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College of
Psychiatrists



Education and Training

Certificate of Advanced Training in Consultation-Liaison Psychiatry Regulations

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CERTIFICATE OF ADVANCED TRAINING IN CONSULTATION-LIAISON PSYCHIATRY

Authorising committee/department:	Committee for Training
Responsible committee/department:	Subcommittee for Advanced Training in Consultation-Liaison Psychiatry
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INTRODUCTION

The Certificate of Advanced Training in Consultation-Liaison (the Certificate) provides an opportunity for accredited training in Consultation-Liaison Psychiatry for trainees working towards Fellowship and Fellows of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) who meet the selection and mandatory requirements for the Certificate. The award of the Certificate of Advanced Training in Consultation-Liaison, or “Cert. Cons. Liaison Psych” recognises completion of such training.

Trainees who undertake the Certificate of Advanced Training in Consultation-Liaison Psychiatry and Stage 3 of the Fellowship Program concurrently must follow the [Stage 3 Mandatory Requirements Education Training Policy](#) for both programs.

The Certificate of Advanced Training in Consultation-Liaison is governed by the Committee for Training (CFT) of RANZCP through the Sub Committee for Advanced Training in Consultation-Liaison (SATC-L). In each Branch of the RANZCP, where a Consultation-Liaison program exists, a Director of Advanced Training (DOAT) coordinates this training and the processes described in these regulations.

Regulations to be read in conjunction with the Curriculum for the Certificate of Advanced Training in Consultation-Liaison Psychiatry.

For the purpose of this document, trainee refers to both trainees and Fellows-in-training unless stipulated otherwise.

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1. Eligibility

- 1.1 Applicants must satisfy all the following requirements to enter the Certificate.
 - 1.1.1 Applicants must hold current, general or specialist registration as a medical practitioner in Australia or current registration within a general, vocational or special scope of practice in New Zealand, as appropriate to the country where the applicant is to be employed and trained.
 - 1.1.2 Fellow applicants who have any special conditions, limitations, notations, undertakings or provisional requirements imposed on their registration must provide full disclosure of the nature of these at the time of application. If the DOAT deems the applicant appropriate for training whilst not holding the required medical registration, the applicant will be asked to give grounds for an exemption from the requirement of unconditional medical registration.
 - 1.1.3 If the DOAT deems the applicant's grounds as valid, it recommends to the SATC-L exemption from the selection requirement of unconditional medical registration for that applicant.
 - 1.1.4 For all special conditions, limitations, notations, undertakings, or provisional requirements, the SATC-L will review the information provided for determination of the applicant's suitability for training should the DOAT support the selection of the applicant.
 - 1.1.5 Applicants must be in good standing and hold registration as either a trainee or Fellow with the RANZCP.
 - 1.1.6 Trainees must have completed all Stage 2 training requirements.
 - 1.1.7 Trainees must have passed the Multiple-Choice Question (MCQ) Examination and one other summative assessment.
 - 1.1.8 Applicants must have participated in an interview with their relevant DOAT or delegate
 - 1.1.9 Trainees must hold an appropriate accredited Consultation-Liaison training position. While Fellows do not occupy accredited training positions, the positions must be able to meet the certificate requirements.
- 1.2 Specialist International Medical Graduates (SIMG) on the Specialist Pathway are not eligible to enter the Certificate until Fellowship is awarded.

2. Selection

- 2.1 The selection process must be based on the published selection criteria and adhere to equal opportunity principles. The process is designed to be impartial and transparent.

