



RCPS PRACTITIONER'S SPECIFICATION AND WORKING AGREEMENT 2022

The RCPS looks for volunteer practitioners who have the following qualifications:

1. A minimum of **one successful year's** training on a recognised course in counselling or psychotherapy;
2. **Some experience** of working with individual clients;
3. **Familiarity** with issues involving confidentiality; supervision and equal opportunities;
4. At least **one year's** continuous weekly personal therapy;

The RCPS will provide the following:

1. A **constituted organisation** under the aegis of a Management Committee which meets quarterly and is concerned with the proper operation of the RCPS;
2. A **professional environment** to enable the practitioner to learn and practice his/her craft;
3. **Clients** who have been assessed under the assessment procedures of the RCPS;
4. Fortnightly **group supervision** with an experienced and qualified supervisor;
5. **An endeavour to meet the requirements of disabled people.**

Since the RCPS has the ultimate clinical responsibility for the clients, practitioners who are accepted for work at the RCPS should agree to work at the RCPS for a minimum of two years duration and accept the following:

1. To recognize that clients are **referrals to the RCPS**, rather than to the practitioner individually;
2. To offer **formal and weekly**, appointment based individual counseling to clients;
3. To maintain regular client **records such as** session notes, records of attendance and the like;
4. To be **punctual** and **regular** in attendance for all RCPS commitments;
5. To **uphold** at all times the policies and procedures of the RCPS;
6. To have weekly **personal therapy during the first two years** working for the RCPS;
7. To **attend** fortnightly group supervision sessions (**two hours**) at the RCPS in order to have the work monitored; the RCPS can provide additional supervision if necessary;
8. To **disclose** any medical or personal problems that may affect work at the RCPS;
9. That each party to this agreement will give at least two months' **notice** of termination of this agreement in order to prepare their client(s) for a colleague.
10. **General data Protection Regulation (GDPR) – Data Protection Act 2018 –**
 - This Act was modernised in order to reduce damage and distress to service users; protecting you against breaches of security (unlawful destruction), loss, alterations, unauthorised disclosure of records and implement access to personal data.
 - At the RCPS we take confidentiality and therefore sharing of your information very seriously.
 - We do not record detailed information about you on electronic devices. **Access to data is restricted to – therapist and the supervisor.** At the RCPS we collect, store, use and dispose of your information. Nothing is stored on pen drives, lap tops or the Cloud.
 - We use hand written and verbal formats when discussing clinical work.
 - Notes are private and anonymous.
 - The office holds only the assessment document. These are destroyed after 5 years.
 - Your counsellor will talk to you about note taking and sharing of information at supervisory sessions.
 - We do not discuss clinical work with anyone outside the premises.

We aim to protect information against –

- Loss of confidentiality / Loss of integrity / Loss of your rights and freedoms

I, the practitioner, have read this document and accept the stated requirements and agree to abide by the conditions. I accept that my contract with RCPS may be terminated if I contravene these conditions. In order to widen my experience I shall look for paid employment with another organization when my training is completed.

Practitioner.....The RCPS.....Date.....

Any additional information – PTO