

Workforce Operations Advice

SUBJECT:

AHP2 Psychologists Application for Progression to AHP3 for Accredited Supervision

Advice prepared by: **Workforce Operations**

Issue No: **WOA0001/15**

File Reference: DH 2014-02482

Summary	Advice on AHP2 Psychologists Application for Progression to AHP3 for Accredited Supervision
Keywords	Psychologist, progression, workforce operations
Applies to	SA Health Care Act 2008 SA Public Sector Act 2009
Award/Enterprise Agreements covered by this advice	SA Public Sector Wages Parity Enterprise Agreement: Salaried: 2014
Staff impact	
Notification	SA Health Workforce Division
Implementation and Action	Managers and Workforce/Human Resource Practitioners across SA Health responsible for and/or involved in progressing applications for progression

Version	Date from	Date to	Amendment
1.0	19 January 2015		Original version

ADVICE ISSUE DATE:

19 January 2015

DATE OF OPERATION:

Effective Immediately

AHP2 Psychologists Application for Progression to AHP3 for Accredited Supervision

Application Form

A standard Application Form 'AHP2 Psychologists Assessment for Progression to AHP3' has been developed consistent with Schedule 1.2A of the SA Public Sector Wages Parity Enterprise Agreement: Salaried 2014, ie:

a psychologist who:

(a) provides formal confirmation to an agency that he/she is formally accredited and endorsed by the Psychologists Board of Australia (PBA), as an "approved supervisor: in respect of other psychologists; and

(b) is required by the agency in which they are employed to perform "accredited supervision" of other public sector agency psychologists

will be eligible for progression from AHP2 to the first step of AHP3 from the first full pay period after establishing to the satisfaction of the agency that he/she has met both of those two criteria".

Information for Applicants

Evidence of Accreditation requires written advice from AHPRA clearly stating that the Psychology Board of Australia (the Board) has approved your application to act as a Board Approved Supervisor of Provisional Psychologists and Registrars, with the types of supervision approved by the Board listed.

Prior to forwarding your completed Application Form to your Local Health Network Human Resources Section for processing, please ensure that you have:

- Attached evidence from the Psychology Board of Australia that you are currently formally accredited and endorsed as an 'approved supervisor' in respect of other psychologists.
- Attached your current Role Description, acknowledging that should your application for progression to AHP3 be successful, that your current Role Description will be updated to reflect the requirement to provide Accredited Supervision.

Information for Management

Once an Application Form for progression to AHP3 has been received, please confirm (ie [Part 3](#)) the applicant has been required to perform 'accredited supervision' of SA Health and / or other public sector psychologists. This could include supervision of a 4+2 or 5+1 internship program or registrar program.

Further information is available from the Psychology Board of Australia website <http://www.psychologyboard.gov.au/>



Note that accreditation as an “approved supervisor” must be current (ie within the last 5 years).

For the purposes of meeting the criteria for progression, the Clinical Lead Psychologist must confirm that the Applicant is required to perform ‘accredited supervision’ of public sector psychologists (this does not include non-public sector higher degree program psychologists, line management or professional peer assessment supervision activities).

Following completion of (Part 3), the Local Health Network Executive Director, Allied Health is to indicate (Part 4) whether they are / are not satisfied that the applicant is required by the Local Health Network /Health Service / DHA to perform accredited supervision.

The Local Health Network Executive Director, Allied Health must provide specific details should they indicate that the applicant is not required to provide accredited supervision, for example, because there is already sufficient accredited supervision capacity within the Local Health Network /Health Service / DHA.

Following completion of (Part 4), the Local Health Network Executive Director, Allied Health will forward the application to the General Manager, Chief Operating Officer or Executive Director for noting / signature.

Once noted and signed (Part 5), the General Manager, Chief Operating Officer or Executive Director will forward the completed Application Form to their Local Health Network Human Resources Section for processing.

Note that an application should not be unduly delayed at any stage of the process.

The date of operation of an approved application for progression will be either:

- the first Monday following approval if the application is approved within three (3) months of the date of receipt; or
- the date of receipt plus three (3) months, if application is not determined within three (3) months of the date of receipt.

Information for Human Resources

Note that progression to AHP3 is not deemed a reclassification. Please ensure that the following has been undertaken and / or completed prior to processing Application for Progression:

- Application acknowledged
- Evidence of Accreditation is attached to the Application for Progression
- Current Role Description (Job and Person Specification) is attached
- Parts 3, 4 and 5 have been completed and noted / approved
- Relevant Local Health Network (LHN) HR paperwork has been completed and signed by the appropriate delegate
- Applicant has been formally advised regarding the outcome of their Application for Progression

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- Existing Role Description (approved application only) has been updated as follows:
 - Job Title:** amended to read: **AHP3 Psychologist – Accredited Supervisor**; and
 - Key Result Area (inclusion):**
Accredited Supervision – Provide supervision to provisionally registered psychologists undertaking the Registrar program for an endorsed area of practice.

For more information

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