



Step-by-step guide to named provider applications for Psychiatric Services

This information is to help applicants complete a full or provisional named provider application for the Psychiatric Services contract.

Section 1 – General Information

The general information section of the application must be completed by suppliers.

Service provider details (membership)

For this section, you will need to have on hand membership evidence for the applicant and attach it to their application.

Evidence will include:

- current annual practicing certificate (Medical Council of NZ)
- fellowship of the Royal Australian and New Zealand College of Psychiatrists, or a qualification deemed equivalent by the Medical Council of New Zealand
- evidence of membership with an appropriate section or faculty of this professional college (for example, section on forensic/liaison psychiatry, membership of the faculty of child and adolescent psychiatrists)

Adverse findings

Applicants must declare all past adverse findings. This helps us ensure the safety of our kiritaki (clients).

Supervision

Suppliers are required to provide us with the applicant's supervision arrangements, including contact details and qualifications.

The supervisor must be a professional peer who is appropriate to support the applicant in delivering services being provided.



Section 2 – Qualifications and experience

Suppliers are required to collaborate with the service provider to fulfil this section. However, if the named service provider is already approved under another supplier's contract, this section is not necessary.

We require a current CV from applicants, detailing all experience and competencies listed in the Service.

Qualifications

Applicants are required to have vocational registration in psychological medicine or psychiatry with the Medical Council of New Zealand.

The service provider must possess professional qualifications that include both comprehensive training and relevant expertise in differential diagnosis of psychiatric disorders and appropriate certification.

Experience & professional development

Evidence to confirm participation in a professional standards/development program.

Relevant experience in fields such as:

- forensic psychiatry
- general psychiatry (sexual abuse, depression, affect/motivation disturbances)
- liaison psychiatry (chronic pain syndromes, PTSD)

Section 3 – Declaration

Suppliers and service providers must complete and sign the application to certify the accuracy of all provided information. It also allows us to make an informed decision about the applicant. It must be:

- signed by the applicant (service provider), and
- signed by the supplier (if you serve as both the service provider and supplier, please sign both declarations)