

STUDENT PLACEMENT HANDBOOK
(GENERIC)

January 2019

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OVERVIEW OF THE MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

The Manchester Institute for Psychotherapy (MIP) evolved from the Lifestream Centre for Psychotherapy, which was founded by Bob Cooke TSTA in September 1987.

The Manchester Institute became a Training Organisation of the UKCP in October 2015 and a Training and Accrediting Member of the UKCP (HIPC) in 2017.

Bob Cooke was interested in the idea of creating a Therapy Centre in South Manchester and saw it as a place where people could come, knowing that they would be attended by skilled therapists, who treat clients with high regard and with confidence, in safety and confidentially.

We have a fundamental belief that those who are personally motivated and willing to change will do so, and in so doing inspire the growth of others. Whilst on this path of self-development those who change will enhance the development of their environment.

For those working and training at the Institute, personal therapy and supervision are a basic requirement, thus ensuring a clear and safe environment for all clients in attendance.

"We have a fundamental belief that those who are personally motivated and willing to change will do so, and in so doing inspire the growth of others."

The Institute is committed to the values inherent in anti-oppressive practice. The aim of this policy is to provide a safe environment for all who pass through the Institute. It is expected that all people be equally respected and difference of any kind be valued and accepted, for example, in relation to race, physical or sensory disability, sexual orientation, gender, age, size, class, religion.

The Institute's Psychotherapy Training is recognised by the Institute of Transactional Analysis (UKATA) and the European Association For Transactional Analysis (EATA), which is a member of the United Kingdom Council for Psychotherapy (UKCP).

The Institute each year enrolls a new student intake group for a four year Diploma course which in turn leads to their registration as UKCP psychotherapists. To achieve this, they have to attend: 600 hours of tutor face to face teaching throughout the course; 40 hours of personal therapy each year; attend supervision for their client work; produce academic assignments - including a research project to a high calibre - attending a mental health placement - 80 hours; 160 hours CPD hour; 450 client contact hours.

In the December module of the second year trainees will undertake their clinical competency evaluation where their ability to work with clients is evaluated by their tutor. This is a robust and formal evaluation, which gives the successful student the Manchester Institute's clinical endorsement to practice as a beginning practitioner, with guidance and supervision.

CLINICAL PLACEMENTS

After the clinical competency endorsement has been awarded by MIP, this will be a endorsement that the trainee is ready to apply for a placement either with MIP or with an external Placement Provider.

The trainee needs a minimum of 100 clinical hours with a placement provider by the end of the 4th year of training at MIP. This is one of the parallel obligations for graduation at MIP.

The 100 hours can be gained with one or more placement providers and it is expected that they will see two to three clients per week in order to gain hours required.

It is expected that the trainee will write a short case study (5000 words) on one of their placement clients. This will be assessed and is part of the parallel obligations for MIP graduation, and therefore needs to be submitted to the course tutor by April of the 4th year.

Trainees are required to keep a written record of their work, as may be required to make audios of their actual practice. Material about clients is regarded as confidential and when used for assignments and/or for supervision client anonymity must be preserved.

Trainees shall at all times work in accordance with UKCP's Ethical Framework. This requires that they work to specific contracts with their clients and have adequate supervision of their work, at a ratio of 1:6 hours. Approved supervisors will report to the Institute on a student's progress.

Please note that students will be required to have a UKCP supervisor, and if the placement provider does not provide the supervision the cost will be passed on to the student, usually £40-£50 per hour per month. It is the responsibility of the student to check that the supervision you have is UKCP recognised.

The programme takes responsibility for monitoring and evaluating a student's practice. A responsible person within the Placement Provider, preferably a qualified counsellor/psychotherapist, will have oversight of a student's work, ensure appropriate referrals are made and take overall clinical responsibility for clients in the Placement Provider. Trainees are to be informed about the provision made by the Placement Provider for medical and psychiatric referral.

For employers and public liability purposes in accordance with insurance industry practice, agencies providing placements will regard a trainee as its employee while undertaking placement. Professional Liability by the Institute will cover all trainees in placement. In addition trainees will take out their own individual insurance.

Although the Placement Provider Co-ordinator and the Placement Provider representatives cannot engage in regular face-to-face meetings, it is essential that agencies maintain contact in relation to the placement when this is necessary. Bob Cooke (The Clinical Director) or the programme leader would be appropriate people to contact regarding an individual trainee.

