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<https://www.optimismtherapyservices.co.uk>

## **Optimism Psychotherapy & Supervision Services CBT Group Clinical Supervision Terms & Conditions**

1. Your supervisor is bound by the Codes of Ethics and Practice of the British Association of Behavioural and Cognitive Psychotherapists (BABCP). A copy of the code of practice and ethics are available on request or may be viewed on the relevant professional body web site.
2. Your supervisor agrees to offer you a pre-agreed period of supervision. During this period, they will act as your supervisor only for the cases you present to them, these will be documented using an agreed reference in the notes they take during and after each session, which will be kept in accordance with the Data Protection Act (1998) and GDPR legislation. These notes will be securely stored.
3. The normal duration of each session varies from 60-120 minutes based on group size. The duration allows for 30 minutes per supervisee.
4. Group supervision sessions will be planned and booked in advance. Upon joining a group, you will commit to 16 weeks of supervision (4 supervision sessions). Your supervisor will do their best to accommodate planned absence by shortening the duration of the group. Where this is possible you will not be charged for absence.
5. If for any reason you are late for a session, your supervisor will confirm with the group that they are happy for you to join for the remainder of the session. Your supervisor will be unable to work beyond the allotted time as this will disrupt their clinic for others who may be waiting.
6. The cost for each attendee at CBT group supervision will be **£50pp**. Additional charges will apply for accreditation marking or paperwork, this will be agreed as necessary. Bank details are below:

**Account Name – Optimism Psychotherapy & Supervision Services**

**Account Owner - HJ Hatcher**

**Account Number - 53418804**

**Account Sort Code – 20-11-43**

Optimism Psychotherapy & Supervision Services invoice in advance. Please ensure that payment reaches the account 48 hours before your session, failure to do so may result in the planned supervision session being cancelled so that we may offer the appointment to another supervisee.

7. It is understood that sometimes sudden events, such as emergencies, happen, that may make it necessary to cancel appointment last minute. On these occasions it is at the providers discretion if a fee will be charged. In general, however, if you fail to give less than 24 hours' notice of your intention to cancel or postpone an agreed supervision session or if there is a repeat pattern of cancellations/DNA's Optimism Psychotherapy & Supervision Services reserve the right to charge in full for that missed session. If you fail to pay for



missed sessions or miss more than three planned group sessions your supervisor reserves the right to remove you from the group with the aim of minimising disruption for other members.

8. You will be notified of any holidays to be taken by your supervisor in advance. However, there may also be occasions when sessions may be cancelled because of illness or because of attending training sessions or meetings. Your supervisor will try to give you as much notice as possible of any cancellation and will offer an alternative time. Therefore, please notify us of any change in contact details.
9. As part of your supervisors' codes of practice they are required to carry out continuing professional development, and to engage in regular on-going supervision of supervision. They may discuss your supervision in supervision and on occasion may ask to record your sessions for this purpose. You will receive an additional consent form outlining the details of this if agreed. If you wish to record the sessions yourself, you may do so with your supervisor's consent.
10. Confidentiality will be maintained within the codes of ethics and legal requirements. Confidentiality does not apply where it would mean that your supervisor, might break the law or where withholding information means they would breach the codes of ethics. Confidentiality may be breached if they consider there is a risk of harm.
11. In the case of a disclosure concerning acts of terrorism, vulnerable adult or child protection issues or drug trafficking, confidentiality will be breached and such disclosures will be passed onto the relevant authority without delay. Due consideration should be exercised before disclosing anything of a previously unreported criminal nature, as your supervisor is obligated to contact relevant authorities.
12. Your supervisor will not suddenly or without warning terminate our contract, except in exceptional circumstances, which would become clear in the course of your work together. This would be fully discussed at that time and refunds provided as necessary.
13. Your supervisory relationship will always remain a professional one, the boundaries of which will be clarified during your sessions. In the event of you being unhappy with the service you receive, please discuss this with your supervisor. If you feel unable to do so or do not receive satisfactory resolution, then you have the right to complain to Optimism Psychotherapy & Supervision Services or your supervisors' professional body.
14. Your supervisor will ask for feedback at the end of supervision this can be kept anonymous. Optimism Psychotherapy & Supervision Services reserve the right to use the feedback anonymously in relation to reaccreditation and for marketing and brand advertising.

**I have read and understood the above T&C.**

**I understand I must seek consent from Optimism Psychotherapy & Supervision Services prior to recording supervision as detailed above.**

**I understand that Optimism Psychotherapy & Supervision Services have a right to break confidentiality if relating to risk or legal proceedings, as set out above.**



I have read and agree to the payment terms detailed above.

**Full Name:**

**Date:**

**Signature:**