

GUIDELINES AND EXAMPLES FOR COMPLETION OF LOG BOOKS AND REFLECTIVE STATEMENTS OF CBT CLINICAL SUPERVISION AND CONTINUING PROFESSIONAL DEVELOPMENT



FOR USE FOR RE-ACCREDITATION AS A CBP PRACTITIONER, SUPERVISOR AND/OR TRAINER

Your Log Books of CBP Clinical Supervision and Reflective Statements for Continuing Professional Development (CPD) must be provided as part of your Re-accreditation as a Practitioner, Supervisor and/or Trainer application, as evidence of your sustained commitment to the theory and practice of CBP

You should record Supervision contact and CPD activity contemporaneously; spot checks and audits may be carried out.

All forms to be typed, not hand-written (contact the BABCP office if this is not possible)

Use more than one sheet if necessary for each 12 month period or 5 year period, as appropriate. Ensure you provide total hours for each section and/or sheet

Log Books of CBP Clinical, Supervisory and/or Training Supervision

CBP Clinical Supervision (essential) is not the same as a professional or managerial supervision (although these may be provided by the same person as Clinical Supervision). Additionally, it should be noted that Clinical Supervision is something more than professional consultancy.

Supervision should be provided by an appropriately qualified BABCP Accredited Practitioner or equivalent.

Applicants should be receiving regular Supervision, which means a minimum of one and a half hours per month total supervision time for a full time practitioner; this can be taken to mean an average, providing the contact is regular, to accommodate individual circumstances. Accreditors will be looking for evidence that sufficient Supervision arrangements are available to the applicant, in respect of the case-load of their clinical practice and level of expertise. For those working less than half time clinical work, accreditors are flexible in consideration of the Supervision time required. This is evaluated on an individual basis. All time spent in group supervision will count with the provisos that the group must be no more than six members, all group members must present their own material regularly, and that the applicant member must have an opportunity for individual Supervision should it be needed, or quickly available alternative supervision, e.g. advice in a crisis situation. For the sake of clarity, it is considered that the minimum of one and a half hours of group supervision alone would be inappropriate for a full-time experienced clinician.

Types of Supervision may be individual, in a CBT Supervision Group, telephone, peer review, or by e-mail (but not telephone or e-mail alone – there must be some direct personal contact on occasions). For the log book, give details as requested, including the date of Supervision contact, whether individual, group or peer, the name of the Supervisor or members of the group, including facilitator, the duration of the contact, *details* of the content of the Supervision, and the methods used.

Content of Supervision refers to the kind of material reviewed, including case reviews and discussions, techniques, skills, practice, theory, etc.

Methods of Supervision refers to the way the supervision is undertaken, including case presentations, role-play, telephone or e-mail contact, and MUST include, on a regular basis, the use of in-vivo, video or audio recording assessment, preferably using formal skills measures, e.g. CTS-R.

See example below of 12 months of Supervision recording; this is the standard of recording that is expected

CBP Supervisory Supervision should be provided by an appropriately qualified BABCP Accredited Practitioner or equivalent, or a rationale for an alternative arrangement provided

You must evidence at least 15 hours of Supervisory Supervision over the 5 years

Types of Supervision may be individual, in a Supervisory Supervision Group, telephone, peer review, or by e-mail (but not telephone or e-mail alone – there must be some direct personal contact on occasions)

In the log book, give details as requested, including the date of Supervision contact, whether individual, group or peer, the name of the Supervisor or members of the group, including facilitator, the duration of the contact, *details* of the content of the Supervision, and the methods used

Content of Supervision refers to the kind of material reviewed, including case reviews and discussions, techniques, skills, practice, theory, etc.

Methods of Supervision refers to the way the supervision is undertaken, including case presentations, role-play, telephone or e-mail contact, the use of in-vivo, video or audio recording assessment and use of formal skills measures, e.g. STARS

A Supervisory Supervision Log Book should be completed for the 5 year period. Use more than one sheet if necessary

See example below of 5 years of Supervisory Supervision recording; this is the standard of recording that is expected

CBP Training Supervision should be provided by an appropriately qualified BABCP Accredited Practitioner or equivalent, or a rationale for an alternative arrangement provided

You must evidence at least 10 hours of Training Supervision over the 5 years

Types of Supervision may be individual, in a training Supervision Group, telephone, peer review, or by e-mail (but not telephone or e-mail alone – there must be some direct personal contact on occasions)

In the log book, give details as requested, including the date of Supervision contact, whether individual, group or peer, the name of the Supervisor or members of the group, including facilitator, the duration of the contact, *details* of the content of the Supervision, and the methods used

Content of Supervision refers to the kind of material reviewed, including case reviews and discussions, techniques, skills, practice, theory, etc.

