



The Royal  
Australian &  
New Zealand  
College of  
Psychiatrists

Certificate of  
Postgraduate  
Training  
in Clinical Psychiatry

## RANZCP CERTIFICATE OF POSTGRADUATE TRAINING IN CLINICAL PSYCHIATRY POLICY

# upskilling medical practitioners in mental health

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## INTRODUCTION

The Certificate of Postgraduate Training in Clinical Psychiatry Policy (the CPTCP Policy) details the requirements of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) Certificate of Postgraduate Training in Clinical Psychiatry (the Certificate). Participants must comply with the CPTCP Policy, the Certificate Handbook and other relevant policies and requirements of the RANZCP.

## 1 GOVERNANCE

- 1.1 The RANZCP Certificate of Postgraduate Training in Clinical Psychiatry Committee (CPTCPC) oversees and administers the implementation of the Certificate. Refer to the [CPTCPC Regulations](#) for more information on the role and responsibilities of the CPTCPC.

## 2 APPLICATION FOR ENTRY

### Medical Registration and Eligibility

- 2.1 To be eligible to apply, prospective applicants must have current general or current specialist registration as a medical practitioner in Australia.
- 2.2 To be eligible to apply for the Certificate, medical practitioners must be:
- a) undertaking their fifth or subsequent postgraduate year or
  - b) trainees undertaking specialist medical college training (other than through the RANZCP) undertaking their third or subsequent postgraduate year and
  - c) working in Australia with patients who require assessment and/or care and support in relation to their mental health.
- 2.3 Medical practitioners with any current or previous reprimands, conditions or undertakings imposed on their registration or previous suspension or cancellation of registration, are required to provide full disclosure on the nature of these at the time of application.
- 2.4 Medical practitioners who have had a previous proven sexual boundary violation are not eligible to apply, in accordance with the [RANZCP Zero Tolerance Policy on Proven Sexual Boundary Violations](#).
- 2.5 International medical graduates completing short term training in a medical specialty in Australia are not eligible to apply.
- 2.6 Fellows, and Trainees and Specialist International Medical Graduates (SIMGs) on the pathway to RANZCP Fellowship, are not eligible to apply.
- 2.7 Former Members of the RANZCP who have had their RANZCP Fellowship revoked in accordance with the RANZCP Constitution are not eligible to apply.

### Application

- 2.8 Applicants must provide all information specified on the prescribed application form and include any requisite documentation as specified on the form, together with payment of the non-refundable application fee, by the closing date.
- 2.9 Incomplete applications will not be considered.

- 2.10 If any information on the prescribed Certificate application form is found to be false or misleading the application will be void.

### **Application Outcomes**

- 2.11 The CPTCPC is responsible for considering applications for the Certificate.
- 2.12 If applications for the Certificate exceed the number of places available, applications will be prioritised by the CPTCPC.
- 2.13 Applicants may be unsuccessful with their application for a variety of reasons, including but not limited to the following:
- a) the applicant does not satisfy entry requirements, for example, they have less than five years of experience as a medical practitioner since completion of a medical degree.
  - b) the applicant is determined to be suitable for the Certificate but does not have exposure to a range of patients who require assessment, care or support in relation to mental health to be able to effectively engage with the content of the program.
  - c) the applicant is determined to be suitable but there are limited places in the next intake.
  - d) the applicant is determined to be unsuitable, for example, due to issues with medical registration.
- 2.14 Applicants who are determined to be unsuccessful with their application by the CPTCPC, but are determined to be suitable for the Certificate, may reapply at a later time for a subsequent intake.
- 2.15 Applicants who are determined to be unsuitable by the CPTCPC are not eligible to reapply.
- 2.16 Successful applicants will be invited by the CPTCPC to enrol in a specific intake and must respond within 15 business days of receiving the invitation.

## **3 ENROLMENT**

- 3.1 Invited Certificate applicants must complete the following mandatory enrolment requirements at least five business days prior to the intake commencement date:
- a) submit the signed enrolment form
  - b) pay the prescribed fee
  - c) confirm a Certificate Supervisor.
- 3.2 Invited Certificate applicants who have not completed the enrolment requirements five business days prior to the intake commencement date will not be enrolled, and may need to reapply to be considered for subsequent intakes.
- 3.3 Enrolment of a participant in the Certificate is effective from the date of commencement for 24 calendar months or until a participant is eligible for the award of the Certificate or is withdrawn or excluded.
- 3.4 Participants initially enrol for 24 calendar months. If a participant has not completed the Core and Elective components of the Certificate within 24 calendar months, a participant may extend their enrolment in the Certificate for a further 24 calendar months to continue to complete Certificate requirements.

- 3.5 A participant must extend their enrolment and pay the extension of enrolment fee before the initial enrolment expiry date to continue in the Certificate or their enrolment will lapse and they will be recommended for exclusion.
- 3.6 A participant must at all times be a registered medical practitioner and has an ongoing obligation to inform the RANZCP, within 2 weeks of any changes to their medical practitioner registration, such as any reprimands, conditions or undertakings imposed on their registration or suspension, or if they receive any notice of complaint to a medical registration authority.

## **4 FEES**

- 4.1 Participants are responsible for paying all fees in relation to the Certificate by the due date. For more information refer to the RANZCP website.
- 4.2 Participants can apply to set up payment instalments to the RANZCP to pay the Certificate fee.
- 4.3 Participants who complete the Certificate in advance of their enrolment expiry will not receive a pro-rata refund on the enrolment fee.
- 4.4 Participants who have had a period of interruption during the Certificate, due to illness, parental leave, or exceptional circumstances, may apply for a pro-rata reduction in the fee for extended enrolment.
- 4.5 Participants who withdraw from the Certificate within 4 weeks of commencement of their specific intake may apply for a refund of the Certificate fee, less an administration fee.
- 4.6 Participants will not be eligible to attempt the Oral Presentation, apply for a Certificate Portfolio Review, or apply for the award of the Certificate if any fees remain unpaid.

