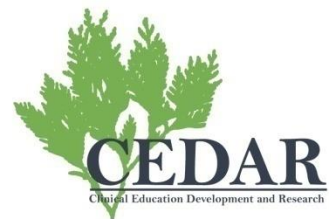


# Clinical Portfolio & Accreditation

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David Mussell  
16 February 2022



# Aims

- To understand BABCP requirements for accreditation
- To clarify what's needed for clinical portfolio & answer any questions

# BABCP ACCREDITATION

# BABCP Accreditation

- Once course is successfully completed you are eligible to apply for provisional accreditation
  - You need to wait for formal confirmation of your completion following Awards Panel (APAC) which will likely be Spring 2022
- This course is a “BABCP Level Two Accredited Course”, so you only need to complete one question for Section Three of application form
- See BABCP website for full details:  
<http://www.babcp.com/Accreditation/CBP/CBP-Level-2-Provisional-Accreditation.aspx>

# BABCP Accreditation

- Following APAC, the university sends a list of all trainees who have completed training to BABCP
- When BABCP receives your application for provisional accreditation, they will refer to this for confirmation that you have passed a Level 2 accredited course

# Accountable practice

- Every applicant for provisional accreditation **MUST** show they have a minimum of 12 months' accountable practice **BEFORE** they can apply for accreditation
- This applies to **ALL** core professions **AND** to KSA applicants
  - **If you are on KSA route, the accountable practice clock starts from the date that your KSA criteria were all met**



# KSA & Accreditation

- The list sent by university to BABCP after the APAC identifies those candidates who have completed KSA
- List will identify 2 dates – date KSA approved by university assessor (David Mussell) **AND** date that criteria were satisfied
- **If** you can show that historically you met the KSA criteria earlier than the date of assessment the 12 month qualifying period runs from this date



# BABCP Full Accreditation

- 12 months after provisional accreditation has been granted, you can apply for full accreditation
- If fully accredited there are ongoing CPD & supervision requirements in order to maintain accreditation and an annual declaration needs to be made
- BABCP runs random audits of members and all are expected to provide evidence every 5 years (approx.) of previous 12 months' CPD, minimum CBT practice & supervision





# CLINICAL PORTFOLIO



# Transition to online submission

- Up until last year portfolios have been submitted in hard copy, manually signed and with hours manually calculated
- Last year we transitioned to online submission, which has involved updating and amending several of the documents
- There might be old forms and guidance in the handbook that we have not yet removed – please use this presentation as the most up to date guidance and ignore everything else!

# Transition to online submission

- You will each have your own SharePoint folder that can be accessed only by you, your Supervisors and University staff
- You can use this to store your working documents, to get the forms signed where needed and to finally confirm submission (at submission it will be downloaded and stored locally)

## Clinical Portfolio will comprise of two parts:

- Part one: Log of Clinical and Supervision Activity (Excel file)
- Part two: Supporting Documents (Word / PDFs)
  - E.G. supervisor reports, CAPS reports, Reflective Log As, Teaching Log, supporting client info



8 cases included in clinical portfolio  
At least three different problem types (including  
at least one Depression)

3 Closely Supervised (CS)

5 Non-Closely Supervised (NCS)

- 'Completed' piece of work
- Minimum five CBT sessions
- Minimum five hours supervision
- Formally assessed using video / live practice and CTSR

- 'Completed' piece of work
- Minimum five CBT sessions
- Minimum five hours supervision

4 of these written up as case  
report or case presentation

Self-rated CTS-Rs included  
for 6 of these (3 will have  
been submitted with tapes)

# Clinical Portfolio Document Map

- This can be found
  - In the handbook
  - On ELE (in the clinical portfolio folder)
- Please refer to this regularly and use it as a checklist when putting your portfolio together
- We will look at this now...

# Clinical Portfolio Log of Clinical and Supervision Activity

- This can be found
  - In the handbook
  - On ELE (in the clinical portfolio folder)
- Please store your personal copy in your SharePoint folder and ensure you update regularly
- We will look at this now....



# Recording supervision hours

When calculating supervision hours for your Clinical Portfolio, it is recognised that time spent in group supervision offers greater value than simply calculating the time spent on an individual case, so the below calculations must be applied:

1. On your **'CS Client Summary Sheet'**, **'NCS Client Summary Sheet'** and **'Overall CS / NCS client summary sheet'**, the following BABCP formula is used:

Case-specific supervision: Time spent discussing a particular case in group supervision is multiplied by two

For example, if there are three participants in a two-hour group and 30 minutes has been spent discussing a case:

**30 minutes x 2 = 60 minutes equivalent case supervision time**

2. When calculating group supervision hours on your **'Supervision Log'**, which records overall supervision received, the following BABCP formula should be used:

Group supervision: Time spent in the group is divided by the number of participants in the group, and this time is then doubled

For example, if there are 3 participants in the group, and the group meets for two hours; the formula would be:

**120 minutes divided by 3 people = 40 minutes x 2 = 80 mins equivalent group supervision time**

# Anonymisation

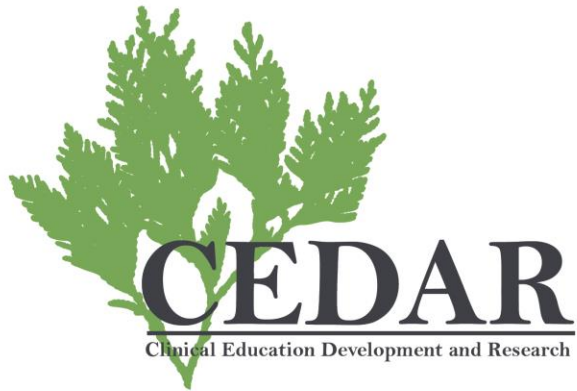
- It is **essential** that there is no patient identifiable information anywhere in your clinical portfolio
- Please make sure that anything that could identify a young person or their family is redacted – pay particular attention to the clinic letter
- Use a code (NOT initials) to label each case you have worked with
- For your CS and NCS cases please ensure these prefixes are used for your codes (e.g. CS01)
- Make sure you use the same code for each client throughout your portfolio
- Data that identifies you as the trainee is of course fine



# Teaching logs

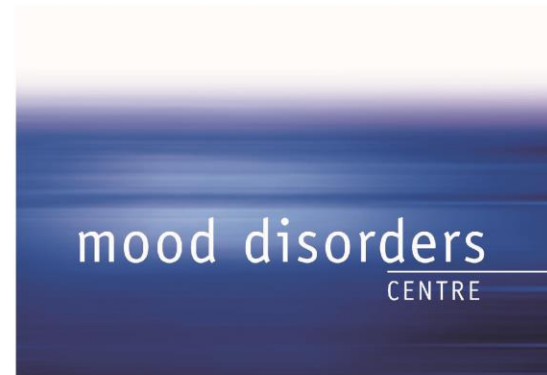
- Teaching logs for each term need to be included
- There is a template in the handbook with the sessions for this year – you need to complete your attendance, which will be checked against our records
  - [http://cedar.exeter.ac.uk/iapt/cyphandbook/cbt/cbt\\_resources\\_and\\_documents/](http://cedar.exeter.ac.uk/iapt/cyphandbook/cbt/cbt_resources_and_documents/)
- Minimum 80% attendance is needed in order to pass
- If you have missed just a few hours, then can note how you have caught up at bottom of termly teaching log
- If you have missed a whole day or more, then the Missed Session Learning activity needs to be included





[www.psychology.exeter.ac.uk/clintraining](http://www.psychology.exeter.ac.uk/clintraining)

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