Complaints or concerns about trainees or the programme should be made in the first instance to the Clinical Director, Bob Cooke.

Postal address:
The Manchester Institute for Psychotherapy
454 Barlow Moor Road
Chorlton-cum-Hardy,
Manchester M21 0BQ.
Telephone: 0161 862 9456
Email: bob@mcpt.co.uk

The Placement Provider shall provide trainees with confirmation of its requirements and arrangements with regard to health and safety, confidentiality, discipline codes and similar matters, and underline the student's obligation to comply with such requirements.

The Manchester Institute provides a co-ordinator for day-to-day liaison between Agencies and trainees. The co-ordinator will support the administration and the placements.

In the event that a trainee is considered by the Placement Provider to have breached any of its requirements, the Placement Provider shall provide full details of the matter to the Clinical Director, together with a recommendation as to the resolution of the matter.

In the event that a student's breach of the Placement Provider requirements or his/her attitude or performance is considered by the Placement Provider to render him/her unsuitable for work in the Placement Provider, then the Placement Provider shall have the absolute right to remove the trainee permanently from the Placement Provider. In view of the seriousness of such a decision this will be taken only at a senior level within the Placement Provider. In the event that a trainee subsequently proceeds against the Institute, by way of appeal or otherwise in respect of the removal from the Placement Provider, or its consequences for the student's registration with the Institute, the Placement Provider will provide all reasonable assistance to the Institute in dealing with the appeal or other action.

PSYCHOTHERAPY PRACTICE: GUIDANCE FOR TRAINEES

It is a requirement for UKCP Accredited Programmes that the trainee must have opportunities for substantial and regular psychotherapy work with real clients (i.e. in addition to any skills practice with fellow trainees). On these programmes trainees must complete a minimum of 100 hours of supervised psychotherapy practice in placement. Formal client work during training on this programme does not start usually until March/April of the second year. Of course, it may start later according to which placement provider you are assigned.

This is preceded by formal assessment of trainees' therapeutic skills, the clinical competency assessment. When this has been satisfactorily completed, it is expected that trainees should undertake an average of 2 or 3 hours of psychotherapy practice each week from the beginning of their placement, until they have completed the 100 hours.

Experience indicates that, in order to accommodate holidays, missed or cancelled appointments, sickness absence, etc. most trainees find it best to arrange 2-3 client appointments per week once their placement is underway.

Trainees, with support from their supervisor, are responsible for ensuring that they undertake sufficient psychotherapy placement practice, with regular supervision, both of which they record in their Professional Log, which is presented for evaluation at the end of their 4th year of training.

AUDIO-RECORDING OF CLIENT WORK

Trainees will need to ensure that they can regularly make audio-recordings of their work with clients. Time is committed in the training/supervision to discuss the best way forward with regards to recording and the best ways to deal with any issues surrounding this process.

However, it must be emphasised to trainees that it is essential that they have the agreement of their placement and their placement client to record. It is essential for this training that trainees make audio-recordings of their work which can then be used for supervision and for future evaluation within the training programme.

In order to facilitate this, it is important that trainees have a choice of recordings to present for assessment. Trainees' audio-recordings can be regularly used as part of the supervisory process.

SUPERVISION

If supervision is provided by the placement, it is necessary that the trainee is clear whether it is BACP supervision or UKCP supervision, or any other type of supervision which is offered.

As this programme is UKCP recognised, the trainee within the placement would need to have a UKCP supervisor. If this supervisor utilises any other supervision offered by the placement this will be counted as CPD hours in their supervision log, and as said previously in this handbook, they would to make sure that they have a UKCP supervisor with regards to their placement supervision.

Generally it makes sense for the frequency of supervision to be tailored to the number of clients a trainee is seeing over any period of time. Additionally, there may be cases where trainees will need supervision sessions above and beyond the minimum number required by the programme if they have seen more clients. It is expected that trainees have a ratio of one hour's supervision to every 6 practice hours.

Trainees and supervisors are jointly responsible for ensuring supervision takes place on the requisite number of occasions. While it is recognised that some trainees have difficulty initially getting clients and may not need the earlier supervision sessions, it is essential that they are compensated for these later when they are seeing more clients in order to fulfil the requisite number of hours of supervised psychotherapy placement.

