



Three-way Agreement between Student Counsellor, Placement Supervisor and MHCP Supervisor

The MHCP is grateful to the Counselling Agencies who offer placements to MHCP student counsellors. The purpose of this document is to add clarity to the valued relationship between partners in the training of psychodynamic counsellors.

Contact with MHCP

Any potential problems or issues should be discussed first with the student counsellor and then with the student counsellor's MHCP supervisor via the Course Administrator admin@manorhousecentre.org.uk / 0208 371 0180.

The MHCP Programme

The MHCP Diploma in Psychodynamic Counselling is a three-year course which has been accredited by the British Association for Counselling and Psychotherapy (BACP) since 1995 and the BPC since 2017. The Course is comprised of 630 contact hours, which include theory, skills training and practice, (and) supervision and reflective practice groups. In addition all students attend their own personal therapy.

The MHCP counselling training is psychodynamic based on psychoanalytical constructs. Students are encouraged to recognise underlying communications beneath overt behaviour and the presented narrative, links between past and present and to identify potential for and when appropriate, to work with, transference dynamics. They are encouraged to work with a diverse patient group with reference to age, gender, race, sexuality and culture. Module Two student counsellors are required to work with up to two clients and Module Three student counsellors with up to three clients. If possible, at least one client should be long term open ended.

After a careful assessment of readiness for clinical work at the end of Year 1 (Access Course), students deemed ready to proceed to Module 2 begin a clinical placement at a suitable agency. Below are some guidelines that will help clarify the respective roles and responsibilities of the MHCP and the clinical placement providers. Course requirements are also outlined.

In order to be deemed ready to commence clinical work, all MHCP student counsellors will have completed at least one year of training (Access Course/Year 1) and have fulfilled the published Assessment Criteria. The criteria fulfilled will include:

- Satisfactory attendance and a commitment to regular weekly seminars.
- A basic mastery of theoretical knowledge enabling the student to provide sufficient evidence of their understanding of the psychodynamic therapeutic relationship.
- Sufficient mastery of basic counselling skills.
- The ability to make an initial clinical hypothesis prior to considering this further with their supervisor.
- An understanding of the importance of a contract, the setting up and working within a secure Frame – as well as an awareness of how to be alert to acting in and how to work with acting out of the Frame.
- A growing awareness of the concept of transference and counter-transference and the use of self in the therapeutic relationship.
- An ability to reflect on internal, transitional and external world experiences in the client and in themselves and to be supportive and empathic.
- A respect for and ability to work with differences and diversity, e.g. race, culture, religion, social class, gender and sexuality.
- An understanding of confidentiality and the values set out in the BACP Ethical Framework for the Counselling Professions.
- To be in appropriate psychodynamic personal therapy at least once a week for the duration of the training.

Responsibilities of the MHCP

- To monitor the student counsellor's fitness to practice.
- To provide a clear understanding of what skills and knowledge are expected at each stage of the training.
- To respond actively to any issue raised by any of the partners who have a concern.
- To clarify with the student counsellor that clinical responsibility is held by the clinical placement.
- To ensure that the student counsellor liaises with the clinical placement supervisor where there is any concern.
- To make clear to the student counsellor that should they be presented with a clinical dilemma, the advice of the placement supervisor must be adhered to.

Responsibilities of the MHCP Supervisor

- To monitor the student counsellor's fitness to practice.
- To acquaint themselves with the requirements of the placement agency.
- To be aware that the clinical responsibility rests with the placement.
- To be aware that the placement supervisor has overall responsibility for case management.
- To be sensitive to issues linked to dual supervision, especially to 'splitting'.
- To use the case material and the student counsellor's account of the counselling relationship as a teaching resource for the student counsellor's understanding, personal process and progress.

