



Psychotherapy Site Coordinator Role

In order to clarify the important role of the Psychotherapy Site Coordinator, we have prepared this summary of what is involved. We believe that the University of Toronto, Department of Psychiatry's Psychotherapy Program offers comprehensive training with tremendous opportunities for learning through both seminars and clinical work. As site coordinators, you all play an integral role in upholding our shared goals to maintain the integrity, quality, and safety of psychotherapy training along with contributing to the creative development and ongoing improvement in the quality of our program's activities. This is done through:

- Mentoring all of the residents at your site around their psychotherapy training;
- Liaising with psychotherapy supervisors as a community of practitioners at your site, and encouraging collegial dialogue including attendance at the yearly psychotherapy supervisor's retreat; at some sites there are ongoing psychotherapy supervisors' meetings for peer supervisory supervision;
- Assigning all of the residents at your site to psychotherapy supervisors (of all modalities according to their learning needs; i.e. for PGY2's assigning each of them to a CBT and a psychodynamic supervisor);
- Meeting with the residents every six months, in order to review their psychotherapy training progress and to ensure they are fulfilling the requirements;
- Submitting the Site Coordinator Tracking Sheet with all resident/supervisor/modality pairings to the Postgraduate Office (U of T, Department of Psychiatry) so that modality-specific electronic evaluations are set up for each supervisor/resident dyad;
- As of July 2009, helping to find suitable dynamic and CBT training cases for the PGY2's (by August if each academic year);
- Liaising with your respective hospital-based Postgraduate Education Coordinator regarding: supervisor assignments; protected time for centralized and hospital-based seminars and supervision; and reminding supervisors to review modality specific learning objectives at the start of the term and complete electronic evaluations (mid-term if there are concerns) for all residents at end of term or upon termination/completion of course of therapy (electronic evaluations have replaced the paper logs to document completion of psychotherapy training requirements);
- Helping to ameliorate any difficulties that may arise between psychotherapy supervisors and residents;
- Liaising as a representative for your site with postgraduate education on the psychotherapy committee.

If there are any questions, or if difficulties arise, please do not hesitate to contact us.

With much appreciation for your continuing support and collaboration,

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