aspects of specialist medical training, including the literature on this subject and training programs in other specialties and other countries, would be useful.

A knowledge of the South Australian Medical Officers Award, particularly in relation to trainee medical officers, is desirable.

Understanding of budgetary requirements affecting the health system.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Health Network/ Division/ Department:

The SAPBTC provides the Psychiatry Training Program to trainee psychiatrists in SA in accordance with the Royal Australian and New Zealand College of Psychiatrists (RANZCP) Fellowship Program.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: _____ **Signature:** _____

Date: _____