Recording training and supervision activities in SCI MH-OAT

Trainees, Preceptors and Clinical Supervisors can use SCI MH-OAT to document their activities and time related to on-the-job training and supervision. In the case of Trainees, they will be receiving training and clinical supervision and clinicians will be providing it. In the 'Add Activity' screen of SCI MH-OAT the following codes can be used to record time spent in relation to the Training Program for training and supervision activities:

Service Recipient Type: 9 (Non-Client Related)

Preceptors and Clinical Supervisors use Activity Code:

TC^   Participation in staff training in teaching role

Involves informal/formal teaching and training of other staff. Excludes supervision.

SU^   Supervision-clinical

Clinical supervision of other clinical staff.

Note: An example of supervision is when the Preceptor or Clinical Supervisor and Trainee meet specifically to discuss the Trainee's work in regard to consumers and may include clinical practice, policies and procedures and issues arising. Clinical supervision can be formal, with a contract with a regular supervisor, and informal, as opportunities arise, with a team member.

Trainees use Activity Code:

LR^^   Participation in learning role [in staff training]

Participation in process by which [service] provider learns. Excludes supervision.

LR^^   Participation in learning role [in supervision]

Participation in process by which [service] provider receives supervision from other clinical staff.

Note: For Trainees, the same activity code is used for both training and supervision. When entered, there will be a choice of other data items that can be entered.

Principal Service Category:

M – Mental Health Service not otherwise specified

Fill in **Contact Start Time** and **Duration in Minutes**

Note: Training also includes, for example, attending formal training sessions, attendance at university, in-service training sessions and lectures. It can take place individually or in a group.

The following example of recording training and supervision in SCI MH-OAT' is provided to illustrate how the time spent undertaking these activities can be documented.

Example of recording training and supervision in SCI MH-OAT (Service Contact Information Mental Health Outcomes and Assessment Tools)[1]

Trainees, Preceptors and Clinical Supervisors need to use SCI MH-OAT to document their activities and time related to on-the-job training and supervision.

In the case of Trainees, they will be <u>receiving</u> training and clinical supervision and clinicians will be <u>providing</u> it. The following example illustrates how to fill in data in the 'Add Activity' screen of SCI MH-OAT to record time spent in relation to the Training Program for training and supervision activities.

<u>On-the Job Training Scenario</u>

A Trainee accompanies a mental health clinician on a house call.

The clinician spends an extra 15 minutes before leaving for the house call going over the consumer's mental health problems and management plan.

They continue to discuss the consumer on the way to the consumer's home.

Upon return to the service after the house call, the clinician spends another 15 minutes reviewing the case with the Trainee and a further 15 minutes explaining how to record the information in SCI MHOAT.

The clinician spent a total of 45 minutes providing on-the-job training to the Trainee.

<u>How does this time get recorded in SCI MH-OAT?</u>

The **Trainee** should record **two (2)** separate entries in SCI MH-OAT.

- **First activity** occurred prior to leaving on the house call. The Trainee records the activity using the codes as follows:
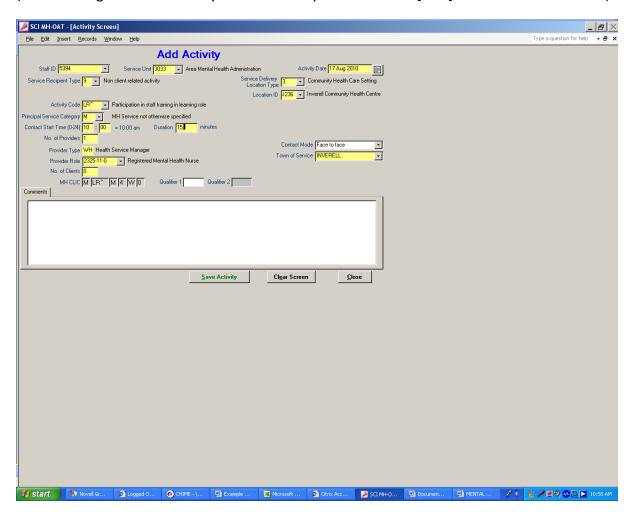
Service Recipient Type: 9 (Non-Client Related)

Trainee uses Activity Code: LR^^ Participation in staff training in learning role

Principal Service Category: M – Mental Health Service not otherwise specified

Fill in **Contact Start Time** (10am) and **Duration in Minutes** (15 minutes)

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[1] Example provided by Lelde Taylor, Mental Health Information Development Programme Manager, Hunter New England Mental Health Service, Regional Office – Northern.