## **5 LEARNING ENVIRONMENT**

- 5.1 Participants must complete the various learning and assessment activities of the Certificate while working as a medical practitioner in Australia in their usual clinical environment or equivalent, with patients who require assessment, care and/or support in relation to mental health.
- 5.2 If a participant's exposure to patients who require assessment, care and/or support in relation to mental health changes, or significantly reduces after application or when enrolled in the Certificate, a participant is responsible for finding alternate opportunities to ensure they have the necessary involvement with patients, to complete learning and assessment activities of the Certificate.
- 5.3 If a participant changes employment during their enrolment in the Certificate the participant must advise the RANZCP by resubmitting a Certificate learning declaration form.
- 5.4 Participants are responsible for ensuring the facilities of their workplace, or equivalent, are appropriate for engaging in all learning and assessment activities of the Certificate, including but not limited to, information technology, including internet access and equipment and software for video conferencing (audio and video) for direct observation of consultations with patients.
- 5.5 Participants must obtain appropriate consent from patients to share their health

information for education purposes with the participant's Certificate and Elective Supervisors and Reviewers and to include deidentified details in the participant's Certificate Portfolio.

## **6 SUPERVISION, REVIEW AND FACILITATION**

- 6.1 RANZCP Fellows may undertake one or more of the following roles:
- a) Certificate Supervisor - supervises a Certificate participant(s) and monitors their progress during the Certificate program.
  - b) Elective Supervisor – provides feedback and guidance in relation to the Elective component of the Certificate program.
  - c) Certificate Reviewer – provides feedback to Certificate participants during Structured Feedback Exercises.
  - d) Certificate Peer Group Facilitator – facilitates groups of Certificate participants to discuss patient experiences during scheduled Peer Group Discussion Meetings.
- 6.2 Certificate and Elective Supervisors must also become Certificate Reviewers.
- 6.3 In order to supervise or review participants of the Certificate, Fellows must be accredited by the 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.
- 6.4 RANZCP Fellows undertaking the various roles of the Certificate will be overseen by the CPTCPC.
- 6.5 All applicants for Certificate Supervisor, Elective Supervisor and Certificate Reviewer accreditation must apply to the CPTCPC.
- 6.6 A Certificate Supervisor should supervise no more than two Certificate participants at any one time. A request for supervising additional participants must be approved by the CPTCPC.

### **Maintenance of Accreditation**

- 6.7 Certificate Supervisors, Elective Supervisors and Certificate Reviewers must maintain their continuing professional development as is required by the Medical Board of Australia.
- 6.8 Certificate Supervisors, Elective Supervisors and Certificate Reviewers must re-apply every five years.
- 6.9 Re-accreditation requires completion of refresher training and involves consideration of participant feedback.

### **Support, Ethics and Conduct**

- 6.10 Certificate Supervisors, Elective Supervisors and Certificate Reviewers may request advice and support by contacting the Chair of the CPTCPC, via [certpsychhelp@ranzcp.org](mailto:certpsychhelp@ranzcp.org). A CPTCPC member from the relevant jurisdiction may also provide guidance.

- 6.11 Certificate Supervisors, Elective Supervisors, Certificate Reviewers and Certificate Peer Group facilitators must adopt a culturally safe and sensitive approach to learning and assessment of Certificate participants.
- 6.12 The RANZCP has a [Zero-tolerance policy towards discrimination, bullying and harassment](#). For guidance on how the RANZCP can support participants of the Certificate, information is available at [Complaints about discrimination, bullying and harassment | RANZCP](#) or participants can contact the College directly.
- 6.13 Certificate Supervisors, Elective Supervisors and Certificate Reviewers must ensure their relationship with a participant is free from conflict of interest, including financial and commercial dealings and close, personal and/or sexual relationships. When supervising and reviewing, Fellows must not misuse the power imbalance inherent in the relationship.
- 6.14 Both parties in an existing close personal relationship have a responsibility to ensure that the RANZCP is informed so Certificate Supervisors and Elective Supervisors are allocated appropriately. Participants must not select Certificate Reviewers with whom they have a close personal relationship.
- 6.15 All documents and information in relation to feedback on the performance of Certificate Supervisors, Elective Supervisors or Certificate Reviewers and participants in relation to the Certificate remain the property of the RANZCP. All Certificate Supervisors, Elective Supervisors, Certificate Reviewers and Certificate Peer Group Facilitators must adhere to the RANZCP Code of Ethics and Privacy Policy in addition to all Certificate of Psychiatry policies and procedures, and other relevant RANZCP documentation.
- 6.16 Certificate Supervisors, Elective Supervisors, Certificate Reviewers and Certificate Peer Group Facilitators must notify the RANZCP if their medical registration is withdrawn or suspended, or conditions are placed on their medical registration, within 14 days.
- 6.17 The RANZCP reserves the right to remove the accreditation of Certificate Supervisors, Elective Supervisors and Reviewers, which may also impact the Fellow's status as a Supervisor in other RANZCP programs. The CPTCPC may seek advice from the RANZCP Education Committee on this matter.

## **7 SUPERVISOR NOMINATION AND/OR ALLOCATION**

- 7.1 Participants may nominate a RANZCP Fellows to undertake the role of their Certificate Supervisor and Elective Supervisor. If a participant does not nominate a Certificate Supervisor, one will be allocated.
- 7.2 A suitable Elective Supervisor is one who is familiar with the participant's special interest area, including the relevant knowledge and skills that must be demonstrated by a participant, in order to appropriately review the participant's Elective Learning Plan, narrative review and Elective Clinical Skills Activity.
- 7.3 Participants must confirm a Certificate Supervisor prior to commencing the Certificate.
- 7.4 Participants must confirm an Elective Supervisor prior to commencing the Elective component of the program.



- 7.5 A participant may change their Certificate or Elective Supervisor while completing the Certificate. The new Certificate or Elective Supervisor must be confirmed with the RANZCP prior to providing feedback or confirming the participant's completion of any learning or assessment activities.

