



GUIDELINES AND EXAMPLES FOR COMPLETION OF LOG BOOKS OF CLINICAL SKILLS SUPERVISION, CASE MANAGEMENT AND CONTINUING PROFESSIONAL DEVELOPMENT FOR USE FOR PSYCHOLOGICAL WELLBEING PRACTITIONER REACCREDITATION

Your Log Books of Clinical Skills, Case Management Supervision Continuing Professional Development (CPD) must be provided as part of your Full Accreditation and Re-accreditation application, as evidence of your sustained commitment to the theory and practice of CBP.

You should record Clinical Skills and Case Management Supervision contact and CPD activity contemporaneously.

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. Ensure you provide total hours for each section and/or sheet.

Log Book of Clinical Skills and Case Management Supervision

You should provide 3 years of signed clinical skills supervision and case management logs.

Clinical Case Management Supervision should be an hour per week of individual Case Management Supervision, to meet the IAPT standards. Part time staff can calculate this on a pro rata basis.

Clinical Skills Supervision should be on average a minimum of an hour per fortnight (or pro rata for part time staff). Clinical skills supervision may be individual or in groups of no more than 12. If your workplace have not provided you with a suitable log (equivalent to the BABCP log), you can download them from the PWP Accreditation section of the website.

Clinical Skills Supervision should be provided by a practitioner who is appropriately experienced in Low Intensity CBT informed approaches. Supervisors must also be currently practicing and utilising CBT informed approaches. In addition, it is recommended that PWP Clinical Skills and Case Management Supervisors who are signing off trainees as clinically competent, have completed supervision training on an IAPT Supervision training course or undertaken a CPD event in case management supervision.

One PWP Supervisor's Report is required. This must be from your current PWP Clinical Skills Supervisor. If your current Clinical Skills Supervisor has been in place for less than six months, you must additionally provide a PWP Supervisor's Report from your previous Clinical Skills Supervisor.

You are responsible for obtaining the Supervisor's Report. This should be given to you in a sealed envelope, although it is up to the provider if they wish to show you it.

A sample PWP Supervisor's Report is available; please provide these to your Supervisor to assist them in completing their form, which will ensure Accreditors are provided with all of the information they require. The Supervisor's Report should be typed in Word, not handwritten. You should inform your Supervisor where to find the downloadable Word documents. The Supervisor's Report should be signed and dated within the last month.

Evidence of good practice will be assessed on the basis of the PWP Supervisor's Report provided; these include:

- Illustrative examples of practice.
- An understanding and appropriate practice of the development, maintenance and ending of therapeutic relationship – such issues as not enabling collaboration and client choice, the misuse of power in the client therapist relationship, and the role of value systems may all be addressed.
- The applicant's general competency, skills and attitudes to practice PWP and Low Intensity CBT informed approaches.
- Evidence of the PWP's cultural competency and their ability to manage access and diversity issues appropriately.
- The applicant's adherence to the Standards of Conduct, Performance and Ethics for Members.
- A regular live element is a requirement for reaccréditation, taken to mean at least two instances of live assessment per year demonstrating at least two different interventions, and ensure that you record such instances within your Supervision Log.

Applicants are required to adhere to IAPT PWP Supervision Guidance and Recommendations. Please see examples of Clinical Skills and Case Management Supervision Log below.

LOG BOOK OF PWP CLINICAL SKILLS SUPERVISION for 12 months

Detail, session by session your PWP Clinical Skills Supervision for the past 12 months providing requested detail for each individual session

- All forms to be typed in Word, not hand-written (*contact the BABCP office if this is not possible*).
- Refer to the Guidelines and Examples for Completion of PWP Log Books for Supervision and Continuing Professional Development.
- Use more than one sheet if necessary for each 12 month period.
- Ensure you provide total hours for each sheet.

Name: **Fred Bloggs**

Membership Number: **999111**

Date Accredited: **09/01/09**

12 Month Period: *FROM* **01/09** *TO* **12/09** (*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/s
13/01/09	Individual	J Jones	1	Patient A: Discussed the difficulties with medication management, and compliance. Role played difficulties experienced when explaining antidepressants to patients. Practiced summarising the problem statement and shared decision making for Pt. B.	Role Play Case Discussion
27/01/09	Individual	J Jones	1	Patient A: Listened to audiotaped session	Audio recording
10/02/09	Individual	J Jones	1	Reviewed BA intervention with Pt C and the importance of making targets realistic and within Pt values. Discussed the impact of Patient D's problems on PWP worker due to the traumatic nature of issues raised in the last session.	Case Discussion Reflection and support.
24/02/09	Individual	J Jones	1	Patient C: Reviewed audio tape of session. Reviewed outcome measures and risk.	Case Discussion Audio recording
SHEET TOTAL HOURS			4		

Supervisor Signature

J Jones

Date

01/01/2010

Log Book of Continuing Professional Development

A requirement for continued Accreditation is that you can demonstrate, each year, at least 16 hours of Continuing Professional Development (e.g. development of PWP knowledge and interventions (cognitive behavioural, self-help techniques) via short courses, workshops, conferences, research projects etc.). These activities should map onto competencies associated with your role as a PWP, or may be more specifically related to low intensity CBT approaches.

