



Request for Psychologist's involvement

(Individual's Form)

Your Name:		Date of Birth:	Age:
Address & contact details:			
Sex:	Gender:	Other key identifiers:	
Cultural identity:			
Current Profession / Role or Educational placement if relevant:			
LIFE PARTNER (if relevant): Title & name			Age:
Sex	Gender	Other key identifiers:	
Cultural identity			
Family Details: Sibling list and significant others (state if deceased)			

What are your concerns?

What do you hope to achieve by involving a psychologist?

If relevant, please include the following information as part of your request:

Other written information you consider relevant

Have you experienced a traumatic event(s) or a significant separation or loss?

Event:	Age at the time:

Additional information, please state:

If you know, were you adopted?		If you know, were you born by caesarean section?	
If you know, were you born using a donor or surrogate?		If you know, were you breast-fed as a baby?	

As a child, did you have an au-pair or nanny / governess or a regular substitute carer? If so please give details:

As a child, did you attend boarding school?		As a child, if you attended school, did you refuse to go, or drop out, or were you ever asked to leave?	
As a child, were there any child protection/safeguarding concerns about you? If yes, please state:			
Are there any <u>current concerns</u> held by you, or someone else about your welfare? If so, please state:			
Is there anything else unique about you or your family that might be relevant to your concerns?			

Security preferences				
Name of your PA or PS or private staff liaising?				
Please state other names or pseudonyms if you prefer to use them?				
Other relevant information or requests:				
Home address to be concealed?	Fee Estimate or Invoice to be masked?	Is security clearance required?	Do you use non-disclosure agreements?	Other matters re. status/profile
Y/N	Y/N	Y/N	Y/N	Y/N

Your Consent

Authorisation: Please print and sign your name for consent and billing:

Name Date

Please submit by email. Tick if you would you like a fee estimate before you go any further?

Additional Authorisation: Alternatively, please print the name of the person/organisation who has agreed funding and billing on your behalf and request their signature (essential):

Name Date

Please submit by email. Tick if you would you like a fee estimate before you go any further?

What is this consent for

1. This form is your written consent for a psychologist from iPsy to consult with you (and/or others on request) about your development and/or situation, role or position in life
2. Your rights to privacy and confidentiality are of utmost concern. Thus, the confidential nature of this information will be respected by the psychologist in accordance with their own professional guidelines and legal responsibility
3. **Information sharing:** You are consenting to sharing information about yourself and for the psychologist to explore the issues raised and to form an opinion. This can include information provided by others, other professionals and/or private staff involved with you and your family
4. As above, confidentiality is implicit in a psychologist's practice. However, if you use non-disclosure agreements via your management or public relations representative or related to your private staff then, do indicate this on referral and/or provide the terms for information
5. **Diagnosis:** If you are seeking a mental health diagnosis for you, then please ask your family GP to refer you to a psychiatrist. The work of a psychologist is non-diagnostic. However, findings from a psychological assessment can *inform* diagnosis or the *likelihood* of diagnostic thresholds being met

SAFEGUARDING

1. **High risk:** If at ANY stage of involvement of the psychologist (at this moment, during or afterwards) you have concerns about your own welfare. That means - if you sense that you are of high-risk of self-harm or suicide, or of harming someone else, then ring emergency services (in the UK 999, US 911, Europe 112 or the equivalent in your country). Alternatively, you can take yourself to your local hospital's *Accident & Emergency* department
2. **Low-moderate risk:** If you think the risk of harm is moderate to low, then you can call your family doctor and ask for an emergency appointment. You can just tell the psychologist and/or someone else and they can do this for you
3. **Urgently need to talk to someone:** Alternatively, you can talk to the *Samaritans* (in the UK call 116 123 or www.samaritans.org) or *Befrienders Worldwide* (if you are outside the UK, go to www.befrienders.org/contact-us-1 and enter your country)
4. **Client confidentiality:** This is a fundamental duty towards you, but not absolute. The psychologist will be very clear in their understanding of the nexus between maintaining confidentiality and promoting safeguarding. This means that information can be shared with your consent. However, consent is not required when information sharing is determined necessary to safeguard your welfare. Nevertheless, it is considered good practice to seek consent and/or inform you that information is being shared
5. **Information sharing to or from other professionals:** If information sharing is required or has been requested from other services, concerning safeguarding, then your consent to share information is not required.

