

# Position Description

## Educational Supervisor – SPRP

CPD Specialist Performance Remediation Program



### Background

The Specialist Performance Remediation Program (**SPRP**) is available to assist Fellows / Affiliates requiring an individual, tailored program as outlined in the [SPRP Policy and Procedure](#). SPRPs encourage the development of knowledge, skills and attitudes and engage an educational supervisor as outlined in this document.

### Responsibilities/Role:

- Sign the SPRP Learning Agreement and Plan and any contract for submission to the RANZCP prior to commencement of the program.
- Receive, with the SPRP participant's consent, background information relating to engagement with the SPRP.
- Ensure that the privacy and confidentiality of information relating to the SPRP is maintained.
- Be able to commit to a minimum of one year<sup>1</sup> as a RANZCP SPRP Educational Supervisor.
  - Time commitment will vary depending upon the time the Supervisor feels necessary to dedicate to individual participants however is not expected to exceed approximately three hours per month comprising:
    - monthly peer support meetings with a minimum commitment of one hour per meeting plus preparation time.
    - development, design and monitoring of participant performance development plans (average of one hour per month).
- Oversee the development, implementation and monitoring of professional development plans and seek guidance via the CPD Manager and support in this process where needed.
- Support, supervise and guide SPRP participants as they identify and progress through their learning goals.
- Maintain regular contact with the dedicated RANZCP staff.
- Submit progress reports and a final report as required by the contract. There is an expectation that the SPRP Educational Supervisor may be called on to talk to the report at relevant meetings.
- Identify problems that may arise in supervision sessions in terms of structural issues, content issues, interpersonal issues, and propose approaches to the problems as they arise.
- Refer non-participation or unplanned withdrawal to the Manager of RANZCP CPD in a timely manner.
- Participate in any SPRP evaluation as required by the RANZCP.
- Manage conflicts of interest in accordance with the RANZCP's Conflict of Interest Guideline.

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<sup>1</sup> If withdrawal is unavoidable at least a month's notification is preferable.

## **Selection Criteria:**

- Ability to demonstrate an understanding of, and commitment to comply with, the RANZCP SPRP Policy and Procedure, and other relevant, policies and procedures, including the [RANZCP Code of Ethics](#) and [RANZCP Code of Conduct](#).
- Experience and demonstrated interest in mentorship and continuing professional development, as evidenced in a curriculum vitae.
- Excellent communication skills and the ability to effectively communicate with participants.
- Capacity to commit to a one year period as a SPRP Educational Supervisor.
- Commitment to the agreed learning goals and completion dates of the program.
- Willingness to be available to participants outside of scheduled supervision sessions.
- Current registration with the Medical Board of Australia or the Medical Council of New Zealand as a specialist psychiatrist, which is free from any conditions, undertakings or other relevant regulatory sanctions or actions.
- Be in good standing, without any ongoing relevant RANZCP membership matters.
- Current Fellow or Affiliate and compliant with the RANZCP CPD requirements.
- No perceived, potential or real conflict of interest that cannot be managed or mitigated.
- Ideally either qualifications and experience in medical education, or experience in educational supervision, mentorship or supervision of trainees or peers.
- The preference is for a local SPRP Educational Supervisor. However, online supervision may be appropriate where local, in-person supervision is not feasible.

## **Selection Process:**

- A Fellow may, or may be invited to, express interest in the position of SPRP Educational Supervisor through the relevant process.
- Expressions of interest in this position will be reviewed by the CPD Manager and Fellows who meet the criteria of this position description may be appointed to the position of SPRP Educational Supervisor at the discretion of the CCPD Chair.
- Following appointment, as formalised by a contract between the RANZCP and the SPRP Educational Supervisor, the SPRP Educational Supervisor may be:
  - nominated by a SPRP participant as their preferred supervisor; and / or
  - allocated to a participant by the CPD Manager and / or the CCPD Chair with the participant's agreement.
- The appointment as SPRP Educational Supervisor is not limited other than by the currency of the relevant Selection Criteria and / or duration of the SPRP as per the signed Learning Agreement and Plan.

## **Remuneration:**

- The RANZCP will facilitate an honorarium payment to RANZCP Fellows / Affiliates who are selected as program Supervisors. The rate shall be determined on the basis of a reasonable hourly payment for a private service (honorarium); however it is not intended that this payment will be a full fee for service.

- Details regarding the honorarium payment are to be set out in the contract between the RANZCP and the SPRP Educational Supervisor.

### Reporting Relationships:

- RANZCP CPD Team and Manager
- CCPD, its Chair and parent Committee/s as appropriate
- Membership Engagement Committee (MEC) as required, for example, in relation to member welfare.

### Associated RANZCP Documents:

- Committee Meeting Operations Regulations
- SPRP Policy and Procedure
- SPRP Program Outline
- SPRP Application Form
- SPRP Learning Agreement and Plan
- SPRP Progress report template
- SPRP Completion form

### Review:

This Position Description shall be reviewed five (5) years from the last review date.

### Revision Record

<b>Contact:</b>	Manager, Accreditation, CPD and Reporting		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee(s):</b>	Committee for Continuing Professional Development ( <b>CCPD</b> )		
<b>Responsible Department(s):</b>	Education Committee ( <b>EC</b> )		
<b>Document Code:</b>	PD Educational Supervisor – Specialist Performance Remediation Program ( <b>SPRP</b> ) for RANZCP Continuing Professional Development ( <b>CPD</b> )		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
30/08/22	1.0	B2022/11 R22	New document
<b>NEXT REVIEW: 2027</b>			