



UNIVERSITY MEDICAL CENTRE PSYCHOLOGICAL THERAPIES

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THERAPY AGREEMENT – Step 2 Guided Self Help

Please find below some information that intends to help you get the most benefit from your therapy. Treatment is short-term, which means that there are a limited number of sessions available. Therefore, there are a number of things listed below that you can do in order for therapy to be most effective for you.

1. Confidentiality is expected - your therapist abides by the Standards of Conduct, Performance and Ethics that their relevant accrediting body requires. Your therapist will discuss your sessions with their supervisor to ensure the best treatment is provided for you. The content of your therapy sessions will be handled confidentially in line with NHS standards for information handling and that all notes are stored securely. Any statistical data acquired from our routine outcome measures is anonymised. Your therapist have a duty of care for your personal safety and the safety of others and this may require them to discuss your details with other professionals if a concern arises for you being at risk towards yourself or others.

2. Commitment to Therapy Sessions – you will be offered from 2-6 sessions, with an average of 4 sessions. Your commitment to regular attendance at sessions is essential to ensure that therapy is successful for you. Our service policy on attendance is:

- You are expected to attend all of your appointments
- If you cancel an appointment with less than 24 hours' notice, this will be counted as one of your treatment sessions as we will be unable to offer the time to another patient
- If you cancel 2 appointments then this will result in discharge from the service as commitment to the therapy is vital to ensure it is successful for you
- Regularly rearranging appointment may also result in your discharge from the service

We appreciate that for some people it can be difficult to engage with treatment sessions. We ask that you attend at least three sessions before you decide to stay or withdraw. If you decide to withdraw, please discuss this with your therapist before withdrawing.

If you are unable to attend a session, please contact the administrative team on 01227 469338, leaving a clear message if the call is unable to be answered.

NOTE: If you do not attend an appointment and you have not informed us in advance, you will be discharged from the service unless there are exceptional circumstances.

3. Set a treatment goal and keep focused - have a clear therapeutic goal to work towards in your treatment. This goal needs to be meaningful to you, realistic and achievable within the time that therapy is provided.

4. Continue working on your goal between your therapy sessions – your therapist may set you tasks or “homework” to do between your therapy sessions. This can include using a reflection record, keeping diaries, reading, writing notes, practising new skills etc. Homework must be completed and brought with you to your following sessions, as commitment to the therapy is vital to ensure it is successful for you.

5. Give honest feedback - if something is not clear or you are not happy with your therapy progress, talk about it and discuss what needs to change. Your feedback will be always appreciated.

6. Questionnaires - you will be required to complete questionnaires at each session. This is necessary to monitor your progress and for our service to evaluate its clinical effectiveness.

7. Substance misuse - as part of our service guidelines you will be required to reduce your substance misuse where possible. You will also be required to abstain from misusing substances 48 hour prior to sessions and inform your therapist of any increase in your level of substance misuse. Should your substance misuse increase it will be necessary to refer you to another service to focus on reducing this.

8. Recording

Your therapist may ask you for your permission to voice record your sessions together. The recordings will be used by the therapist and/or their supervisor as a way to continually improve the service we provide. This will not be done without your prior consent.