

# **ORDER OF THE UNIVERSITY OUTPATIENT DEPARTMENTS OF THE FACULTY FOR PSYCHOTHERAPY SCIENCE**

## **Preamble**

In accordance with the statutes of the Sigmund Freud University and the Faculty Regulations of the Faculty for Psychotherapy Science, the following regulations have been issued for the outpatient departments of the Faculty for Psychotherapy Science.

### **§ 1.**

The tasks of the university outpatient departments are:

(1) The provision of internship and practice places within the framework of the degree programmes for psychotherapy science and, subject to available places, for external candidates within the framework of the psychotherapeutic propaedeutic internship and the psychotherapeutic subject-specific internship (Psychotherapy Act §3 (2) and §6 (2)).

(2) The organisation of data collection and collection for research projects.

(3) The implementation of clinical psychological and psychotherapeutic treatment offers for adults, adolescents and children at several locations.

(4) The implementation of quality assurance of patient care and its feedback to the faculty.

### **§ 2.**

(1) The members of the university outpatient departments shall be the staff and professionally qualified persons working at the Faculty for Psychotherapy Science and assigned to the outpatient departments.

(2) The heads of the respective locations of implementation are appointed by the Dean for five years after hearing the Faculty Conference.

(3) If the heads of the outpatient departments consider it necessary to have a substitute, the dean may appoint a deputy head on the recommendation of the head of the outpatient department.

(4) Professionally qualified persons may be appointed to work at the psychotherapy outpatient clinics. The appointment is made on the recommendation of the faculty management or the head\* of the elective subjects or the heads of the outpatient clinics.

(5) The outpatient clinic may form departments with specific focal points. The head of the department is appointed by the heads of the outpatient departments.

(6) The heads of the outpatient departments appoint coordinators. At least one position 'International Coordination of Outpatient Clinics' must be appointed, which is directly assigned to the dean's office, which reports to the dean and coordinates the outpatient clinics at the various locations of implementation where the programme is run.

### **§ 3.**

(1) The heads of the outpatient departments are responsible for all professional decisions.

(2) The heads of the outpatient departments are responsible for the following tasks:

(a) Reports on the performance of the outpatient clinics to the Dean's Office of the Faculty for Psychotherapy Science

(b) Convening and organising site meetings and conferences

(c) Coordination of the services offered by the outpatient clinics

(d) Ultimate responsibility for ensuring a professional Patient internal care

(e) Ensuring that the prescribed practical training steps of Students

(f) Cooperation with the directors of the elective courses

(g) Organisational and disciplinary ultimate responsibility for the staff

(h) Exchange with the Vice-Deans for Research and Teaching of the Faculty for Psychotherapy Sciences

(i) Exercise the function of immediate superior of the Employees

(j) Informing employees about important decisions the concerning outpatient clinics

(k) Development of outpatient clinic regulations and internal rules and regulations

(l) Networking with relevant institutions

(m) Participation in networking meetings

(n) Creation of focal points and cooperation

(o) Transfer of patients to the staff working in patient care

(3) The coordinators shall be responsible for the following tasks:

(a) Training and supervision of trainees

(b) Responsibility for the accounts

(c) Management support

(d) Participation in networking meetings

(e) Responsibility for administrative tasks

(f) Preparation of meetings

(g) Supervision of organisational procedures of the outpatient clinic

(h) Assessment of the quality of the work performance of the trainees

#### **§4.**

The regulations of the university outpatient clinics of the Faculty for Psychotherapy Science come into force upon approval by the competent bodies of the Sigmund Freud University and by notice to all persons working at the outpatient clinics.