

FAQ for users of search for a supervisor

What is the supervisor list?

The list of Board-approved supervisors includes the names and other details of all registered psychologists who are currently approved by the Psychology Board of Australia (the Board) to supervise psychologists and/or provisional psychologists in one or more of the recognised supervision pathways.

This searchable online list can be used to:

- check if a psychologist is a Board-approved supervisor, and
- find and contact supervisors who may be able to supervise you in a supervision program you intend to undertake.

What types of supervisors are included on the list?

The supervisors that appear on the list are approved by the Board to provide supervision of individuals in the following pathways or programs:

- **4+2 internship program** – principal or secondary supervisors of provisional psychologists undertaking the 4+2 internship program leading to general registration
- **5+1 internship program** – principal or secondary supervisors of provisional psychologists undertaking the internship year of the 5+1 program leading to general registration
- **Higher degree programs** – supervisors of provisional psychologists undertaking placements as part of an accredited higher degree in one of the nine approved areas of practice and leading to general registration. Higher degree supervisors must hold an endorsement in the relevant area of practice (transition provisions may apply¹)
- **Work in addition to higher degree** – supervisors of provisional psychologists enrolled in a higher degree who are gaining extra experience in a psychology role that is not part of their degree, and
- **Registrar program** – principal or secondary supervisors of general psychologists undertaking a registrar program leading to area of practice endorsement in one of the nine approved areas of practice. Principal supervisors in the registrar program must hold an endorsement in the relevant area of practice.

Can the list be used to find a supervisor for other types of supervision?

The Board approves other types of supervision programs such as re-entry programs to meet recency of practice requirements, transitional programs for overseas-trained applicants for registration, and supervision required by a panel or tribunal to address issues identified in a health, performance or conduct matter. However, there are not approved supervisor categories specific to these programs because supervisors for these programs are approved case-by-case taking into account the specific supervision needs and career stage of the supervisee. Therefore, the list cannot be used to search specifically for these supervisor types, but it may be useful for individuals seeking a supervisor for these programs, particularly if seeking a supervisor in a specific location or area of practice.

¹ The requirement to hold an endorsement applies to applications made after 30 June 2013; psychologists who do not have the relevant endorsement but were already approved as a higher degree supervisor on that date can continue to provide this supervision until 30 June 2018 under transition arrangements.

What information about supervisors is published?

The information about supervisors that is publicly available via *search for a supervisor* on the Board's website is:

- their full name (as it appears on the [national register of practitioners](#))
- their registration number
- the supervisor category/ies the supervisor is approved for including, where applicable, the area of practice, and whether they can provide principal or secondary supervision
- state or territory, suburb and postcode of principal place of practice (as it appears on the public register), or the country if they are currently practising overseas, and
- whether the supervisor is available to be contacted.

Please note that details of a supervisor's area of practice endorsement will only appear in the initial search results for types of supervision that are associated with a specific area of practice; that is, registrar program supervisors and higher degree supervisors (if provided). However, you can click on a specific supervisor's name to view their details on the register of practitioners which includes extra information, including whether they have an endorsement.

What can I do if there are not any supervisors that match my search criteria?

There are approved supervisors in all available supervisor categories but not all types of supervisors are available in all areas of Australia. Try broadening the radius of the surrounding suburbs for your search.

For some supervisor types there are only small numbers of supervisors and you may not be able to find someone in your local area. For example, if you are searching for a registrar program supervisor in one of the small areas of practice, such as community psychology, and in a small state or territory or in a regional area, you may not get a result. The Board will allow distance supervision when appropriate so you can try looking for a supervisor in another area, including interstate, who may be willing to provide professional supervision via videoconference and telephone.

If you are searching for higher degree supervisors in an area of practice and are not getting any results, try omitting the area of practice from the search criteria to see all higher degree supervisors in the location. Not all higher degree supervisors have their area of practice recorded on the supervisor list as there are currently transition arrangements in place that mean it is not mandatory for supervisors to have the area of practice included until 2018.

I am searching for a specific supervisor but they are not showing up in the results.

If you are sure the person is an approved supervisor but can't find them on the list, it may be that information entered in one field does not match the information on the list. Less information is generally better, because if you fill out every field and there is a mismatch in one of them, there will be no match for the whole search. A mismatch can occur, for example, when the psychologist uses a different name in practice to their legal name as it appears on the register such as Kate instead of Katherine; or practises at two different locations and the one you have searched for is not the one recorded on the register.

