

COUNSELLING AGREEMENT

This agreement aims to provide information about the Counselling Service at Primrose Hospice and forms an initial agreement between client and counsellor.

- **Length of Counselling Session:** 50 minutes
- **Counselling Sessions:** Weekly, on the same day at the same time. The initial number of sessions offered will be agreed, usually during the first session. Sessions will be reviewed periodically. Please do not attend sessions under the influence of alcohol or non-prescribed drugs. If you do so, the session will only take place at the counsellor's discretion.
- **Cancellations:** If you need to cancel a counselling session, please telephone the Hospice on 01527 889799. Where possible, please give at least 24 hours' notice as some counsellors travel a long distance to the Hospice and therefore appreciate advance notice of a cancellation.
- **Confidentiality:** Records of all patients and clients, including those receiving counselling, are held on an electronic notes system and shared, where necessary, with other healthcare professionals. What is said within counselling sessions remains private except where the counsellor is required by law or Hospice policy to disclose information. Please refer to the counselling leaflet and the Worcestershire NHS Guide for Patients on information collection.
- **Supervision:** The counselling service at Primrose is an organisational member of the British Association for Counselling and Psychotherapy (BACP) and all members of the Team are individual members of BACP and therefore work to the BACP Ethical Framework for the Counselling Professions. As members of the BACP, counsellors are required to attend supervision sessions with a senior practitioner where issues that have been raised in the counselling sessions will be discussed.
- **Failure to Attend Sessions:** The Hospice operates a waiting list system. If you fail to attend more than two consecutive sessions without prior arrangement with your counsellor or your attendance is irregular, you may be returned to the waiting list or discharged. This is at the discretion of your counsellor and will be assessed on an individual basis. It does not apply to sessions missed on medical grounds.
- **How Would You Like Us to Contact You?** Please indicate how you would like to be contacted by the Hospice:

Mobile Email Home Telephone

If you have chosen Home Telephone or Mobile, can a message be left on voicemail or with a family member if you are not there? Yes/No (please circle as appropriate)

Signed _____ (Client) Signed _____ (Counsellor)

Date: _____

We are a charity and all of our services are free, however there is an expectation that a donation is given, if possible, and a suggestion of £1 - £30 would be welcomed."

If you have a comment/compliment/query about the Counselling Service at the Hospice, please feel free to contact Carolyn Wood (Clinical Supervisor) on 01527 889799 or, if you would prefer, write to her at Primrose Hospice, St. Godwalds Road, Bromsgrove, Worcestershire B60 3BW