There should be a clear agreement as to when and where placement supervision takes place, and a mutual understanding of how arrangements are changed or postponed in the event of such things as sickness or holidays etc. It is also expected that supervisors will be available for emergency telephone contact by trainees where there is an urgent supervision issue.

Trainees are advised that they should aim to complete at least 50 hours of practice before the end of September at the start of year four, since the need to catch up on work from year 3 puts trainees under considerable pressure in the final year.

ASSESSMENT OF CLIENT WORK (THE PROFESSIONAL LOG)

Trainees are required to keep a record of the clients they have seen during their psychotherapy placement and subsequent supervision sessions in their professional log.

This may be taken along to supervision for the supervisor to see. Supervisors vary as to how much they make use of the log. Other supervisors prefer if trainees tell them directly about their work in the supervision session.

However, it is important that the supervisor has regular access to the trainee's professional log if they wish to check how they are working and whether they are keeping it up-to-date.

The trainee's tutors evaluate the professional log. It is important that supervisors' reports are in the log at the point where it is due for review or assessment. The template for these reports is in the back of this document.

If the report is not available tutors may contact a supervisor by telephone. It is anticipated that if a supervisor feels a trainee is not competent to pass the placement this would be discussed not only with the trainee but also with the tutors at any point during the training but certainly before the final 2 months of the training.

ROLE OF SUPERVISORS/PLACEMENT

Supervisors of the placement provider are expected to have experience of the supervisory and assessment role and understand the essential elements of a psychotherapy practice. It is recognised that they will have their own way of working and this is respected. Their input and knowledge of trainees' practice is valuable and they are asked to provide written reports about their trainees on occasions during the programme.

Reports and Reviews:

- (1) Mid term review (half way through the expected term of placement - 50 hours).
- (2) A final report when the trainee has completed their psychotherapy placement hours.

A template for the mid term review and final report from the placement provider are in the back of this document.

PROCEDURE FOR THE APPROVAL OF SUPERVISORS

To provide supervision within a Placement Provider the supervisor must have:

- Membership of a counselling/psychotherapy professional body (i.e. BACP, UKCP, BPS).
- A supervisor's qualification or substantial experience of supervising counsellors/psychotherapists.
- A minimum of 5 years post-qualification experience of working as a practitioner.
- A humanistic orientation compatible with the programme's core model.

A trainee checks with the supervisor that he/she meets the above-mentioned criteria.

Please note if you are following the UKCP Pathway you must have supervision from a UKCP supervisor for your supervision hours to count.

PLACEMENT CLINICAL REPORTS

At the completion of the clinical work with each placement client, a report will need to be submitted to MIP and their respective supervisor within a **six week** timeframe.

Therefore, if the trainee over the period of 2 years has 4 different clients, 4 reports must be written. Two copies of each, one for MIP and one for their respective supervisor.

The report will include the trainee's view of the following in relation to each client the trainee has worked with.

- * The Placement - for example, were you satisfied with the placement experience in relation to this client, were you supported and encouraged to work within your personal and professional scope of practice relevant to your current stage in the programme of training.
- * Health and Safety Issues - for example, were there any safeguarding issues and how were they dealt with?
- * Were there any issues with respect to the environment that you worked within and how did you deal with this?
- * Did you identify any gaps in your learning or the support provided?
- * Communication with the Placement Provider - what was the process of referral of clients to placement trainee, did you feel that the client assessment by the placement provider was based on your learning needs and experience? Did you feel the client was matched appropriately to you with regards to meeting their needs?
- * Supervision, for example did you feel supported with regards to your Supervisor and how effective was your supervisory experience?
- * With regards to your placement client how did you progress with your clinical skills and knowledge with this client? Were there any identified learning opportunities provided by the placement/supervisor to meet any gaps/needs in clinical skills or knowledge?
- * What were the business and treatment Contracts that you first established with your placement client?
- * Were the Contracts completed? If not, why not?
- * What were the reasons given for your client's endings? Did you come to a natural end, i.e. when the contract was achieved?
- * Was it an enforced ending and if so what were your reflections regarding the enforced ending.
- * What was the placement client's prognosis with regards to future progress?

Length of Report

If the placement client only attended for up to six sessions, or less, the report needs to be maximum of **300-500 words**.

If the placement client's time duration with yourself is over six sessions then the report needs to be a maximum of **800-1000 words**.

Please note there is a **six week** rule with regards to completion of the report and providing the documentation to MIP and your relevant supervisor.

