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Gill Attwood of Steering Committee

Signature....*Gill Attwood*.....

Title Member of Steering Committee.....

Date 22/02/18.....

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### Change control

number of pages (excluding appendices)
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# **Registration and Accreditation for Psychodrama Psychotherapists, Supervisors and Trainers**

## **Policy and Procedure**

This policy comprises all aspects of professional registration with the BPA including, initial registration, annual renewal of membership, minimum practice/supervision and CPD requirements, quinquennial re-accreditation and return to practice.

All BPA registered practitioners, trainers, senior trainers and supervisors (psychodrama psychotherapists) are required to:

- maintain professional standards of practice as outlined in the BPA **Ethical Principles and Code of professional Practice**
- adhere to the continuing professional development (CPD) criteria outlined in this document;
- Participate in the re-accreditation process outlined in this document every five years.

UK-resident psychodrama psychotherapists must also maintain individual membership of UKCP.

This policy is consistent with both UKCP and HIPC standards.

## **Policy code**

### **TAC/ 1**

### **Version 1**

### **Date of approval**

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## **Registration**

BPA registration of UK trained psychodrama psychotherapists requires qualification through participation in an appropriate educational programme with a BPA accredited training school. These programmes are governed by the curricula and competency criteria outlined in the BPA Training Standards Document and its appendices. Initial

registration as a practitioner must be sought within six months of qualification or the individual may be required to apply via the return to practice process. Registration Form C can be obtained from the BPA administrator.

Registration form C1 applies to initial registration of practitioners of sociodrama and can be obtained from the BPA administrator.

For details of registration requirements for non-UK trained psychodrama psychotherapists, please refer to Appendix 1.

### **Annual Renewal of Membership**

Registration for psychodrama psychotherapists is maintained by compliance with the annual membership renewal process which confirms that individuals continue to meet standards and requirements outlined in this document for their relevant category of membership, in addition to other criteria stipulated in the BPA renewal form (Appendix 2).

Annual renewal is invited in December each year by the BPA Administrator.

From 2018 registered psychodrama psychotherapists will also be required to confirm participation in a peer group. The training and accrediting committee will, on request, support individuals in identifying appropriate peer groups if required.

In order to support good practice, the BPA encourages all psychodrama psychotherapists to participate in a regular professional peer group which is a UKCP requirement beyond five years of clinical practice following initial qualification. The function of this peer group is to review practice and CPD while also providing a forum for peer supervision and reflection. The group can include peers/colleagues who are not psychodrama psychotherapists but who represent relevant associated professions.

For current membership fees please refer to Appendix 3. These fees are subject to annual review by the BPA executive committee.

### **Minimum Practice Requirements**

It is normally expected that psychodrama psychotherapists, particularly during the first 5 years of their clinical practice, have a minimum of 5 client clinical contacts per week on average over the 5 year period. This includes individual and group psychotherapy contexts which means that facilitating a weekly psychodrama group with 5 members will meet minimum clinical practice requirements.

For those psychodrama psychotherapists who facilitate therapy days, each psychodrama session will constitute a clinical contact. Therefore, if a therapy day has two psychodrama sessions with 5 participants, this will constitute 10 client contacts. All psychodrama psychotherapists, even experienced or senior practitioners and trainers, are expected to undertake some clinical practice, taking into account issues of retirement and sabbaticals.

For registered supervisors this formula will also apply to supervision client contacts.

Registered trainers must undertake a minimum of 50 hours of psychodrama or action methods training activity during the five year period.

## **Minimum Supervision Requirements**

Individual or group supervision with a UKCP-registered supervisor is required consistently for the first five years of clinical practice. Thereafter, this may be adapted to meet individual psychodrama psychotherapists' requirements, however it is recommended that the individual's arrangements are discussed with and approved by their regular peer group. For the purposes of this document, supervision constitutes the psychodrama psychotherapists' participation in a regular purposeful 'formal process' which facilitates reflection on clinical practice, either in an appropriate peer group or with an individual peer of equivalent experience though possibly, different expertise. This could be a vertical or horizontal arrangement, or both, depending on demands of the registrant's caseload and severity of clients.

Although mandatory, clinical supervision is not included in the minimum stipulated CPD hours.

While personal psychotherapy is not mandatory, it is essential that psychodrama psychotherapists engage in and provide evidence of ongoing personal reflection.

## **Continuing Professional Development**

The overarching function of all CPD activity is the protection of the public through maintenance and improvement of professional standards.

