



Visiting address:

35 Goldstone Villas
Hove BN3 3RT

Telephone & messages: 07875-538471

Fax: 01273-454816

E-mail: making.sense@amserve.comWebsite: www.meesters.co.uk

Practice Rules

Time keeping

I shall always try to see clients at the exact time of their appointment. This means that I shall have to count on clients doing the same, so appointment times will be strictly adhered to, both in terms of start and finish (so I'll be in time for the next client).

Therapeutic hours are 45 minutes long, allowing 10 to 15 minutes for genuine 'running late', necessary composure time' or to allow time for note taking.

Confidentiality

Everything discussed in psychological consultation is considered strictly confidential between client and psychologist. I shall therefore in principle never disclose any details without prior permission from the client, with two exceptions: I shall feel obliged to disclose details when ordered by a court of law, or in case I have reason to believe there is a risk to the safety of the client and/or other people. In the latter case I shall always try to discuss the matter with the client first, but if necessary will disclose my suspicions to my supervisor, the client's GP or other appropriate authority.

Client's consultation notes will be accessible only to myself or (where appropriate) to the client.

Supervision

As part of my ongoing obligation to maintain standards of practice, I undertake regular supervision with another psychologist and/or psychotherapist. As part of this process I may disclose details of the client's issues, but no details of their identity, except as part of disclosure on the grounds of safety concerns.

Research and publications

As part of my scientific work I may want to use part of the information from clients to illustrate scientific papers or presentations. I shall however take great care that such details can never be traced back to any identified client. It is common practice that personal details may be changed in order to safeguard identifiable information. Should any client object to their details being used in this matter, I shall undertake not to use their information. An appropriate remark will clearly form part of the client's record.

Payment

Sessions need to be paid in full within three weeks of taking place, either in cash or by cheque.

Should a session have to be curtailed due to the client arriving late, the full amount is still payable.

Sessions cancelled by the client within 48 hours will need to be paid in full, since I shall be unable to allocate the same time to another client. Sessions cancelled by myself, or with mutual agreement will not be charged.