Responsibilities of the counselling agency providing the placement

- To assume ultimate responsibility for the case management and clinical responsibility for the client.
- To ensure that a thorough, detailed clinical assessment is undertaken by an experienced, senior member of the placement agency.
- To provide sufficient information from the assessment to ensure a secure referral and remaining mindful that the student counsellor's clinical experience is limited. Therefore, assigning clients who are assessed/considered to be within the competence of the student counsellor, with a clear awareness of safety issues.
- To inform the client that the counsellor to whom they have been referred is currently a student on a BACP and BPC accredited Diploma Course.
- To provide clear instructions to student counsellors about the specific requirements of the placement, including its philosophy, ethos, work contracts and any additional commitments.
- To offer a full placement agency induction.
- To make clear to the student counsellor, the placement's requirement regarding note-taking, storage of notes, and any local procedures relating to presentations at supervision.

- To assign clinical work drawn from a diverse group with reference to age, gender, race, sexuality and culture.
- To make it clear at the outset if any work beyond that of counselling, is required by the placement.
- To monitor the student counsellor's fitness to practice.
- To liaise immediately with the MHCP if there is any cause for concern regarding the psychological safety of the client or the well-being of the student counsellor.
- To provide honest and constructive feedback to the student counsellor.
- To respond to the MHCP's annual request for a report on the student counsellor.
- To provide student counsellors with a published complaints procedure which should clarify the distinction between complaints made by clients against counselling practice in relation to ethical standards, and complaints made by the student counsellor or client about any aspect of the agency's service delivery.
- To provide published details of:
 - The type and range of client work undertaken by the placement provider.
 - The kinds of client work contracts offered and any limits upon these in relation to student experience or other factors.
 - To provide student counsellors with published policies on the following:
 - Clinical responsibility
 - Professional Indemnity insurance
 - Risk Assessment
 - Child Protection and Vulnerable Adults
 - Equal Opportunities
 - Health & Safety
 - Record keeping and Confidentiality
 - Disciplinary and Grievance Procedures
 - Service User Evaluation

Responsibilities of the MHCP Student Counsellor

- To work according to the BACP requirements for ethical practice outlined in the *BACP Ethical Framework for the Counselling Professions*.
- To be accountable and responsible for their counselling practice.
- To be mindful to work with supervisory guidance and within the limits of their training experience.
- To respect and attend all supervision arrangements and be aware of the process of splitting, particularly regarding dual supervision.
- To clarify with their placement agency issues of confidentiality. Any potential source of conflict identified should, as far as possible, be anticipated and clarified at the beginning of the placement.
- To safeguard any process notes made about their clients. Notes must always be anonymous and be kept in a safe place. Notes must be shredded once they have been used for either presenting at supervision sessions or for writing clinical papers.

- To attend supervision provided by the clinical placement in addition to supervision provided as part of their training course.
- To be aware that BACP requires that each student must receive the equivalent of 1.5 hours of supervision per month as part of their training course.

General issues of concern to all partners

Confidentiality

Client work: The MHCP is informed by the *BACP Ethical Framework for the Counselling Professions* plus any additional requirements of the placement. A clear understanding of the issues of confidentiality should be established between the clinical placement, the MHCP and the student counsellor. The placement should have clear, written and accessible procedures.

Special attention must be paid to ethical dilemmas, such as the limits of confidentiality that arise in respect of the reporting of abuse, medical and/or psychiatric consultation, work in multidisciplinary teams and under multidisciplinary management, and with clients who may present material which is suggestive of a danger to themselves and others.

Relationship between the MHCP Supervisors and External Placement Supervisors

Clinical responsibility rests with the placement.

Occasionally different views arise in supervision in the two locations. The MHCP input should be treated as an alternative perspective to the purpose of learning but the opinion of the supervisor in the placement would be expected to take priority.

Where the student counsellor's progression on the Course is concerned, the MHCP would have the final say on the student's ability and competence, assessed according to the published Assessment Criteria. The annual report from the placement supervisor(s) will be carefully considered and taken into account at the end of each academic year.

The MHCP supervisor will explore case-material with the student counsellor to facilitate a skilled approach, linking theory to practice in the therapeutic relationship. The MHCP supervisor may exercise the right, as agreed with the student counsellor to contact the placement supervisor to discuss a way forward in the best interests of the client and the student counsellor should such a need arise. A process of consultation between the MHCP supervisor and the placement supervisor about the welfare of clients and the progress, performance and development of student counsellors is welcomed by the MHCP.



