

## **Psychotherapy Site Coordinator Role Description**

### **General Psychiatry Residency Program**

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#### **Role Description**

The Psychotherapy Site Coordinator oversees and contributes to the planning, implementation, and integration of psychotherapy curriculum at hospital training sites. They work closely with Postgraduate (PG) Site Directors to ensure that residents complete psychotherapy training requirements alongside core rotations and that psychotherapy supervisors are supported in their teaching and supervisory activities. Site Coordinators are members of the Psychotherapy Training Subcommittee of the General Psychiatry Residency Program, and serve an essential role in maintaining the integrity, quality, and safety of psychotherapy training across training sites and the residency program.

Psychotherapy training is a residency program requirement and as such, a Psychotherapy Site Coordinator or equivalent (for sites with < 10 residents per year, the PG Site Director could act in this role) is also a requirement for sites hosting the same Foundations and Core of Discipline resident(s) (usually PGY2-4) for most (> 50%) of the academic year.

**Term:** At the discretion of the PIC/H or equivalent hospital leadership with input from Program Director as needed. In general, it is recommended that term for roles not exceed 10 years.

#### **Key Responsibilities include**

##### Residency Program

- Represent training site and provide site-based perspectives on the Psychotherapy Training Subcommittee (approximately 6-8 meetings per year).
- Provide input into residency program curriculum and guidelines pertaining to psychotherapy training.
- Contribute to psychotherapy curriculum planning and continuous improvement of educational experiences in residency training.
- Advise the residency program of faculty/professional development needs for psychotherapy supervisors.

##### Training Site

- Communication and coordination of site-based operations:
  - Solicit resident requests and assign psychotherapy supervisors for residents assigned to psychotherapy training at the site – this includes all modalities according to learning needs. For example, for PGY2 and 3/Foundations of Discipline residents, a CBT and/or IPT and a psychodynamic supervisor and for PGY4 and 5/Core of Discipline and Transition to Practice residents' psychotherapy training based on their training need/requirements.
  - Assist with finding suitable cases for PGY2 residents (psychodynamic and CBT) and with PGY3-5 residents as needed.
  - Ensure residents are oriented to psychotherapy policies, processes and procedures at the training site.

- Liaise with PG Site Director regarding supervisor assignments; protected time for centralized and hospital-based seminars and supervision; and reminders to supervisors to review modality specific learning objectives at the start of supervisory relationship and completion of resident assessments at the required intervals (e.g. ITARs and EPAs).
- Coordinate delivery of PGY2 seminars (CBT, Psychodynamic) at sites.
- Share key actions and decisions from the subcommittee to stakeholders at the training site.
- Assign case report readers for PGY3 psychodynamic case reports.

#### Supervisor support

- Ensure the site has adequate number of psychotherapy supervisors and communicate these needs to PG Site Director and PIC/H or equivalent at hospital training site.
- Provide guidance to psychotherapy supervisors about key elements of psychotherapy/resident supervision – e.g. review of rotation goals and objectives, regular observation and feedback, concerns regarding resident performance or professional conduct during psychotherapy training.
- Collaborate with PG Site Director and hospital-based leadership (PIC/H or equivalent) to ensure resources are available to support supervisors (e.g. administrative support, office space).
- Work with PG Site Director and hospital-based leadership (PIC/H or equivalent) with regards to any resident supervision concerns raised via a variety of feedback mechanisms in the residency program (e.g. Learner Assessment of Clinical Teachers, Bi-annual site and residency program surveys, feedback from resident to PG Site Director).

#### Resident support

- Communicate and meet as needed with the residents every 4-6 months to review their psychotherapy training experience(s) at the site and progress towards training requirements.
- Provide career advice and mentorship regarding psychotherapy training and practice.
- Be available to residents to discuss any learner experience concerns in psychotherapy training and involve PG Site Director as needed.

**Created by:** Psychotherapy Curriculum Coordinator (PCC) with Psychotherapy Committee, PIC/H, and Program Director input

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