PAPERWORK

It is necessary for paperwork (forms, client notes and reports) to be completed in a professional and timely manner.

With the only exception being their reports and the recording consent form (If completed), the trainee cannot take copies of their paperwork out of the Placement Provider. This is to ensure that client confidentiality and the data protection act is complied with.

Upon acceptance of a client, a file will be made by the Placement Provider, which will be held in compliance with the data protection act.

All paperwork is to be considered confidential and all MIP and Placement Provider personnel will abide by the UKCP's Code of Professional Practice and Ethics.

Placement Provider personnel will have access to the paperwork and this does not mean that the paperwork will be scrutinised by all personnel.

If there is a need for clarification on any aspects of the paperwork, then the query should be addressed to the Clinical Director of that Placement.

If a recording contract is made with the client, then it must be held within the client files at the Placement Provider, the trainee may photocopy this agreement and keep it safe in their personal files.

No recordings of the sessions may take place before the written consent of the client has been gained.

Tapes are to be labelled in a non-identifying manner and they are to be stored and kept safe by the trainee. The client has the right to withdraw their consent at any time.

All forms that are relevant to the placement including Health & Safety form, reviews and reports contribute towards the trainee's final portfolio.

All forms must be included in the Portfolio, or the trainee risks their placement not being fully evidenced. Therefore, their parallel obligations would not be completed and they would need to complete further placement hours to graduate.

EXAMPLE OF CLIENT INFORMATION FORM

Full Name

Date of Birth

Address (If new information the client must inform the student)

.....

.....Postcode

Next of kin/to be notified in an emergency

.....

Tel. No.

Doctor's name and address/phone number

.....

.....Tel No.

Details of any medication

Family History (Parents/siblings/children/significant others)

Reason for attending

Outcome required/other information

RECORDING CONTRACT

I, have been asked to give my consent for recordings of my sessions with to be recorded.

I understand that this is ordinary for trainees to record sessions and that this is necessary for reflective practice, supervision, research practice and examinations.

I understand that I can withdraw my consent at any time and I have been assured if this is my choice, this will not impact upon the therapy.

I have the choice to ask for all previous recordings to be erased at any time, the exception being if it is one calendar month before an examination, however the recording will be erased immediately after the completion of the examination.

The recordings will only be used for clinical supervision, research or examination purposes. They will not be heard by anyone who is not bound by a professional code of ethics and confidentiality.

I understand that identifying information, such as my name, names of others, places and other details will be changed to protect me.

I understand that the student will be responsible for the safety of the recordings, keeping them safe and secure. This includes the use of passwords if the recordings are kept on a memory stick, pc or laptop and registered with the ICO.

I understand that the recordings will be erased when the student has completed their training at the very latest.

I confirm that I have not been put under any pressure to consent to recording

I give my consent to the recording of my sessions

Student's name.....Date

Signature.....

Client's name

Date Signature.....

Two photocopies of this contract are to be made by the student, one for the client and the second for the student's records. The original to be filed at MIP.

Three way contract between the Manchester Institute of Psychotherapy, the Placement Provider and the Student

This is a three way contract for therapy between the Placement Provider, the trainee in advanced psychotherapy training (known as the student), and the Manchester Institute of Psychotherapy (MIP).

MIP will:

- * Initially have the written confirmation of the student's tutor that the student is competent to practice.
- * Ensure the student is in regular supervision, will monitor and evaluate the student's clinical practice.
- * Advise the client if there are grounds for discontinuing the placement, e.g. if the student leaves the training.
- * Provide a suitable venue.
- * Provide a secure filing system
- * Provide a minimum of one and no more than three clients for the maximum of one year.

The Student will

- * Attend MIP training; remain in regular therapy and supervision.
- * Attend meetings that are pertinent to their placement.
- * The student will ensure that they practice and abide to the UKCP's codes of Ethics and Professional Practice.
- * The student is responsible for completing Placement Provider and MIP paperwork and filing notes on sessions.
- * Report to the Placement Provider and their supervisor any issues that may impact upon their ability to practice.
- * The student may not under any circumstances see the client after the period of twelve months or move the client to another practice without prior permission of MIP and the Placement Provider.

