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| --- | --- |
| Weekly during casework | Complete the relevant sections of the Reflective Therapy ReportSend an updated copy at least 24 hours before supervisionA supervision question is required each weekClips 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 phaseEach 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