**Client Information & Consent Form – PALS**

**Video/audio recording of clinical work for skill development and assessment purposes for the ‘Placement Assignment Live Skills’ (PALS)**

**Why does the trainee clinical psychologist I am working with want to record our work together?**

The trainee clinical psychologist is a student at Lancaster University. As part of their training course, they are required to have recordings of work they undertake (video or audio) to show their Clinical Supervisor (who is a qualified Clinical Psychologist) who helps them to develop their skills.

You are being asked to consent to the recording of your sessions with the trainee so they can show these to their Clinical Supervisor in supervision sessions to help them to develop their skills.

The trainee also needs to complete an assignment based on their work. The trainee may decide that your work together demonstrates their skills and learning to the university. There are three versions of the assignment. Your trainee will let you know which one they are completing so you know what you are being asked to consent to.

PALS 1 - Submission to the university of a recording of your work together and a written report based on their learning from the recording.

PALS 2 - Submission to the university of a recording of your work together and a video recorded presentation based on their learning from the recorded work.

PALS 3 – Submission to the university of a short, written overview of the work they have carried out with you. The trainee then has a live discussion with a marker (or 2 examiners) about the work they have done and their learning from it.

**What if you don’t want a session to be recorded or your information to be used for the assessment of the trainee?**

You do not have to agree to your work together being recorded, or to the trainee using information from your sessions for their university assessment. Your care will not be affected if you choose not to give your consent.

You do not have to agree to any recordings of your work with the trainee being submitted to the university for assessment.

**What if you don’t want to be on camera during a recording of your sessions?**

You can choose not to be video recorded if you prefer. The trainee can focus the camera on themselves and keep you out of shot. Alternatively, you can ask the trainee to make an audio recording of the session. You can discuss your preferences with the trainee before they make a recording.

**What if I say yes to a recording of work being submitted to the university but then I change my mind?**

If you change your mind and withdraw consent for being recorded, this is OK and your care will not be affected.

You can let your trainee know if you are still working with them. If you are no longer working with the trainee, please contact the trainee’s Clinical Supervisor or the Trainee’s Clinical Tutor (details for each at the bottom of this information sheet). The programme does not receive any personal identifying information about the people seen by any of the trainees. Please be aware that by contacting the Clinical Tutor directly you will be making yourself known to them as someone seen by the trainee.

If the trainee has already submitted the assignment they are using your work together for, we will aim to retrieve it from the assessment process as soon as we can. Please be aware that it may already have been seen by examiners depending on where in the assessment process the assignment has got to when the request is received by us.

**How will the recording and my information be used if it is submitted to the university?**

The recording and any written or verbal presentation submitted to the university will be seen and assessed by one or two trained examiners, who are qualified clinical psychologists. The examiners will use the recording and any other submitted material to make a judgement on the skills of the trainee clinical psychologist.

The examiners will not be assessing you as the client, or making any judgement about the things you discuss. Their focus will only be on how the trainee clinical psychologist performs during the recording and any other submitted material.

Your details will be kept confidential, and no identifying information (e.g. name, age, address, etc.) will be included or passed onto the university. Any written material or verbal submissions is kept for five years on the password protected Lancaster University computer system after which it is deleted. Information about recordings are managed is below.

**What will happen to the recording once it is made? How will the recording be protected?**

The trainee clinical psychologist has to treat any recordings made with care and with attention to storing them securely. Recordings are securely transferred and stored on the password protected Lancaster University computer system within the trainee’s individual storage area. This area can only be accessed by the trainee. The recording is only stored on the university system and does not form part of any patient notes/clinical record.

The trainee will delete all recordings after they have been viewed as part of the clinical supervision process unless they have consent from you to retain the recording for possible submission to the university. Any recordings selected for submission are submitted securely to the training programme.

No-one apart from the trainee, their clinical supervisor and (if you have given your consent) the examiners /clinical tutor will be able to view or listen to any recording made. All the professionals involved in this process have to abide by the professional code of conduct set out by the Health and Care Professions Council (HCPC).

