

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

CODES OF PRACTICE FOR TRAINERS AND TRAINING ESTABLISHMENTS

This document should be read in conjunction with the UKCP/MIP Code of Ethics and Professional Practice, together with the requirements of the course programme in which a student trainee is engaged.

OBJECTIVES

The objectives of the Code are:

- * To promote excellence in Integrative TA training and to ensure that this psychotherapy training is delivered to high professional standards.
- * To provide trainers, supervisors and trainees with a Code of Practice within which to operate professionally and in accordance with the requirements of the UKCP/MIP, as directed, individually or collectively, as and when required.

1. INTERPRETATION

- 1.1 Trainer refers to all Manchester Institute for Psychotherapy (MIP) Primary Course Tutors, Visiting Tutors and any other person engaged by MIP to teach theory and practice on any of the Institute's courses. Trainee refers to trainee Members of MIP who are engaged in learning on one or more of the Institute's courses and have agreed to abide by the UKCP/MIP Code of Ethics and Professional Practice.

2. INTENTION

- 2.1 The Manchester Institute for Psychotherapy endeavours to conduct its training in such a way as to address the needs and best interests of its trainees. Trainees are in turn required to act in the best interests of their clients and abide by the training and ethical requirements of the Manchester Institute for Psychotherapy.

3. PRE-COURSE INFORMATION

- 3.1 The Manchester Institute for Psychotherapy will inform all prospective trainees of the nature and requirements of the course/s for which they apply. This information will include course philosophy, objectives, assessment criteria and requirements for satisfactory completion.

4. TEACHING

- 4.1 The detailed syllabus, objectives, methodology and assessment criteria for each of the Institute's accredited courses will be clearly set out and given to all trainees at commencement of the course.

- 4.2 Tutors/Trainers will be governed by the UKCP/MIP Code of Ethics and Professional Practice.
- 4.3 All trainers must attend regular MIP Trainers meetings, as specified by the Director.
- 4.4 Tutors/Trainers will respect the diversity and intersectionality of trainees and not discriminate on any grounds of difference whatsoever.
- 4.5 Tutors/Trainers must be aware of the existence of unconscious bias and how this may affect their training practice.
- 4.6 Tutors/ Trainers will not exploit their students sexually or financially.
- 4.6 Dismissive or arrogant remarks or any derogation by innuendo by a Trainer about another Trainer will not be tolerated.

5. CLINICAL PRACTICE

- 5.1 MIP will consider the interests of clients and trainees in establishing the clinical requirements of the training course/s, which will be clearly set out at the outset of the training.
- 5.2 MIP will support trainees to make the client's best interest paramount and to maintain appropriate confidentiality.
- 5.3 Trainees who work with clients, on placement, will be clinically supervised.

6. PERSONAL AND FINANCIAL INVOLVEMENT

- 6.1 All prospective trainees will be clearly informed of the financial requirements of the course.
- 6.2 The degree of confidentiality will be clear. There will be safeguards to protect the confidentiality of trainees' personal material which must include storage in a lockable, metal filing cabinet.
- 6.3 MIP will exercise responsibility and demonstrate a reasonable respect for existing arrangements when introducing changes to its course requirements.
- 6.4 All responsibilities of cost and fees will be explicit at the outset of training.

7. SUPERVISION

- 7.1 All Supervisors approved by MIP will have completed a formal training course in Clinical Supervision and will have had a minimum of three years experience in supervisory practice.
- 7.2 All Supervisors approved by the Manchester Institute for Psychotherapy will

abide by the UKCP/MIP Code of Ethics, Professional Practice and Supervision Policy.

- 7.3 The Primary Course Tutor of the trainee's ongoing training and clinical practice must be satisfied that supervision is established when the trainee begins work with clients. Trainees are responsible for arranging their supervision with supervisors approved by the Manchester Institute for Psychotherapy.
- 7.4 Should the suitability of a trainee's continuation on the course come into question, it is the responsibility of the Director and the Primary Course Tutor to determine their ongoing attendance. In the event of a breach in the Code of Ethics and Professional Practice, the complaints procedure may be initiated and may lead to suspension or termination of training.
- 7.5 Trainers and supervisors may consult each other professionally about a trainee's professional development.

8. ASSESSMENT

- 8.1 MIP will publish the criteria and process of assessment for all its validated training courses, including the accreditation procedure.

9. BOUNDARIES

- 9.1 Trainers are responsible for establishing and maintaining the boundaries between a professional relationship with a trainee and other relationships that may pre-date the trainee's commencement of training.
- 9.2 Trainers should adhere to the MIP Dual Relationship Policy.
- 9.3 Trainers should respect clear boundaries in terms of tutor-trainee relationships.
- 9.4 MIP requires its trainees to monitor their relationships with each other with due regard to the heightened emotional vulnerability that is likely to occur during training workshops.
- 9.5 Trainers should explain to new trainees that personal therapy and work on personal issues unrelated to the Training Group are not the primary purpose of training.

10. CONFIDENTIALITY

- 10.1 MIP Trainers will protect the confidentiality of trainees' personal material by not disclosing personal and private information without consent, and by keeping records in a lockable, metal filing cabinet.
- 10.2 Trainer and trainees will establish a clear contract with regard to confidentiality. Such contract will be compatible with the UKCP/MIP Code of Ethics and Professional Practice (see UKCP Code of Ethics and Professional Practice

Records and Confidentiality 18).

- 10.3 Trainers should make explicit to trainees the exceptional circumstances when confidentiality may be broken, ensuring there is a distinction between information pertaining to the training group and an individual's private and personal information.

11. COMPETENCE

- 11.1 Trainers should be committed to their own personal and professional development.
- 11.2 Trainers should monitor their work via appropriate levels of supervision and consultation.
- 11.3 Trainers should work within the limits of their knowledge, skills and health.
- 11.4 Trainers should develop their cultural education and are encouraged to appreciate the differences and intersectionality of their trainees.
- 11.5 Trainers should be committed to developing their capacity for self awareness, especially with regard to prejudices and unconscious bias, so that they become increasingly able to value difference, diversity and intersectionality.

12. COMPLAINTS

- 12.1 The Manchester Institute for Psychotherapy has an established and published Complaints Procedure, that is subject to periodic review by the Quality and Ethics Committee.

This policy will be reviewed regularly every 18 months and updated a minimum of every 36 months

Reviewed and Revised June 2021