The Placement Provider will:

- * Inform MIP if their placement policy changes
- * Inform the student if the client is unable to attend the session.
- * At the mid-way session and at the end of the work complete a written report on the trainee's progress.
- * A minimum of one session to be held weekly over the maximum period of 50 hours.
- * The client cannot see the student at any other practice except the agreed practice and building of the Placement Provider.
- * Recordings/Questionnaires completed may be used for supervision/research purposes, identities will not be disclosed at any time
- * Keep the student "safe" and recognise their level of competence at assessments.

Course tutor on behalf of MIP
I believe that is competent to practice
Signature
Date

Placement Provider

Client: I Have read and understood the contract
Signature
Date

Student: I Have read and understood the contract. I will abide by the MIP Code of Ethics and Practice and the practice of the Placement Provider
Signature
Date

It is the responsibility of the student to get this contract signed by each party, then for it to be photocopied, and one copy for MIP (to be kept in client file) and another for the Placement Provider to be given within 4 weeks. At any time I understand my supervisor may check the files to ensure these and other paperwork are complete.

MIP/PLACEMENT PROVIDER SUPERVISOR'S REPORT

MID TERM REVIEW / END OF PLACEMENT REVIEW

(*delete as appropriate)

Date of report

Supervisor

The trainee has been in group/individual supervision for months

Of the possible..... groups/sessions have been attended

(Reasons for non attendance and notification)

Number of clinical practice hours at placement

Please comment on the student's ability to:

Establish a therapeutic alliance

Assess the client's suitability

Date of report

Supervisor.....

The Trainee

Work with the therapeutic relationship

Critically reflect on the therapeutic process and on his/her own functioning

Make effective use of the supervision group

Ability to identify, clarify and assess clinical issues

Page 3 of 3

Date of report Trainee

Supervisor

Ability to self monitor

Demonstrate an ethical understanding to support their practice

Demonstrate a capacity for autonomy in their practice

Work pro-actively and co-operatively to formulate solutions to ethical issues

The trainee identified 'growing edge' was

.....

In their practice they have worked in this area (assessment and example)

Signature of Supervisor..... Date.....

Signature of TraineeDate

Signature of Year Tutor..... Date

When completed and discussed with the student, the trainee will make two copies, MIP files to hold one, Supervisor/Placement Provider holds the second, then student the other.

EXAMPLE OF PROFESSIONAL LOG

Name of placement

Name and job title of the person writing the review

.....

Name of trainee

Number of sessions practiced at the placement; give the date of the start of the placement and the expected final date:

.....

Has the trainee missed any appointments with the client? If so, was adequate notice given?

.....

Is the trainee attending supervision/CPD at the placement if this is provided?

.....

Is the trainee engaged with the placement in your opinion?

.....

If not, what does the trainee need to do to accomplish this?

.....

Is the trainee abiding by the code of practice, including the health and safety policy of the placement? If not, what have you seen?

.....

Has the trainee completed the placement's paperwork to the standard required? If not what needs to change?

.....

What is your experience of the trainee?

.....

Does the trainee require any further support to continue their practice in your opinion?

.....

.....

Signed Date

END OF PLACEMENT REVIEW BY THE PLACEMENT PROVIDER

Name of placement.....

Name and job title of the person writing the review
.....

Name of trainee:

Number of sessions practiced at the placement; give the date of the start of the placement and the final date.
.....

Did the trainee miss any appointments with the client? If so, was adequate notice given?
.....

Did the trainee attend supervision/CPD events at the placement if this was provided?
.....

Did the trainee engage with the placement in your opinion? If not, what does the trainee need to do to accomplish this?
.....

Did the trainee abide by the code of practice, including the health and safety policy of the placement? If not, what have you seen?
.....

Did the trainee complete the placement's paperwork to a satisfactory standard? If not what needs to change?
.....

What is your experience of the trainee?
.....

Does the trainee require any further support to manage their practice in your opinion?
.....
.....

Signed

Date

**© UKCP UK Council for Psychotherapy Ethical Principles
and Code of Professional Conduct**

Ethical Principles and Code of Professional Conduct adopted by the Board of Trustees in September 2009 2 UKCP

Ethical Principles and Code of Professional Conduct Introduction

The purpose of this UKCP Ethical Principles and Code of Professional Conduct is to define generic UKCP ethical principles which UKCP members commit to and maintain.

This document may be taken into account by the Professional Conduct Officer, Professional Conduct Committee, Investigating Committee, Fitness to Practise Tribunal and Appeal Tribunal when considering allegations which may impair a UKCP member fitness to practise under the Central Complaints Process and Central Final Appeal Procedure.

