Psychological Assessments

Information sharing guide

This document provides a guide for information sharing of psychological assessment outcome information in a typical psychological assessment process where an assessment has been arranged by organisations other than the Department for Child Protection (DCP).

This document is for operators of licensed residential facilities or providers of contract staff to residential facilities.

Please refer to the published flowcharts for further information on requirements for requesting and providing information.

- Applicant or employee is sent an approved information and acknowledgement form by employing organisation a minimum of 3 days prior to being referred for psychological assessment.

- Applicant or employee signs and returns form prior to being referred for psychological assessment.

- If applicant refuses to sign, the psychological assessment must not progress.

- Assessing organisation (psychological) may or may not require a copy of the information and acknowledgement form prior to conducting assessment. The Assessing Organisation (psychological) may require an additional consent form for their own use / purposes (this is not required as part of the application process, nor for the submission of results from the Employing organisation to DCP).

- Psychological assessment is completed.

- Assessing organisation provides assessment details (outcome etc.) to employing organisation.

- Employing organisation provides assessment details (outcome etc.) and a copy of the signed information and acknowledgement form to DCP, as required by the application process.

- DCP store the result and form in the database for future verification purposes.

There are no touch points between DCP and the Assessing organisation (psychological).