

## Psychology Oxfordshire – Therapy Information and Client Contract

Name of Client	Date of Agreement
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### Professional Information

I am a Chartered Clinical Psychologist and BABCP Accredited Cognitive Behavioural Psychotherapist with over 12 years of experience in the NHS. I am registered with the Health Care Professions Council (HCPC) and British Psychological Society (BPS) and I adhere to the codes of ethics and conduct of these regulatory bodies. Copies of these codes are available to you online and include information about procedures for making a complaint.

### Appointments and Payment

Therapy works best when there is a commitment to regularity in the sessions. We will normally meet once a week, although it can be appropriate for sessions to be held at a different frequency. It is usual to begin with an initial contract of up to six sessions, after which point we will evaluate and decide whether to extend the therapeutic contract. Therapy will usually be conducted in pre-agreed blocks of sessions, and appointments will be at the same time each week.

I allow 90 minutes for the initial assessment appointment, and subsequent therapy sessions are 50 minutes. Payment in full is due on the day of the session (by cash or cheque at the time of the session, or bank transfer in advance of the session) unless you hold private medical insurance which is paying for your therapy\*. Failure to pay may unfortunately lead to sessions being cancelled until any outstanding invoice has been settled.

\*If you hold private medical insurance, you must check that the reimbursement level available for psychological therapy from the policy provider will cover the session fee in full. If it does not, it will be your responsibility to pay the difference between the insurance reimbursement rate and the fee.

### Confidentiality

Your confidentiality will be maintained in accordance with the legal and professional frameworks set out by the BPS, HCPC and Data Protection Act 1998. I am required to keep written records of sessions, stored in a secure locked filing cabinet at my home, and any letters to third parties or between us will be encrypted. I also maintain a separate password-protected database of clients' names and contact details so that my appointed Counselling Executor can inform patients and destroy any records in the event of my sudden incapacity or death.

I will always write to your GP (or other relevant healthcare professional) with a brief summary of any assessment or intervention carried out, and will routinely copy you into this correspondence unless you request otherwise. All of your information will be treated in the strictest confidence, and your confidentiality will only be breached in one the following three circumstances:

1. Where you give consent for your information to be shared
2. Where I am compelled by law to breach confidentiality (e.g., if a crime has been committed)
3. Where I believe that you or someone else is in imminent danger and information-sharing is necessary to safeguard life or wellbeing

Please be assured that I would always seek to discuss any requirement to share your information with you prior to doing so unless your health prevented me from doing so.

### Cancellation Policy and Holidays

Once we have agreed an ongoing therapy contract, I will hold your regular weekly appointment open for you and it is not usually possible to rearrange appointments at short notice. I work on the condition that you will pay in full for any session that is missed or cancelled less than 24 hours in advance. Sessions cancelled with

24-48 hours' notice will be charged at 50%, and there is no charge for session cancelled more than 48 hours in advance.

I will inform you in advance of any planned absence for holiday or professional engagements, and will endeavour to give you at least 48 hours' notice of any cancelled session wherever possible. I aim to minimise any disruption or inconvenience to you due to missed appointments and will only cancel a session if this is completely unavoidable and as a last resort. Any appointments cancelled by me will of course not be charged. You are kindly requested to give me adequate notice of your planned holidays.

**Safe, Ethical and Collaborative Practice**

As a clinical psychologist, I use several different therapeutic models and approaches in my work. During the initial assessment, we will reach an agreement about which way of working is most likely to meet your needs and suit your preferences. This choice will be reviewed regularly and can of course be modified as necessary. At the beginning of treatment we will agree on a number of specific goals for therapy. Together, we will review progress towards these goals at regular intervals (no less frequently than every six weeks) in order to ensure that therapy is helping you to address these, and to identify any obstacles to change. "Progress" means different things to different people, and I use a range of measures to gauge it, including some standardised questionnaires, which provide an indication of change.

I work part-time and will not usually be able to respond to emails or telephone calls immediately. I will reply to any communication at my earliest convenience, and will notify you in advance of any periods during which I will be completely unavailable. I am not able to provide regular support in between contracted sessions (by telephone, email or text message). If, over time, we find that you need more than the agreed level of contact between us, we will review together whether your needs would be best met within a different setting with additional resources to support you. As a sole practitioner I cannot provide a multidisciplinary or crisis service. The needs of some clients exceed what I am able to work with safely in private practice, and I will let you know if I believe that you require the input of a specialist team. Should this happen during the course of our work together, I will facilitate your referral to the most appropriate service wherever possible, or communicate with your GP so that s/he can arrange this for you.

Ending is an important part of therapy and it should be planned and expected. The final few sessions of any contract of therapy will focus on preparing for the ending and on working to develop a personal 'staying well' plan. We will reach a collaborative decision during treatment about when is the right time to end therapy and will work together to accomplish this. If an onward referral to another practitioner is appropriate (for example, if therapy has not led to the desired change and you wish to try another approach to your difficulties), I will facilitate this as part of the process of ending.

I reserve the right to amend these contract terms from time to time, in which case I will seek to give good notice and time for discussion.

**I confirm that all of the information I have provided is true to the best of my knowledge. I agree to the terms and conditions of the client contract, and understand the confidentiality protocols governing Psychology Oxfordshire's clinical practice. I agree for my personal details to be kept on file with relevance to my future therapy.**

**Client's Signature** ..... **Date** .....

**Client's Name (please print)** .....

**Dr Rebecca Knowles Bevis, C Psychol** ..... **Date** .....