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| --- | --- |
| Weekly during casework | Complete the relevant sections of the Reflective Therapy Report  Send an updated copy at least 24 hours before supervision  A supervision question is required each week  Clips of therapy may be submitted for informal review at any time during casework |
| Formal Submissions | 3 whole session recordings must be submitted for review per case: one from the early sessions, one from the middle sessions and one from the ending phase  Each submission must be accompanied by a self-assessment on the IPT/IP-A Recording Rating Scale  Submissions to an external rater for cases 3 and 4 should also be accompanied by the Reflective Therapy Report completed to date.  One resubmission is permitted per case, if a whole session recording does not pass on first review |
| Accreditation Portfolio | All rating (0-6) should be transferred to the rating summary form (Form 4) immediately after each submission and discussed in supervision to monitor progress in building an accreditation portfolio  Form 4 should be used in supervision to plan submissions and to ensure the final portfolio meets accreditation requirements  Self-assessment on the IPT competencies should be repeated at the mid-point of supervision and on completion of all casework. Send a copy of your self-assessment to you supervisor each time it is repeated. |

# Appendix 2

## IPT/IPT-A Guideline for completing IPT/IPT-A supervision paperwork