This document may be used in conjunction with any codes of practise, conduct or ethics issued by a UKCP Organisational Member and/or College including but not limited to “Guidelines for Section and Institutional Members for the Development of Codes of Practice and Professional Conduct for Working with Children”. This Ethical Principles and Code of Professional Conduct applies equally to all UKCP members, the term psychotherapist should be read to include psychotherapeutic counsellors. For clarity and ease of expression, the third person plural pronoun is used as non-gendered pronoun for “psychotherapist”: so they is used for “she/he” and “their” for “her/his”.

This Ethical Principles and Code of Professional Conduct cannot cover every potential ethical, conduct or competence related concern. UKCP Members must therefore depend on their own thoughtful evaluation of specific principles and the spirit expressed in these statements. The psychotherapist commits to engage with the challenge of striving for ethical practice and conduct, even when doing so involves making difficult decisions or acting courageously.

1. Best interests of clients
 - 1.1 The psychotherapist takes responsibility for respecting their client’s best interests when providing therapy.
 - 1.2 The psychotherapist undertakes to treat their clients with respect.
 - 1.3 The psychotherapist undertakes not to abuse or exploit the relationship they have with their clients, current or past, for any purpose, including the psychotherapist’s sexual, emotional or financial gain.
 - 1.4 The psychotherapist undertakes not to enter into a sexual relationship with a client.
 - 1.5 Psychotherapists are required to carefully consider possible implications of entering into dual or multiple relationships and make every effort to avoid entering into relationships that risks confusing an existing relationship and may impact adversely on a client. For example, a dual or multiple relationships could be a social or

commercial relationship between the psychotherapist and client, or a supervisory relationship which runs alongside the therapeutic one. When dual or multiple relationships are unavoidable, for example in small communities, psychotherapists take responsibility to clarify and manage boundaries and confidentiality of the therapeutic relationship.

- 1.6 The psychotherapist undertakes to take into account the length of therapy and time lapsed since therapy and pay great attention to exercise reasonable care before entering into any personal or business relationships with former clients. Should the relationship prove to be detrimental to the former client, the psychotherapist may be called to account to the charge of a misuse of their former position as the former client's psychotherapist.
- 1.7 The psychotherapist undertakes to respect their client's autonomy.
- 1.8 The psychotherapist undertakes not to harm or collude in the harming of their client or a client of others.
- 1.9 The psychotherapist undertakes to know and understand their legal responsibilities concerning the rights of children and vulnerable adults and to take appropriate action should the psychotherapist consider a child or vulnerable adult is at risk of harm.
- 1.10 The psychotherapist recognises that their behaviour outside their professional life may have an effect on the relationship with their clients and takes responsibility for working with these potential negative or positive effects to the benefit of the client.

2. **Equality & Diversity**

- 2.1 The psychotherapist undertakes to actively consider issues of diversity and equalities as these affect all aspects of their work. The psychotherapist accepts no one is immune from the experience of prejudice and acknowledges the need for a continuing process of self-enquiry and professional development.
- 2.2 The psychotherapist undertakes not to allow prejudice about a client's sex, age, colour, race, disability, sexuality, social, economic or immigration status, lifestyle, religious or cultural beliefs to adversely affect the way they relate to the client.
- 2.3 The psychotherapist undertakes not to engage in any behaviour that is abusive or detrimental to any client or colleague based on the above factors.

3. **Confidentiality**

- 3.1 The psychotherapist commits to respect, protect and preserve the confidentiality of their clients. The psychotherapist undertakes to notify their clients, when appropriate or on request that there are legal and ethical limits of that confidentiality and circumstances under which the psychotherapist might disclose confidential information to a third party.
- 3.2 The psychotherapist commits to protect sensitive and personally

identifiable information obtained from the course of their work as a psychotherapist.

- 3.3 Should the psychotherapist be required by law to serve in judicial or administrative proceedings, they commit to getting clarification at the outset of the potential impacts this could have on their commitment of confidentiality to any client. In such a situation the psychotherapist commits to maintaining this clarification as the situation proceeds and to seek legal and ethical advice as appropriate.
- 3.4 The psychotherapist commits to safeguard the welfare and anonymity of clients when any form of publication of clinical material is being considered and to always obtain their client's verifiable consent in any case where the welfare or anonymity of a client may be compromised. This includes situations where a client or former client might recognise themselves in case material despite the changing of names or actual circumstances.