## **8 MAINTAINING A CERTIFICATE PORTFOLIO**

- 8.1 Participants must not allow others to access the Certificate Portfolio. Sharing access may result in exclusion from the Certificate.
- 8.2 Participants must actively engage with their Certificate Portfolio while enrolled in the Certificate and:
- a) upload a professional, image for identification purposes.
  - b) ensure contact details are always up to date
  - c) enter learning activities and respond to feedback from Supervisors and Reviewers, where relevant
  - d) engage in assessment activities and respond to feedback from Supervisors
  - e) regularly check and action notifications about Certificate activities.
- 8.3 All learning and assessment activities must be completed in Australia and submitted personally by the participant via the Certificate Portfolio (with the exception of activities credited via approved Recognition of Prior Learning).
- 8.4 Patient information recorded in the Certificate Portfolio must be de-identified. In addition, any information recorded must comply with the practice, hospital or health service privacy policy, and the patient must have given specific consent for their deidentified information to be used for the purpose of the participant's education as part of the Certificate.
- 8.5 Participants must be aware that reflections in their Certificate Portfolio are not subject to qualified privilege and as such must be mindful of potential medico-legal implications of their entries.
- 8.6 Presenting others' work or ideas for assessment without acknowledging their source (plagiarism) is unacceptable and may result in exclusion of the participant from the Certificate. This includes the use of output from artificial intelligence (AI) tools without appropriate acknowledgement.

## **9 COMPLETION TIME**

- 9.1 The minimum time requirement for participants completing the Certificate is 12 calendar months, or four 3-month terms.
- 9.2 As adult learners, participants in the Certificate are responsible for their own progress in line with their anticipated completion date. Participants must take into account the time required for completing, submitting, reviewing and approval of each activity, and any credits for recognition of prior learning.
- 9.3 If a participant has not completed the Core and Elective components within 48 calendar months from the commencement, they will be deemed unsuccessful in completing the requirements and excluded from the Certificate. Refer also to Section 19 on Special Consideration.

### **Period of Interruption**

- 9.4 Participants may submit a notice of a period of interruption to their completion of the Certificate via their Certificate Portfolio. The minimum period of interruption is 3

months and no longer than 12 months (consecutive) and must be aligned to Certificate 3-month terms.

- 9.5 Notice should be submitted 1 month prior to the start date of the period of interruption so that Certificate and Elective Supervisors and Certificate Reviewers can be made aware of the intended period of interruption of a participant.
- 9.6 A participant's enrolment continues during a period of interruption, though a period of interruption does not count toward a participant's minimum time in the Certificate.
- 9.7 Participants are unable to log any learning or assessment activities in their Certificate Portfolio while on a period of interruption. Participants will be able to complete the content of online learning modules.
- 9.8 If the period of interruption must be extended, a participant must amend their notice via their Certificate Portfolio 1 month prior to the end of their current period of interruption.
- 9.9 If the period of interruption is of 12 consecutive months or more duration, the CPTCPC may determine that the participant is required to undertake Structured Feedback Exercises upon their return to the Certificate, to confirm that their level of competence, as assessed prior to the period of interruption, has been maintained.
- 9.10 If the participant is unable to complete the Certificate within 48 calendar months from the time of commencement of the Certificate, and the period of interruption was due to illness, parental leave, cultural leave or exceptional circumstances, the participant can apply for an extension to the maximum completion time of the Certificate to 48 calendar months, plus the period of interruption.

## **10 PROGRESS REVIEW AND 3-MONTH TERMS**

### **Initial Meeting**

- 10.1 Participants must complete the initial meeting form and meet with their Certificate Supervisor, ideally within 6 weeks of commencing the Certificate program.

### **Progress Review**

- 10.2 Participants and their Certificate Supervisors should meet in-person or via video conference to discuss the progress of the participant at the end of each 3-month term.
- 10.3 The first Progress Review form can only be initiated after the initial meeting with the participant's Certificate Supervisor and the form has been submitted and confirmed.
- 10.4 A Progress Review form for each 3-month term, which may be discussed and completed by the Certificate Supervisor within a Progress Review meeting, must be submitted no more than 2 weeks prior to the end of each 3-month term, or 4 weeks after, in order for 3 months to be credited toward the minimum time requirement on the participant's Certificate Record.
- 10.5 Participants are responsible for ensuring that their Progress Review form is confirmed by the Certificate Supervisor, that they acknowledge feedback from the Certificate Supervisor, and that the form is submitted no later than 4 weeks after the end of each 3-month term.

- 10.6 Non-submission of a completed Progress Review form within 30 days of the completion of a term will result in time not being credited toward the minimum time requirement on the participant's Certificate Record.
- 10.7 In the event of non-submission of Progress Review forms for two consecutive terms, or three non-consecutive terms, the RANZCP will contact the participant, to confirm intentions of their continued learning and assessment within the Certificate program.
- 10.8 If a participant does not respond to correspondence in relation to non-submission of Progress Review forms for multiple terms, within 30 days and they have not submitted learning or assessment activities, the CPTCPC will consider the participant's continued status in the Certificate program. Also refer to Section 17 on Withdrawal, Exclusion and Re-entry.
- 10.9 When a participant has completed the Core and Elective components of the Certificate, the participant must initiate a Final Progress Review.

## **11 LEARNING ACTIVITIES**

- 11.1 Participants must undertake five learning activities within the Core component of the Certificate:
  - a) Online Learning Modules
  - b) Patient Consultation Observations
  - c) Logbook of Practice
  - d) Reflections
  - e) Peer Group Discussion Meetings.
- 11.2 Participants must undertake two learning activities within the Elective component of the Certificate:
  - a) Elective Learning Plan
  - b) Narrative Review.
- 11.3 Completion of learning activities by participants will be reviewed by the Certificate Supervisor during the 3-monthly Progress Review and may contribute to decision making in relation to confirmation of Clinical Skills Activities.
- 11.4 To be eligible for the Certificate Portfolio Review, participants must complete all required learning activities within the Certificate and/or have them confirmed.

### **Online Learning Modules**

- 11.5 Participants must progress through the content of each online learning module. The content of each module will be deemed complete when the status of the module is 'Complete' in the Learning Activities section of the Certificate Portfolio.
- 11.6 For each module, the participant must upload their Applied Learning responses using the template provided along with any associated documents for review by their Certificate Supervisor.
- 11.7 For a participant to be eligible for the Certificate Portfolio Review, the content of each Online Learning Module must be complete and engagement in Applied Learning responses for each online learning module must be confirmed by the Certificate Supervisor.
- 11.8 Online learning modules may be updated by the RANZCP from time to time.

