



IAPT HI CBT PROGRAMME INFORMATION FOR LEADS AND SUPERVISORS

Exeter University Cohort 13

This document provides the key information, expectations and advisories for services, service leads, supervisors and trainees.

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Service Level Agreement

Thank you for working with us to support the training and to develop competent HI therapists for your services. As clinical training providers, we are responsible for ensuring that training sites afford appropriate learning opportunities, and are required to report to both the BABCP and HEE on this and therefore need to have an agreement in place. This agreement is based on the BABCP and National IAPT and commissioning guidelines that we circulate each year and the requirements do not differ from this previous guidance.

From 2020 onwards, we are asking services to sign the new Service Level Agreement and HEE will only offer funding for training places to services that comply with the agreement.

The university is in the process of contacting all services regarding the Service Level Agreement and this will be in place for a period of 5 years.

As outlined in the agreement, the current expectation is that HI trainees are working for all the time they are based in services as Step 3 HI CBT therapists and not being required to continue with Step 2, managerial or any other roles during training. Where additional roles are carried, trainees struggle to meet the requirements of the course and to develop the necessary competencies to treat individuals effectively. It also puts considerable strain on individual trainees and the course team due to related mitigations and extensions of work. Thank you for your continued partnership in HI training.

Study Time

In addition to taught hours, trainees are required by National IAPT Guidance to have a minimum of **28 days study time**. We have timetabled in 6 days study time during half terms. It is recommended that the remaining 22 days are spread throughout the year, with an arrangement that works best for the trainee and the service and taking submission dates of coursework into consideration.

Key Points:

- Minimum of 28 days study time
- 6 days study time during half term breaks
- Remaining 22 days spread throughout the year, with an arrangement that works best for the trainee

Taught days, timings, and location of teaching

Training may be delivered remotely or will be delivered over split sites between Exeter University, Washington Singer Building and a venue in Bristol.

All Teaching and University supervision will take place on Mondays 9.30am – 4.30pm and Tuesdays 9.30am - 4.30pm. For block weeks at the start of each term, Wednesdays and Thursdays will be 9.30am – 4.30pm. Timings may vary depending on remote delivery of training and will be confirmed on the Induction Days.

Over the course, trainees should accrue over 300 hours of teaching by attending 100% of the taught programme. Should trainees be off sick, they should notify both their workplace manager and the university on the first day of sickness and when they return to work. There is a catch up strategy for missed teaching (see <http://cedar.exeter.ac.uk/iapt/hihandbook/structure/attendance/>)

INDUCTION DAYS Monday 7th Dec & Tuesday 8th Dec 2020

TERM 1 - 4th Jan – 23rd March 2021

week 1 Monday 4th Jan to Thursday 7th Jan
week 2 Monday 11th Jan to Thursday 14th Jan
weeks 3 – 11 Mondays & Tuesdays

TERM 2 - 19th April – 6th July 2021

week 1 Monday 19th April to Wednesday 21st April
week 2 - 11 Monday & Tuesdays

TERM 3 - 6th Sept – 23rd Nov 2021

week 1 Monday 6th Sept to Thursday 9th Sept
week 2 – 4 Mondays & Tuesdays
weeks 5 – 7 Tuesdays – 10am – 5pm
week 8 Monday 2nd Nov & Tuesday 3rd Nov
week 9 – 11 Tuesdays 10am – 5pm

Equipment/resources needed

The training may be delivered remotely via a video platform, or in person on site. For remote teaching, trainees may require their own device to access the video platform.

Trusts/Provider sites need to provide trainees with access to video recording equipment in order to record therapy sessions and view them. This is required for supervision purposes and in order to carry out the required course assessments; there will be 4 formative and 3 summative CBT competencies assessments (CTS-R & Reflection) for clients with (i) depression; (ii) an anxiety disorder; (iii) PTSD.

This equipment, and any Workplace requirements surrounding the recording of clinical material and Information Governance, need to be in place from the start of the training. The University has a 'consent to recording' form, available in the Supervision Guide:

<http://cedar.exeter.ac.uk/iapt/hihandbook/structure/supervision/supervision/>

Trainees need to have available to them both the IAPT outcome measures and IAPT recommended disorder specific measures. In order to comply with NICE guidelines, trainees need to be able to do in-vivo work. This may necessitate having longer sessions (e.g. 90 mins for PTSD and Social Anxiety Disorder) and working with clients off site. Trusts/Provider sites need to have in place policies for risk assessment and ensure that trainees are familiar with these and other Trust/Workplace policies and procedures, e.g confidentiality, information governance, supervision, etc

Key Points for Equipment and resources:

- For remote teaching, trainees may require their own device to access the video platform.
- Trusts/Provider sites need to provide trainees with access to video recording equipment
- 4 x formative and 3 x summative CBT competencies assessments (CTS-R & Reflection) for clients with (i) depression; (ii) an anxiety disorder; (iii) PTSD.
- Equipment and Information Governance procedures need to be in place from the start of the training.
- The University has a 'consent to recording' form, available in the Supervision Guide
- Trainees need IAPT outcome measures and IAPT recommended disorder specific measures.
- Trainees need to be able to do in-vivo work, which may mean working with clients off site and having up to 90 mins sessions as per NICE Guidelines.
- Trusts/Provider sites need policies for risk assessment and ensure that trainees are familiar with relevant Trust/Workplace policies and procedures

Caseloads

The National recommended caseload for trainees is 6-12. In order to meet the clinical hours required over the course (as per minimum training standards for developing competent CBT practitioners) we expect that trainees will be working solely as a High Intensity Trainee in your service and that they will be carrying a caseload of around 12 by half term in Term 1 and throughout the rest of the course, taking into consideration that some presenting problems (PTSD and Social anxiety disorder) may require 90 min sessions in accordance with NICE Guidance. Towards the latter half of Term 3, when trainees are back in services for 4 days weekly, caseloads can be increased to around 16, in order to ease the transition to full time caseloads on completion of training. The focus of the clinical work should be High Intensity interventions in order for the trainee to develop necessary CBT competencies and apply their learning to practice.

Please can you support your trainees with organising their caseload around the teaching focus where possible, for example taking 4-6 depression presentations at the beginning of January, taking 4-6 anxiety disorder presentations over the Easter break so that clients have engaged by the start of Term 2, and taking 4-6 new clients (with an anxiety disorder) on over the summer break so that they are around session 4 or 5 when the trainees start back at university for Term 3. Following curriculum changes in 2019-20, one of the closely supervised clients should include working with PTSD. The teaching workshop on PTSD will be placed early in Term 2 so that trainees can work with clients presenting with PTSD in Term 2 and/or Term 3.

Key Points:

- Caseload for trainees is 6-12
- Trainees will be working solely as a High Intensity Trainee
- By half term in Term 1, Trainees will carry a caseload of around 12
- Towards the latter half of Term 3, when trainees are back in services for 4 days weekly, caseloads can be increased to around 16
- The focus of clinical work should be for a trainee to develop CBT competencies and apply learning to practice.
- Organise trainee caseloads around the teaching focus
- The 3 closely supervised clients (summative CBT Competencies assessments) will be with clients presenting with (i) depression in Term 1; (ii) an anxiety disorder in either Terms 2 or 3; and (iii) PTSD in either Terms 2 or 3.

Supervision Guidance

Please also refer to the supervision guidance on the IAPT website and the University of Exeter 'Supervision Guide' and 'Clinical Portfolio' sections of the HI handbook, available at: <http://cedar.exeter.ac.uk/iapt/hihandbook/>.

In order to successfully complete the course, trainees are required to have a **minimum of 200 hours of supervised CBT HI practice** and have seen a minimum of **8 cases for at least 5 sessions** from assessment to termination/end of therapy (one of these must be a client presenting with PTSD). These 8 cases must have **received a minimum of 5 hours of supervision each**.

The University provides in depth supervision of 3 cases - 1 per term. The Workplace supervision covers supervision of the remaining 5 cases alongside caseload management and supervision of remaining HI clinical work. This should bring the total hours of supervision combined above 70 hrs, which is the minimum training standard for supervised practice. Both University and Workplace **supervision should be provided by a supervisor who is a BABCP accredited therapist**.

At University, supervision is delivered in group format and supervision hours are calculated in line with BABCP accreditation requirements (the hours are divided by the number of people in the group and multiplied by 2).

Workplace supervision should be provided **weekly** on a regular basis and consist of a **minimum of one hour of individual supervision** with an experienced and trained supervisor (BABCP accredited practitioner), and located within the IAPT service. The trainee, University Supervisor and Workplace Supervisor are required to sign a supervision contract each term, a copy of these are required in the Clinical Portfolio – please see the University of Exeter 'Supervision Guide' and 'Clinical Portfolio' sections of the handbook, available at: <http://cedar.exeter.ac.uk/iapt/hihandbook/>. For all trainees, it is a requirement that they are BABCP members from the outset of the course and adhere to BABCP Standards of Conduct, Performance and Ethics in their clinical practice.

In accordance with IAPT national guidance, the expectation for workplace supervision is:

- Supervision should address the review of **all ongoing clinical cases, and routinely be informed by an individual client's IAPT outcome** measures.
- The discussion of individual clinical cases during supervision should be **prioritised** according to clients' needs and a pre-determined schedule. **All** cases should have been regularly reviewed within a reasonable period of time (2-4 weeks).