4. **Conduct**

- 4.1 The psychotherapist acknowledges that their professional and personal conduct may have both positive and negative effects on the way they are experienced by a client. The psychotherapist undertakes, in a continuing process, to critically examine the impact these effects may have on the psychotherapeutic relationship with any client, placing a priority on preserving the client's psychotherapeutic best interests.
- 4.2 The psychotherapist agrees to inform UKCP and the relevant organisational member if they are: (a) Convicted of a criminal offence, receive a conditional discharge for an offence, or accept a police caution; (b) Disciplined by any professional body or membership organisation responsible for regulating or licensing a health or social-care profession; or (c) Suspended or placed under a practice restriction by an employer or similar organisation because of concerns relating to practise of psychotherapy, competence or health.
- 4.3 Subject to the rules of confidentiality and other code of ethics adhered to by the psychotherapist, the psychotherapist commits to co-operating with any lawful investigation or inquiry relating to their capacity to appropriately carry out their psychotherapy practise. Good practise would indicate that the psychotherapist should consult with a colleague/member of their Ethics Committee, or seek legal advice with request to any request for information by anyone involved in a legal case even where the client has given their consent.
- 4.4 If a psychotherapist is convicted of a criminal offence, receives a conditional discharge for an offence, or accepts a police caution UKCP will consider any implications their conviction, conditional discharge, or in exceptional cases police caution, may have for their professional practice. UKCP will consider and assess potential risk posed to clients or for public confidence in the register and may reject their application for membership or removal of name from its register on such grounds.

5. **Professional knowledge, skills and experience**

- 5.1 The psychotherapist agrees to disclose their qualifications to clients and UKCP when requested and commits to not claiming or implying qualifications that they do not have.
- 5.2 The psychotherapist commits to ensure that the use of title such as “Doctor/Dr” and post nominal initials after a name in all published materials are accurate; indicate whether it is a medical or academic qualification; and reasonably informs the public of their relevance to the practise of psychotherapy.
- 5.3 The psychotherapist commits to recognise the boundaries and limitations of their expertise and techniques and to take the necessary steps to maintain their ability to practice competently.
- 5.4 If it becomes clear that a case is beyond a psychotherapist’s scope of practice, the psychotherapist commits to inform the client and where appropriate offer an alternative psychotherapist or other professional where requested.
- 5.5 The psychotherapist commits to adhering to the UKCP policies on standards of education, training and practise.
- 5.6 The psychotherapist commits to an on-going process of professional and personal enquiry and challenge, commonly referred to as “Continuing Professional Development” The psychotherapist commits adhering to the Continuing Professional Development policies held by UKCP and the relevant College of the UKCP that the psychotherapist is a member of.
- 5.7 The psychotherapist accepts responsibility to ensure that they are competent and have sufficient supervisory arrangements and other necessary support to enable them to meet their psychotherapeutic obligations to any client. This includes the responsibility of ensuring the very careful consideration of how best to refer a client to another psychotherapist or professional should it become clear that this would be in the client’s best interest.

6. **Communication**

- 6.1 The psychotherapist agrees to explain at the outset to a client or prospective client: their terms, fees and conditions; and on request, clarify other related questions such as likely length of therapy, methods of practice to be utilised, referral or termination processes.
- 6.2 The psychotherapist agrees to notify clients of any other codes of ethics & practise to which they subscribe, including the availability of the complaints procedure.

7. **Obtaining consent**

- 7.1 The psychotherapist undertakes to explain to the client, to the extent applicable to their modality and the client’s capacity: the psychotherapist’s clinical method(s) of working; and the client’s choice

to participate in any therapeutic interventions suggested by the psychotherapist including any commitments the psychotherapist makes to the client and any commitments the psychotherapist requires of the client.

- 7.2 The psychotherapist undertakes not to intentionally mislead a client concerning the type or nature of the psychotherapy practised.
- 7.3 The psychotherapist commits to clarify with clients the nature, purpose and conditions of any research in which the clients are to be involved and to ensure that informed and verifiable consent is given before commencement of the therapy and research.

8. **Records**

- 8.1 The psychotherapist agrees to keep such records as are necessary to properly carry out the type of psychotherapy offered.
- 8.2 The psychotherapist commits to store and dispose any personally identifiable records or data securely in order to protect the client's confidentiality.