Nevertheless, it is considered good practice to seek consent and/or inform you that information is being shared. In very rare situations, information may be shared with or between services without obtaining consent. This arises where there is concern that you or someone else is at risk of significant harm. In the UK, this might include your local authority's safeguarding social workers and/or emergency mental health services via or including the police. Outside of the UK, this will involve your host country's welfare or emergency services

What will the psychologist do?

1. **A psychologist studies people:** their minds and how it shapes and influences their behaviour, from communication and memory to thought and emotion. A psychologist is a health professional, qualified to assess a person's psychology and to provide advice to bring about change (if that is the person's wishes)
2. **Information gathering:** Depending on the nature of the involvement of the psychologist, consultation with a psychologist involves gathering subjective information from you and reading any written information you share with them
3. The psychologist may ask you about your birth and life story so far, including how you are getting on in your family and/or elsewhere in your life
4. On request, the psychologist may talk to others including your private staff that know you well or about your situation, professional role or position in life
5. The psychologist may ask you, your private staff to complete assessments in questionnaire form. This allows the psychologist to collect a lot of information in an efficient way
6. **Observation & assessment:** The psychologist may carry out objective observation of you interacting with them and others. The psychologist will talk to you to see how you listen and speak (if you are able to). The psychologist will note your confidence and gain your views on your current situation (if you can express them). This may include asking you about aspects of your life, things that have happened to you and/or what things need to change to improve your situation
7. **Cognition & learning:** The psychologist may assess your *cognition & learning*. That is, how you think, problem solve with words & numbers and learn generally in the context of assessment of your cognitive abilities. This may include your intelligence (IQ). This might involve observation and/or doing memory tasks or problem-solving tasks
8. **Communication & social interaction:** The psychologist may assess your *communication & social interaction*. That is, how you speak, listen and generally communicate and interact with others. If you require a comprehensive specialist assessment of this area of development, then the psychologist will recommend an onward referral to a speech & language therapist
9. **Social, emotional and mental health:** The psychologist may assess your emotional wellbeing. This includes how you feel about yourself and your life. It includes aspects of your personality and self-concept and how you relate to others (attachment and including parenting if you are one) and/or the quality of your life. It includes how you manage your emotions. This is how you cope with stress, deal with upset and/or things that have happened to

you or manage your position in life. This might involve observation, interacting alongside you, or doing tasks or looking at pictures or video/film/media footage. If you are a parent,

10. **Physical and/or sensory needs:** The psychologist may observe and gather information to form a *general* overview about your physical capabilities. This includes how you stand and move and your sensory regulation (vision, sound, smell, taste & body in general). If you require a comprehensive specialist assessment of this area of development, then the psychologist will recommend an onward referral to an occupational therapist
11. **Applied psychology:** The work of a psychologist is informed by a range of key psychological and philosophical theories. For instance, with iPsy, 'consultation' is a conversation that uses techniques from *motivational interviewing*. This approach will guide you through your concerns, help you clarify issues or difficulties, identify any positives and strengths, explore your motivation for change and promotes your independence and/or control of any decision making
12. Consultation is *non-diagnostic*. This means that your thinking or behaviour will not be *medicalised* and 'diagnosed'. Instead, we will explore your environment and what has *happened* to you, rather than what is *wrong* with you or them. This is *client-centred* practice where the psychologist works *with* you as a 'client' as you bring about change, as opposed to *treating* you as a 'patient'
13. Other theories inform this conversation such as *personal construct psychology*, which identifies your world view and what drives your thinking or behaviour. *Self-actualisation* which is the process of achieving our full potential. *Social learning theory*, which illustrates how most behaviour is learned and *positive psychology* which the process of building a life that has meaning and purpose (if that is what you want)
14. The psychologist will have other key theories underpinning their practice unique to them. For instance, ideas of *power/knowledge* and identifying the *conditions of possibility* for the way a person thinks or acts. Ideas about *freedom, responsibility* and *critical psychiatry*. Concerns about the *commercialisation* of mental health and seeing all close relationships as a *dynamic* process of *attachment* and *adaption*
15. For assessment and/or training purposes, the psychologist may record the assessment or conversation. Your consent for this is requested on this form and the psychologist will remind you beforehand if they need to use this equipment. This data is personal data and is processed securely and/or anonymised and/or deleted after use unless a confidentiality agreement is in use

How will I know what the psychologist thinks?

