**INFORMATION PARTICULARS**

**G/PGCert Evidence Based Psychological Treatment for NHS, self-funded and sponsored students (PWP training).**

In line with accrediting guidance (BPS), the University of Reading UG/PG Cert in Evidence Based Psychological Treatment is full-time and for the duration of 12 months, during which a significant proportion of time is dedicated to teaching/skills training days at the University. A substantial proportion of the student’s time is spent within their employing/placement organisation and the training programme relies on a substantial amount of the students’ learning to occur there, through the modelling of appropriate systems and interventions as well as through clinical supervision.

The purpose of these Particulars is to ensure that the student is aware of the minimum expected level of training, experience and practice required to pass the programme and practice at an agreed standard of competency.

**Section 1: Details of Particulars**

The particulars relate to the following:

|  |  |
| --- | --- |
| **Student** |  |
| Contact Tel. |  |
| Email |  |
| **Name and Address of**  **employing/placement organisation** |  |
|  |  |
| **Line Manager** |  |
| Contact Tel. |  |
| Email |  |
| **Employing/placement organisation Clinical Supervisor** |  |
| Contact Tel. |  |
| Email |  |
| **Programme Director** |  |
| Contact Tel. |  |
| Email |  |

1. **Employer Organisation**

The line manager should ensure that the student has access to the following, for the duration of their training:

* Suitable office and clinical accommodation for students
* A secure client appointment system (ensuring compliance with relevant personal data protection laws) which allows clinicians (trained and students) to conduct client sessions out of the regular office/clinic base where appropriate. The appointments system also needs to be sufficiently flexible to allow some sessions to be longer and some shorter than usual
* Opportunities to sit in on, or otherwise directly observe, therapy sessions conducted by fully trained therapists within their employing/placement organisation and to reflect on observations with their supervisors
* Opportunities to treat clients with mild to moderate low mood and anxiety during their training. Please see separate guidance regarding appropriate training cases for PWP training.
* Audio and/or video recording equipment that can be used to routinely record and subsequently review therapy sessions for both training and quality assurance purposes. Suitable data protection procedures and equipment will be in place to allow students to submit recordings on a regular basis for formative and summative learning and assessment.  This includes bringing excerpt of recordings to supervision on a regular basis as well as submitting recordings of full sessions to university
* Regular clinical supervision which is outcome based and includes the opportunity to review audio or video tapes of their sessions and/or practice skills through role-play in order to develop their clinical skills

1. **Employer/Placement Clinical Supervision**

**Supervision Objectives**

* To help ensure ongoing safe and ethically sound clinical practice on the part of the student
* To help ensure that interventions are conducted in a competent way, and are based upon the best available evidence
* To facilitate the transfer of clinical skills taught on the course into applied clinical practice
* To facilitate and assess the student’s clinical competence in the assessment and treatment of depression and anxiety

***Professional Conduct***

* The student will adhere to the codes of conduct set out by the BABCP/BPS guidelines for good practice (including the maintaining of professional boundaries, demonstrating professional conduct in all settings including University, and maintaining client records in line with employer expectations)
* The supervisor will ensure that they are familiar with the professional code of conduct under which the student is bound, and take appropriate action if they have concerns that the code of conduct has been breached
* The supervisor will adhere to the code of conduct set out by the BABCP/BPS
* The supervisor will ensure that live clinical material is handled in accordance with NHS and University governance procedures

***Confidentiality***

Professional and clinical issues discussed within supervision are confidential and are not to be discussed outside of the session. The exceptions to this are as follows:

* Both supervisor and student will provide relevant feedback to the course team through oral and written clinical report
* The supervisor will provide specific verbal and written reports regarding clinical supervision approximately six-monthly (typically halfway through training and at the end)
* Appropriate steps will be taken in the event of professional malpractice, or if there are doubts regarding the safety of the student’s clinical practice
* Clients will be informed that students will discuss clinical cases within supervision. Clients must give consent for any video or audio recordings to be shared in supervision or submitted to the university
* All live clinical material submitted for the purpose of supervision must be accompanied in workplace supervision by the client consent form.

***Responsibilities***

* The supervisor and student will each assume responsibility for ensuring that supervision sessions are conducted in a manner of mutual respect, with consideration to diversity of values and opinions
* Supervision sessions will begin and end punctually
* In the event that either the student or supervisor is unable to attend a supervision session through sickness or other circumstances they will take reasonable steps to ensure that the other party is informed

***General Format of Supervision***

* Supervision will primarily be provided within an individual format (Case Management Supervision, weekly for an hour) and group format (Clinical Skills Supervision – every 2 weeks)
* All training cases must be formally entered into supervision with the appropriate documentation completed
* Students and supervisors must record supervision in line with the employing organisation’s policies and procedures.

***Specific Student Tasks***

* To organise and manage clinical caseload effectively, and report difficulties in doing so immediately to clinical supervisor and line manager
* To seek support or guidance between scheduled supervision sessions if required
* To ensure that all training cases are presented in clinical supervision
* To prepare for each supervision session, and ensure that all clinical records are up-to-date
* To submit live clinical material for the purpose of supervision on a regular basis

***Specific*** ***employing/placement organisation***  ***Clinical Supervisor Tasks***

* To maintain registration/accreditation with their professional governing body (e.g., BPS/BABCP). We recommend that Clinical Supervisors will have trained and worked as PWPs within an NHS Talking Therapies Service and will have received additional training as a supervisor.
* To conduct periodic case load reviews, and assist with the effective organisation and management of the student’s caseload
* To provide support or advice between scheduled supervision sessions if necessary
* To facilitate and assess the student’s developing clinical competence in assessing and treating low mood and anxiety disorders
* To provide clinical supervision, guidance, and instruction in accordance with the best available evidence.
* To assist and oversee the student’s selection and implementation of evidence-based treatment interventions for depression and anxiety disorders, consistent with NICE guidelines.
* To raise concerns regarding competence (including fitness to practise in line with the University guidance)

1. **The Academic Tutor System**

The Academic Tutor System (ATS) will help to ensure that the University provides a consistent level of academic and pastoral support to students that:

* Integrates effectively with the wide range of support available to students at Reading
* Is appropriate to the context of the discipline
* Has clear and congruent expectations from students and staff
* With staff who are adequately trained and supported to execute important roles
* Involves referral to specialist support for pastoral care to identify student support needs and refer students to specialist support using risk-based referral systems

The University and employing/placement organisation will work in partnership to support students and jointly resolve competency and performance issues. As such, programme team staff will be in regular communication with service leads regarding the course progress of all students from their service; this includes sharing coursework marks, attendance monitoring and engagement in training.

**By signing below confirms and understanding of the above particulars and a willingness to observe and adhere to the same.**

|  |  |
| --- | --- |
| **Student Signature**  **Date** |  |

**Section 2: Support Centre Office Use Only.**

The support centre will liaise with service lead and programme director to provide these signatures

|  |  |
| --- | --- |
| **Service Lead Signature**  **Date** |  |
| **Programme Director Signature**  **Date** |  |

The following parties will be provided with a copy of this contract:

* Student
* Service Lead
* University Programme Admin Team