



RANZCP ID:		
Surname:		
First name:		
Zone:		
Location:		
Area of Practice	<input type="checkbox"/> Addiction psychiatry	<input type="checkbox"/> Prospectively approved other (please specify) .....

## Certificate of Advanced Training in Addiction Psychiatry Stage 3 Trainee end-of-rotation In-Training Assessment (ITA) form

Please refer to the RANZCP website for detailed information on the [Certificate of Advanced Training in Addiction Psychiatry](#) requirements.

**Privacy Statement:** Registrar evaluations are held and used in accordance with the [College's Privacy Policy Statement](#).

### 1. CONTACT INFORMATION

Mobile phone: .....

Email address: .....

### 2. APPROVED TRAINING DETAILS

The Director of Advanced Training and/or Principal Supervisor should amend as necessary.

*(Please check the experience(s) undertaken in this rotation)*

general hospital drug and alcohol liaison

substance use disorders – specialist treatment setting

pharmacotherapy for opiate dependence

co-existing substance use and other psychiatric disorders

pain unit

gambling problems

Start Date .....

End Date .....

Training at .....

FTE Calculated FTE months: .....

\*If <0.5 FTE, prospective approval required. See [part-time training policy](#).

**Partial Completion of a 6-month rotation:** *(skip if full rotation was completed)*

..... FTE months in total were actually completed, due to:  Part-time training  prolonged leave  other  
*(please give details)*

### 3. TRAINEE STATEMENT

The following is a true and accurate record: *(check as appropriate)*

	Yes	No
During this rotation there has been a clear line of responsibility to a consultant.	<input type="checkbox"/>	<input type="checkbox"/>
I have received formative feedback on my training progress mid-way or prior to mid-way through this rotation.	<input type="checkbox"/>	<input type="checkbox"/>
During this rotation I have received at least 4 hours of clinical supervision per week (or proportional time for part-time training) of which 1 hour per week was individual supervision.	<input type="checkbox"/>	<input type="checkbox"/>
During this rotation I have observed my supervisor(s) during clinical interactions.	<input type="checkbox"/>	<input type="checkbox"/>
During this rotation my supervisor(s) have observed me during clinical interactions.	<input type="checkbox"/>	<input type="checkbox"/>
I have access to protected education time of 4 hours per week (or proportional time for part-time training).	<input type="checkbox"/>	<input type="checkbox"/>
I have attended a formal addiction psychiatry teaching program or completed self-directed learning.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed this psychiatry training in accordance with the RANZCP Fellowship Regulations 2012.	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. STATEMENT OF COMPLETED EPAs and WBAs

- It is **mandatory** to complete the Supervisor ID/Name, Date Entrusted and WBA columns. Incomplete forms will be returned. Date entrusted should be during the rotation.
- Trainees only need to provide details of the EPAs and/or WBAs done in **this** 6 month period. It is **not** necessary to include EPAs or WBAs done previously.
- Trainees should check their training record online by logging onto the College website 'Member Access' and click 'MyTraining Reports' to ensure that the data provided on this form has been accurately and fully reflected on their training records.

Stage 3 EPAs  <i>(It is <b>not</b> necessary to provide details of EPAs attained in previous rotations)</i>	Entrusting supervisor's RANZCP ID or Name  <i>(PRINT)</i>	Date entrusted  <i>(DD/MM/YYYY)</i>	The following WBA tools were used to support the EPA attainment  <i>(please indicate number of each)</i>				
			CbD	Mini-CEX	OCA	PP	DOPS
<b>Stage 3 Addiction Psychiatry</b>	<b>EPAs 1–6 are mandatory for the completion of the Certificate program</b>						
<b>Mandatory</b> ST3-ADD-FELL-EPA1: Acute assessment and diagnosis							
<b>Mandatory</b> ST3-ADD-FELL-EPA 2: Long-term management of alcohol use disorders							
<b>Mandatory</b> ST3-ADD-FELL-EPA 3: Advanced management of intoxication/ withdrawal							
<b>Mandatory</b> ST3-ADD-FELL-EPA4: Comorbid substance use and other mental health problems							
<b>Mandatory</b> ST3-ADD-AOP-EPA5: Psychological methods							
<b>Mandatory</b> ST3-ADD-AOP-EPA6: Training in brief interventions							
ST3-ADD-AOP-EPA7: AOD consultation–liaison							
ST3-ADD-AOP-EPA8: Chronic pain							
ST3-ADD-AOP-EPA9: Opioid drug use problems							
ST3-ADD-AOP-EPA10: Gambling disorder and other behavioural addictions							
ST3-ADD-AOP-EPA11: Comorbid substance use and physical health problems							
ST3-ADD-AOP-EPA12: Addiction legal and statutory issues							
<b>Other EPAs</b> <i>(please specify)</i>	<b>Including the remaining Stage 2 Psychotherapy EPA and other AOP EPAs</b>						

