

WEST MIDLANDS INSTITUTE OF PSYCHOTHERAPY

Bye Law 2

CODE OF PRACTICE

*This Code of Practice provides **guidelines** for the implementation in practice of the principles embodied in the WMIP Code of Ethics. A member is responsible for the observance and implementation of the principles of the Code of Ethics.*

I RESPONSIBILITIES TO PATIENTS

1. A Member shall give information on his / her qualifications when requested and shall refrain from claiming, or implying, qualifications s/he does not possess.
2. A Member is responsible for giving a clear statement to the patient* (or a responsible carer) about terms and conditions of practice including for example fees, methods of payment, and liabilities for cancelled or broken appointments. The giving of substantial gifts or favours by either party should be avoided.
3. A Member must encourage the patient to seek medical advice where it is appropriate.
4. Members will exercise discretion about notifying the General Practitioner that the patient is engaged in psychotherapy. Appropriate communication with, or referrals to, other professionals may be made with the patient's consent.
5. Members will maintain themselves responsibly as Practitioners through professional consultation, in supervision, personal therapy when appropriate and continuing professional development. Members will restrict their practice to the limits of their professional competence.
6. A Member shall not enter into a physical sexual relationship with a patient. A general rule of abstinence applies to former patients.
7. A Member is expected to exercise great restraint and caution regarding social contact with a patient both during and after therapy, taking account of the transference.
8. A Member is responsible for ensuring that records, in whatever form, are kept secure. Members should be aware of the implications for practicing psychotherapists of the Access to Health Records Act of 1991 and the Data Protection Act of 1999. (See WMIP website)
9. A Member is responsible for ensuring that any proven legal claim made by a patient can be met, either through the employer's liability cover or through the Member's own Indemnity Insurance.
10. A Member who has been convicted of a criminal offence or has civil proceedings connected to their profession successfully brought against him/her must inform the Chair of the WMIP Ethics Committee.
11. A Member is responsible for providing suitable accommodation and conditions for the patient.

12. Members are responsible for ensuring that any advertisements for their services are legal, honest and not misleading, and that any information given is factual and not evaluative. Members should be transparent in referring to their membership of WMIP in any advertising; that is, they should make clear the distinction between a category of membership and any qualification and registration they possess. Membership should not be used to imply any qualification or competence. (See ADVERTISING-GUIDELINES page 5)
13. A Member has an individual responsibility for ensuring that, in the event of death or incapacity, arrangements are in place with a professional colleague(s) to reduce detrimental effects upon patients (See MAKING A PROFESSIONAL WILL-GUIDELINES page 5)

II RESPONSIBILITIES TO TRAINEES

1. Pre-Course Information

All prospective trainees will be fully informed of the nature and requirements of the training course including its philosophy, objectives, assessment criteria, requirements for satisfactory completion and the qualification offered.

2. Teaching

- (a) All teachers involved in training psychotherapists will be governed by Codes of Ethics and Practice appropriate to their professional work.
- (b) Teachers will respect the diversity of trainees and not discriminate on grounds of difference.
- (c) Teachers will not exploit their trainees sexually, financially or in any other way. Teachers will not enter into a sexual relationship with any trainee.

3. Clinical Work Undertaken by Trainees

In establishing clinical requirements, the best interests of both patients and trainees will be taken into account, including maintaining appropriate confidentiality.

- (a) The requirements of the clinical work will be clearly set out and given to all trainees at the onset.
- (b) Close supervision will be maintained on trainees' work with patients presented for training purposes.

4. Personal and Financial Involvement

- (a) All details of costs and fees will be made explicit at the onset of training including responsibility for and methods of payment and the possibility of increases in costs and fees.
- (b) If it becomes necessary to change training requirements during a course, there will be consultation and negotiation for those affected by the change.
- (c) All trainees will have a personal tutor and the extent to which the tutor may be involved in assessment will be specified.
- (d) The boundaries of confidentiality will be made clear and there will be safeguards to protect the confidentiality of trainees' personal material.

5. **Assessment**

- (a) All assessment processes will be in accord with the UKCP Training Requirements.
- (b) Trainees will be informed in writing at the outset of the criteria for, and the processes of, assessment.
- (c) The processes of assessment will be as open as possible.

III RESPONSIBILITIES TO SUPERVISEES

- 1. A Member offering supervision or consultation work must make clear whether it is offered on behalf of a WMIP training course or in a personal capacity.
- 2. Where supervision is taking place as part of a WMIP training course, the above Section 3 Clinical Work Undertaken by Trainees will also apply.
- 3. Supervisors will not exploit the supervisee sexually, financially or in any other way and a supervisor will not enter into a sexual relationship with any supervisee. . A general rule of abstinence applies to former supervisees.
- 4. A supervisor is responsible for ensuring that a clear understanding exists between the supervisor and the supervisee which includes the following aspects:
 - a. Frequency and duration of sessions.
 - b. Fees and methods of payments including missed sessions.
 - c. Boundaries of confidentiality.
 - d. A clear understanding that the supervisee holds clinical responsibility for the patient, unless agreed otherwise.
 - e. Clarification of the Codes of Ethics and Practice under which the supervision is being conducted.
 - f. Procedure for review of the work.

IV RESPONSIBILITIES TO THE INSTITUTE

- 1. Full or General or Student Memberships of the Institute alone do not constitute qualifications to practice and must not be represented as such.
- 2. A Member shall inform The Executive Council of the Board of Trustee if s/he:
 - (a) is convicted of a criminal offence
 - (b) is the subject of a successful civil legal action in relation to his / her profession
 - (c) is subject to sanctions by the authorities of an organisation in a related or same profession as a result of disciplinary proceedings.
 - (d) foresees the possibility of an ethical issue or conflict developing in any actual or potential professional situation.
- 3. The resignation of a Member shall not impede the process of any investigation, so long as the alleged offence took place during membership of the Institute.