

UPCA SUPERVISION POLICY

1. INTRODUCTION

There are various ways to understand supervision, essentially UPCA views supervision as having a primary aim of maintaining standards of practice and protecting service users. To these ends UPCA aims to:

1. Ensure that the highest standards of ethical practice are maintained in all aspects of supervision, in accordance with the appropriate codes of ethics and practice.
2. Promote diversity, equality and social responsibility in supervision policies and practice, ensuring accessibility to supervisory opportunities is maintained for all groups.

The various forms of supervision include, individual, group and peer supervision although practitioners at different stages of development will be seen to have different needs with regard to the type and frequency of supervision required. Clinical supervision has several essential functions, namely: educative, supportive and evaluative (eg in terms of professional ethics and standards).

Clinical supervision needs can be differentiated in a number of ways, dependent on the needs and stage of development of the practitioner as follows:

- As a required element in a formal, qualifying training process of trainee psychotherapeutic practitioners.
- As supervision of qualified psychotherapists, and psychotherapeutic counsellors contributing to their on-going professional development (further differentiated according to the experience and stage of development of the practitioner). For the first five years of practice, the practitioner will maintain the supervision ratios as listed in 2.1 below, with a more experienced, rather than peer supervisor.

Other factors that will influence supervision needs include:

- Professional and personal experience.
- Level of workload.
- Other factors including the area of work and type of setting in which the therapist is practising.

Practitioners who are not registered as supervisors may still offer supervision but they will not be eligible to describe themselves as UPCA registered supervisors or to be included on the UKCP directory of supervisors.

There will be two routes to registration as a supervisor:

- Undertaking a formal, approved training in supervision.

- Through the grandparenting route which acknowledges the development of supervisory expertise through cumulative experience and development over time (see section 4, below).

This policy provides further details on the following requirements and procedures:

- Supervision Requirements for students and trainees and for registered psychotherapists and psychotherapeutic counsellors.
- Standards of supervision for psychotherapists and psychotherapeutic counsellors.
- Grandparenting route to the UPCA register of supervisors and the UKCP directory of supervisors.

The Universities Training Council has adopted the UKCP Generic Standards of Education and Training (SETS) of UKCP (Supervision Policy of 2012). As a member of UTC, UPCA will develop, from these, specific SETS that are relevant to the membership of UPCA.

2. REQUIREMENTS FOR SUPERVISION

All practitioners (including trainees) are responsible for ensuring that their psychotherapeutic practice is appropriately supervised. They must also ensure that they have access to a supervisor who is a qualified and suitably experienced psychotherapist or psychotherapeutic counsellor.

A supervisee may have individual supervision, be a member of a supervision group or have a peer arrangement but supervision is always provided through on-going professional relationships between supervisor and therapist. Generally, though not necessarily, this involves the supervisor being the more experienced partner.

2.1 Trainees

Trainees are required to have clinical supervision as set out by their approved training programme with the following ratio:

- Psychotherapy trainees are required to engage in supervision of a ratio of 1 hour of programme approved, supervision to each five hours of practice. Where group supervision is undertaken the ratio is calculated on a pro rata basis, with the number of people in the group.
- Psychotherapeutic counselling trainees are required to engage in supervision of a ration of 1 hour of programme approved, supervision to each 6 hours of practice. Where group supervision is undertaken the ratio is calculated on a pro rata basis, with the number of people in the group.

NB: These ratios should continue until registration with UPCA.

2.2 Registered Practitioners

All registered practitioners are responsible for the following:

- a. To determine the nature and extent of supervision that they require at any particular time, and at different points in their post-qualification career.
- b. To choose their own supervisor and to ensure that the supervisor can offer them supervision at an appropriate level and standard.
- c. To consider a period of more intensive supervision when this is required at times of personal or professional crisis, or, for instance, when they start work in an unfamiliar setting or with a patient group outside of their previous experience.
- d. Given that supervisees cannot be expected to bring all their work to the attention of their supervisor, to be responsible for determining at any particular time which patients they should bring to supervisory attention.
- e. To include in their annual CPD record a statement of the nature, extent and regularity of their supervision.

3. STANDARDS OF SUPERVISION FOR PSYCHOTHERAPISTS AND PSYCHOTHERAPEUTIC COUNSELLORS

As stated in the UKCP (2012) supervision policy document,

“Supervision is understood as a process conducted within a formal working relationship in which a qualified or trainee psychotherapeutic practitioner presents client work to a designated supervisor, as a way of learning how to work more effectively with clients. The purpose is to ensure safe and competent practice through regular meetings.”

3.1 Responsibilities of All Supervisors

3.1.1 Professional Responsibilities

1. To maintain their capacity for understanding of the supervisory process, relevant to their own training modality, and to ensure that they continue to develop their own skills and knowledge-base, including remaining

aware of significant developments in the field of psychotherapy and psychotherapeutic counselling.

