

Client Information Sheet

Contact Details: Therapy sessions are held at: Cambridge:35 Madingley Rd Cambridge CB3 0EL. ELY: CB6 1DD. Contact phone: **07799474541**

Codes of Ethics

The organisations outlined below have devised codes of ethics and best practice which, as a member of, I adhere to.

- British Association for Behavioural and Cognitive Psychotherapies (BABCP).
- Health Care Professions Counsel UK (HCPC).
- Member EMDR Association UK and Ireland.

Confidentiality

The trust between client and Therapist is crucial to the success of the process and I treat all information disclosed as confidential. Best practice suggests that a clinic letter be sent to your GP outlining what the basics of what our work together will be.

Any details a Supervisor receives are also treated as confidential and I do not disclose client details to a third party without the client's permission. However, if in my opinion a client is a danger to him/herself or to others I do reserve the right to inform appropriate agencies. It is my practice, wherever possible, to inform the client first.

Fees

Payment by an individual (cash/cheque/BACS) is made at the end of each session. Organisations are invoiced on a monthly basis or at the end of a given contract period.

The CBT and EMDR fees for a 50 minute session for Richard Holborn are;
Per session: £70

Insurance work:

Depending on contracts. Per CBT/EMDR session £95-110 per session.

Fees are subject to annual review and non-payment of fees may result in legal action being taken.

Sessions and reports that are funded through Insurance claims or Corporate organisation are charged at a higher rate by negotiation. Court reports are charged at a fixed rate.

Cancellation Policy

A full **48 hours notice** is required for cancelled appointments otherwise the full fee may be payable.

Supervision

Good practice requires regular supervision of cases as this ensures standards are maintained in both counselling and coaching.

Process

I offer prospective clients an Assessment Interview. This provides both parties with an opportunity to consider whether they wish to work together. It is just as important that you feel comfortable with your therapist, as it is that he or she feels able to work with you. At the end of the first session I would arrange to meet for an agreed number of sessions.

There is no obligation to attend all the sessions arranged and you are free to terminate your appointments at any time. A review session takes place at the end of the agreed number of sessions where we jointly assess progress and what further action, if any, may be needed. If we decide not to work together I try to provide you with details of alternative practitioners or agencies.

Contact

There are times when I am unavailable for various reasons. To allow messages to get through I have a confidential voicemail service that I encourage clients to use. If I need to make contact with you I simply leave my name and telephone number should you not be unavailable.

My Approach

There are many different models of coaching and counselling to choose from. I do not believe there is one model that helps everyone as each person is an individual and what might suit one person may not necessarily suit another. However, I offer Cognitive-Behavioural Therapy (CBT) and Eye Movement Desensitisation Reprocessing (EMDR). I aim to be sensitive to the cultural and ethnic origins of individuals and to people's religious beliefs and sexual orientation. I operate my practice along the lines normally associated with an equal opportunities employer.

How can Cognitive-Behaviour Therapy help?

Cognitive-Behavioural Therapy (CBT) aims to help you gain a perspective about whatever is troubling you. Together we identify what might be stopping you from reaching your full potential and what action you need to take to change your situation.

Therapists look beyond presenting problems to possible underlying causes. The aim of CBT is to help you change your behaviour to that which is more productive for you. The process helps you move towards becoming the kind of person you want to be with attaining the types of outcomes you desire both personally and professionally.

How can EMDR help?

When people are traumatised, they may experience such strong emotions the brain is overwhelmed. As a result, the brain is unable to cope with or process information as it does ordinarily. Distressing experiences become 'frozen in time'. They are stored in the brain in the original 'raw' form and can recur as 'action replays' or intrusive memories. The person repeatedly relives the original unpleasant event(s). It can affect parts or all of their lives, including their ability to work or study.

EMDR is recommended by the NICE Guidelines (NICE, 2005) in the treatment of people suffering from post-traumatic stress disorder (PTSD). Notable symptoms of PTSD are nightmares and intrusive thoughts relating to past trauma. EMDR is additionally used increasingly in the treatment of people experiencing all levels of trauma, which may underlie a multitude of other mental health presentations.