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- 2.2 The DOAT in conjunction with the local Subcommittee of Advanced Training (SAT) or Branch Training Committee (BTC) conducts the selection process to ensure all applicants have the requisite skills, competency and qualifications to enter the Certificate.
- 2.3 Applicants must provide the following prior to entry to the Certificate for the purpose of the interview:
- Completed application form.
 - Current curriculum vitae detailing medical experience and past psychiatric posts.
 - Training records and In-Training Assessments (for trainees only).
 - Work performance reports (for Fellows only).
 - Contact details of three referees including current supervisor, clinical lead or equivalent.
- 2.4 **Referee Reports**
- 2.4.1 Applicants are asked to nominate three referees who are able to provide information about the applicant's professional capabilities. A confidential pro forma referee report may be sent to each referee. The DOAT may follow up references by telephone if necessary and appropriate.
- 2.4.2 The referee reports should include information on the following:
- The applicant's competency in psychiatry including any relevant aspects of medicine
 - The applicant's ability to work within a multidisciplinary team
 - The applicant's verbal and written communication skills and management of documentation tasks
 - The applicant's professionalism (e.g. reliability, responsibility, organisation, initiative and ethical attitudes).
 - The applicant's academic ability and attitudes towards developing their knowledge and skills
 - Applicant's collegiality with their peers, consultants, and others in the workplace
 - Applicant's suitability to commence Certificate training.
- 2.5 The shortlisting of applications for interview is the responsibility of the DOAT in conjunction with the local delegated body in conjunction where relevant.
- 2.6 The shortlisting process must be objective and transparent and may be used to reduce the number of interviews to approximately double the number of available places.
- 2.7 Shortlisted applicants are to be interviewed with the relevant DOAT and/or local delegates.
- 3. Entry**
- 3.1. Trainees who have been selected to the Certificate must notify the RANZCP via submission of the Advanced Training Selection Notification (ATSN) form.
- 3.2. Trainees are able to undertake two Certificates of Advanced Training concurrently (Dual Certificate training) or a maximum of two individual advanced certificates at any one time.

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4. Duration of Training

- 4.1. Trainees must successfully complete 24 calendar months full-time equivalent (FTE) training in accredited Consultation-Liaison psychiatry training posts.
- 4.2. The following experiences can be achieved concurrently:
 - 4.2.1. 12 calendar months FTE attachment to a Consultation-Liaison service offering consultation across an entire general hospital including emergency work (refer point 4.3).
 - 4.2.2. A minimum of 1 day per week FTE for at least 12 calendar months in one or more liaison style attachments to a unit providing medical or surgical treatments.
 - 4.2.3. A minimum of 1 half-day per week FTE for at least 12 calendar months in an outpatient experience, including a longitudinal follow-up of patients with a chronic physical illness.
- 4.3. Trainees must not spend more than 30% of their time during standard work hours in an emergency department. Standard work hours do not include after-hours or on-call work.
- 4.4. Trainees may spend up to 12 calendar months FTE in another clinical area of practice. Prospective approval on a case-by-case basis from the Director of Advanced Training (DOAT) and the DOAT may defer this decision to the SATC-L if required.
- 4.5. Trainees may spend up to 12 calendar months FTE of research or medical administration which can be prospectively approved on a case-by-case basis by the SATC-L.
- 4.6. Any application would need to detail how the required EPAs are to be completed.

5. Mandatory requirements for Training posts

- 5.1. Trainees need to be in an accredited training post and program must undertake after-hours and emergency duties as required (see Section 4 of [Stage 3 Mandatory Requirements Training Policy](#)).
- 5.2.1. Where a trainee believes there are exceptional circumstances that would prevent them from undertaking these duties, they should submit an application for exemption from after-hours experience for a specified or temporary time period to their employer and should notify their DOAT of this application.
- 5.2.2. If the application for exemption approved, this exemption must be communicated to the BTC.
- 5.2. Fellows-in-training should discuss their duties, hours and supervision with their DOAT to fulfil the Advanced Training requirements. Fellows-in-training themselves are not in accredited training posts but must be able to demonstrate how they meet the training requirements of the advanced training certificate.

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6. Work-Based Assessments requirements

- 6.1. Trainees are subject to the requirements outlined in the [Workplace-based Assessment policy and procedure \(15.1\)](#)
- 6.2. A minimum of three Workplace-based Assessments (WBAs) are required to contribute to the evidence base for each required EPA.
- 6.3. Trainees must complete a mandatory minimum of one Observed Clinical Activity (OCA) WBA with patients during each 6 month FTE rotation.
- 6.4. Once completing 24 FTE months of Certificate training and attaining a minimum of four OCAs, Fellows-in-training are not required to complete further WBAs.