Clinical Placement Agreement Form

Name of Student:

Name of Clinical Placement:

Period of Agreement:

The purpose of this document is to set out the roles and responsibilities of each party in the counselling placement, namely the Training Organisation, the Counselling Student and the Clinical Placement.

All students are required to be familiar and adhere to the BACP Ethical Framework for the Counselling Professions

Terms of the agreement:

1. Training Organisation

- Provide training in accordance with Course Handbook.
- Monitor the student's fitness to practice.
- Provide appropriate supervision and support to the counselling student within the clinical placement.

2. The Counselling Student

- Work according to the BACP Ethical Framework for the Counselling Professions.
- Use psychodynamic theory to inform clinical practice.
- Satisfactory attendance and commitment to their training and clinical placement.
- Attend supervision provided by the clinical placement.
- Evidence professional indemnity insurance of training organisation if required.
- Declare any potential source of conflict to the clinical placement.
- Be accountable for their counselling practice and to work within their competencies.

- Keep patient records and supervision logs in accordance with the placement policies and the Course requirements.
- Understand and implement the clinical placement's internal policies and procedures.

3. The Clinical Placement

- Hold clinical and ethical responsibility for the student's work.
- Provide a safe therapeutic space for counselling to take place.
- Provide an induction to students and make them aware of all agency policies and procedures as well as administrative requirements.
- Provide policies covering: initial assessment and referral process, Risk Assessment, Child Protection and Vulnerable Adults policy, Record Keeping and Confidentiality, Equal Opportunities, Health & Safety, Complaint Procedure for students and service users, Disciplinary & Grievance procedure.
- Undertake a thorough clinical assessment and make appropriate referrals to students.
- Confidentiality agreement regarding clinical work used for students' academic work.
- Inform their clients when the counsellor they have been referred to is currently a student on a BACP and BPC accredited course.
- Liaise with the Training Organisation if there is any concern regarding the well-being of the student or their fitness to practice.
- Respond to the Training Organisation's request for an annual report on the student
- Offer a minimum 2 year placement opportunity to include work with a range of clients.
- Support the psychodynamic approach to counselling
- Provide a written agreement for the student's clinical placement outlining the expectations of the student, both parties' responsibilities, the length of commitment, notice period and other relevant requirements.
- Within this agreement the placement must provide confirmation that it's aims, orientation, and philosophy are congruent with the of the MHCPD Diploma in Psychodynamic Counselling and Therapy.

4. The Clinical Placement Supervisor

- Provide a suitable environment for reflective practice.
- Support the student counsellor in applying course concepts to clinical work
- Assist the student in developing record keeping procedures, paying attention to confidentiality and ethical boundaries.
- Monitor the student's fitness to practice and assist the student in making ethical decisions.
- Provide open and constructive feedback to students during supervision and within the annual report.

Termination of Agreement

Maximum notice from all parties to terminate the Agreement is required. In exceptional circumstances, immediate termination would be by negotiation with the clinical placement and the Course Director of the MHCPC. In the case of a breach of professional ethics, suspension from client work may be immediate.

Placement Agency:

Name:

Address:

Head of Counselling/Supervisor:

Tel No:

Email:

Signature:

Date:

Training Provider:

Name:

Address:

Supervisor:

Tel No:

Email:

Signature:

Date:

Student:

Name:

Address:

Tel No:

Email:

Signature:

Date:

Check List

Placement Agency

Disabled access to premises	
Health & Safety policies	
Professional registration	

Recruitment process

Application form	
Interview	
References	
DBS check required	

Placement

Suitable for a student with limited experience	
Psychodynamic approach	
Frequency supervision	
Cost supervision	
Minimum commitment	
Confirmation that the clinical placement's aims, orientation and philosophy are congruent with that of the MHCPC Diploma Course	

Policies

Confidentiality & data protection	
Child protection	
Risk assessment	
Equal Opportunity	
Complaints procedure (student)	
Complaint procedure (service user)	
Record keeping	