2. To ensure that they are able to articulate and justify the particular supervisory roles that they are undertaking. This should include an assessment of their relevant experience in the modes of therapy, settings, client groups and levels of disturbance and risk involved in the work being supervised.
3. To develop and maintain a relationship with the supervisee which is capable of fostering a capacity in the supervisee to reflect in depth on their work.
4. To maintain emotional engagement and openness in the supervisory relationship so that unconscious dynamics, including the parallel process, can be recognised, thereby enabling aspects of the unconscious dynamic in the consulting room to become manifest and better understood.
5. To facilitate the supervisee's capacity for ethical practice and working with difference.
6. To assess and give feedback on the supervisee's clinical approach and to support their professional development.
7. To maintain a record of supervisory contact with each supervisee.
8. To consult, as appropriate, when particular difficulties arise in their supervisory work.
9. To maintain focus on the patients' interests and to determine appropriate action when issues of ethics and practice are causing concerns that cannot be resolved within the supervisory process.
10. To maintain adequate professional indemnity insurance for their work.
11. To fulfil the CPD requirements of UPCA and to include in their annual CPD record a note of any training they have received in supervision, such as reading, supervision of their supervising or attendance at supervision courses.

3.1.2 Ethical responsibilities

1. All supervisors are bound by Codes of Ethics, Conduct and Practice appropriate to them through UPCA.

2. Supervisors should conduct themselves in a way that is consistent with the dignity, status, values and principles of the profession and of UPCA and refrain from behaviour that may be detrimental to the public, patients, the profession, colleagues, supervisees or the members and organisation of UKCP.
3. Supervisors shall seek to establish the highest ethical standards and must recognise and work in ways that respect the value and dignity of supervisees, their patients and the context of the work.
4. Supervisors should give full regard to equality and diversity issues, including considerations such as origin, status, race, culture, gender, age, beliefs, sexual orientation and disability. This will include:
 - raising awareness of potential interventions for working effectively with diversity and equalities issues as they arise in the work
 - raising awareness of any discriminatory practices that may occur between the supervisee and their patients, or between supervisor and supervisee
5. Supervisors must not exploit their supervisees sexually, financially, or in any other manner.
6. Supervisors should not supervise in areas that are beyond their training and experience.
7. Supervisors are responsible for maintaining and developing their skills through appropriate Continued Professional Development.
8. Supervisors are responsible for monitoring and maintaining their physical, mental and emotional health in relation to their fitness to practice.
9. Supervisors are responsible for taking considered and appropriate action if they are aware that their supervisee's practice is not in accordance with relevant Codes of Ethics, Conduct and Practice.
10. Supervisors are responsible for helping their supervisees recognise when, in their opinion, their functioning as practitioners or trainee practitioners is impaired due to personal or emotional difficulties, any condition that affects judgement, illness, the influence of alcohol or drugs, or for any other reason, and for ensuring that the appropriate action is taken.

3.2 Responsibilities of Training Supervisors

Training supervisors are responsible for ensuring that the trainee understands and meets the professional standards expected in the training, for example record keeping and communicating with other professionals when required. Training supervision must provide an opportunity for trainees to:

1. develop the capacity to use supervision for the benefit of the patient
2. reflect upon and review their clinical practice
3. discuss individual cases and groups in depth
4. develop and maintain a perspective, relevant to the trainees modality of training, on all aspects of the clinical work and relationship
5. undertake assessments in a form relevant to the trainees' training modality and, where appropriate
6. develop an appropriate approach to assessing and managing risk
7. learn from critical feedback
8. develop their clinical skills and knowledge
9. raise issues that might arise from their personal therapy when this is relevant to their clinical work
10. review their work in relation to the implementation of codes of ethics and practice and clinical guidelines
11. identify and plan for their further learning and developmental needs

Training supervisors must provide any assessment reports required by the training organisation and as appropriate to the needs of the trainee.

Professional Considerations

1. Supervisors are expected to manage their work in a professional manner. For example, are expected to disclose their qualifications when requested and not claim, or imply, qualifications that they do not have.
2. Supervisors must establish and maintain a consistent working environment and clear boundaries of time and space, clarifying arrangements for the fees and giving adequate notice of any changes or planned breaks.
3. As a general principle, supervisors must not reveal confidential material concerning supervisees or their clients to any other person without the express consent (where practicable in writing) of all parties concerned. Where exceptions relating to the Safeguarding of Children and Vulnerable Adults may apply, these should be noted in detail.
4. Supervisors need to consider whether their approach is appropriate for a particular supervisee and be prepared to make referrals at any stage in

the work if that appears to be in the supervisee's and/or the patient's interest. Supervisors should use such experiences to help them identify their own further training needs.

