Clinical portfolio email signature templates

The below email templates have been created for trainees to share with their supervisors, who can use them to sign the required aspects of the clinical portfolio.

1. Trainees are advised to ensure that these templates are used in order to avoid incurring delays in their portfolio meeting necessary requirements.
2. The email should be addressed to CYP-IAPT CBT, but sent direct to the trainee
3. The trainee can then upload the email to their log of clinical and supervision activity

**Clinical Log**

Dear CYP-IAPT CBT,

I can confirm that I have seen the clinical log submitted by (*INSERT TRAINEE NAME*) and that to the best of my knowledge, the (*INSERT TOTAL NUMBER CLINICAL HOURS*) that they have recorded are true and correct.

I have also seen the log of observations and I can confirm that the (*INSERT NUMBER OF OBSERVATIONS*) that have been recorded are true and correct.

*PLEASE INCLUDE EMAIL SIGNATURE*

**Clinical supervision summary (workplace)**

Dear CYP-IAPT CBT,

I can confirm that I have seen the workplace individual and group supervision logs, which have been submitted by (*INSERT TRAINEE NAME*). To the best of my knowledge, the (*INSERT TOTAL NUMBER HOURS*) hours recorded for workplace individual supervision and the (*INSERT TOTAL NUMBER HOURS*) hours recorded for workplace group supervision are true and correct.

*PLEASE INCLUDE EMAIL SIGNATURE*

**Clinical supervision summary (University)**

Dear CYP-IAPT CBT,

I can confirm that I have seen the University individual and group supervision logs, which have been submitted by (*INSERT TRAINEE NAME*). To the best of my knowledge, the (*INSERT TOTAL NUMBER HOURS*) hours recorded for University individual supervision and the (*INSERT TOTAL NUMBER HOURS*) hours recorded for University group supervision are true and correct.

*PLEASE INCLUDE EMAIL SIGNATURE*