**CbD**=Case-based discussion; **Mini-CEX**-Mini Clinical Evaluation Exercise; **OCA**=Observed Clinical Activity; **PP**=Professional Presentation  
**DOPS** = Direct Observation of Procedural Skills

**OCA WBA** completed in this 6 month period attached *(number in box)*.

**All** OCA forms must be submitted.)

## 5. CASE SUMMARIES

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Trainees must complete 60 unique case summaries in the Certificate of Advanced Training in Addiction Psychiatry.

Case summaries completed in this rotation are attached  
(number of patients in box).

Category	
Benzodiazepines/sedatives/hypnotics	<input type="text"/>
Psychostimulant	<input type="text"/>
Tobacco	<input type="text"/>
Cannabis	<input type="text"/>
Other substances	<input type="text"/>
Substance-induced psychiatric disorders	<input type="text"/>
Substance use in pregnancy	<input type="text"/>
Pain disorders	<input type="text"/>
Gambling disorders or other behavioural addictions	<input type="text"/>
Special patient populations	<input type="text"/>

## 6. STAGE 3 PSYCHOTHERAPY– FELLOWSHIP REQUIREMENT

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Stage 3 Psychotherapy requirements completed in this rotation  
(number of patients in box).

## 7. SUPERVISOR ASSESSMENT

- Please indicate (by placing a ✓ in the relevant box) which statement most appropriately describes the trainee's performance for each Learning Outcome.
- The columns marked with an \* should help inform the feedback provided to the trainee (page 7), i.e. the trainee's strengths and weaknesses.

STAGE 3 LEARNING OUTCOMES Refer to the <a href="#">Learning Outcomes</a> document on the College website to see the Learning Outcomes across stages 1, 2 and 3. For a guide to grading standards, please see the <a href="#">Developmental Descriptors</a> on the College website.		EXPECTATIONS					
		Rarely Met *	Inconsistently Met *	Almost Always Met	Sometimes Exceeded	Consistently Exceeded *	Unable to Comment
<b>1</b>	<b>Medical Expert</b>						
1.1	ASSESSMENT: Conducts comprehensive, culturally appropriate, hypothesis-driven psychiatric assessments integrating information from all sources. Able to assess patients from a range of ages, including those with multiple/complex problems. Competently conducts risk assessments, taking into account immediate and long-term risks.						
1.2	MENTAL STATE: Conducts and accurately presents comprehensive mental state examinations in patients from a range of ages, including those with multiple/complex problems. Mental state evaluations include appropriate, skilled cognitive assessments with specific tests tailored to the patient's presentation which are conducted and interpreted accurately.						
1.3	FORMULATION: Integrates and synthesises information to produce a sophisticated diagnostic formulation and risk formulation, and to make a diagnosis according to a recognised diagnostic system (DSM or ICD). Uses this synthesis to inform treatment and prognosis.						
1.4	MANAGEMENT: Develops, implements, monitors and appropriately revises comprehensive management plans, incorporating biological, psychological, social and cultural approaches, which are informed by the formulation and prognosis and which acknowledge barriers to implementation. Transfers management appropriately, managing termination issues and transfer of care.						
1.5	TREATMENT SKILLS: Demonstrates skills in psychotherapeutic, pharmacological, biological and sociocultural interventions to treat patients with complex mental health problems and manage psychiatric emergencies with appropriate referral and consultation.						
1.6	LEGISLATION: Demonstrates the ability to appropriately apply and manage mental health and related legislation in patient care (e.g. guardianship, advance directives, mental health act, forensic issues). Understands the principles of medico-legal report writing, and relevant concepts and terminology.						
1.7	CRITICAL APPRAISAL & REFLECTIVE PRACTICE: Demonstrates the ability to critically appraise and apply contemporary research, psychiatric knowledge and treatment guidelines to enhance outcomes. Practises in a reflective and responsive manner, managing complexity and uncertainty and seeking further assistance, supervision or advice appropriately.						
1.9	PHYSICAL HEALTH MANAGEMENT: Demonstrates the ability to integrate and appropriately manage the patient's physical health together with their mental health problems. Organises and interprets relevant investigations and physical examination in a resource-effective and ethical manner.						