5. Line management supervision and psychotherapeutic supervision is not, normally, undertaken by the same person. Where this is unavoidable, the supervisee and supervisors will clarify the remit of each role, specifying procedures in the event of conflicts arising.
6. When supervising trainees working in an institution, the boundaries of the supervisor's responsibility should be clarified and negotiated with the agency concerned, and preferably in writing.
7. Supervisors should discuss with their supervisees the need for a suitable professional will. Supervisors should have a similar safeguard for their practice.
8. Supervisors should discuss with their supervisees the need for appropriate professional indemnity insurance.
9. Training supervisors should keep all records required by the training, which may include a record of supervision hours.

Clinical Responsibility

1. Clinical responsibility for the psychotherapy/psychotherapeutic counselling will normally remain with the supervisee, although the supervisor remains responsible for their supervisory input.
2. Where the supervisee is a trainee, practising in an agency, the approach taken to clinical responsibility will be clarified between the trainee, the supervisor and the institution.
3. Supervisors who supervise those working with children should be aware of the additional responsibilities and legal expectations this may entail (see the UKCP PwCC Supervision documents on working with children).

Legal Considerations

1. Supervisors must ensure that together with their supervisees, they consider any legal liabilities to each other, to their employing or training organisations and to their patients.
2. Supervisors are responsible for clarifying their legal liabilities and seeking legal guidance when necessary including seeking advice from UPCA and UKCP when necessary and appropriate.
3. Supervisors are responsible for taking action if they are aware that their supervisee's practice is not in accordance with the law or with relevant Codes of Ethics, Conduct and Practice.

4. It is recommended that the supervisors' professional indemnity insurance should include legal advice and representation.
5. Supervisors of practitioners who work with children should be aware of any legal responsibilities that this may entail (see the UKCP PwCC Supervision documents on working with children).

Advertising

1. Supervisors who advertise should use descriptive rather than evaluative language with regard to the supervision that they offer.
2. The media should not be used in ways that would bring the profession, UPCA or the members or body of UKCP into disrepute.

4. GRANDPARENTING ROUTE TO THE UPCA REGISTER OF SUPERVISORS AND THE UKCP DIRECTORY OF SUPERVISORS

4.1 Principles of Grandparenting:

Grandparenting is a transitional process and refers to people who have practiced as a supervisor, before the supervision register/directories opened, and who do not hold an approved qualification. The grandparenting scheme, as set out by UKCP and which UPCA are implementing, is set in place so that people who have already trained and/or been working as supervisors do not have to go back and retrain in order to meet new regulations. Such schemes therefore take into account the experience of those who have already been working as supervisors whether or not they have also undertaken formal training.

Although, of course, it is useful if people have undertaken a training programme it is not a requirement, given the law on such matters.

4.2 Procedure for application for the UPCA register of supervisors and the UKCP directory of supervisors:

- a. All accredited UPCA members will receive a letter clarifying the Grandparenting process and inviting them to apply for registration through the Grandparenting route, if they meet the requirements.
- b. Members may then complete an application (appendix 1) confirming the following entry requirements:
 - Up to date clinical membership (accredited) of UPCA, (including renewal/reaccreditation requirements and all fees paid).
 - A signed declaration to abide by the standards of supervision for psychotherapists, psychotherapeutic counsellors and trainee practitioners working with adults and/or children.
 - A minimum of 5 years experience as a psychotherapeutic practitioner post-registration or UKCP recognised professional equivalent.

- At least 3 years experience of post-registration work as a supervisor or 50 hours of formal supervision given.
- Provision of two references that: a) confirm the information contained in your application is correct, b) attest that you have a minimum of 5 years experience as a psychotherapeutic practitioner post-registration or UKCP recognised professional equivalent, c) attest to your having at least 3 years experience of post-registration work as a supervisor or 50 hours of formal supervision given. The referees should be Psychotherapists/Psychotherapeutic Counsellors Registered with UPCA and/or UKCP and of good standing (eg: supervisor, peer supervisor, colleague).

c. There will be no charge (currently) for registration as a supervisor through the Grandparenting scheme (this will be reviewed on an annual basis).

4.3 Procedure for assessing applications

a. All applications will be assessed and approved by a designated panel of (not less than two) current UPCA elected council members. The is recorded on the assessment form in appendix 2.

b. Applicants will be advised if their application is deemed to meet the specified requirements (should your application be unsuccessful in the first instance you may appeal the panel decision through the standard UPCA Council process – contact admin@upca.org.uk).

c. Successful applicants will be entered onto the UPCA Supervisors Register through the regular office administration process, a certificate will be awarded and UKCP will be duly notified.

