

FOR PSYCHOTHERAPY CASE SUPERVISORS: Intrain – the new Electronic Forms System

This is just the basics, as briefly as possible, for those who provide Psychotherapy Written Case (PWC) supervision for our registrars.

Our college has shifted to electronic forms since December 2018, so here's a quick guide to filling these forms in using the online Intrain system.

First, back when Intrain started (December 2018 in NZ, Feb-March 2019 in Australia), the RANZCP should have emailed each of you an ID login number, and a "starter" password (once you're in you can alter the password). Please check your past emails from later Nov and December 2018, and make sure you have those details. If you can't locate that email, please let your Director of Training know so it can be re-sent to you. New PWC supervisors should receive the ID and starter password from the college around the time when their DoT sends them this information. Psychiatrist PWC supervisors will already have their college login from college membership or CPD etc. So to access the online form:

1. go to the college website www.ranzcp.org
2. log in using your ID number and password.
3. on the right-hand side there's a link to Intrain - click that.
4. follow the handout.

Your front page screen in Intrain, as a PWC Supervisor (best guess as to the exact wording)

The screenshot shows the Intrain supervisor dashboard. At the top, there is a header with logos for The Royal Australian & New Zealand College of Psychiatrists, Your Health in Mind, and InTrain. The user profile for Dr Justine Rivas (Supervisor) is visible, including their RANZCP ID (7262), accreditation dates (01/06/2017 - 07/02/2021), and contact information. A 'Log off' button is also present.

The main content area is divided into two sections. On the left, a 'Queue' section shows a list of cases. One case is highlighted with a red oval: '9 NOV PSYCHOTHERAPY CASE DISCUSSION (PCD) ready for assessment'. Below this, a red text box states: 'This is an alert on your Intrain front page telling you the registrar has sent a blank form to you within the system, for completion.'

On the right, a detailed view of a case is shown. A red oval highlights the '(name of form, like PCD)' field, with a red arrow pointing to it and the text 'click here to open up the form'. Below this, there are sections for 'Content', 'Attachments', and 'Supervisor notes'. A 'Dismiss' button is located at the bottom right of the case view.

The registrar starts off the form by opening their "forms" tab and selecting "initiate psychotherapy case discussion". They fill in initial details, then it appears on your Intrain front page as an alert, as above.

The form will look something like this:

Psychotherapy case discussion

Discussion number:

To be completed by trainees submitting a Psychotherapy written case under the Fellowship Regulation 2012

Discussion details

Trainee name: Registrar's name RANZCP ID: 33366
 Date of discussion: 30/5/2019 Sessions completed: 8

Case discussion focus

Registrar will have filled some of this top part in

Please indicate the areas this discussion focused on (tick all that apply)

Early phase of treatment	Middle phase of treatment	Late phase of treatment
<input checked="" type="checkbox"/> Case selection	<input type="checkbox"/> Therapeutic process	<input type="checkbox"/> Reformulation
<input type="checkbox"/> Suitability of chosen modality	<input type="checkbox"/> Key episodes	<input type="checkbox"/> Termination
<input type="checkbox"/> Assessment/mental state examination	<input type="checkbox"/> Reflection of nature of therapeutic relationship	<input type="checkbox"/> Evaluation of the therapy
<input checked="" type="checkbox"/> Initial formulation	<input type="checkbox"/> Treatment dilemmas/emerging issues	<input type="checkbox"/> Specific learning points from the experience
<input checked="" type="checkbox"/> Understanding of relevant theoretical framework/therapies	<input type="checkbox"/> Understanding and application of relevant theoretical framework/therapies	<input type="checkbox"/> Review of appropriateness of chosen therapeutic model
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Reflection of supervision
		<input type="checkbox"/> Other

Assessment criteria

And this part is for you to fill in, after talking it through with the registrar

Rate the following areas of the psychotherapy case discussion on the scale below

	N/A	Below standard			Meets standard			Above standard		
		1	2	3	1	2	3	1	2	3
ASSESSMENT: including diagnosis and differential diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FORMULATION: including the ability to provide a formulation that demonstrates longitudinal and recent variables that have impacted upon the patient current presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RISK ASSESSMENT AND MANAGEMENT: including acute and chronic risk of underlying condition as well as risks associated with psychotherapeutic treatment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MEDICAL TREATMENT: including implications for psychotherapy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PSYCHOTHERAPEUTIC PROCESSES: including comment on the relationship, boundary maintenance, eg. establishing and maintaining the therapeutic frame, time keeping, dealing with crises, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NOTE KEEPING: including up-to-date records in the patient file, appropriate attention to confidentiality, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROFESSIONALISM: including confidentiality, respect, time keeping, maintaining records, appropriate doctor-patient relationship, boundary maintenance, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

There may be 2 pages, or this grading bit and the narrative feedback fields may unfold from drop-downs on this page, shown by a **V**. If there's a second page, it'll say NEXT or SAVE at bottom right – click that to get to p.2

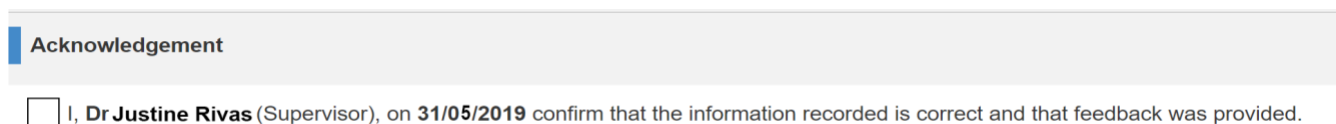
The narrative feedback fields are the same as on the paper form. Just type into them:

- What aspects were done well?
- Comment on clinical judgement. (See the protocol for guidance.)
- Suggestions for improvement
- Agreed actions/goals

There's usually a button at the middle of the base of the screen that says SAVE. You can use it to partially fill in the form and save it to come back to later. Note that if you open a narrative feedback field you may not be able to close out of the form until *something* is written in the field. Put something brief in there if so, like just one word.

If all you're doing is opening the form to look at it and you don't enter any data, you can close out of it by hitting the CLOSE or CANCEL button (usually at bottom left).

At the end, there'll be a sign-off section. You don't actually sign, there's just a tick box, as the system knows who you are just from you logging in. It'll look something like this:



Acknowledgement

I, **Dr Justine Rivas** (Supervisor), on **31/05/2019** confirm that the information recorded is correct and that feedback was provided.

Finally, at the right-hand base of the page there'll be a green SUBMIT button. **Click on that to finalise the form.**

The form then goes to the registrar within Intrain so that they can sign it off as completed as well.

Once a form is done and submitted, you have to clear the alert off the front page of your Intrain screen manually. Click on the bolded title of the task, and you'll see a green DISMISS button on the right (see the pic on p.1).

Click on that to remove the alert. The alert's just like a post-it note on the fridge – it's a reminder about the form, not the actual form itself.

One last detail – as many of the registrars started cases and thus started doing these forms before Intrain happened, the college rule is:

- If they started doing these Case Discussion forms pre-Intrain, they need to do all 3 of them on paper forms.
- If they didn't start doing these case Discussions until after Intrain started, they need to do all 3 forms electronically within Intrain.

You should still use the paper form to make rough notes during a Case Discussion. Just don't bother putting anything else on the form except your grading and feedback notes, the registrar's name and the date, as the Intrain system will auto-fill any other details like ID numbers. A paper form is attached (and the protocol about how to do the Case Discussion process).

That's it – thanks for helping with these.

Please contact your local Director of Training if you have any questions about this.