9. **Physical or Mental Health**

- 9.1 The psychotherapist accepts an ongoing responsibility to ensure that they do not work with clients if they are not able to do so for physical or mental health reasons, or when impaired by the effects of drugs, alcohol or medication.
- 9.2 The psychotherapist accepts a responsibility to take appropriate action should their ability to meet their obligations to their clients be compromised by their physical or mental health.
- 9.3 The psychotherapist commits to carefully consider how, in the event of their sudden unavailability this can be most appropriately communicated to their clients. This will also include careful consideration of how a client might be informed of a psychotherapist's death or illness and, where appropriate, supported to deal with such a situation.

10. **Professional Integrity**

- 10. The psychotherapist commits to report potential breaches of this Ethical Principles and Code of Professional Conduct by themselves or by other psychotherapists to the relevant organisational member or UKCP.

11. **Advertising**

- 11.1 The psychotherapist commits to ensuring that any advertising or promoting they undertake will not be misleading, false, unfair or exaggerated.
- 11.2 The psychotherapist commits to ensure that if they are involved in advertising or promoting any particular therapy, product or service, this is done in an accurate and responsible way.
- 11.3 The psychotherapist undertakes not to make or support unjustifiable statements relating to particular therapies or therapists or include

testimonials from clients in any advertising material.

12. Indemnity Insurance

12.1 The psychotherapist commits to ensuring that their professional work is adequately covered by appropriate indemnity insurance or by their employer's indemnity arrangements.

13. Complaints

13.1 The psychotherapist accepts the responsibility for maintaining reasonable awareness and a level of understanding regarding complaints procedures, relevant laws and statutory responsibilities that are applicable to their

13.2 The psychotherapist accepts a responsibility to act against colluding with practise harmful to clients including that carried out by other professionals and colleagues. This should include, where appropriate, activating procedures for addressing ethical concerns including formal complaints if necessary.

Registered office: America House, 2 America Square, London, EC3N 2LU

Registered Charity No 1058545

Company No 3258939

Registered in England Ethical Principles and Code of Professional Conduct adopted by the Board of Trustees in September 2009

Revised Date Submitted to Ethics Committee & Registration Board 27 Nov 08

Ethics Committee 4 Dec 08

Board of Trustees 26 Jan 09

Standards Board 5 Feb 09

Education & Training Committee 19 Feb 09

Ethics Committee 5 Mar 09

Feedback following consultation with OM's/College/College Chair of Ethics Aug 09

Changes following Consultation with OMs and College Sept 2009

Changes following Ethics Committee meeting 17 Sept 09

Adopted by Board of Trustees 26 Sept



HEALTH & SAFETY FORM

If you take a student on clinical placement will you ensure that she/he will receive an induction on commencement of the placement?	
Do you have up-to-date professional indemnity insurance?	
Do you have up-to-date public liability insurance?	
Do you have a fire certificate on your premises?	
If you have answered "no" to the above question, have you carried out a fire risk assessment of your undertaking as required by the Fire Precautions (Workplace) Regulations 1997?	
Do you have suitable and sufficient first aid equipment and assistance readily available?	
Do you record and report all accidents, near misses, dangerous occurrences, diseases and violent incidents as required by the Report of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995?	
Has your placement provider ever had legal proceedings taken against it with regards to Health & Safety?	
Are any criminal legal proceedings currently being taken against you as a placement provider with regards to Health & Safety?	

I confirm that the above statements are correct:

Name of person confirming the Health& Safety Checklist	
Signature	
Date	

Signatures:

On behalf of the Clinical Placement Provider:

Name of Clinical Placement Provider:

Address of Clinical Placement Provider:

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The Manchester Institute For Psychotherapy

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Bob Cooke BA T.S.T.A. Principal Director



Contact Telephone Number:

Contact Email Address:

Role:

Signature:

Date:

Internal Placement Provider Supervisor:

Name:

Contact Telephone Number:

Contact Email Address:

Signature:

Date:

OR

External Supervisor

Name:

Contact Telephone Number:

Contact Email Address:

Signature:

Date:

Student:

Name:

Student Number:

Contact Telephone Number:

To be completed by Placement Provider. One copy for MIP and one copy for the Trainee

The Manchester Institute For Psychotherapy

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Bob Cooke BA T.S.T.A. Principal Director