



PSYCHOLOGICAL / PSYCHIATRIC ASSESSMENT REPORT

Instructions to report writer

A report in this format is to be provided to the Victims of Crime Assistance Tribunal when:

- An applicant or their legal representative has requested that a psychologist or psychiatrist prepare an assessment report for the Tribunal, and the psychologist/psychiatrist does not propose to provide counselling/treatment to the applicant; and
- The Tribunal has requested the preparation of an assessment report.

The assessment report must be accompanied by a completed *Counselling and Report Fee Invoice* for the expense associated with the report (see Form 5 attached to Practice Direction 1/2014).

An electronic copy of this form may be downloaded from the Tribunal's website at www.vocat.vic.gov.au. The text boxes will expand as content is entered by the report writer.

Section 1: Applicant Details

- 1.1 Applicant's name
- 1.2 Applicant's date of birth
- 1.3 Tribunal reference number *(if known)*
- 1.4 Tribunal venue *(where application lodged)*

Section 2: Practitioner Details

- 2.1 Practitioner's name
- 2.2 Practitioner's occupation / job description *(e.g., psychologist, psychiatrist)*
- 2.3 Practitioner's address and contact details *(including ABN and name of business that is recorded against the ABN, address and telephone number)*
- 2.4 Practitioner's qualifications to assess and diagnose the applicant *(include full title of relevant qualification/degree, the name, State and country (if outside Australia) of the institution awarding the qualification/degree and the year the qualification/degree was awarded).*

- 2.5 Practitioner's experience in assessment, diagnosis and treatment, and other relevant experience.

- 2.6 Practitioner's professional associations and memberships *(include registration numbers where applicable)*.

Section 3: Alleged Act of Violence

- 3.1 Briefly outline the alleged act of violence.

- 3.2 List particulars of all material considered in relation to the applicant *(e.g. police statements, reports, etc.)*.

Section 4: Consultation

- 4.1 Detail the period of time spent in consultation with the applicant to prepare this assessment.

Section 5: Applicant's Psychological / Psychiatric Issues

- 5.1 Briefly outline the applicant's psychological / psychiatric problems, presenting symptoms or issues. Provide details of any tests undertaken, if relevant.

- 5.2 Detail any relevant prior psychological / psychiatric history of the applicant, including details of any previous counselling provided to the applicant.

- 5.3 Explain the link, if any, between the applicant's psychological/psychiatric problems, presenting symptoms or issues and the alleged act of violence the subject of the application to the Tribunal.

Section 6: Assessment

- 6.1 Detail your assessment of the applicant's treatment prognosis, as well as any extenuating circumstances or barriers that might affect treatment progress (*e.g., prior psychological / psychiatric history, substance abuse etc*).

- 6.2 If the applicant has already received psychological / psychiatric treatment or counselling, provide an opinion as to what, if any, benefit or detriment has been achieved by the treatment.

- 6.3 If psychological, psychiatric or counselling treatment is recommended, detail the treatment approaches and strategies that you consider are appropriate.

Acknowledgement

I understand that the Tribunal has requested my report to assist the Tribunal to make fair and just decisions about financial assistance for the applicant, and that I have an overriding duty to assist the Tribunal impartially. I have made all inquiries that I believe are desirable and appropriate, have brought all relevant matters to the Tribunal's attention and have not omitted matters of significance.

Practitioner's signature: _____

Practitioner's name: _____

Dated: _____