

## Policy on the revocation of Board-approved supervisor training provider status

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October 2013

### Authority

Section 35(1)(b) of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), gives a National Board the power to decide the requirements for registration or endorsement of registration in the profession, including the arrangements for supervised practice.

The Psychology Board of Australia's (the Board) *Provisional registration standard* and the *Area of practice endorsement registration standard* require provisional psychologists and psychologists undertaking an internship or a registrar program to be supervised by a Board-approved supervisor.

The *Provisional registration standard* was approved by the Australian Health Workforce Ministerial Council (AHWMC) on 31 March 2010 under the National Law and took effect on 1 July 2010. The *Area of practice endorsement registration standard* was approved by AHWMC under the National Law on 17 February 2011, and took effect on 9 March 2011.

Consistent with Section 35(1)(c)(iii) of the National Law, the Board has established standards relevant to supervision in the following guidelines and policies:

- *Guidelines for supervisors and supervisor training providers*
- *Guidelines for the 4+2 internship program: provisional psychologists and supervisors*
- *Guidelines for the 5+1 internship program*
- *Guidelines on area of practice endorsements, and*
- *Policy on working in addition to placements.*

The *Guideline for supervisors and supervisor training providers* establishes nationally consistent standards for both:

- a competency-based framework for Board-approved supervisor training, and
- Board-approved supervisor qualifications and competencies.

### Summary

The Board's competency-based training framework for supervisors ensures provisional psychologists and psychologists receive quality supervision that is consistent with the Board's standards.

The Board's *Guidelines for supervisors and supervisor training providers* (the *Guidelines*) set out the requirements for gaining Board-approval as a supervisor training provider, as well as how to maintain Board approval.

When an individual, organisation or consortium fails to provide training in line with the guidelines and standards, the Board can revoke its approval and remove the trainer or training provider from the website.

This policy sets out the circumstances when a Board-approved supervisor training provider no longer meets the requirements for approval as set out in the *Guidelines*, and will have their Board-approved supervisor training status revoked.

## Responsibility

The Psychology Board of Australia is responsible for setting this policy. AHPRA is responsible for ensuring that the policy is implemented and effectively managed.

## Scope of policy

This policy applies to individuals, organisations and consortiums that have been approved by the Board to act as a Board-approved psychology supervisor training provider.

**Note:** Psychologists undertaking supervisor training should ensure that their supervisor training provider is approved by the Board. Supervision training undertaken with a non-Board approved supervisor training provider will not be recognised by the Board as suitable for the purposes of gaining Board-approval as a supervisor.

Supervisor training providers and supervisors should review the *Policy on refusing or revoking Board-approved supervisor status*.

## Requirements for revocation of Board-approved supervisor training provider status

The supervisor training status of an individual, organisation or consortium may be revoked when the training provider has:

- not followed the *Guidelines for supervisors or supervisor training providers* (the *Guidelines*), or
- not complied with the letter of approval from the Board. This letter indicates the approval of the supervisor training provider proposal, the dates of approval, the courses that are Board-approved, and the requirements for reporting.

## Sub-standard performance as a Board-approved supervisor training provider

The supervisor training status of an individual, organisation or consortium may be revoked when the training provider has demonstrated sub-standard performance in one or more of the following areas.

### Guidelines

- A lack of understanding of the Board's approach to supervisor training and the requirements of the *Guidelines*, including the role of supervision in the registration of practitioners and the National Registration and Accreditation Scheme.

### Course content development and delivery

- Inadequate course content and development, such as:
  - course content does not meet the Board's requirements and *Guidelines*

- the training provider is not facilitating learning in each of the core competencies for supervisors.
- Inadequate course delivery (e.g. the structure, length, frequency and delivery of training does not meet the Board's requirements).
- Inadequate assessment and evaluation of training participants (e.g. participants are not receiving adequate assessment; the assessment is too easy/hard for participants to pass).

### Professional registration standards

- The provider has not followed the *Guidelines for advertising*.
- The provider has not followed the Board endorsed *APS Code of ethics*.
- The provider has not met professional registration standards:
  - the training provider status of an **individual** Board-approved trainer may be revoked if the trainer is a registered health practitioner and has an adverse finding against them, either as a service provider or as a supervisor, after a notification (complaint) or an immediate action matter and on recommendation of the Board, panel or tribunal.
  - a training **organisation or consortium** will not necessarily have its approval revoked if one of its trainers has supervisor status revoked, but the organisation will not be able to use the services of that trainer in any capacity.

**Note:** a provider may have Board-approval for exemption of a professional registration standard. For example, a provider may have Board-approval to employ a trainer that is not a psychologist and therefore does not meet the *General registration standard*.

### Organisational capability

- The provider cannot meet the organisational capability -- e.g. the provider cannot demonstrate:
  - adequate administrative processes and resourcing
  - secure data management systems and adequate technical capacity
  - adequate systems to support customer service
  - processes and policies concerning confidentiality and privacy issues, conflict of interest, or
  - that trainers meet the standard for qualifications.
- There is a problem with the status of the business entity (e.g. ABN/ACN no longer valid, entity does not meet tax requirements, entity has engaged in sub-contracting, issues with budget, no longer competitively priced).