4.4 Procedure for annual renewal and five yearly re accreditation as a supervisor

a. Annual renewal and five yearly re accreditation, as a supervisor, will follow standard UPCA renewal procedures as set out in the membership policy. (note: administration review internal systems and procedures on an annual basis).

APPENDIX 1



Universities Psychotherapy and Counselling Association

**Chair: Professor Del Loewenthal
Dr Val Todd**

Treasurer:

Application: UPCA Register of Supervisors -Grandparenting Route

Section One: Your Contact Details

Name:

Address:

Email address:

UPCA Membership No:

(It is condition of registering as a supervisor that you have up to date clinical membership (accredited) of UPCA, including renewal/re-accreditation requirements and all fees paid. Similarly to be put forward to the UKCP directory of supervisors your membership of UKCP needs to be up to date.

Section Two

Please indicate in which areas of psychotherapy/psychotherapeutic counselling you have relevant training and experience and for which you provide supervision:

Psychotherapy	<input type="checkbox"/>	Psychotherapeutic Counselling	<input type="checkbox"/>
Adults (over 16 years)	<input type="checkbox"/>	Children (only available if you are currently on the UKCP Child Psychotherapy Register)	<input type="checkbox"/>
Individual supervision	<input type="checkbox"/>	Group supervision	<input type="checkbox"/>

Modalities (only those modalities that relate to the modalities approved through your training) :

CBT	<input type="checkbox"/>
Existential	<input type="checkbox"/>
Person centred	<input type="checkbox"/>

Psychodynamic	[]
Psychoanalytic	[]
Integrative	[]
Other (please specify).....	

Section Three: Support for your Supervisory work (Please provide details of current arrangements and frequency. This may be peer supervision, and/or formally arranged supervision of supervision, for example)

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Section Four: Continued Professional Development (CPD)
Please provide brief details of CPD activity to support counselling/psychotherapy and/or supervisory work within the previous twelve months.

Date	Brief details of CPD

Section Five - Declaration

I recognise that in applying for this registration I agree to abide by the UPCA/UKCP standards of supervision for psychotherapists, psychotherapeutic counsellors and trainee practitioners working with adults and/or children.

I also confirm that:

a) I have a minimum of 5 years experience as a psychotherapeutic practitioner post-

- registration or UKCP recognised professional equivalent and,
b) I have at least 3 years experience of post-registration work as a supervisor or 50 hours of formal supervision given.

Signed:

Date:

Section Six: Referee Details (applying via the grand-parenting route.)

You must supply references from 2 Psychotherapists/Psychotherapeutic Counsellors Registered with UPCA and/or UKCP (A form for this is provided below) and of good standing (eg: supervisor, peer supervisor, colleague). The referees will need to be able to attest: a) that you have a minimum of 5 years experience as a psychotherapeutic practitioner post-registration or UKCP recognised professional equivalent and, b) to your having at least 3 years experience of post-registration work as a supervisor or 50 hours of formal supervision given.

1st Referee name:

Address

Email address:

Membership Number

2nd Referee name:

Address

Email address:

Membership Number

Section Five – Payment

There is no charge for initial registration through the grandparenting route, but this will be reviewed on an annual basis.

The annual supervisor renewal: This is in line with normal UPCA renewal procedures and

currently there is no additional fee. This will be reviewed annually.

Please return this form to:

[UPCA Administration PO Box 3076 Reading RG1 9YF](#)

[or email: admin@upca.org.uk](mailto:admin@upca.org.uk)



APPENDIX 2

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Assessment of application for registration as a supervisor via the grandparenting scheme		
Names of Assessors: 1.	2.	
Name of Applicant:	Date application received:	
	Date outcome sent to administrator:	
Requirements	Yes/No	Comments
1. All sections of form completed and declaration signed.		
2. Two Completed and signed references that:		
i. Confirm the referee is UPCA and/or UKCP registered.		
ii. Confirm the nature of relationship with applicant (eg peer and/or formally arranged supervision.		
iii. Confirms the information provided by the applicant is correct.		
iv. Attests to the applicants experience as a psychotherapeutic counsellor/psychotherapist and supervisor.		
3. Application clearly addresses the following criteria:		
i. Support for their supervisory work.		
ii. Evidence of ongoing CPD as per UPCA/UTC/UKCP requirements (30 hours per year up to 2012-13, 50 hours per year 2013 onwards)		
4. Up to date membership of UPCA confirmed by administrator.		

For Administrative purposes only		
Date:	Action:	Outcome of assessment:

	Application received	
	Sent to Assessors	Advised to proceed to register []
	Comments returned to applicant	Make minor additions and proceed []
		Application not accepted []
	Date member placed on register	
	Date forms sent to UKCP directory of supervisors	