7. Entrustable Professional Activities

- 7.1. Trainees are subject to the requirements outlined in the [Entrustable Professional Activities policy and procedure \(8.1\)](#) and [Part-time Training policy \(20.1\)](#)
- 7.2. Trainees must attain eight Stage 3 Entrustable Professional Activities (EPAs) from the available Stage 3 EPAs
- 7.3. For the completion of the Certificate, four mandatory Stage 3 Consultation-Liaison psychiatry EPAs must be attained (see Appendix I).
 - 7.3.1. Upon prospective approval from the DOAT, relevant EPAs from other areas of practice (AOP EPAs) may be used to satisfy the remaining EPA requirements of the certificate.
- 7.4. Trainees must attain a minimum of two EPAs per each 6 calendar month FTE rotation.
- 7.5. It is not possible to attain the same EPA twice. If a Stage 3 Consultation-Liaison EPA is attained prior to enrolling in the Certificate, this EPA cannot be undertaken again. Trainees will be required to select alternative Stage 3 Consultation-Liaison EPAs to ensure a minimum of eight EPAs are attained during Certificate training.
- 7.6. Once attaining the minimum requirements of the eight Stage 3 Consultation-Liaison EPAs, Fellows-in-training are not required to complete further EPAs.

8. Completion of Rotation

- 8.1. Trainees must complete (formative) mid-rotation and (summative) end-of-rotation In-Training Assessment (ITA) for each 6 calendar month rotation.
- 8.2. Mid-rotation and end-of-rotation ITAs are to be reviewed and signed off by the principal supervisor and the DOAT prior to submission to the RANZCP.
- 8.3. The end-of-rotation ITA forms for each rotation must be fully completed, signed by the trainee's DOAT and submitted online via InTrain within 60 days of the completion of a rotation. Should the forms not be submitted within 90 days the rotation is deemed an automatic fail.

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9. Formal Teaching Program

- 9.1. Trainees must successfully complete the formal Consultation-Liaison psychiatry Teaching Program (where available) approved by the SATC-L.
 - 9.1.1. SATC-L will recommend relevant, upcoming local and international scientific meetings, conferences, workshops, etc. that trainees will be encouraged to attend as part of the teaching program.
- 9.2. The Teaching Program can be undertaken while on a break in training depending on the arrangements with the course provider and with the employing health service, where relevant.
- 9.3. A minimum program attendance is required for completion of the Formal Education Program in accordance with the FEC provider.

10. Case summaries

- 10.1. Trainees must complete minimum of 5 case summaries per 6 calendar month FTE clinical rotation.
- 10.2. Typed vignettes of 300 –500 words are required for each case and should be discussed with, and signed off by, the principal supervisor.
- 10.3. Completed case summaries must be completed and submitted online along with the end-of-rotation ITA form via InTrain.
- 10.4. Trainees must record cases where the focus are:
 - Emotions and behaviour
 - Development and adaptation
 - Somatisation
 - Brain function and neuropsychiatry
 - Special populations
 - Emergency psychiatry
 - System issues

11. Scholarly Project

- 11.1. Trainees must successfully complete of 3000-5000 words in length Scholarly Project summative assessment. A successfully completed Fellowship Scholarly Project, or relevant piece of research that has satisfied the Fellowship Scholarly Project exemption criteria may be used to fulfill this requirement.
- 11.2. A doctoral thesis, research Masters or Honours thesis or an article published within the past 10 years in a recognised, peer-reviewed English-language journal that has satisfied the Fellowship Scholarly Project policy exemption criteria may be used to fulfil this requirement.

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11.3. Trainee who has not successfully completed a Fellowship Scholarly Project are required to complete a Scholarly Project and be submitted for review.

11.4. There is no fee payable for marking the projects for the Advanced Certificate program.

12. Submission of final checklist

12.1. The final checklist must be signed by the trainee, DOAT and SATC-L Chair via InTrain as declaration and confirmation that the trainee has satisfactorily completed the requirements of the Certificate.