It is about developing a life-long learning approach based on an ethical belief in, and commitment to, professional and personal growth, development and spontaneity as psychodrama psychotherapists. Implicit in this statement is an assumption that effective psychotherapists maintain a sense of curiosity about their practice and are critically reflective about psychotherapy as a whole; regularly posing questions which broaden and deepen knowledge and understanding of both clinical effectiveness and potential for negative outcomes of their clinical interventions. For this reason it is important that psychodrama psychotherapists engage widely in the field of psychotherapy and psychiatry, while maintaining adequate knowledge of current and relevant mental health legislation.

What constitutes CPD is therefore varied in content and context including

- experiences with clients;
- participation in formal structures of further learning such as courses, workshops, seminars and conferences;
- self-study such as reading relevant journals, academic writing or engaging in online webinars or educational programmes;
- engaging in research or clinical governance activities; - Undertaking professional leadership roles.

It essential that CPD includes learning experiences involving psychodrama and action methods which is facilitated by BPA or internationally accredited trainers in addition to learning in another psychotherapy modality.

While individuals are responsible for managing their own CPD, it is considered good practice to plan, reflect on and evaluate learning/development in their regular peer group, and maintain adequate records which evidence that they meet these standards across the range of professional roles they may hold.

The minimum requirement over a five year period is for 250 hours of CPD activity. Normally practitioners would be expected to undertake at least 20 hours of CPD in any one year. Exception to the annual requirement is permitted when a psychodrama psychotherapist experiences extra-ordinary circumstances related to severe illness, bereavement or caring responsibilities for example. However, the minimum requirement of 250 hours over five years is not negotiable.

It is essential that registered supervisors and trainers engage in CPD activity that is specifically related to clinical supervision and psychodrama psychotherapy training respectively. The latter may include involvement in a psychodrama training organisation, facilitating BPA/psychodrama conference workshops, specific psychodrama training workshops, FEPTO meetings, etc.

CPD is a compulsory component of re-accreditation.

### **Quinquennial (5 yearly) Re-accreditation**

In order to maintain professional registration, all BPA registered psychodrama psychotherapists must participate in a 5 yearly re-accreditation review process. This review encompasses all aspects of professional practice including clinical practice and supervision, academic and non-academic CPD activities, clinical governance engagement such as audit, research and management/leadership roles.

The review process has three distinct phases:

- Development and maintenance of a reflective practice portfolio;
- Formal peer review meeting;
- The submission of a peer-signed re-accreditation review form (Appendix 4) to the BPA Administrator.

The **reflective practice portfolio** is intended to be a working document reflecting the preceding five years of practice and should contain the following elements:

- an introduction which includes a details of clinical practice and all other professional roles undertaken - individuals could consider participating in a 360 feedback exercise to evidence these activities and facilitate reflection in the peer review meeting;
- details of supervision and at least one report from a supervisor, including for the supervision of supervision in the case of registered supervisors;
- evidence from regular peer group demonstrating participation in planning, reviewing assessing CPD activities
- outline of non-professional activities or experiences which have had an impact on their professional practice;
- a list of all CPD activities undertaken and evidenced with attendance certificates or written reflections of learning with former comprising a minimum of 50% of the evidence provided

The formal reaccreditation **peer review group** should not be the individual's regular peer group and should consist of four to six members. There should be at least one member who does not have a close working/social relationship with the reaccreditation applicant. The composition of the group should also reflect consideration of how individual members' with different levels of experience may require different approaches. Supervisors and trainers must have at least one other supervisor or trainer in their peer review group.

If there are any difficulties finding a peer review group, individuals should contact the BPA training and accrediting committee in good time so that they can be signposted to an appropriate group. Although engaging in a face to face meeting is preferable, internet platforms such as Skype may be considered.

At commencement, the group will appoint a convenor to collect completed review forms to be forwarded to the BPA administrator. Enough time should be allocated to the meeting to:

- enable each member's portfolio to be reviewed thoroughly, demonstrating how they have integrated CPD activities into their practice;
- allow for adequate reflection of future learning and development needs, including supervision requirements and arrangements;
- Generate a comprehensive summary and plan to be recorded on the review form.

The review should therefore be a supportive summative and formative process; acknowledging strengths, weaknesses, achievements and aspects of improvement required. Members' should consider using SMART principles in planning and recording future CPD goals.

Upon conclusion of the meeting, each member of the peer review group should **complete the peer review form** including:

- a comprehensive summary of the reflective discussion;
- clear goals for future CPD activities;
- a statement recommending re-accreditation or identifying any specific remedial steps which need to be undertaken before re-accreditation can be recommended; - Being signed by all the other member of the peer review group.

The convenor then collects all the completed forms and forwards these to BPA administrator.

The process is concluded by formal confirmation of re-accreditation from the Chair of the BPA TAC. In the case of deferred re-accreditation, the BPA TAC will consider the peer review group's recommendations and advise the individual psychodrama psychotherapist of any additional requirements that may be relevant. S/he will not be registered to practice until the remedial recommendations have been fully met.