Fill in **Service Delivery Location Type** (3 – Community Health Care Setting) and **Location ID** (Scroll through the list to find your Community Health Centre [CHC] and click on it to select).

- **Second Activity** occurred upon returning to the CHC. Trainee records an activity of 30 minutes at CHC at 11am with LR^^ as follows:
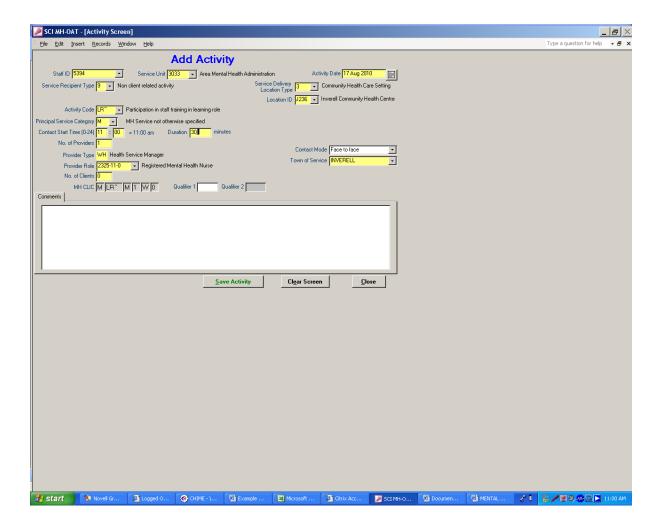
Service Recipient Type: 9 (Non-Client Related)

Trainee uses Activity Code: LR^^ Participation in staff training in learning role

Principal Service Category: M – Mental Health Service not otherwise specified

Fill in **Contact Start Time** (11am) and **Duration in Minutes** (30 minutes)

Fill in **Service Delivery Location Type** (3 – Community Health Care Setting) and **Location ID** (Scroll through the list to find your CHC Centre and click on it to select).

The **clinician** should record **three (3)** separate entries in SCI MH-OAT.

- **First activity** occurred prior to leaving on the house call. The clinican records an activity of 15 minutes at 10am at CHC with TC^ as follows:

Service Recipient Type: 9 (Non-Client Related)

Clinician uses Activity Code: TC^ Participation in staff training in teaching role

Principal Service Category: M – Mental Health Service not otherwise specified
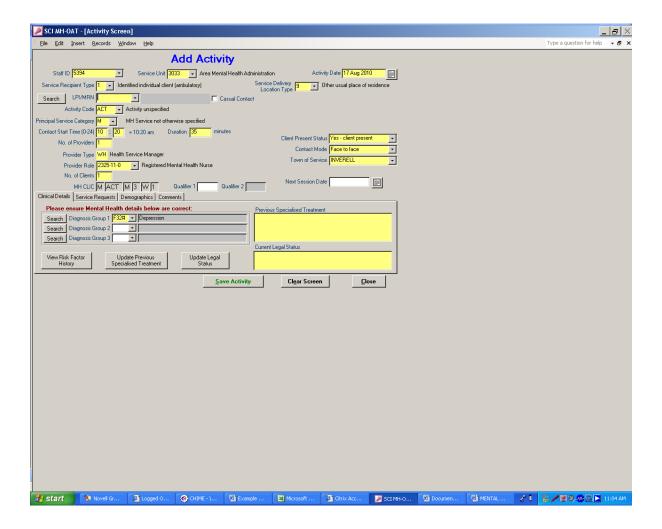
Fill in **Contact Start Time** (11am) and **Duration in Minutes** (30 minutes)

Fill in **Service Delivery Location Type** (3 – Community Health Care Setting) and **Location ID** (Scroll through the list to find your CHC Centre and click on it to select).

- **Second activity** occurred when the clinician provided a face to face service to a consumer.

Clinician will record a direct face to face contact in the consumer's home and will add which ever activity best describes what was done for the consumer, eg RX^ Medication activity.

This Activity will also account for the extra service provider (Trainee) being present. The Trainee does not need to add this activity.

- **Third Activity** occurred upon returning to the CHC. Clinician records an activity of 30 minutes at 11am at CHC with TC^^ as follows:

Service Recipient Type: 9 (Non-Client Related)

Clinician use Activity Code: TC^ Participation in staff training in teaching role

Principal Service Category: M – Mental Health Service not otherwise specified

Fill in **Contact Start Time** (11am) and **Duration in Minutes** (30 minutes)

Fill in **Service Delivery Location Type** (3 – Community Health Care Setting) and **Location ID** (Scroll through the list to find your CHC Centre and click on it to select).