

## **MANCHESTER INSTITUTE FOR PSYCHOTHERAPY**

### **MIP POLICY FOR ONLINE/REMOTE THERAPEUTIC PRACTICE**

This policy applies to all trainees at MIP, and accredited therapists who are expected to follow the UKCP guidelines on remote working.

UKCP policy emphasises adherence to the Code of Ethics & Professional Practice irrespective of whether clients are seen in person, online or otherwise.

Attention must be paid to those parts of the Code which are more relevant when working online:

- \* Confirm each client's consent with the specifics of the service you will offer through a clear contracting process at the outset of therapy.
- \* Ensure that your professional work is adequately covered by appropriate indemnity insurance or by your employer's indemnity arrangements.
- \* Respect, protect and preserve client confidentiality.
- \* Understand the limits of your competence and stay within them in all your professional activity.

### **Training Requirements**

The Manchester Institute for Psychotherapy has required all trainees who are working online or remotely to have some training with regards to working online therapeutically.

While training at MIP is focused on face-to-face therapy, there may be exceptional occasions when clients require remote therapy. It is required, therefore, that trainees will have had guidance from their supervisor before taking on such remote work.

Before agreeing to remote working, it is necessary to:

- \* Discuss your plans with your supervisor.
- \* Check what options you are realistically able to offer
- \* Check what options are practicable for the client
- \* Ensure your insurance will cover you for remote working
- \* Reassure clients that confidentiality will be maintained and that it is the highest priority throughout the work with the medium.
- \* Ensure that the medium you both use is safe and encrypted.

- \* Have a discussion with your supervisor regarding adapting techniques and communications styles for online or telephone therapy.
- \* Ensure you have the latest and most secure version of the software being used.

## **Risk**

When working remotely, consideration should be given to risk assessment and any possible increase in risk factors which would then be taken to supervision. Please note the usual protocols still apply in this context. Please refer to MIP safeguarding policies.

If trainees do plan to work remotely, limits on what can be provided must be made clear. Review the information required for you to ensure appropriate support if a crisis occurs. Make sure you have their current GP details, postal address and telephone number. As above, the usual protocols on safeguarding are the same whether it be face-to-face or working remotely. You will still need to have, for example, access to information about sources of emergency support in their area etc.

As when working face-to-face, if you have any concerns about your client's safety, for example they may disclose they feel suicidal, then it is important to contact your supervisor or safeguarding lead immediately to discuss the safeguarding management of your client.

*This policy is regularly reviewed every 18 months and updated a minimum of every 36 months as necessary.*

*Last reviewed and revised March 2023*