Methods of Supervision refers to the way the supervision is undertaken, including case presentations, role-play, telephone or e-mail contact, the use of in-vivo, video or audio recording assessment and use of formal skills measures

A Training Supervision Log Book should be completed for the 5 year period. Use more than one sheet if necessary

See example below of 5 years of Training Supervision recording; this is the standard of recording that is expected

CBT Practitioner, Supervisor and/or Trainer Continuing Professional Development (CPD)

The Committee look for a balance of CPD activity

Clinical Practitioner Re-accreditation (essential)

In order to maintain your Practitioner Accreditation, you must demonstrate and evidence that you have undertaken *a minimum of five activities drawn from across the range of listed acceptable types of learning and development activities for each 12 month period*. You must evidence at least six hours skills development each year, and complete Reflective Statements for these- showing you have undertaken activity for your own development and benefit as a Clinical Practitioner.

Acceptable types of Learning and developmental activities which can be included within you CBT CPD for accreditation are:

Clinical role

Short courses / in service-training
Secondment to specialist area (CBT relevant)
Workshops
Journal clubs / peer review
Skills practice groups (not supervision)
Presentations
Attending a Special Interest Group (SIG)
Shadowing / doing or coaching by others (CBT relevant work)
Project work / structured discussion with colleagues
Service audits
Personal development plans (PDP), job appraisals
Self-development
Committee representative

Management elements (clinical role)

Member of occupational group for managers (within CBT) i.e. IAPT service managers
CBP service managers training courses / modules
Expanding role
Organising courses

Professional role

Mentoring
Lecturing / teaching
Examining
Accrediting
Expert witness
Tutoring
Involvement with professional body (BABCP), branch meetings, SIG's
Maintaining or developing specialist skills - expanding role
Job / role promotion related activity

Formal/educational role

Member of learning / teaching committee
Review for a professional journal - academic or 'CBT today' etc.
Studying for a teaching award
Seminars
Distance learning
Planning and running a course
Writing a professional article
Supervising clinical research
Reading books, journals / articles (CBT relevant)

Research role

Presentations at conferences

Membership of an ethics or research committee
Working for an academic journal / selecting CBP articles etc.
Completing a dissertation or thesis as part of an academic course (CBT relevant)

Self-directed study

Reading journal articles
Reviewing books / articles
Updating knowledge via TV, DVD, Internet / software
Keeping files of own progress

Other

Public service (CBT related)
Voluntary work (CBT related)
Promoting CBT / Publicising CBT (media etc.)

You are also required to include supporting evidence for your CPD activity and Reflective Statements.

Acceptable forms of evidence include:

PDP's / appraisals
Paperwork from reviews / performance appraisals / formal feedback / certificates etc.
Business plans
Reflections - experiences, discussions with mentor / manager
Reflective statements

Materials

Information leaflets
Case studies
Critical reviews / Adapted notes (study notes etc.)
Policy / position statements
Discussion documents
Procedural / process documents
Job descriptions / applications
Reports / audits / reviews-forms
Business plans / appraisals / PDP plans
Guidance materials / guidelines
Course assignments feedback / module credits
Action plans
Course programme documents / in service training / conferences / workshops
Presentations (power-point etc.)
Articles done
Questionnaires
Research papers / proposals / applications
CBT literature / leaflets etc., produced
Contributions to professional body
SIG contributions
Material showing reflection / evaluation of learning, for work, clients etc.
The reflective statement document

Material from others

Testimonies/letters - from staff / colleagues / clients / carers
Feedback from organisations / students / institutions (universities etc.)
Teaching assessment / feedback
Course certificates

Supervisor Re-accreditation

In order to maintain your Supervisor Re-accreditation, you must demonstrate and evidence that you have undertaken ***a minimum of one specific training and development activity in each of the last***

five years that relates to the development of your CBP Clinical Supervision Practice over the five year period. This would be one of your Reflective Practice Statements per year.