1. The psychologist will give you brief verbal or written feedback after speaking or meeting with you. Whether this is in person, by telephone, by text or email will vary. Anyone aged 18 and over is an adult and you will receive a further written record directly
2. In regard to a psychological assessment, the psychologist's report will provide a profile of strengths and difficulties (or differences). The psychologist may confirm and/or identify current or further possible issues or difficulties for you. The psychologist will provide advice and next steps. These are further things for you to consider in support for you to move forward

3. In regard to individual consultations or consultation sessions, the psychologist will provide a summary record. This will include therapeutic techniques used, a summary of issues and next steps. These are further things for you to consider in support for you to move forward
4. Advice and/or next steps may include referrals to other professionals for further assessment or an opinion. This might involve recommendations to change your family life in some way or other spaces you belong to. It might involve recommendations to change the way you communicate or how you see yourself or others and the issues you raise. It might involve ongoing consultation with a psychologist or 'talking therapies' that might help you in your family or professional life. Alternatively, the advice might involve recommendations to do nothing yet, other than to increase understanding of yourself and/or to maintain things the way they are and/or to 'wait and see' how things develop
5. **FACTS & OPINIONS:** You can talk further with the psychologist at your request. Note however that this is **chargeable time**. The psychologist's record or report will contain facts and opinions. A fact is information such as, a date of birth, or a referral that was made, or an event that happened for instance. If you see any facts that you think are wrong or incomplete, or left out of the psychologist's report, then please let them know. Sometimes, people are certain that something has happened and believe this to be a fact. However, unless it can be proven, this event is not a fact, only an opinion
6. An opinion is what you, or someone else understands happened or thinks about what happened, based on the information you, or they have. This information is considered *subjective*. It may be what you or others have seen or heard. Your opinion is not held as fact. The psychologist's advice will be their opinion. Neither is this held as fact. However, relative to your opinion, it would be considered an objective and independent view in the context of the information the psychologist has been given or gathered. This may include information from psychological testing
7. **Receiving a psychologist's opinion and/or advice:** How you receive the psychologist's advice or opinion will be unique to you. You are likely to feel seen or heard, validated, encouraged, comforted, relieved, supported and/or understood. Alternatively, sometimes you may feel challenged, tested, vulnerable, surprised or find it difficult or *very* difficult to hear or read what the psychologist thinks. This is not the intention of the psychologist. Therefore, they may prepare you first and/or ask you whether you are *ready* to receive difficult findings and/or advice. If you are not ready, then the psychologist will wait. They may offer or advise that you take time or seek support as part of the process. You may agree with the psychologist's opinion, or you may not. If you disagree with the psychologist's opinion, then let the psychologist know. They will then explain further why they have formed this opinion. Even then, you may still not agree, but you may understand why they have formed this opinion. If you provide new information, then the psychologist may think about their opinion further
8. If the psychologist thinks that onward referrals to other professionals may be useful to you, then the psychologist will tell you. This will never be carried out without your express consent

Who processes your personal data?

1. To comply with UK law - the General Data Protection Regulation 2016 and the current Data Protection Act 1998, *iPsy* has a data privacy policy which you can request. The psychologist will process your personal data lawfully, fairly and in a transparent manner. This is on the legal basis of a contract for services with you and/or your representatives and/or the psychologist's legitimate interest to hold and process your personal data for the purpose of forming a professional opinion
2. For your own records, the psychologist will send you their report by email or post. Please store this report securely at home. The psychologist will keep all paper and electronic copies of consent forms, reports and relevant paperwork (and digital recordings if relevant) as part of their involvement. This data will be labelled as 'confidential' and stored securely and then prepared for a longer period of secure storage
3. Where the subject is an adult, the data will be kept for 7 years from the end of involvement. After this time period, all forms of personal data will be deleted permanently. However, in some cases the data will be kept for as long as necessary. This is where the psychologist decides that they have a legitimate interest to do so, such as for safeguarding
4. You have a legal right to know what personal data is being held about you. This can be done through what is called a data subject access request. However, the records you receive may be redacted. This is because health professionals are permitted to determine what data is exempted under what is called the 'health data – serious harm test'. This is a consideration of whether sharing personal data might cause serious harm to the physical or mental health of any individual

Contract for Services

This *Request for Involvement* form includes the contract for services as specified below.