12.2. The final checklist must be signed by the trainee, DOAT and SATC-L chair and uploaded on InTrain as declaration and confirmation that the trainee has satisfactorily completed the requirements of the Certificate.

13. Supervision Requirements

13.1. Clinical supervision for trainees must be maintained at a minimum of 4 hours per week over 40 weeks for full-time trainees. Of these hours, at least 1 hour per week must be individual supervision of a trainee's current clinical work.

13.2. While 1 hour per week of individual clinical supervision is required in full for all trainees no matter FTE, the other 3 hours of supervision per week can be on a pro-rata basis for trainees working less than full time.

13.3. Fellows-in-training are required to undertake 1 hour per week FTE of individual clinical supervision for at least 40 weeks of the year.

14. Selection of supervisor for Advanced Certificate training post

14.1. A supervisor must be accredited in the specific area of practice by the BTC/NZTC and the DOAT in order to supervise a trainee or Fellow undertaking a Certificate.

14.2. Non-RANZCP accredited supervisors must be approved by the BTC/NZTC and the DOAT.

15. Targeted Learning Plan and Show Cause application

15.1. All trainees are required to adhere to the [Targeted Learning Plans Policy and Procedure \(6.2\)](#) and [Failure to Progress Education Training Policy and Procedure 19.1](#) throughout the course of certificate training.

15.2. A targeted learning plan is required for Fellows when there has been a failure to successfully complete a rotation. Targeted learning plan requirements in this instance must adhere to the guidelines provided in the [Targeted Learning Plans Policy and Procedure \(6.2\)](#)

15.3. Fellows are required to submit a training review application after three rotation fails. The training review requirements are outlined in the [Failure to Progress Education Training Policy](#)

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[and Procedure 19.1](#) noting that applications from Fellows are considered by the SATC-L in the first instance.

16. Awarding of the Certificate

- 16.1. In order to be awarded the Certificate, the applicant must hold RANZCP Fellowship
- 16.2. To commence the Certificate award process, the Certificate checklist must be submitted to the DOAT once all Certificate requirements are completed.
- 16.3. Upon approval of the certificate checklist and sign off form from the DOAT via InTrain, the trainee's record will be audited to ensure all Certificate requirements have been satisfied. The trainee cannot progress if any of the certificate requirements, documentation or RANZCP training administration fees are outstanding.
- 16.4. On confirmation that all Certificate requirements have been completed, the RANZCP organises approval from SATC-L Chair.
- 16.5. On approval of the SATC-L Chair, the application progresses via the SATC-L to the CFT for ratification.
- 16.6. The CFT ratifies the award of the Certificate and makes recommendation to the Education Committee (EC) for the award of the Certificate.
- 16.7. The EC shall make a determination to grant the award of the Certificate.
- 16.8. Should EC approval be received, trainees will receive the post nominals Cert. Consultation-Liaison Psych.
- 16.9. The EC reserves the right to reject the awarding of the Advanced Certificates if it is not conforming to the recommendation of the SAT and CFT.
- 16.10. The EC ratification date on the [Admission to Fellowship schedule](#) are when Certificates are awarded. CFT approval is required to be finalised by the paper due date outlined in the Fellowship schedule in order to make the award round.
- 16.11. The RANZCP shall endeavour to adhere to the ratification deadlines, as outlined in the Admission to Fellowship schedule, though it may not always be possible. Trainees are encouraged to plan in accordance with the Fellowship schedule dates to be awarded a Certificate.

17. Recognition of Prior Learning

- 17.1. Trainees are subject to the requirements outlined in the [Recognition of Prior Learning Policy and Procedure \(14.1\)](#)
- 17.2. Any training and/or work experience must have been completed within the past 8 calendar years in order to be eligible to be considered for RPL.