Trainer Re-accreditation

In order to maintain your Trainer Re-accreditation, you must demonstrate at least one Reflective Statement of specific training and development activities for each of the last five years that relate to the development of Training Skills. This would be one of your five Reflective Practice Statements per year.

Note relating to the overall requirement for CPD for each 12 month period

If the Supervision and Training CPD activities are specifically CBT related then they may also count towards your overall Practitioner CPD annual requirement. Otherwise, the Reflective Practice Statements must be in addition to the CPD requirement for Practitioner Re-accreditation.

Provide evidence of your attendance, for example, certificates, agendas or minutes, advertising, training summaries. Provide copies, not originals, as they cannot be returned.

Please use the standard **Reflective Practice Statement** forms as found on the website.

LOG BOOK OF CBP CLINICAL SUPERVISION for 12 months

Detail, session by session, your CBP Clinical Supervision and support contact for 12 months, providing requested detail for each individual session

You should keep contemporaneous records

- All forms to be typed, not hand-written (contact the BABCP office if this is not possible)
- Refer to the Guidelines and Examples for Completion of CBP Practitioner, Supervisor & Trainer Log Books
- Use more than one sheet if necessary for each 12 month period
- Ensure you provide total hours for each sheet

Name: **Sara Withers**

Membership Number: **999111**

Date Accredited / Re-accredited: **20 April 2005**

12 Month Period: *FROM* **May 2012** *TO* **April 2013** (month & year)

Date	Individual / Group / Peer	Name of Supervisor; or No. of People in Group and Name of Facilitator	Duration of Contact (hours)	Content	Method
12/5/12	Individual	Paul Jones	1.5	Review of supervision arrangements, planning for video assessments Discussed increasing client workload	Discussion
30/6/12	Individual	Paul Jones	2	Client SS sudden death at home ?overdose; review of risk and procedures	Discussion
28/6/12	Individual	Paul Jones	1.5	Client GD case discussion, working with boundaries – review formulation relating to boundaries. General discussion on formulations	Case presentation, role-play, discussion
8/9/12	Individual	Paul Jones	1.5	Client GW case discussion and video	Full video assessed CTS-R
11/9/12	Group	Paul Jones (facil), Katie McCann, Talia Caven	2	Case presentations and discussions – GAD and social phobia (I did not present)	Case presentations
29/9/12	Individual	Paul Jones	1	Client GD case discussion, ending Client YM stuck with client's sense of hopelessness	Case presentation and discussion
30/10/12	Individual	Paul Jones	1.5	Client AR, bipolar, discussed medication and overall approach and planning Client YM video	Discussion Full video assessed CTS-R
20/11/12	Individual	Paul Jones	1.5	Client AP, bipolar, review formulation Client PM, adolescent, OCD, discussion about family, boundaries Client	Case presentation and discussion
12/12/12	Group	Katie McCann (facil), Paul Jones, Talia Caven	2	Case presentations and discussions – Depression and my case client AD, BPD	Case presentations
23/12/12	Individual	Paul Jones	0.5	Client HB, grief, discussed risk	Telephone
22/1/13	Individual	Paul Jones	1.5	Client HB, grief, case presentation General discussion about social phobia, latest research, and self-help books	Case presentation and discussion
SHEET TOTAL HOURS			16.5		

LOG BOOK OF CBP SUPERVISORY SUPERVISION for 5 years

Detail, session by session, your CBP Supervisory Supervision and support contact for 5 years, providing requested detail for each individual session

- All forms to be typed, not hand-written (*contact the BABCP office if this is not possible*)
- Refer to the Guidelines and Examples for Completion of CBP Practitioner, Supervisor & Trainer Log Books
- Use more than one sheet if necessary for each 5 year period
- Ensure you provide total hours for each sheet

