



Authorised Mental Health Practitioners – Requirements and Expectations

The Authorised Mental Health Practitioner (AMHP) role is to assess and refer a person suspected of having a mental illness for examination by a psychiatrist among other specified clinical roles.

The Chief Psychiatrist views the role of an AMHP as critically important and acknowledges the high level of skill and professionalism that accompany this role.

Expectations of an AMHP

AMHPs are expected to undertake appropriate continuing professional development (CPD) in the area of practice to broaden knowledge and expertise and maintain competence to perform in the role of AMHP. AMHPs have a professional responsibility to complete CPD to maintain professional registration and the Chief Psychiatrist expects at least 5 hours per year of this CPD to be specific to the AMHP role. However, a record of all CPD is requested. CPD records include participation in the following activities:

- a. Tertiary, vocational and other accredited courses including distance education (needs to relate to context of practice);
- b. Conferences, forums, seminars and symposia;
- c. Short courses, workshops (including OCP Refresher and other OCP training courses), seminars and discussion groups through a professional group or organisation who may issue a certificate of compliance/completion;
- d. Mandatory learning activities in the workplace in the area of practice
- e. Self-directed learning, i.e. A report on the literature searches with references to the articles that the AMHP has read.

AMHPs are also expected to undertake regular and relevant Clinical Supervision on a monthly basis for at least one hour. At the minimum there should be 6 sessions during a 12 month period, in recognition of holidays, sickness and other operational issues. These sessions must be arranged by the AMHP. There are a number of different clinical supervision formats of which two are outlined below:

- a. Individual supervision: one-on-one clinical supervision meeting which may be held face-to-face or using media such as tele or videoconferencing.
- b. Peer group supervision: group discussion of key clinical issues.

AMHPs should maintain a record of CPD and Clinical Supervision on the templates provided on the Chief Psychiatrist's website.

When requested, the Chief Psychiatrist has determined AMHPs should provide the record of CPD and Clinical Supervision for auditing purposes. Failure to participate/undertake CPD and Clinical Supervision could result in the Chief Psychiatrist revoking authorisation.

If an AMHP has not responded to requests of the Chief Psychiatrist the AMHP will be deemed as not meeting the requirements for authorisation and will be revoked within 3 months of the initial request or attempt to locate – eg request for CPD and supervision if not received by 30 July will be revoked as of the 30 October of that year.

AMHP audit

AMHPs will be required to self-report their CPD and Clinical Supervision requirements via an online reporting system each financial year. When the portal is opened each year all AMHPs will be informed via email and requested to fill in the details of their activities during the year.

The Clinical Consultant will perform audits on a randomly selected group of AMHPs to note that they are complying with these expectations for continuing authorisation. If an AMHP is selected for audit they will be required to submit the forms detailing continuing professional development and Clinical Supervision. An AMHP



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may also be asked to provide supporting documentation for CPD eg. Certificates of attendance. Documentation may be requested to support periods of leave and or extended periods of sickness.

Resigning

An AMHP can resign from the role at any time by completing the Request for Revocation Form and returning it to amhp@ocp.wa.gov.au. Arrangements will be made to have the revocation published in the Government Gazette. *If an AMHP decides to resign they should inform their line manager.*

It is strongly encouraged that AMHPs who have transitioned to non-clinical roles where AMHP status is not required relinquish their AMHP status. Should you move into a clinical role in the future requiring AMHP status, reauthorisation is possible.

An AMHP is expected to resign if their manager has made a decision that a mental health practitioner acting in the AMHP role is no longer required by the service.

Revocation

An AMHP must be revoked if they are no longer registered by the Australian Health Practitioners Registration Authority (AHPRA) or, in the case of social workers, no longer eligible for membership of the Australian Association of Social Workers.

Managers should inform the Consultant, Statutory Authorisations and Approvals by completing the appropriate form on the Chief Psychiatrist website and returning to amhp@ocp.wa.gov.au

The Chief Psychiatrist can revoke an AMHP if they have failed to complete approved annual professional development or completion of annual clinical supervision. The Chief Psychiatrist may also revoke authorisation of an AMHP on any of the following grounds;

- mental or physical incapacity
- incompetence
- neglect of duty or misconduct.

You will be advised of the revocation in writing and the revocation will be published in the Gazette.

Changes

The onus is on the AMHP to inform the Chief Psychiatrist of any changes,

Changes include;

- a. changes to name - must complete the Change of Name Form
- b. changes to workplace - must complete the Change of Workplace Form and provide evidence the new workplace supports the continuation of AMHP status (an email with manager include will suffice)
- c. taking extended leave of more than 12 months eg maternity etc.

If an AMHP moves from one service to another the AMHP **must** have the approval of the Approved Delegate (see OCP website for list of delegates) at the new service to continue in the role of an AMHP. Forms are available on the OCP website. Evidence from the delegate must accompany the form.

If an AMHP is unable to be located and has not responded to correspondence, they will be revoked on 30 October of each year.

All forms can be found on the OCP website: www.chiefpsychiatrist.wa.gov.au

Email address for AMHPs is: amhp@ocp.wa.gov.au