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- 17.3 Training undertaken in the Fellowship Program prior to entering a Certificate cannot be converted to certificate training or granted as RPL.
- 17.4 Applicants who have undertaken training that is substantially equivalent to the Certificate training may generally be granted exemption from a maximum of 12 months FTE of Certificate training time and particular EPAs or other elements of the Certificate training on a case-by-case basis
- 18. Maximum training duration**
- 18.1 Trainees must complete certificate training within 6 calendar years from the commencement date of the Certificate (applicable from 1 January 2017). This is inclusive of any breaks-in-training or part-time training.
- 18.2 Prior to approaching the Certificate deadline, a trainee may submit a prospective application to the SATC-L to extend their maximum training duration due to exceptional or mitigating circumstances.
- 18.3 If Certificate training has not been completed within 6 calendar years, the trainee must make application in writing to the SATC-L as to why they should be able to continue towards the Certificate. Communication will be sent to the trainee with a copy to the DOAT advising of this requirement.
- 18.4 Trainees should detail the following within their application:
- Set out the facts
 - Include any relevant reasons (i.e. the exceptional circumstances) for the non-attainment of the certificate by the mandatory deadline (including evidence where relevant, e.g. a medical certificate)
 - Include any mitigating circumstances
 - Include a proposed plan to complete the Certificate by a specified time.
- 18.5 References and letters of support should be sought from the trainee's DOAT as well as from others where relevant. Should the trainee not want to seek either DOAT, they should express their reasons for this in their application.
- 18.6 Trainees are required to submit the application within 60 calendar days of the end of the maximum timeline allowed. Should an application not be submitted within this time, the trainee's status in the program will be considered by SATC-L and an outcome determined utilising the trainee's record.
- 18.7 Should the SATC-L determine that not enough information has been provided to make a determination, they will request further information from the trainee by a specified time period.
- 18.8 The SATC-L has the capacity to grant an extension of up to 1 calendar year or may make recommendation for exclusion from the certificate to the CFT.
- 18.9 If the SATC-L makes recommendation to exclude the trainee from the Certificate, the recommendation will be made to the CFT and final decision reached by the EC.

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- 18.10 Should a trainee be granted an extension but not complete the certificate requirements before the deadline provided, the trainee may request a further extension to their training. The application should adhere to points 18.5 and 18.6.
- 18.11 Any additional extensions must be considered by the SAT and a recommendation made to the CFT for final decision.
- 18.12 The CFT reserves the right to request information from the trainees DOAT and supervisors. In doing so, the SAT will maintain confidentiality of any trainee correspondence as requested.

19. Part time and Breaks in Training

- 19.1 Trainees wishing to undertake training part time or may want a break in training should refer to the [Leave & Interruptions to Training Policy & Procedure](#) for more information.
- 19.2 Breaks in training can only be applied for and approved for 1 year at a time. A trainee will need to apply for another break in training if they wish to extend their break in training beyond 1 year.
- 19.3 Fellows-in-training can take as many breaks in training within the maximum 6 calendar year time limit.

20 Exiting certificate training

- 20.1 A trainee can exit the certificate by voluntary or involuntary means (withdrawal or exclusion).
- 20.2 A Fellow who exits a Certificate of Advanced Training is no longer a RANZCP trainee; exiting the training will not in itself affect their status as a Fellow of the RANZCP.
 - For more information of exiting certificate training, please refer to the [Training Exit and Re-Entry Policy and Procedure \(30.1\)](#).

21 Withdrawal

- 21.1 Trainees who wish to withdraw from the certificate program are required to complete and submit the [Withdrawal from training form](#).
- 21.2 A trainee can withdraw from the certificate at any time. The withdrawal from certificate does not impact a trainee's enrolment in the Fellowship program.
- 21.3 A Fellow can withdraw from the certificate at any time and this withdrawal does not impact their Fellowship status.
- 21.4 Withdrawal will be effective from the date written notice is provided to the RANZCP's head office. No further training will be credited to the trainee's training record from this date.
- 21.5 A trainee who has withdrawn may apply to re-enter Certificate of Advanced Training at a later date. They may be re-instated with previously completed training requirements by application to SATC-L which are reviewed prospectively on a case by case basis.

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- 21.6 If a Dual Certificate trainee withdrew from, or stopped, one of the Certificates of Advanced Training at any one point, a single certificate would only be awarded on the full completion of all requirements for the relevant certificate program.