BABCP PWP Accreditation is for those who have an interest in CBT, and so at least 8 hours of your CPD activity must relate to CBT informed approaches.

At least 8 hours of your CPD activity must be skills development. Skills development is generally taken to mean activities such as role play; skills practice in pairs or triads; experiential exercises as part of more formal workshops; practice in delivery of psycho-educational material to groups, learning to use formal measures, etc.

Some aspects of your role might also be considered as contributing to skills development - including co-therapy with a more experienced practitioner; in house specific skills development activity (in addition to usual case management and clinical skills supervision) focussed on skills development; consultations in relation to specific cases, etc.

Include any short courses, workshops, conferences, placements, formal in-house training, low intensity CBT informed practice development activity.

Give details as requested, including the title of the course or workshop, or the kind of activity undertaken, the trainer, lecturer or placement supervisor, and the organising body. State the number of hours that have been undertaken for this activity, breaking out theory and skills where possible.

Provide evidence of your attendance, for example, certificates, placement records, agendas or minutes, signed statement from manager or co-worker. Please provide copies, not originals.

Please label the document/s for easy reference, for example write "CBT-1" at the top of the page.

You are also expected to have consulted at least five samples of literature relevant to PWP practice each year which should be recorded in your CPD log.

Please see an example of a CPD log below.

DELIBERATELY FALSE STATEMENTS WILL RESULT IN YOUR REMOVAL FROM THE LIST OF ACCREDITED MEMBERS

LOG BOOK OF PWP CPD for 12 months

Detail your PWP Continuing Professional Development for 12 months

- 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 PWP Log Books for Supervision and Continuing Professional Development
- Use more than one sheet if necessary for each 12 month period
- Ensure you provide total hours for each section and a grand total at the end

Name: Janet Jones

Membership Number: 111222

Date Accredited: 5 November 2010

12 Month Period: *FROM* Nov 2010 *TO* (month & year) Oct 11

SECTION A – ATTENDANCE AT CBT INFORMED APPROACHES EVENTS

Dates	Title & Type of Activity	Trainer / Lecturer / Placement Supervisor	Organising Body	Theory Hours	Skills Hours	Evidence Enclosed	Labelled as
13/12/10	Using Self Help Materials effectively in Delivery of LI Interventions within IAPT Services	Chaired by Graham Turpin. Speakers included; Karina Lovell, Dave Richards, Chris Williams, Jim White and Stephen Pilling	IAPT	5		<input checked="" type="checkbox"/>	CBT-1 Conf Prog included signed by line mgr
23/04/11	Working with Worry using CBT Self Help Master Class	J Jones CBT Therapist and PWP Clinical Supervisor	NAMED Trust in service training	3	3	<input checked="" type="checkbox"/>	CBT-2
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
CBT INFORMED APPROACHES TOTAL HOURS				8	3		

SECTION B – OTHER CPD EVENTS ATTENDED RELEVANT TO THE PWP ROLE

Dates	Title & Type of Activity	Trainer / Lecturer / Placement Supervisor	Organising Body	Theory Hours	Skills Hours	Evidence Enclosed	Labelled as
23/03/11	Working in a Culturally Appropriate Way	Ms S. Smith	NAMED NHS TRUST	3	3	<input checked="" type="checkbox"/>	B-1
13/06/11	Supporting people back into work or training: Using a Biopsychosocial approach	Mr G Butler Occupational Therapist	NAMED Voluntary Sector Employment Project	4	2	<input checked="" type="checkbox"/>	B-2
01/06/11	Adult Safeguarding – Recognising and reporting	Simon Clarke Trust Clinical lead on Risk Management in Primary care	NAMED NHS TRUST	5	1	<input type="checkbox"/>	B 3
						<input type="checkbox"/>	
TOTAL HOURS				12	6		

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LOG BOOK OF PWP CPD for 12 months *continued*

SECTION C – OTHER SKILLS DEVELOPMENT ACTIVITIES

Dates	Title & Type of Activity	Trainer / Lecturer / Placement Supervisor	Organising Body	Theory Hours	Skills Hours	Evidence Enclosed	Labelled as
09/11	In house Skills development training for delivering a BA group with CBT Therapists-A closer look at the Martell BA Model used in High Intensity	Provided by Dr. M Sanderson	NAMED NHS TRUST	2	2	<input type="checkbox"/>	C1 (Letter from Dr. Sanders on confirming hours stated)
						<input type="checkbox"/>	
						<input type="checkbox"/>	
TOTAL HOURS				2	2		

GRAND TOTAL CPD HOURS

33

SECTION D – PWP RELEVANT READING minimum 5 samples of literature consulted during 12 month period

Title	Author
Behavioural and Cognitive Psychotherapy	BABCP
The Benefits of Exercise for the Clinically Depressed	LL Craft & FM Perna
Chapter 2 – “Assessment”, in Cognitive Behaviour Therapy for Chronic Medical Problems	AR White
Oxford Guide to Low Intensity CBT Interventions	J Bennett-Levy et al
The Handbook of Communication Skills	O Hargie
The Measurement & Management of Clinical Outcomes in Mental Health	JS Lyons
Therapy Across Culture	I Krause