The simplest way to find a specific supervisor is to enter only their registration number in the relevant field and click *search*. If you do not know the supervisor's registration number you can look it up on the [national register of practitioners](#).

Alternatively, you can search by family name and suburb of practice. If you are not sure of the exact suburb you can also look that up on the public register (recorded as principal place of practice). Or you can use the surrounding suburbs option to search the approximate area, i.e. if you know they practise somewhere in Melbourne but are not sure of the exact suburb, search Melbourne 3000 and surrounding suburbs.

Why isn't the 'email supervisor' option showing for the supervisor I searched?

A supervisor will only be contactable via search for a supervisor if they have provided a supervisor email address to AHPRA and given permission for it to be used for the online messaging system.

If a supervisor has not provided a nominated supervision email address or if they have requested not to be contactable via the messaging system the 'email supervisor' option will not display and 'Not available' will

display instead. 'Not available' means a supervisor is not available to be contacted, and this is usually because they are not available to take on a new supervisee at the moment.

What do I do if none of the supervisors returned in the search results are contactable?

Try broadening your search by selecting a larger surrounding distance under supervisor location to find more supervisors who may be available.

Why would someone be an approved supervisor but not available to supervise?

It could be for one of several reasons, for example:

- they are already supervising someone else and are unable to take on a new trainee at the present
- they are taking a break from supervising to concentrate on other professional or personal pursuits but wish to remain on the list because they intend to act as a supervisor again in the future, or
- they work for an organisation that provides higher degree placements or employs intern psychologists or registrars and only act as a supervisor in the context of their work role, so are not available to provide external supervision.

When someone is not available they still need to appear on the list so that supervisees, employers and education providers can use the list to check if their supervisors are approved for the supervision type that are providing.

Can I contact AHPRA to obtain a supervisor's email address or phone number?

No, AHPRA cannot release supervisors' contact details. If the 'email supervisor' option is showing as 'available' for a supervisor, you should use that option to send them a message and ask directly if you may have their contact details. If a supervisor is showing as 'not available' then they have specified that they do not currently want to be contacted by individuals seeking a supervisor.

Why do I need to validate my email address?

Validating your email address allows the system to check the email address you have entered is correct which ensures supervisors will be able to email you back. It also protects supervisors from receiving unsolicited contact such as advertising or malicious content from fake email accounts. This protection means that more supervisors will be willing to be contactable via *search for a supervisor*.

If you prefer to be contacted by phone you can include your phone number in your message, but you still need to include an email address and get a validation code.

What if I don't have an email address to use for validation?

To be able to email supervisors you must have an email address which you can access immediately to get your validation code when using *search for a supervisor*. If you can't access your email right now you should wait until you do have access. If you don't have an email address you can use for supervisors to contact you may need to set up a new email address you can use.

How many supervisors can I contact via email at once?

You can send one message to up to 20 supervisors at once. If you want to send another message to more supervisors you will need to get another validation code.

I sent a message to a supervisor and they haven't replied to me, can AHPRA follow this up for me?

No, unfortunately AHPRA cannot help you with this. Supervisors are encouraged to respond to any emails they receive via *search for a supervisor* in a reasonable timeframe. Supervisors are also encouraged to change their status to 'not available' if they will be unable to respond to emails for a period, such as while on extended leave from work or travelling overseas, but sometimes they may forget to do this. You can try contacting them again via *search for a supervisor* in case they didn't see your message, but if you still don't hear back you should try contacting other supervisors instead.

How can employers and higher education providers use search for a supervisor?

Employers and education providers can use the search to check that supervisors of employees undertaking Board-approved supervision programs, and students undertaking higher degree placements, have the correct approval.

It can also be used to help with sourcing suitable supervisors for higher degree placements or external supervisors for interns and registrars.

Employers and educational institutions also have the option to use AHPRA's [practitioner information exchange \(PIE\)](#) to check the registration status and approved supervisor status of employees and external supervisors. PIE can also be used to set up a paid alert service when a specified change occurs so, for example, a university may want to receive notification if any of their placement supervisors' Board-approval status changes from 'approved' to 'cancelled' or 'lapsed'.