## **Patient Consultation Observations**

- 11.9 For a participant to be eligible for the Certificate Portfolio Review, a minimum of five patient consultations conducted by a psychiatrist must be observed and entered into their Portfolio.

## **Practice Logbook**

- 11.10 During the Certificate, participants must maintain a practice logbook, which documents their experiences assessing patients who present with mental health conditions and/or supporting patients to manage their symptoms.
- 11.11 Each de-identified logbook entry (or reflection, if extended) must include:
- a) patient profile
  - b) nature of presentation
  - c) differential diagnosis
  - d) short summary of care provided
  - e) key learning points.
- 11.12 For a participant to be eligible for the Certificate Portfolio Review, a minimum of 40 unique patient experiences must be entered into the practice logbook of their Portfolio.

## **Reflections**

- 11.13 Participants must provide their reflections on experiences assessing patients with mental health conditions and/or supporting patients to manage their symptoms (included in the participant's Practice Logbook). Each de-identified reflection must be 500-800 words.
- 11.14 For a participant to be eligible for the Certificate Portfolio Review, a minimum of eight reflections must be completed within their Portfolio and confirmed by the Certificate Supervisor.

## **Peer Group Discussion Meetings**

- 11.15 Peer Group Discussion Meetings must be facilitated by Peer Group Facilitators and are generally conducted for a minimum of one hour according to the instructions in the Certificate Handbook.
- 11.16 Participants must schedule involvement in suitable Peer Group Discussion Meeting times via the Certificate Portfolio.
- 11.17 The period of time the participant was actively contributing to the session will be determined by the Peer Group Facilitator and recorded after the meeting.
- 11.18 For a participant to be eligible for the Certificate Portfolio Review, a minimum of 12 hours attending and contributing to Peer Group Discussion Meetings must be recorded within their Portfolio.

## **Elective Learning Plan**

- 11.19 Participants must propose an elective special interest area, relevant to their area of practice, for more detailed study.

- 11.20 A participant's Elective Learning Plan must propose:
- a) a special interest area competency together with specific goals, learning activities and resources
  - b) a series of Structured Feedback Exercises, competence with which would demonstrate a participant's achievement of an Elective Clinical Skills Activity and the goals of their learning plan
  - c) potential Certificate Reviewers to be involved in the completion of Structured Feedback Exercises.
- 11.21 Generally, one of each Structured Feedback Exercise tools must be included in the plan, or a rationale provided for an alternative approach.
- 11.22 Participants must prepare their Elective Learning Plan, upload the plan to their Certificate Portfolio and submit the plan for review by their Elective Supervisor.
- 11.23 The Elective Supervisor must consider the Elective Learning Plan, provide feedback and/or confirm the plan prior to submission to the CPTCPC for review.
- 11.24 Approval must be gained for the Elective Learning Plan from the CPTCPC, or delegated representative(s), prior to the participant undertaking any Elective components of the program (e.g., narrative review, any Structured Feedback Exercises toward completion of their Elective Clinical Skills Activity).

### **Narrative Review**

- 11.25 After the participant's Elective Learning Plan has been approved by the CPTCPC, the participant must complete an evidence based narrative review of literature around their elective special interest area, to a maximum of 2000 words (excluding references).
- 11.26 Participants must upload their Narrative Review to their Certificate Portfolio and request review by their Elective Supervisor.
- 11.27 For a participant to be eligible for the Certificate Portfolio Review, the Narrative Review must be confirmed within their Portfolio, by their Elective Supervisor.

## **12 STRUCTURED FEEDBACK EXERCISES**

- 12.1 Structured Feedback Exercises (SFEs) must be completed by the participant and a Certificate Reviewer and conducted according to the instructions in the Certificate Handbook.
- 12.2 Participants must engage with a range of Certificate Reviewers for completion of SFEs during the Certificate.
- 12.3 Four SFE tools have been approved for use within the Certificate:
- a) Comprehensive Patient Assessment (CPA)
  - b) Care Plan Review (CPR)
  - c) Observed Care Plan Discussion (OCPD)
  - d) Case-based Discussion (Cbd).
- 12.4 Each SFE can contribute to only one Core or Elective Clinical Skills Activity and must be allocated or 'tagged' to that Clinical Skills Activity to be considered as evidence toward demonstrating competence.

## **13 CLINICAL SKILLS ACTIVITIES**

- 13.1 Participants must complete four Core Clinical Skills Activities, including:
- a) Assessing patients presenting with new mental health conditions (CSA 1)
  - b) Assessing and managing risk in relation to patients who may harm themselves or others (CSA 2)
  - c) Use of psychosocial interventions to support patients in relation to their mental health (CSA 3)
  - d) Initiating pharmacotherapy for patients diagnosed with mental health conditions. (CSA 4).
- 13.2 Participants must complete an Elective Clinical Skills Activity that demonstrates achievement of the goals of the participant's approved elective learning plan.
- 13.3 Clinical Skills Activities must be conducted according to the instructions in the Certificate Handbook.

### **Core Clinical Skills Activities**

- 13.4 As a minimum, the SFEs stipulated in the Certificate Handbook must be included as evidence for the completion of the corresponding Core Clinical Skills Activity.
- 13.5 Participants must request their Certificate Supervisor to review each Core Clinical Skills Activity.
- 13.6 Participants can only request a review of a Core Clinical Skills Activity if, as a minimum:
- a) the three stipulated SFEs for that Core Clinical Skills Activity have been allocated to Core Clinical Skills Activity; and
  - b) multiple Certificate Reviewers have been involved in the allocated SFEs; and
  - c) the three stipulated SFEs indicate that the participant requires minimal to no supervision or could supervise others in the task.
- 13.7 Confirmation of 'Assessing patients presenting with new mental health conditions' (CSA 1) is a prerequisite for participants to request review of the 'Use of psychosocial interventions to support patients with mental health conditions' (CSA 3) and 'Initiating pharmacotherapy for patients diagnosed with mental health conditions' (CSA 4).
- 13.8 A Certificate Supervisor may determine that further SFEs must be completed by a participant, or additional Reviewers must have conducted SFEs, before a particular Clinical Skills Activity is confirmed.
- 13.9 When confirming completion of a Clinical Skills Activity, the Certificate Supervisor must draw on all data they have regarding the trainee's competence in the specific task, including SFEs allocated to that Core Clinical Skills Activity, responses to questions in the online modules, reflections and information from other sources within the Portfolio, as relevant.