We request that workplace Supervisors attend a session on 'Using Supervision' along with their supervisees at the Induction Day on Tuesday 8th December 2020 10am – 2pm. It is anticipated that this session will support Supervisor's and Supervisee's practice over the year and can be counted towards Supervisor's CPD. There will be an opportunity for university and workplace supervisors to meet together with their supervisee

Key Points for Supervision:

- To complete the course, trainees are required to have a minimum of 200 hours of supervised HI practice and have seen a minimum of 8 cases for at least 5 sessions
- These 8 cases must have received a minimum of 5 hours of supervision each.
- The University provides in depth supervision of 3 cases - 1 per term.
- Workplace supervision covers supervision of the remaining 5 cases
- All ongoing cases should be regularly reviewed within a reasonable period of time (2-4 weeks).
- Total hours of combined supervision should reach minimum of 70 hrs.
- University and Workplace supervision should be provided by a BABCP accredited therapist.
- Workplace supervision should be weekly on a regular basis for a minimum of one hour of individual supervision, and located within the IAPT service.
- The trainee, University Supervisor and Workplace Supervisor are required to sign a supervision contract each term
- Trainees must be BABCP members from the outset of the course and adhere to BABCP Standards of Conduct, Performance and Ethics.
- We request Workplace Supervisors attend a session on 'Using Supervision' along with their supervisees at the Induction Day.

Supervisor's reports

At the end of each term both the Workplace supervisor and the University supervisor complete a supervisor's report. This report comments on the trainee's progress and identifies areas of strength and areas for development. It is recommended that Workplace and University supervisors liaise at least once a term to ensure any issues are identified and communicated early on and that supervision goals are shared. Each trainee will have an allocated tutor to whom concerns/issues can be communicated.

At the end of the course both the Workplace and University supervisors complete a final summative report. Both of these reports are submitted to university and are included in the Clinical Portfolio. Both supervisor reports and must be passed as satisfactory in order for the trainee to pass the course.

Key Points for Supervision Reports:

- At the end of each term, Supervisors complete a Supervisor's Report.
- Workplace and University supervisors liaise at least once a term
- Each trainee will have an allocated tutor
- Final Summative supervisor report must be passed as satisfactory in order for the trainee to pass the course

Observation of therapy

Observation of BABCP accredited therapist

Trainees are required to observe an experienced BABCP accredited CBT therapist at least once over the year. This would normally be their Workplace supervisor, but may be another BABCP accredited high intensity therapist in their workplace. This observation should be direct observation by sitting in on a therapy session. Additional observation can be provided via video or audio recording.

Observation of trainee

Workplace supervisors are required to observe their trainee's practice **at least once a term** - either by sitting in on a therapy session or via video recording of a full session and providing feedback on CBT competencies using the CTS-R. In order for the trainees to receive a range of formative feedback, the sessions observed by the workplace supervisor should not be the same sessions the trainee submits to university as formative or summative assessments.

Key Points for Observations:

- Trainees are to observe an experienced BABCP accredited CBT therapist at least once over the year.
- This observation should be by sitting in on a therapy session. Additional observation can be via video or audio recording.
- Workplace supervisors are required to observe a full session of their trainee's practice at least once a term and provide feedback using the CTS-R
- The sessions observed by the workplace supervisor should not be the same sessions the trainee submits to university as formative or summative assessments.

Leads and Supervisors Meetings & CPD opportunities

In order to support joint working between services and the university, it is anticipated that Leads and Supervisors from both the workplace and from the university will be available to attend Termly meetings with the University of Exeter. These meetings will be held by video conference and details on how to access the video conference meeting will be sent prior to the meeting. The purpose of these meetings is to provide an open forum for two-way feedback between services and the university. There will also be an opportunity for workplace and university supervisors to liaise about their joint trainee's progress via video conference or telephone after the meeting. We request that you attend each of the termly meetings.

The dates of these meetings in 2021 are:

23rd February

18th May

14th September

During the course, you are welcome to attend HI training days for your own CPD. Should you wish to attend any of the training days, please contact us in advance so that we can accommodate extra numbers. The timetable will be circulated for each term.

Key Points:

- Leads and Supervisors from both the workplace and from the university will be available to attend Termly meetings with the University of Exeter.
- During the course, you are welcome to attend HI training days for your own CPD.

Course Team - 2021

Nicole Jamani	Director of CBT Programmes
Karen Tate	HI Co-Programme Lead & Academic Lead & Supervisor
Debbie Williams	HI Co-Programme Lead & Clinical Lead
Jess Hancock	HI Course Administrator
Kim Wright	Depression module co-ordinator
Shane Fitzgerald	Joint Clinical Lead, Clinical Skills Tutor & Supervisor,
Dave Jago	Joint Clinical Lead, Joint Academic Lead, KSA & Clinical Skills Tutor
Angela Cooke	Programme Tutor/Clinical Skills Tutor & Supervisor
Hayley Keeble	Programme Tutor
Tim Anson	Supervisor
Alan Bee	Supervisor
Natalie Davies	Supervisor
Tom Hales	Supervisor
Kate Hannay	Supervisor
Renata Konigsman	Supervisor
Mike Sandercock	Supervisor
Konstantina Sokolaki	Supervisor
Rachel Tooley	Supervisor