22 Exclusion

- 22.1 A trainee may be excluded from training on the following grounds (please refer to [Exit and Re-entry Policy and Procedure \(30.1\)](#) for more detail):
- 22.2 Non-payment of training fees following a period of nine calendar months from the invoice due date
- 22.2.1 If a trainee's grounds for exclusion only relate to unpaid fees and the trainee pays prior to their exclusion is ratified by RANZCP Board, their exclusion will be discontinued. A trainee who has already been excluded for non-payment will need to re-apply to enter training.
- 22.3 Not being able to complete the Certificate within the maximum timeframe of 6 calendar years including break in training time and not being granted additional training months by SATC-L to remain in the advanced training program.
- 22.4 Being excluded from the Fellowship program or the removal of RANZCP Fellowship will automatically result in exclusion from the certificate.
- 22.5 Removal from the medical register or a lack of medical registration, or significant changes to a trainee's medical registration;
- 22.5.1 Trainees must formally advise the RANZCP head office within 14 calendar days of any changes to, loss of or suspension of a trainee's medical registration, as per the Training Agreement.
- 22.6 A breach of the RANZCP's Constitution, Code of Ethics, Fellowship Regulations or other RANZCP policies, guidelines or professional breaches potentially resulting in dismissal from employment or changes to medical registration.

23 Fees

- 23.1 Trainees are required to pay their annual training & administration fees on time in order to continue their advanced certificate training.
- 23.2 Fellows are required to pay the training fees for the advanced certificate once the 24 months of training are completed and pay the training administration fee.

24 Review and Appeals Process

- 24.1 Trainees dissatisfied with training or assessment outcomes must first address their concerns with their supervisor, Director of Advanced Training, or the SATC-L. Should the issue remain unresolved, they are to raise the matter promptly as possible with the relevant RANZCP Education Committee for further review and resolution.
- 24.2 Trainees are referred to the [RANZCP Appeals and complaints](#) webpage which provides guidance for those who aren't satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

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REVISION RECORD

Regulation owner	Education and Training Department		
Contact	Policy Development Officer (Education), Education and Training		
Date	Version	Approver	Description
30.10.2024	v2.0	Board - B2024/9 R17	Major: Updated to new template and format. Removal of C-L relevance of Scholarly Project to align with other certificate regulations.
12/06/18	v1.4	SATC-L	Updated non-core clinical rotations are to be approved by the DOAT with SATC-L to consider when required.
26/05/17	v1.3	CFT	Clarified the completion of 20 case summaries by end of certificate with no 6-monthly rotation minimums. Approved CFT 27/4/2017.
16/08/16	v1.2	SATC-L	Updated to include Stage 3 EPA rule reminder, clarify that no fee is required for C-L scholarly project submission and exemption may be granted for presenting a scholarly project at a CPD-approved event.
17/12/15	v1.1	N/A	Updated to include submission of checklist & sign off. Clarification that Certificate OCA requirement will satisfy the Fellowship OCA requirement
21/10/15	v1.0	Education Committee	New document. Approved by CFT 08/10/15. Approved EC out of session 14/10/15.
2027			NEXT REVIEW

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APPENDIX I

Table 1: Consultation-Liaison EPAs:

EPA number	EPA Title
ST3-CL-AOP-EPA1	Assess, formulate and manage clinically significant psychological states in the context of the patient's illness in the general medical setting.
ST3-CL-AOP-EPA2	Manage a patient with medically unexplained symptoms.
ST3-CL-AOP-EPA3	Capacity assessment.
ST3-CL-AOP-EPA4	Assess and manage a patient presenting with neuropsychiatric symptoms.
ST3-CL-AOP-EPA5	Scholarly presentation to a non-psychiatric audience.
ST3-CL-AOP-EPA6	Coercive treatments.
ST3-CL-AOP-EPA7	Assess and manage psychiatric illness in patients with a chronic medical illness.
ST3-CL-AOP-EPA8	Assess and manage chronic psychiatric illness in a patient in the general hospital.