Logo, company name

Description automatically generated**Dr Jenny Hainsworth BSc MSc ClinPsyD**

**Clinical Psychologist**

**Leamington Spa and Warwickshire**

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**Terms & Conditions/Therapy Contract**

**Training and Experience**

I am a Clinical Psychologist with over 30 years’ experience of working within the NHS and now work in private practice. I am an HCPC registered practitioner and receive regular supervision in relation to my clinical practice. I keep up to date with my Continuing Professional Development through training and appropriate workshops and adhere to the HCPC Code of Ethics and Conduct in my work.

**Appointments and Fees**

**Initial Assessment**

An initial assessment will be carried out lasting 60 minutes. This will enable a comprehensive assessment to be completed as well as a discussion of your suitability for psychological therapy. If further sessions are agreed, clients usually attend appointments on a weekly or fortnightly basis. If it is felt that it is not appropriate to offer ongoing therapy (for example, it may be that you need a different type of therapeutic approach than I am able to offer; you may benefit from longer term psychotherapy; you have disclosed that you are experiencing significant suicidal ideation and/or have active intent to act on these thoughts; or you are unable to engage in a psychological approach to your difficulties), I will try and signpost you to other services/organisations that may be able to offer you further assessment and support.

**Treatment**

Therapy sessions last 60 minutes. The number and frequency of sessions varies according to individual need and type of therapy but a typical course of CBT (cognitive behavioural therapy) is 6-12 sessions. Your progress in therapy will be reviewed regularly with you.

**Letters and administrative charges**

I do not routinely send an assessment report to your GP but there are occasions when this is helpful, for example if you are experiencing significant symptoms of anxiety or depression, if I have any concerns about your psychological wellbeing, or if I feel it would be helpful for your GP to know that you are seeing me privately. I will of course write to your GP following assessment if they have made a referral to me directly. My letter will include a detailed assessment and formulation of your difficulties as discussed in your initial consultation with me. I will include specific examples as appropriate and set out a provisional therapeutic treatment plan. A detailed assessment letter can be helpful for GPs and other health professionals involved in your care and if further treatment/medication or involvement of other services is needed. I will always try and discuss the likely content of this letter with you and whether there are any issues or topics discussed that you would prefer not to have included. The exception to this would be if you have discussed or disclosed information in relation to potential or actual risk of harm to yourself or someone else, in which case I have a duty of care to highlight this and act on this information as appropriate.

If you would like me to write to your GP following assessment then I would be happy to do this at no further charge, and this will be included in the initial assessment fee. I will also write to your GP when you have finished your therapy, again if you would like me to do this and at no extra charge. If you request any further letters to be written whether to your GP or another health professional, there will be a standard charge of £30 for each letter written.

**Private Medical Insurance**

I am registered with BUPA, AXA Health, AVIVA, Vitality Health, and WPA should you need to claim the cost of your treatment through your medical insurance provider. Please contact your insurance provider to confirm that your assessment and treatment will be covered by your policy and whether there is a limit to the number of sessions you can claim for. **Please ensure that you have pre-authorisation from your provider prior to attending your first appointment.** **I will be unable to see you for sessions without pre-authorisation and confirmation that therapy sessions have been agreed with your insurance provider.**

**Self-funding clients**

I am happy to receive referrals for self-funding clients as well as those who have private medical insurance.

**How and when to pay**

If the fees are to be paid by your insurance provider, an invoice will be sent directly to the provider. **However, you will be responsible for making a payment of any excess on your policy - an invoice will be issued and will need to be paid in full upon receipt.**

Self-funding clients will need to pay fees for each session **before the appointment**. Preferred payment method is by bank transfer – there is also the option to make a card payment in the session.

**Cancellation or Non-Attendance**

**Please give 24 hours’ notice should you need to cancel an appointment so that this can be offered to another client who may be waiting for an appointment**. If less than 24 hours’ notice is given or you do not attend an appointment, you may be charged the full amount for that session. I understand that sometimes an appointment may need to be cancelled at short notice so please let me know and we can discuss this further.

**Confidentiality and Access to Case Notes**

All information discussed at initial enquiry and during the course of therapy is treated in the strictest confidence. All records, paper and electronic are held securely. As part of good professional practice and to ensure high standards are maintained in the provision of therapy, I receive regular supervision from another Clinical Psychologist. All discussions during therapy are confidential. An exception to this is if I am concerned that a client might be at significant risk of harm to themselves or others, in which case I have a duty of care to inform other relevant professionals and agencies and in line with my own professional guidelines and recommendations. Please see my Privacy Policy for further details.

**Drugs and Alcohol**

Clients need to be free of drugs and alcohol during their appointment.

**Contact**

I will provide clients with a safe and secure environment in which to undergo psychological therapy. However, I am not able to provide regular support between contracted sessions (by telephone, email or text message). If it is felt that you need more intensive therapy or contact than I am able to provide, I will discuss with you whether another service or setting is more appropriate for your needs. I am not able to provide support in a crisis and do not have access to a multidisciplinary service. I will wherever possible facilitate referral to other services or discuss with your GP as it might be more appropriate for them to do this.

**Therapeutic Executor**

I have appointed a Therapeutic Executor to ensure you can be contacted in the event of illness or death or other circumstances in which I am unable to continue to provide a psychological therapy service to you. The Therapeutic Executor is Joanne Gill, Consultant Clinical Psychologist, who in these circumstances will have access to your personal data and arrange to contact you. Joanne Gill is also my clinical supervisor.

I reserve the right to amend these contract terms and conditions, as and when needed, and will ensure that all clients are made aware of these changes.