### **Elective Clinical Skill Activity**

- 13.10 The Elective Clinical Skills Activity must include completion of a range of SFEs relevant to the identified population and/or specific mental health condition, as evidence toward completion of their Elective Clinical Skills Activity.
- 13.11 The SFEs broadly defined in the elective learning plan, approved by the CPTCPC, should be adhered to.

- 13.12 Participants can only allocate or 'tag' SFEs to their Elective Clinical Skills Activity after their Elective Learning Plan has been approved by the CPTCPC and after their 'Assessing patients presenting with new mental health conditions' (CSA 1) has been confirmed by their Certificate Supervisor.
- 13.13 Participants must request their Elective Supervisor to review their Elective Clinical Skills Activity.
- 13.14 Participants can request a review of their Elective Clinical Skills Activity if four or more relevant SFEs that indicate that the participant requires minimal to no supervision, or could supervise others in the task, have been allocated to their Elective Clinical Skills Activity.
- 13.15 Certificate participants should engage with multiple Certificate Reviewers to complete SFEs to demonstrate achievement of learning plan goals in the elective special interest area, however only one Certificate Reviewer, in addition to the Elective Supervisor, will be considered appropriate for more specific special interest areas.
- 13.16 An Elective Supervisor may determine that further SFEs must be completed by a participant, or additional Reviewers must have conducted SFEs, before a participant's Elective Clinical Skills Activity can be confirmed.
- 13.17 When confirming completion of the Elective Clinical Skills Activity, the Elective Supervisor must draw on all data they have regarding the trainee's competence in the specific task, including SFEs allocated to the Elective Clinical Skills Activity, responses to questions in the online modules, reflections and information from other sources within the Portfolio, as relevant.

## **14 ORAL PRESENTATION**

- 14.1 Participants must undertake the Oral Presentation as part of the Elective component of the Certificate.

### **Eligibility**

- 14.2 Participants are eligible to schedule their Oral Presentation after they have their Narrative Review and Elective Clinical Skills Activity confirmed in their Portfolio.
- 14.3 Participants are not eligible to complete their Oral Presentation while on a period of interruption, but they may schedule it.
- 14.4 Participants must indicate their readiness to undertake their Oral Presentation and provide their availability for various proposed session times via the Certificate Portfolio.

### **Oral Presentation**

- 14.5 The Oral Presentation consists of a 30-minute presentation to peers and two Certificate Assessors on their elective special interest area and must be conducted according to the instructions in the Certificate Handbook.
- 14.6 Participants must upload a copy of their presentation slides, as a portable document format (pdf) file, to their Certificate Portfolio one week prior to the presentation or their opportunity to present in the allocated session time may be cancelled.



- 14.7 If a participant withdraws from the Oral Presentation within 3 weeks of the presentation date, does not attend the allocated session or arrives late, the presentation will be recorded as an unsuccessful attempt unless a special consideration application is submitted by the participants and approved.
- 14.8 Each participant must attend the entire Oral Presentation session and be actively engaged in asking questions or contributing to the discussion relevant to the presentations of their peers.
- 14.9 All Oral Presentation sessions will be recorded for assessment purposes.

## **Scoring**

- 14.10 The standard of performance required for the Oral Presentation is the demonstration of applied knowledge and skills as articulated in the Certificate Curriculum Learning Outcomes, specific to the selected elective special interest area.
- 14.11 Each Certificate Assessor will independently complete an Oral Presentation Feedback and Scoring Form.
- 14.12 If both Assessors agree that the participant demonstrated the expected standard, the participant will have successfully completed the Oral Presentation. If both Assessors agree that the participant did not demonstrate the expected standard, an unsuccessful attempt will be recorded on the participant's Portfolio.
- 14.13 If one Assessor determines that the participant has not demonstrated the expected standard, a third Assessor will be requested to review the recording of the Oral Presentation session and complete the Oral Presentation Feedback and Scoring Form. If the third Assessor determines that the participant has not demonstrated the expected standard, an unsuccessful attempt will be recorded on the participant's Portfolio.
- 14.14 After the first unsuccessful attempt, the participant will obtain feedback on areas in which they need to improve prior to the next attempt. However, if both Certificate Assessors advise that they have significant concerns that the Oral Presentation does not align with the approved elective learning plan, the participant may be required to develop a new Oral Presentation.
- 14.15 After the second unsuccessful attempt, a meeting must be arranged with the Certificate Supervisor and relevant others (e.g., Elective Supervisor, Certificate Assessor) to discuss a more focused learning plan to assist the participant to achieve the required standard or whether the participant needs to select a different elective special interest area to achieve the elective component.
- 14.16 After the third unsuccessful attempt, the participant will be required to submit an application to the CPTCPC to show why they should continue towards the award of the Certificate. Also refer to Section 19 – Special Consideration.

## **15 CERTIFICATE PORTFOLIO REVIEW**

- 15.1 Certificate Portfolio Review is the final summative assessment component of the Certificate and the standard of performance required is the demonstration of the Key Competencies of the Certificate.



- 15.2 The following activities, and participant's engagement in them, will be considered as part of the Certificate Portfolio Review:
- a) Online Learning Modules
  - b) Patient Consultation Observations
  - c) Logbook of Practice
  - d) Reflections
  - e) Peer Group Discussion Meetings
  - f) Elective Learning Plan
  - g) Narrative Review
  - h) Structured Feedback Exercises
  - i) Mandatory Core Clinical Skills Activities
  - j) Elective Clinical Skills Activity
  - k) Oral Presentation
- 15.3 If the CPTCPC is satisfied that requirements of the Core and Elective components have been completed to the expected standard, and the Key Competencies achieved, the CPTCPC will advise the participant, in writing, that they have successfully achieved the requirements of the Certificate.
- 15.4 If the CPTCPC is not satisfied that requirements of the Core and Elective components have been completed to the expected standard, and the Key Competencies achieved, the participant may need to complete additional learning and/or assessment activities to add to their Certificate Portfolio, as determined by the CPTCPC.
- 15.5 Should a participant's enrolment expire while the CPTCPC is undertaking a participant's Certificate Portfolio Review, the participant may need to extend their enrolment if further learning or assessment is required.
- 15.6 After the first unsuccessful attempt, the participant will obtain feedback from the CPTCPC on areas of the Certificate Portfolio which require improvement before re-submission.
- 15.7 After the second unsuccessful attempt, a meeting must be arranged with the Certificate Supervisor and relevant others (e.g., Elective Supervisor, Certificate Reviewers) to discuss a more focused learning plan to assist the participant to achieve the required standard prior to re-submission.
- 15.8 After the third unsuccessful attempt, the participant will be required to submit an application to the CPTCPC to show why they should continue towards the award of the Certificate. Also refer to Section 19 – Special Consideration.