STAGE 3 LEARNING OUTCOMES Refer to the <a href="#">Learning Outcomes</a> document on the College website to see the Learning Outcomes across stages 1, 2 and 3. For a guide to grading standards, please see the <a href="#">Developmental Descriptors</a> on the College website.		EXPECTATIONS					
		Rarely Met *	Inconsistently Met *	Almost Always Met	Sometimes Exceeded	Consistently Exceeded *	Unable to Comment
<b>2</b>	<b>Communicator</b>						
2.1	COMMUNICATION WITH PATIENTS AND FAMILIES: Demonstrates the ability to communicate effectively with a range of patients and their caregivers. Can convey the formulation and differential diagnoses so as to facilitate understanding, rapport and engagement. Discusses and negotiates treatment plans and interventions, including potential barriers. Effectively manages challenging communications including conflict with patients and families, aiming for positive outcomes.						
2.2	COMMUNICATION WITH COLLEAGUES, SERVICES AND AGENCIES: Demonstrates the ability to communicate effectively both directly and in writing (via reports and letters) with multidisciplinary teams, GPs, colleagues, other health professionals, social services, NGOs and similar agencies. Demonstrates leadership ability in interdisciplinary and administrative settings (ward rounds, meetings, teaching). Effectively manages challenging and conflicted communication and liaison, aiming for positive outcomes.						
2.3	CULTURAL DIVERSITY: Appropriately adapts communication regarding assessment and management to the needs of culturally and linguistically diverse populations, including working with interpreters and cultural advisors.						
2.4	WRITTEN COMMUNICATION AND SYNTHESIS: Demonstrates the ability to provide clear, accurate, contextually appropriate written communication about the patient's condition including written reports and letters (e.g. medico-legal reports, coronial inquiries, agency and GP letters). Can produce comprehensive and professional written case histories and formulations.						
2.5	DOCUMENTATION: Records timely, clear and accurate documentation in patient files and maintains documentation as required by the employer (e.g. accurate prescribing, risk assessments, mental state evaluations, updated management plans with justifications of changes, discharge and transfer of care documentation, etc.).						
<b>3</b>	<b>Collaborator</b>						
3.1	COLLABORATION WITH TEAM MEMBERS, COLLEAGUES AND HEALTH PROFESSIONALS: Demonstrates the ability to work effectively and collaboratively with other psychiatrists, within multidisciplinary teams and with other health professionals. Promotes collaboration in group settings such as clinical and administrative meetings.						
3.2	WORK WITH HEALTH SYSTEMS AND GOVERNMENT AGENCIES: Demonstrates the ability to work collaboratively within relevant health services and systems and with government agencies.						
3.3	COLLABORATION WITH PATIENTS: Demonstrates the ability to work respectfully and collaboratively with patients, families, and caregivers (including carer groups and NGOs).						
3.4	INTERPERSONAL COLLABORATIVE SKILLS: Demonstrates the ability to use interpersonal skills to improve patient outcomes. Is reflective regarding own role in group settings and in therapeutic and professional relationships. Develops facilitation and conflict resolution skills.						
<b>4</b>	<b>Manager</b>						
4.1	CLINICAL GOVERNANCE: Demonstrates the ability to work within clinical governance structures in health-care settings, including quality improvement processes. Contributes to clinical governance forums.						
4.2	CLINICAL LEADERSHIP: Demonstrates the ability to provide clinical leadership within management structures, services and teams. Understands clinical leadership and management principles.						