All registrants have the right to **appeal** in writing to the BPA TAC against the outcome.

The BPA TAC will maintain a re-accreditation register and advise individual members when their next review is due.

### **Return to Practice**

Where a practitioner, trainer or senior trainer, after a period of absence, wishes to be re- registered, the following procedure constitutes a mechanism for returning to practice.

- The individual should write to the chair of the BPA TAC requesting commencement of a re-registration programme.
- The BPA TAC will provide a list of approved mentors and relevant contact details from which the individual can select.
- Once the individual has confirmed who his/her mentor will be, the programme will commence on the date stated in the signed agreement.

- In consultation with the mentor, an appropriate programme will be developed. This may include refresher courses/workshops, supervision sessions and other interventions as may be required to update the applicants' knowledge and skill. The details of the programme are recorded comprehensively on Form F (Appendix 5) and should be shared with the chair of the BPA TAC to confirm that it meets the required standards before commencement of the programme.
- On completion of the programme, the applicant should return to the BPA Administrator, a completed Form F which has been signed by both the applicant and the mentor to confirm that the terms of the programme have been fully met.
- At the next BPA TAC meeting, the applicants' re-registration will be discussed and a decision will be made and communicated in writing by the chair to the BPA executive committee.
- If the appropriate BPA membership fees have been paid, the chair of the BPA TAC will ask the Administrator to register the applicant in the appropriate section.
- The psychodrama psychotherapist must then register with the UKCP as an individual member.

### **Key responsibilities**

*Executive Committee*

*Training and Accreditation committee*

*Members*

### **Contact details**

BPA Administrator [administrator@psychodrama.org.uk](mailto:administrator@psychodrama.org.uk)

BPA Training and Accrediting Committee [accreditation@psychodramaorg.uk](mailto:accreditation@psychodramaorg.uk)

### **Appendices and relevant procedures**

*1 Requirements for Registering of Non UK Practitioners and Trainers*

*2 Annual Membership Renewal Form*

*3 Annual Membership Registration Fees*

*4 Quinquennial Re-Accreditation Review Form*

*5 Re-Registration of Practitioners of Psychodrama*

## **Appendices Appendix**

### **1**

## **Requirements for Registering of Non UK Practitioners and Trainers**

### ***Introduction***

We welcome applications for practitioner status from anyone with appropriate psychodrama psychotherapy qualifications. Practitioners working in the UK must also become members of UKCP. Practitioners working outside of the UK are expected to be members of appropriate professional bodies that can deal with any professional practice complaints that are made against them. The BPA do not normally accept complaints for practice occurring outside of the UK or Ireland.

### ***European applicants***

#### Applicants with the European Certificate of Psychotherapy (ECP)

A current European Certificate of Psychotherapy and a Psychodrama Psychotherapy diploma with a FEPTO (Federation of European Psychodrama Training Organisations) member organisation gives automatic membership of both the BPA and UKCP.

Applicants should fill in the practitioner application and UKCP membership forms and appropriate fees. Applicants should include their ECP and Diploma certificates.

#### Applicants with a diploma in psychodrama from a FEPTO accredited training organisation but without an ECP

Applicants should apply directly to the training and accrediting committee, with copies of certificates and detailed information about their psychotherapy practice supervision both during and since training. They will also need to provide evidence of CPD since qualification.

Applicants with less than 450 hours of psychodrama psychotherapy practice or not sufficient CPD hours will be required to complete a return practice/registration process with a BPA accredited Senior Trainer.

### ***Applicants who qualified outside Europe seeking registration with BPA***

Applicants should apply directly to the training and accrediting committee, with a detailed description of the course they followed to become a psychodrama psychotherapist. This should include training contact hours, clinical practice, personal therapy, and supervision. These must approximate BPA standards.

They must also supply copies of certificates and detailed information about their psychotherapy practice supervision both during and since training. They will also need to provide evidence of CPD since qualification.

Applicants with less than 450 hours of psychodrama psychotherapy practice or not sufficient CPD hours will be required to complete a return practice/registration process with a BPA accredited Senior Trainer.

**All applicants** must disclose and provide relevant information about any prior criminal convictions or if they have any criminal proceedings pending in any country or jurisdiction. In addition, candidates must disclose any formal complaints made against them which have been upheld by a professional body, or which are pending at the time of submission of the portfolio. Such complaints include complaints made in the context of paid as well as voluntary / unpaid work, in any country or jurisdiction. Failure to disclose convictions and complaints at the application stage may jeopardise the candidate's status with the BPA as a Psychodrama Practitioner in the future.

In addition, if an applicant is going to be working as a psychotherapist in the UK, they need to demonstrate an understanding of the legal framework that underpins the practice of psychotherapy in the UK, including the Mental Health Act, Mental Capacity Act and Duty of Care. This must be evidenced, such as a report from a Mentor, or attendance certificates from appropriate training courses.