## **16 RECOGNITION OF PRIOR LEARNING (RPL)**

### **Eligibility**

- 16.1 Enrolled participants of the Certificate are eligible to apply for Recognition of Prior Learning (RPL).
- 16.2 In order to be eligible to apply for RPL, the participant must have:
- a) been a registered medical practitioner while undertaking learning, assessment, or work experience;
  - b) completed any learning and/or assessment in a formal education or training context with appropriate validation, feedback and assessment; and/or
  - c) completed any supervised work experience with the oversight of a registered specialist psychiatrist, if relevant.

- 16.3 In order to be eligible to apply for RPL, the learning and/or assessment must have been:
- a) competed within the previous 5 years, or
  - b) part of a university degree conferred within the previous 5 years, or
  - c) part of a specialist medical training program, with Fellowship attained within the previous 5 years, or
  - d) if a former trainee in the RANZCP Fellowship program, documented in their Training Record, and the trainee exited the RANZCP Fellowship Program within the previous 5 years.

### **Participants of the RANZCP Certificate of Psychiatry**

- 16.4 Participants who have undertaken education that is substantially equivalent to the learning and assessment activities of the Certificate, prior to enrolling, may be granted credit for Certificate components. Refer to the Certificate Handbook for further detail.
- 16.5 Applications for RPL must be made on the Certificate RPL application form and submitted to the CPTCPC up until 3 months after commencing the Certificate. Any extension to this timeline must be approved by the CPTCPC.
- 16.6 Participants must indicate their intentions to apply for RPL. Only previous education or experience declared on the Application for Entry is eligible for RPL.
- 16.7 An applicant for RPL is required to demonstrate how the learning, assessment, or work experience previously undertaken maps to the relevant components of the Certificate.
- 16.8 It is the responsibility of the applicant to lodge the application on the Certificate RPL application form and to provide the following supporting documentation for their RPL assessment:
- a) a cover letter summarising the application and describing how the participant has achieved the graduate and/or learning outcomes and requirements of the RANZCP Certificate for which the participant is requesting RPL
  - b) verification of medical registration during the time of completion of activities for which RPL is requested
  - c) all certificates of completion or transcripts from external study showing the dates of completion of each, where relevant
  - d) verification of supervision during the time of completion of work experience overseen by a specialist psychiatrist, where relevant
  - e) a copy of a research paper or assignment, research Masters or Honours thesis or article published in a peer-reviewed journal, relevant to the elective special interest area of the participant's choosing, where relevant.
- 16.9 Incomplete applications, including those submitted without the necessary supporting documentation, may be returned to an applicant as incomplete and may not be progressed to the CPTCPC for consideration.

### **Former trainees of the RANZCP Fellowship Program**

- 16.10 Where RPL is sought by a former RANZCP trainee for education and training completed in the Fellowship program, credit may be granted for some components of the Certificate. Refer to the Certificate Handbook for further detail.

- 16.11 Former RANZCP trainees must have completed a minimum of 6 months FTE in the Fellowship program and have submitted one successful end-of-rotation In-Training Assessment.
- 16.12 Applications for RPL from former RANZCP trainees must be made on the Certificate RPL application form and submitted to the CPTCPC up until 3 months after commencing the Certificate. Any extension to this timeline must be approved by the CPTCPC.
- 16.13 The CPTCPC will refer to the applicant's Training Record. Failed rotations of the RANZCP Fellowship program cannot be used as evidence of prior learning.
- 16.14 It is the responsibility of the applicant to lodge the application on the Certificate RPL application form and to provide the following relevant supporting documentation for their RPL assessment:
- a) a cover letter summarising the application and describing how the trainee has achieved the graduate and/or learning outcomes and requirements of the RANZCP Certificate of Psychiatry for which the trainee is requesting RPL for
  - b) verification of participation in the accredited formal educational course, where relevant
  - c) a copy of a research paper or assignment, research Masters or Honours thesis in a field relevant to psychiatry or mental health or article published in a peer-reviewed journal relevant to psychiatry or mental health, where relevant.
- 16.15 Only complete RPL applications, submitted with the necessary supporting documentation, will be progressed to the CPTCPC for consideration.

### **RPL Decision-Making and Outcomes**

- 16.16 Each RPL application will be assessed by the CPTCPC on a case-by-case basis to determine whether the evidence of learning, assessment, training and/or work experience submitted is considered substantially equivalent to the nominated components of the Certificate (i.e., equivalent in its structure, content and/or supervision).
- 16.17 The CPTCPC will consider, among other factors, when the substantially equivalent education was undertaken and whether the applicant has engaged in relevant practice to maintain their competence since that time.
- 16.18 The CPTCPC will determine the following:
- a) whether or not to approve RPL and grant credit for specific components of learning or assessment
  - b) whether or not to request a Structured Feedback Exercise(s) to be undertaken to confirm competence
  - c) if credit for multiple components is approved, whether to allow credit toward the minimum time to complete the Certificate (to a maximum credit of 6 months).
- 16.19 Should the CPTCPC determine that a Structured Feedback Exercise(s) is required; the participant is responsible for the organisation of its completion within the period indicated by the CPTCPC.
- 16.20 Applicants will be notified in writing of the outcome of their RPL application once the determination has been made by the CPTCPC.
- 16.21 RPL can only be granted once the applicant has paid the RPL fee.

- 16.22 The payable RPL fee will be as per the current Certificate Administration Fee Schedule at the time of the request for RPL.