**How long are recordings kept for?**

Recordings are kept for the minimum amount of time possible. If the recording has been used for supervision purposes only, the trainee is asked to delete it once it has been viewed.

If the trainee would like to submit the recording to the university for assessment, they are asked to delete it from their individual storage area on the main Lancaster University system once submitted to the training programme. The training programme will retain the recording whilst it is being assessed and until the outcome of the assessment process is complete and has been verified by the training programme examination board. This is usually between six to nine months following submission. The recording will then be deleted.

**What if I want to see the recording of me or the trainee talking about my information which is stored on the Lancaster University system?**

You are entitled to ask to view information stored about you. This can be requested using a process called a ‘Subject Access Request’. Details about how to do this are set out below:

Any subject access request should go to the university compliance team. You can make a request using the [online subject access request form](http://preview.lancs.ac.uk/privacy/subject-access/).

You may also make a verbal request for subject access by telephoning 01524 593247.

You can also write to the compliance team to make a request at: -

The Information Governance Team

University House

Lancaster University

Lancaster LA1 4YW

[information-governance@lancaster.ac.uk](mailto:information-governance@lancaster.ac.uk)

**Who can I contact if I would like further information about the assessment and recording process?**

More information about the process can be found on the [Lancaster Doctorate in Clinical Psychology online Handbook](http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/onlinehandbook/pals/). The specific assignment is the ‘Placement Assignment –Live Skills’ or PALS for short.

You can also speak to the trainee’s Clinical Supervisor or to their Clinical Tutor from the training programme. Their contact details are below:

Clinical Supervisor

Name……………………………………………………………………………………………………………………………….

Telephone number…………………………………………………………………………………………………………..

E-mail………………………………………………………………………………………………………………………………

Clinical Tutor

Name………………………………………………………………………………………………………………………………….

Telephone number……………………………………………………………………………………………………………

E-mail………………………………………………………………………………………………………………………………….

**Client Consent Form for Recording of Clinical Work**

This form must be used in conjunction with the local NHS Trust guidelines (where available) for recording of clinical work and trainee clinical psychologists are responsible for ensuring compliance with these guidelines. This form will be added to the clinical records and will not be seen by anyone at the university. Clinical supervisors are asked to confirm directly with the university that appropriate consent has been gained without disclosing any client details.

The person you are working with is a trainee clinical psychologist at Lancaster University. As part of their training they must show recorded examples of their clinical work to their clinical supervisor.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (client’s name) confirm that I give my consent for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (trainee clinical psychologist) to make a

recording of our work together for the purposes of Clinical Supervision and skill development.

I also understand that:

**1. I have read the *“Client Information Sheet – Video/Audio Recording of Clinical Work”* and have been given time to ask questions and discuss the information with the trainee clinical psychologist.**

**AGREE □ DISAGREE □**

**2. I am aware that the recording will be only used for skills development and will not form part of the clinical record of our work together unless I also give my consent for the trainee psychologist to use a recording of our work to submit to the university for assessment.**

**AGREE □ DISAGREE □**

**3. I am aware that the recording will be viewed/listened to by trained examiners at Lancaster University and will be used to evaluate the work of the trainee clinical psychologist that I am seeing.**

**AGREE □ DISAGREE □**

**4. I understand that the trainee clinical psychologist I am seeing is responsible for the safe storage and transfer of these recordings. And, if I have agreed to the recording being submitted to the University that the training course administration staff and examiners will all be responsible for the safe storage and transfer of these recordings.**

**AGREE □ DISAGREE □**

**5. I am OK with the trainee using our work together (including a recording where relevant) as part of their PALS assignment submission to Lancaster University for their training to become a clinical psychologist.**

**AGREE □ DISAGREE □**

Client agreement of the above Signature: ………..……………………………………… Date: ……………………………

Trainee Clinical Psychologist Signature: ……………………………………………… Date: ……………………………

Countersigned by Supervisor of

Trainee Clinical Psychologist: ………………………………….……………… Date: ……………………………