You (the person[s] named under 'Authorisation' on page 3) **agree:**

1. To request an estimate of fees (if required) before booking an appointment to meet or to speak with the psychologist
2. To assist the psychologist in safeguarding your welfare and information sharing
3. To assist the psychologist in the confidential storage of sensitive data. All communications to and from the psychologist are treated as strictly confidential and will not be forwarded in any form on any media by anyone without consent

4. On receipt of email attachments, to detach confidential documents and store securely including changing document passwords for storage on your own system and/or devices
5. To recognise the fees for *consultation* and/or *psychological advice* stated in the *Consultation Menu* is hourly. This refers to contact time and non-contact time required to provide you with a record of a session and/or advice
6. To recognise the fee for *psychological assessment* stated in the *Consultation Menu* is a fixed fee. However, additional consultation and/or assessment time may be required to provide you with findings and/or advice. This includes request to speak or meet again with you and/or your child about findings and/or advice
7. If you have been invited to become a member of *iPsy*, to complete the direct debit mandate within 48 hours of your first session or appointment. Membership is a subscription enabling members priority access to psychological services and/or advice as part of personal and/or professional lifestyle management
8. Alternatively, recognise that on referral, you or your representatives will be invoiced to provide a minimum of £1,000 on account before or within 48 hours of your first session or appointment
9. To lose full payment for the session/involvement, if you or your representative cancels an appointment within 24 hours of the date and time agreed. Similarly, for time incurred where you are late or interrupted or disengaged or go offline during sessions for whatever reason
10. To arrange for invoices to be settled within 28 days of the date of the invoice received by email. Please check your 'junk' inbox
11. To settle invoices relating to sessions cancelled by you or your representative within 24 hours of the date and time agreed. Similarly, for time incurred where you are late, interrupted, disengages or goes offline for whatever reason
12. To settle invoice regardless of whether you or anyone else involved or you told, agrees or disagrees with the psychologist's opinion/advice
13. To pay an administration fee of £25 per EACH communication required to recover overdue payments. Also, from the Due Date pay interest on overdue payments which is incurred at a daily rate of interest of the Bank of England base rate + 8%

The Psychologist agrees:

14. To provide the services specified on referral and in this contract, and within the specialism and expertise of their professional qualifications
15. To uphold the *Generic Professional Practice Guidelines and Code of Ethics and Conduct of the British Psychological Society (BPS)* and the registration requirements of the *Health and Care Professions Council (HCPC)*:
 - For instance, the principles outlined in BPS guidelines are respect for the autonomy and dignity of persons, scientific value, social responsibility and maximising benefit and minimising harm

- Also, the psychologist is required to exercise ethical judgment of their own in line with their personal and professional responsibilities

9. To be impartial and neutral
10. Where children are involved, the psychologist's paramount duty is to the needs of the child
11. To apply the behaviours and norms as to conduct according to the requirements of their profession
12. Notwithstanding the principles of client confidentiality, to review the terms of any non-disclosure agreements relevant to you, your partner, your staff or your child(ren)

Other:

13. For avoidance of doubt, the psychologist confirms that they have adequate personal indemnity insurance and agrees to provide written evidence of such insurance if required
14. The psychologist confirms that they have up-to-date safeguarding training and holds an enhanced *Disclosure and Barring Service (DBS)* check. This can be checked [here](#) or the certificate can be produced by the psychologist on request
15. Both parties undertake to maintain the confidentiality and security of sensitive information. Please request our data privacy policy for information on our website about GDPR compliance
16. These provisions shall survive the termination of this Contract for services, however that occurs