## **17 WITHDRAWAL, EXCLUSION AND RE-ENTRY**

- 17.1 The principles of procedural fairness will govern the withdrawal or exclusion of a participant from the Certificate.
- 17.2 If a participant is withdrawn or excluded from the Certificate, they are no longer a participant of the Certificate, and will not have access to their Certificate Portfolio.

### **Withdrawal**

- 17.3 Withdrawal from the Certificate is a voluntary exit from the Certificate. A participant's withdrawal from the Certificate must be provided from the participant to the RANZCP by submitting the Withdrawal Form via email to [certpsychhelp@ranzcp.org](mailto:certpsychhelp@ranzcp.org).
- 17.4 Withdrawal will be effective from the date written notice is provided to the RANZCP. No further learning or assessment activities can be completed after this date.
- 17.5 The withdrawal will be noted by the CPTCPC and communicated to the relevant Certificate and Elective Supervisors and other relevant parties in accordance with the RANZCP Privacy Policy.

### **Exclusion**

- 17.6 Exclusion from the Certificate is an involuntary exit from participation in the Certificate program, which is determined by the RANZCP Board at the recommendation of the CPTCPC and Education Committee.
- 17.7 A participant whose name is removed from the register as a medical practitioner in Australia will automatically be excluded from the Certificate. Any exclusion of a participant due to the loss of medical registration will be noted by the CPTCPC and the Education Committee.
- 17.8 The CPTCPC will consider the following grounds for exclusion and make a recommendation to the Education Committee for decision:
- a) changes to a participant's medical registration due to misconduct, unsatisfactory performance or ethical breaches.
  - b) non-payment of fees in relation to the Certificate 30 days from due date on the invoice
  - c) no response from a participant within 30 days of receiving correspondence from the RANZCP regarding non-submission of multiple Progress Review forms
  - d) unethical, unprofessional or unbecoming conduct of a participant within the Certificate program, including plagiarism.
  - e) three unsuccessful attempts at any one summative assessment and the participant is unable to show why they should continue towards the award of the Certificate.
  - f) not completing the Core and Elective components of the Certificate within the maximum completion time of 48 calendar months.
- 17.9 If the grounds for exclusion only relate to unpaid fees and the participant pays prior to their exclusion by the RANZCP Board, the exclusion process will be discontinued.
- 17.10 If the CPTCPC determines that a participant should not be recommended for exclusion in accordance with Section 17.8 of the CPTCP Policy, the CPTCPC may

consider whether any other appropriate action should be taken. The CPTCPC may determine that the participant must complete specified requirements or fulfil other conditions, which will be communicated to the participant and their Certificate Supervisor.

- 17.11 If the CPTCPC determines that a participant should be recommended for exclusion in accordance with Section 17.8 of the CPTCP Policy, the CPTCPC will make this recommendation to the Education Committee for its consideration.
- 17.12 The CPTCPC will send correspondence to the participant in writing of their reasons for their recommendation and the date on which the recommendation is to be considered by the Education Committee. The correspondence will provide a date by which a participant can provide any further information to the Education Committee for their consideration which was not provided to the CPTCPC.
- 17.13 The Education Committee will consider the CPTCPC recommendation and any further documentation provided by a participant.
- 17.14 If the Education Committee does not approve the CPTCPC recommendation that a participant be excluded, the Education Committee will provide reasoning for its decision and a direction for implementation to the participant and the CPTCPC.
- 17.15 If the Education Committee approves the recommendation for a participant's exclusion, the participant will be notified of the outcome in writing. The outcome will also be communicated to the relevant Certificate and Elective Supervisors and other relevant parties in accordance with the RANZCP Privacy Policy.
- 17.16 Exclusion will be effective from the date of the written notice. Also refer to Section 22 of the CPTCP Policy on Complaints and Appeals.

### **Re-entry**

- 17.17 A former participant who has withdrawn (voluntary exit) from the Certificate and wishes to re-enter, must reapply in accordance with Sections 2-4 of the CPTCP Policy and meet the relevant criteria at the time of application and/or enrolment.
- 17.18 Eligibility for re-entry into the Certificate will be determined in consideration of the circumstances of the withdrawal, and may require the fulfilment of any conditions as determined by the CPTCPC.
- 17.19 An applicant that was previously excluded from the Certificate is not eligible to re-enter.
- 17.20 Participants can only apply for re-entry if they have adequate time remaining of the maximum 48 calendar months, to complete outstanding requirements.
- 17.21 Any outstanding fees will need to be paid prior to application for re-entry.
- 17.22 When applying for re-entry, the former participant must provide the following information:
  - a) The reason for withdrawal and why this no longer applies to the applicant, if relevant
  - b) Any mitigating or exceptional circumstances
  - c) Other documentation as requested by the RANZCP.
- 17.23 Participants who were enrolled in the Certificate and did not complete all the Certificate requirements may be granted credit for Certificate requirements completed

when they were enrolled. Only activities recorded on the Certificate Record are eligible for credit.

## **18 AWARDING OF THE CERTIFICATE**

- 18.1 A participant's successful completion of the Certificate is dependent on:
- a) the completion of learning activities and assessments of the Core and Elective components of the Certificate, within the Certificate Portfolio
  - b) the attainment of the required level of competence as per the Certificate Key Competencies.
  - c) the CPTCPC reviewing a participant's Portfolio and determining that they have successfully achieved the requirements.
  - d) completion of an evaluation
  - e) payment of any outstanding fees
  - f) any other requirements or variations to the above as prescribed from time to time.
- 18.2 Participants who have successfully achieved the requirements of the Certificate can apply for the award of the Certificate.

### **Applying for the Award of the Certificate**

- 18.3 Participants must apply for the award of the Certificate within 12 months of successfully achieving the requirements.