If, for some reason, an applicant cannot meet the above requirements, then they will need to be mentored by a BPA registered Senior Trainer who will then supply a report when they have undergone whatever additional training, supervision or clinical practice might be deemed necessary.

The decision on registration will normally be taken by the Chair of the BPA TAC in consultation with one other member of the committee, who is not well known to the applicant, and is familiar with European Psychotherapy. If the assessors have any major doubts then the decision can be referred to the next meeting of the BPA TAC.

All documents submitted (including certificates) which are not in English must be accompanied by a certified translation in English.

**Appendix 2**

**Annual Membership Renewal Form**

<ul style="list-style-type: none"> <li>• By joining the BPA, I confirm that I meet membership criteria of the particular category of membership. (If you are unsure please contact the BPA administrator for clarification.)</li> <li>• As a member of the BPA, I hereby agree to abide by and conform to the BPA Ethical Principles and Code of Professional Conduct and any and all prevailing UKCP Guidelines</li> <li>• By joining the BPA as a psychodrama psychotherapist, I confirm I have current relevant DBS check (previously CRB)</li> </ul>		
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Postal Address</b>		
<b>Email</b>		<b>Tel/mobile</b>
<b>Are you currently registered with the UKCP HIPC? Yes / No</b>		<b>Any Other College Yes / No Which?</b>
<b>Membership Number</b>		
<b>Professional Insurance Details</b>		
<b>Names of Regular Peer Group</b>		
<b>Year of Next Quinquennial Review</b>		
<b>Please tick this box to opt out of marketing communications from the BPA</b>		<input type="checkbox"/>

Signature	Date
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**Appendix 3**

**Annual Membership Registration Fees**

Current fees (2018/19)

	Full fees.	Croatia, Estonia, Slovenia, Greece, Portugal etc.	Serbia, Macedonia, Bulgaria, Bosnia, Hungary, Romania, Russia etc.
Trainee	£100	£75	£50
Practitioner	£115	£85	£55
Trainer	£140	£105	£70

## Appendix 4

### Quinquennial Re-Accreditation Review Form

<ul style="list-style-type: none"><li>• This form to be returned within two weeks of peer review meeting</li><li>• Please answer the questions below for the period since your last re-accreditation</li><li>• Attach any relevant documentation</li><li>• Retain a copy of this completed form as no documentation will be returned</li></ul>		
<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
<b>Postal Address</b>		
<b>Email</b>	<b>Tel/mobile</b>	
Are you currently registered with the <b>UKCP HIPC?</b> Yes / No	<b>Any Other College?</b> Yes / No	
Membership number		
Original Training Organisation		
Year of Qualification		

#### Professional Declaration

I enclose a photocopy of my Professional Insurance document. Yes / No

In the last five years has there been a formal complaint made against you? Yes / No -  
If Yes, supply details on a separate page.

Since my accreditation/last re-accreditation I have not incurred a criminal conviction. Yes/No  
If yes, supply details on a separate page.

**What arrangements have you made for your practice in the event of your death, accident, bereavement or illness leading to incapacity to work (professional will)?**

*Detail*

**Names of supervisor/ regular peer supervision colleagues**

*Please attach a statement signed by your supervisor/s*

**Please attach a copy of your reflective portfolio.**

**Peer Review Group**

Names of Members	Signatures
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Date of Meeting:	

I confirm on behalf of the above Peer Review Group that we have met with the applicant and recommend re-accreditation.



I recommend on behalf of the peer review group that the applicants reaccreditation be deferred pending evidence of additional criteria outlined below.



Details of additional criteria required for re-accreditation.

**Signature of the member unfamiliar to you/your practice:**

**Address:**

**Give a short summary of your reflections from your peer group meeting)**

*Details*

**Applicant's signature:**

**Date:**

## **Appendix 5**

### **Re-Registration Of Practitioners Of Psychodrama**

Name:

Home Address:

Professional Address: (if different)

Telephone No: Home

Professional

E-mail address:

#### **DETAILS OF RE-REGISTRATION PROGRAM**

Name of Mentor:

Date of commencement of program:

Full details of the re-registration program. Please provide on a separate sheet.

I wish to enter the process for re-registration on the Register of Psychodrama Practitioners held by the British Psychodrama Association and As a Member of the British Psychodrama Association (BPA) I hereby agree to abide by and conform to the BPA Code of Ethics for Practice and any and all prevailing UKCP Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have agreed to mentor the above applicant within the guidelines of the return to practice program.

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On completion this form should be returned to the BPA Administrator by email [administrator@psychodrama.org.uk](mailto:administrator@psychodrama.org.uk)

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