### Reporting complaints

- Feedback and evaluation reporting back to the Board does not meet requirements (e.g. both regular reporting and annual reporting must be provided in a timely manner and include required information).
- There is a pattern of inadequate trainer performance (as demonstrated by participant evaluation).
- The provider receives a poor evaluation and review from the Board.

- The provider has altered major components of the training without approval from the Board (e.g. changed pricing structure, employed new trainers, added new courses).
- The provider has not met another requirement set by the Board.

## Revocation process

The Board will write to a training provider when it is considering revoking Board-approved status.

When the Board is considering revoking a supervisor training provider's Board-approved status, it may first do one or more of the following:

- write to the supervisor training provider about the issue and advise them of their responsibilities
- request to audit feedback and evaluation data
- write to the supervisor training provider and give them a specified timeframe to rectify the situation
- write to the supervisor training provider and request a meeting (within 30 days of the letter) to identify and explore the issues being raised
- request a report from the training provider about how they intend to remediate the unsatisfactory performance, and/or
- work with the supervisor training provider to develop a remediation plan that requires them to undertake certain activities or meet certain conditions. The provider and Board may agree on a revised reporting schedule to ensure compliance and restore performance to an acceptable level (not to exceed one year).

The process of revoking the approval of a Board-approved supervisor training provider may start when:

- the Board-approved supervisor training provider demonstrates sub-standard performance in one or more of the areas listed above
- the Board has reviewed and evaluated the performance of the training provider and determined that the performance does not meet the standards and guidelines required, or
- the Board receives complaints about sub-standard performance of the training provider.

Revocation will commence when:

- the training provider has not made efforts to sufficiently remedy the sub-standard performance as identified by the Board, or
- remediation is not possible in the circumstances.

A notice revoking the Board approval for training providers will be sent to the principal of the supervisor training provider stating that:

- the supervisor training provider is no longer approved, including the reasons for the revocation and the effective date of the revocation notice (the revocation date)
- any supervisor training provided **after** the revocation date will not be considered Board-approved training and may not count towards the training requirement to become a Board-approved supervisor. Note: supervision training provided **before** the revocation date will be viewed by the

Board as approved training and can count towards the training requirement to become a Board-approved supervisor

- after receiving the revocation notice, the training provider must provide clear public statements about when their training was considered to be Board-approved and on what date the Board approval was revoked (e.g. provider's website), and
- the provider must end their interactions with current and active participants in their formerly approved training programs in a professional manner.

The supervisor training provider's details will be removed from the Board's list of approved providers after the revocation date.

The Board's decision to revoke a training providers approved provider status is final. No discussions will be entered into.

Supervisor training providers are eligible to re-apply for approval as a supervisor training provider in the next round of applications.

## Definitions

**AHPRA** means the Australian Health Practitioner Regulation Agency.

**Area of practice endorsement** is a means provided for by section 98 of the National Law through which additional qualifications and supervised practice recognised by the Board can be identified to the public, employers, and other users of the online national register of practitioners. Practitioners with an area of practice endorsement have the specific area of practice notated on the public register, and can use the title associated with that area of practice.

**Board** means the Psychology Board of Australia established under section 31 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

**Board-approved accredited higher degree program** refers to sections 48 and 49 of the National Law, which require that a course be accredited by the accreditation authority for the profession, and subsequently approved by the Psychology Board of Australia, before it can be accepted as a qualification suitable for the purpose of registration as a psychologist. Courses approved by the Board are listed on the Board's website under accreditation. Under section 50 of the National Law, the accreditation agency is required to monitor the program to ensure the relevant courses and the academic organisational unit (AOU) continue to meet accreditation standards.

**Board-approved supervisor** means a supervisor approved by the Board to provide supervision to provisional psychologists in the 4+2 or 5+1 internship program, provisional and/or general psychologists in accredited higher degree programs, and general psychologists undertaking registrar programs leading to an approved area of practice endorsement.

**Board-approved supervisor training provider** means an individual, organisation or consortium approved by the Board to provide supervision training to psychologists wishing to become supervisors for the 4+2 or 5+1 internship programs, accredited higher degree programs, and registrar programs leading to an approved area of practice endorsement. Board approved supervisor training providers are evaluated and selected via an application process and are approved by the Board for a period of five years.

**Competency-based supervision** means an explicit framework and method of supervision practice, and a consistent evaluative and outcome approach to supervision training.

**Guidelines** refers to the Psychology Board of Australia *Guidelines for supervisors and supervisor training providers*, and any subsequent amendments approved by the Board.

**Internship** means a Board-approved supervised practice program for a provisional psychologist.

**National Law** means the Health Practitioner Regulation National Law, as in force in each state and territory of Australia.

**Provisional psychologist** means a person registered as a provisional psychologist under section 62 of the National Law.

**Psychologist** means a person who holds general registration as a psychologist under section 52 of the National Law.

**Registrar program** means a Board-approved supervised practice program for the purpose of gaining an area of practice endorsement with a Board-approved supervisor.

**Supervisee** refers to a registered provisional psychologist undertaking the 4+2 or 5+1 internship program, or a general psychologist undertaking the registrar program, as outlined in the relevant guidelines, or a provisional or general psychologist undertaking an accredited higher degree.

**Supervisor** refers to a registered general psychologist approved by the Board to act as a principal or secondary supervisor.

## Review

This Psychology Board of Australia policy is in effect from October 2013. It will be reviewed by the Board at least every three years.