### **Equivalence to the Certificate**

- 18.4 Equivalence is the process by which completion of training and experience in the RANZCP Fellowship program is deemed equivalent to the award of the Certificate.
- 18.5 The following are eligible for the award of the Certificate:
- a) former RANZCP trainees who have completed Stage 2
  - b) former Specialist International Medical Graduate (SIMG) partially comparable candidates who have completed 12 months of training on the specialist pathway
  - c) former SIMG substantially comparable candidates who have completed 6 months of their placement.
- 18.6 Former RANZCP trainees, SIMG partially comparable candidates and substantially comparable candidates must apply for the award of the Certificate within 12 months of exiting the RANZCP Fellowship Program or specialist pathway.
- 18.7 During 2024 and 2025, former RANZCP trainees, SIMG partially comparable candidates and substantially comparable candidates who have Australian medical registration may apply if they exited the program during 2020-2023. Such applicants must demonstrate that they have been actively engaged in continuing professional development in relation to mental health between the time that they exited the RANZCP Fellowship Program or specialist pathway and the application for award of the Certificate.
- 18.8 All former trainees, SIMG partially comparable candidates and substantially comparable candidates who were excluded from the RANZCP Fellowship training program or specialist pathway due to ethical or conduct reasons are not eligible to apply for the award of the Certificate.

## **19 SPECIAL CONSIDERATION**

- 19.1 Where relevant, the Certificate Supervisor may recommend in writing to the CPTCPC that a participant receive a specified amount of extra time for completion of a

Certificate requirement(s) due to exceptional circumstances. The CPTCPC will make a determination on a case-by-case basis.

- 19.2 The CPTCPC at its discretion, may vary the nature of completion of other Certificate requirements for a specific participant due to a request for special consideration.
- 19.3 The participant will receive written notification of the outcome of their request for special consideration, which will specify any special arrangements where the request has been granted.

### **Certificate Oral Presentation**

- 19.4 A Certificate participant may apply for special consideration in relation to circumstances that may adversely affect their ability to complete the Certificate Oral Presentation.
- 19.5 The RANZCP cannot specify all circumstances that might lead to the granting of special consideration. Examples include, but are not limited to, unforeseen or significant health or personal circumstances that prevent a Certificate participant from preparing for or completing the Certificate Oral Presentation.
- 19.6 Requests for special consideration from Certificate participants to the CPTCPC should state the specific special arrangements requested.
- 19.7 Requests will be considered by the CPTCPC on a case-by-case basis in considering the individual circumstances of a Certificate participant.
- 19.8 When considering requests for special consideration, the CPTCPC will not grant adjusted marks. If the participant believes their performance is likely to be seriously affected by illness or other personal circumstances, they should consider withdrawing their attempt.
- 19.9 Further information may be required from the participant. On request, the participant must submit supporting and/or clarifying information and documentation as required to reasonably consider the application. Such information may include:
  - a) updated reports or letters from treating health professionals
  - b) documentary evidence of any related previous granting of special consideration for the participant (including in tertiary education)
  - c) additional detail stating the reasoning for the special consideration request.
- 19.10 Requests for special consideration related to medical conditions, compassionate grounds or significant changes in personal circumstances that occur within 3 weeks of the scheduled Oral Presentation must be submitted as soon as possible after they arise. The granting of such requests can have a significant impact on resources and processes; therefore, late applications must provide the reason for submitting the request as well as the nature of the issue that has arisen. Late requests for special consideration received may not be accommodated.

## **20 PRIVACY AND CONFIDENTIALITY**

- 20.1 Documentation relating to applicants and participants will be maintained according to the [RANZCP Privacy Policy](#).
- 20.2 Disclosure of information collected may be made by the RANZCP to:
  - a) RANZCP Fellows involved in relevant RANZCP activities, including Certificate

- Supervisors and RANZCP Boards and Committees and related societies and associations;
- b) entities and institutions who provide services or undertake activities in conjunction with or in association with the RANZCP;
  - c) regulatory authorities and bodies, professional or specialist societies and associations, hospitals and health centres and relevant complaints tribunals and government departments and agencies; and
  - d) other third parties as outlined in the RANZCP Privacy Policy.

## **21 COMPLAINTS AND APPEALS**

- 21.1 Certificate participants dissatisfied with any aspect of the Certificate program, or who wish to raise concerns, should first address their concerns with their Certificate Supervisor where appropriate.
- 21.2 Should the issue remain unresolved, Certificate participants are to raise the matter as promptly as possible with the CPTCPC, as the relevant RANZCP Education Committee, for further review and resolution.
- 21.3 Certificate participants are referred to the RANZCP [Appeals and Complaints webpage](#) which provides guidance for persons who are not satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

## **22 MONITORING, EVALUATION AND REVIEW**

### **Feedback from Certificate Participants**

- 22.1 The RANZCP will collect feedback from all Certificate participants in relation to their experience whilst completing the Certificate. Examples include participant surveys, participant feedback on Progress Review forms, direct feedback from participants provided to the CPTCPC and surveys distributed to participants upon completion of the Certificate.

### **Review of Documentation**

- 22.2 The CPTCPC shall implement, monitor and review this document and report on anomalies and issues as these arise.



## ACRONYMS

AI	Artificial Intelligence
ACRRM	Australian College of Rural and Remote Medicine
AST	Advanced Specialist Training (in Mental Health)
ARST	Additional Rural Skills Training (in Mental Health)
CPR	Care Plan Review
CBD	Case-based Discussion
CSA	Clinical Skills Activities
CPA	Comprehensive Patient Assessment
CPTCPC	Certificate of Postgraduate Training in Clinical Psychiatry Committee
FTE	Full Time Equivalent
OCPD	Observed Care Plan Discussion
RPL	Recognition of Prior Learning
RACGP	Royal Australian College of General Practitioners
RANZCP	Royal Australian and New Zealand College of Psychiatrists
RG	Rural Generalist
SIMG	Specialist International Medical Graduates
SFEs	Structured Feedback Exercises

## DOCUMENT CONTROL

<b>Contact: Executive Manager, Education and Training</b>			
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
7 March 2025	V1.2	EC Executive 2025/1.2 #2.01.7	Minor updates to reflect the change in eligibility, clause 2.2 and remove clauses 2.3 and 2.4. Adjustments to clause 2.16 number of days for applicants to respond; clause 4.2 to remove requirement to contact the RANZCP, clause 8.2a remove the requirement for the picture to be passport style.
5 June 2024	V1.1	RANZCP President's Meeting	Updated to clarify 16.3 clause and update to new email address.
10 May 2024	V1.0	RANZCP Board	New Document.