<b>STAGE 3 LEARNING OUTCOMES</b> Refer to the <a href="#">Learning Outcomes</a> document on the College website to see the Learning Outcomes across stages 1, 2 and 3. For a guide to grading standards, please see the <a href="#">Developmental Descriptors</a> on the College website.		EXPECTATIONS					
		Rarely Met *	Inconsistently Met *	Almost Always Met	Sometimes Exceeded	Consistently Exceeded *	Unable to Comment
<b>4</b>	<b>Manager contd.</b>						
4.3	RESOURCE PRIORITISATION: Demonstrates the ability to prioritise and allocate resources efficiently and appropriately.						
4.5	MANAGEMENT AND ADMINISTRATION: Performs appropriate management and administrative tasks within the health-care system. Identifies and applies legislative or regulatory requirements and service policies.						
4.6	ORGANISATIONAL REVIEW AND APPRAISAL: Understands the importance of review of and critical appraisal/audit of different health systems and of governance or management structures. Grasps principles of change management in service development.						
<b>5</b>	<b>Health Advocate</b>						
5.1	ADVOCACY FOR PATIENTS AND CAREGIVERS: Demonstrates the ability to use expertise and influence to advocate on behalf of patients and their families or caregivers. Addresses disparities that may increase vulnerability or be barriers to progress. Addresses stigma and inequality.						
5.3	PROMOTION AND PREVENTION: Understands and applies the principles of prevention, promotion and early intervention to reduce the impact of mental illness. Applies this understanding to health policy and the impact on patients and the wider community of resource distribution.						
<b>6</b>	<b>Scholar</b>						
6.1	COMMITMENT TO LIFE-LONG LEARNING: Demonstrates independent, self-directed learning practices through participation in a range of learning activities, including peer review.						
6.2	DEVELOPMENT OF KNOWLEDGE: Contributes to the development of knowledge in the area of mental health via research, peer review, presentation and critical analysis skills.						
6.4	TEACHING AND SUPERVISION: Demonstrates the ability to educate and encourage learning in colleagues, other health professionals, students, patients, families and carers.						
<b>7</b>	<b>Professional</b>						
7.1	ETHICS: Demonstrates ethical conduct and practice in relation to patients, the profession, and society, including clear boundaries.						
7.2	PROFESSIONALISM: Demonstrates compliance with relevant professional regulatory bodies. Participates in continuing professional and career development.						
7.3	SELF-CARE: Demonstrate the ability to balance personal and professional priorities to ensure sustainable practice and well-being. Monitors own health and seeks help if needed.						
7.4	RESPECT AND STANDARDS: Demonstrates integrity, honesty, compassion and respect for diversity.						
7.5	REFLECTION AND ATTITUDE TO FEEDBACK: Demonstrates reflective practice and the ability and willingness to use and provide constructive feedback.						

## 8. FEEDBACK PROVIDED AT THE END OF ROTATION REVIEW

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### Supervisor to Trainee

The assessment given in Section 7 may assist you to complete this page.

Trainee's three areas of particular strength:

Three areas identified as needing further development:

## 9. PRINCIPAL SUPERVISOR REPORT – FINAL SUMMATIVE ASSESSMENT

With reference to the [Developmental Descriptors](#) please check the final (overall) grade for this rotation.

Choose only one grade in either the Pass or Fail category.

Fail grades		Pass grades		
<input type="radio"/> <b>Rarely Met</b> the overall standard required	<input type="radio"/> <b>Inconsistently Met</b> the overall standard required	<input type="radio"/> <b>Almost Always Met</b> the overall standard required	<input type="radio"/> <b>Sometimes Exceeded</b> the overall standard required	<input type="radio"/> <b>Consistently Exceeded</b> the overall standard required

**In the case of a failing grade:** *(check as appropriate)*

**Yes No**

Were these concerns discussed with the trainee earlier, e.g. at the mid-rotation point?

Has a supportive plan been undertaken with the trainee in this rotation prior to this final assessment?

Is there a formal targeted learning plan in place for this trainee?  
*(As per the policy this will be required within 60 days of a failing grade.)*

## 10. PRINCIPAL SUPERVISOR DECLARATION

I declare that the above information was provided in good faith and is considered to be a true reflection of the trainee's ability. This training was completed in accordance with the RANZCP Fellowship Regulations 2012.

I acknowledge that this document forms a part of the trainee's RANZCP Training Record and is not an employment document, and that its use must comply with the RANZCP Privacy Policy.

I hereby verify that this assessment has been discussed with the trainee.

Supervisor name (print) .....

Supervisor RANZCP ID ..... Signature ..... Date .....

## 11. TRAINEE DECLARATION

I have sighted the assessment on this report, have discussed the assessment with my Principal Supervisor and am aware that this assessment will form part of my RANZCP Training Record.

**Yes No**

I agree with the information on this form.

Trainee name (print) ..... Signature ..... Date .....

## 12. DIRECTOR OF ADVANCED TRAINING DECLARATION

I have checked the information provided by both the trainee and supervisor. I hereby verify that the 'Approved Training Details' provide an accurate record of the trainee's post and training status and that, to the best of my knowledge, the assessment details accurately reflect the assessment by the appropriate supervisor.

I acknowledge that this document forms a part of the trainee's RANZCP Training Record and is not an employment document, and that its use must comply with the RANZCP Privacy Policy.

I have sighted the final qualitative report (complete this for final ITA only) *(Please tick box)*

Director of Advanced Training name (print) ..... RANZCP ID .....

Director of Advanced Training signature ..... Date .....