Name: **Sara Withers**

Membership Number: **999111**

Date Accredited / Re-accredited: **20 April 2005**

5 Year Period: *FROM* **May 2013** *TO* **April 2014** (*month & year*)

Date	Individual / Group / Peer	Name of Supervisor; or No. of People in Group and Name of Facilitator	Duration of Contact (hours)	Content	Method
12/5/13	Peer Group	Paul Brown (facil), Sarah May & Helen Strong	1.5	Group contracting and planning for use of Group Supervision Discussion about learning theories	Discussion
30/7/13	Peer Group	Helen Strong (facil), Paul Brown & Sarah May	1.5	HS S'ee Risk discussed - client suicide attempt PB presented on Kolb Learning Cycle I presented on STARS	Discussion
28/10/13	Peer Group	I facilitated, Helen Strong, Paul Brown & Sarah May	2	Focus on trainee needs for course and Supervision contracts Discussion about psycho-education materials	Discussion
8/1/14	Peer Group	Paul Brown (facil), Helen Strong	2	PB S'ee child protection issue My supervision video presented S'ee VS	Discussion Full video assessed STARS
11/3/14	Peer Group	Sarah May(facil), Paul Brown & Helen Strong	2	Case presentations and discussions focussing on relationship issues with S'ees – what works, when, and why	Case presentation and discussion Role play
29/5/14	Peer Group	Helen Strong (facil), Paul Brown & Sarah May	2	HS difficulty with S'ee competence doing formulations I presented on BABCP Practitioner Accreditation	Case presentation and discussion
30/7/14	Peer Group	I facilitated, Helen Strong, Paul Brown & Sarah May	2	PB concerns about S'ee having domestic problems My S'ee struggling to work collaboratively SM presented on cake stand model	Case presentation and discussion
2/10/14	Peer Group	Sarah May(facil), Paul Brown & Helen Strong	2	Discussion about suitability of clients for trainees SM supervision video presented	Case presentation and discussion Watched and scored full video using STARS
12/12/14	Peer Group	I facilitated, Helen Strong, Paul Brown & Sarah May	2	I presented on recent research on Bipolar Disorder HS S'ee – discussion about poor engagement in supervision	Discussion Case presentations
23/12/14	Individual	Kath French	1.5	Contracting and planning for individual Supervision	Discussion
22/1/15	Peer Group	Paul Brown (facil), Sarah May & Helen Strong	2	Discussion about placement problems for S'ees Case presentations	Case presentation and discussion
SHEET TOTAL HOURS			20.5		

LOG BOOK OF CBP TRAINING SUPERVISION for 5 years

Detail, session by session, your CBP Training Supervision and support contact for 5 years, providing requested detail for each individual session

- All forms to be typed, not hand-written (*contact the BABCP office if this is not possible*)
- Refer to the Guidelines and Examples for Completion of CBP Practitioner, Supervisor & Trainer Log Books
- Use more than one sheet if necessary for each 5 year period
- Ensure you provide total hours for each sheet

Name: **Sara Withers**

Membership Number: **999111**

Date Accredited / Re-accredited: **20 April 2005**

5 Year Period: *FROM* **May 2005** *TO* **April 2010** (*month & year*)

Date	Individual / Group / Peer	Name of Supervisor; or No. of People in Group and Name of Facilitator	Duration of Contact (hours)	Content	Method
19/5/05	Group	Jack King (3)	2.5	Group contracting and planning for use of Group Supervision Discussion about curriculum and planning	Discussion
23/7/05	Group	Jack King (3)	2	Discussion about learning theories Discussion about teaching styles	Discussion
12/10/05	Group	Jack King (3)	2	Discussion about presentation materials All updated on trainee progress	Discussion
8/1/06	Group	Jack King (2)	3	Discussion about curriculum and clinical exam	Discussion
4/3/06	Group	Jack King (3)	2	I presented on issue with trainee with health problem Training on new interactive white board	Discussion Role play
20/5/06	Group	Jack King (3)	2	Discussion about updated university policies Presentation on Roth & Pilling CBT Competences I presented on BABCP Trainer Accreditation	Discussion
12/7/06	Individual	Jack King	4	I presented teaching session on CBT for Panic Disorder – skills development session	In-vivo assessment of 3 hour teaching session & discussion
12/10/06	Group	Jack King (3)	2	All updated on trainee progress Discussion about curriculum and planning	Discussion
12/12/06	Group	Jack King (2)	2	Discussion about potential guest speakers Discussion about trainees falling behind with clinical hours and assignments	Discussion
23/12/06	Group	Jack King (3)	2	All updated on trainee progress Discussion about trainee's demonstrating competencies	Discussion
etc					
SHEET TOTAL HOURS			23.5		