

A Guide to NRHP

A Statement of the Purposes, Functions, Ethical Principles and Structure of the National Register of Hypnotherapists and Psychotherapists (NRHP)

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NRHP is a non-profit making company, limited by guarantee. Its full Memorandum and Articles of Association can be obtained from the registered offices.

NRHP is an Equal Opportunities Organisation, committed to the principle that no one should be discriminated against by reason of race, religion, ethnicity, gender, class, age, disability or sexual orientation.

NRHP is registered with Data Protection
under the Data Protection Act 1998

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A STATEMENT OF THE PURPOSES, FUNCTIONS, ETHICAL PRINCIPLES AND STRUCTURE OF THE NRHP

It is the object of the NRHP to promote and to protect the professional status, standards, ethics and interests of its members. Membership is reserved for hypno-psychotherapists who have trained to the syllabus requirements equivalent to UKCP's Organisational Members and those whose interests lie in hypno-psychotherapy, as specified on pages 9-10 of this Guide. Various grades of membership cater for individuals who have reached different stages of their training. Requirements for these different grades are detailed on pages 9-10 of this Guide.

PURPOSE

The NRHP exists for the benefit of its members, both individually and collectively, and some of the advantages of membership are listed below:

1. Political representation concerning any possible disadvantageous effects of and changing legislation.
2. Nationwide referral service with optional inclusion in our Directory of Practitioners and on our website (www.nrhp.co.uk).
3. Quarterly Newsletter.
4. Wide publicity of the organisation through listings on databases for helplines, e.g., NHS Direct, Mental Health Helplines, UK Advice Line, in publications like 'British Qualifications'.
5. Access to a nationwide supervisory service.
6. Corporate advertising with Yellow Pages.
7. The NRHP is greatly assisted in its purposes by its affiliations:
 - a) Organisational Member of the British Association for Counselling & Psychotherapy
 - b) Organisational Member of the UK Council for Psychotherapy

Note: The manner in which any or all of the purposes of the NRHP can be best implemented and achieved will be as determined from time to time by the Board of Directors.

CODE OF ETHICS AND PRACTICE

The NRHP recognises the prime importance of encouraging, maintaining and supervising the ethical standards of their therapists. This is for the protection of both clients and therapists. To these ends, the following Code of Ethics and Practice applies to all members of the NRHP.

All therapists are expected to approach their work with the specific aims of alleviating suffering and promoting the well-being of their clients. Therapists should, therefore, endeavour to use those abilities and skills commensurate with their trained competence, to their clients' best advantage, without prejudice and with due recognition of the value and dignity of every human being.

1. **Behaviour:** Therapists engaged in the practice of Hypnotherapy and Psychotherapy and allied disciplines shall, at all times, conduct their professional lives with the propriety and dignity becoming a servant of the public, and pledge that they will not, under any circumstances, infringe the code of morality becoming their profession, and will not commit any breach of conduct that will adversely reflect upon themselves, the NRHP, their training organisation, or upon their fellow practitioners.

- i. Therapists are required to refrain from behaviour that may be detrimental to the profession, to colleagues or to trainees.
- ii. Therapists are required to take appropriate action in accordance with clause 15 with regard to the behaviour of a colleague which may be detrimental to the profession, to colleagues or to trainees.

2. **Services:** Therapists shall confine their services to the recognised spheres of their profession, and shall neither offer nor promise any cures for specific conditions, nor engage in any activity likely to bring the profession into disrepute.

3. **Qualifications:** Therapists are required to disclose their qualifications when requested and not claim, or imply, qualifications that they do not have. Physical evidence of such qualifications should be made available for inspection by any legitimate enquirer.

4. **Terms:** Therapists are required to disclose their terms, conditions and, where appropriate, methods of practice at the outset of therapy. Failure to do so may be counterproductive in therapeutic terms.

5. **Confidentiality:** Therapists are required to preserve confidentiality and to disclose, if requested, the limits of confidentiality and circumstances under which it might be broken to specific third parties. It should be borne in mind that therapists have a responsibility to the community at large, as well as to individual clients.

6. **Professional Relationship:** Therapists should consider the client's best interest when making appropriate contact with the client's General Practitioner, relevant psychiatric services, or other relevant professionals with the client's knowledge. In seeking advice, as appropriate, and perhaps declining to treat and/or referring, therapists show an awareness of their own limitations whilst acting in the best interests of those seeking their help.

7. **Boundaries:** Therapists are required to maintain appropriate boundaries with their clients and to take care not to exploit their clients, current or past, in any way, financially, sexually or emotionally.

8. **Competence:** Therapists are required to maintain their ability to perform competently by undergoing personal therapy, if required, and engaging in Continuing Professional Development (CPD), including a commitment to ongoing supervision/peer supervision and other, verifiable, CPD activities.

9. **Research:** Therapists are required to clarify with the clients the nature, purpose and conditions of any research in which the clients are to be involved and to ensure that informed and verifiable consent is given before commencement. Such consent should allow for a “cooling off” period, and may be withdrawn at any time thereafter should any such clients so choose.

10. **Publication:** Therapists are required to safeguard the welfare and anonymity of clients when any form of publication of clinical material is being considered and to obtain their consent whenever possible.

11. **Media:** The principles underlying the two previous paragraphs shall also be applied should therapists be engaged in the public media of whatever description.

12. **Legal Action:** A therapist who is convicted in a court of law of any notifiable criminal offence, or who is the subject of any successful civil action by a client, shall immediately report the facts in writing to the Board of Directors of the NRHP. In any such instance, the individual concerned shall consider him or herself suspended from membership of the NRHP, pending decision concerning such membership by the Board of Directors of the NRHP.

13. **Insurance:** Therapists are required to ensure that their professional work is adequately covered by appropriate indemnity insurance. All members of the NRHP are required, as a condition of membership, to be accepted for cover within the group insurance policy maintained by the approved broker, or to provide evidence of equivalent insurance cover; prior to eligibility for membership of the NRHP

14. **Complaints:** A Complaints Procedure exists to receive any complaint against a therapist, to consider the therapist’s response and to arrive at a decision based on all of the presented facts. Appeals are allowed against any decisions made. The Complaints Procedure is detailed on pages 17 and 18 of this Guide. In the event of a complaint against the institution, i.e., the NRHP, a Complaints Procedure has been published and is available upon request. **Please note:** *As from 1st October 2013, for those NRHP members who are also UKCP registered, any complaint will be dealt with by UKCP under their Central Complaints Procedure (CCP), and not by the NRHP’s Complaints Procedure.*

15. **Complaints against Colleagues:** Therapists are required to take appropriate action to make a complaint which will be dealt with in accordance with the Complaints Procedure, with regard to the behaviour of a colleague which may be detrimental to the profession, to colleagues or to other members.

16. **Public Performance:** Therapists shall not give any performance, lecture or display which presents hypnosis or psychotherapy or allied disciplines as a means of entertainment.

17. **Advertising:** The professional notices of therapists shall be kept to a dignified wording and confined to approved publications only, and/or otherwise be brought to public notice in a dignified manner. (The Board of Directors of the NRHP may, at its discretion, declare an advertisement or publication or method of publicising services to be unacceptable.) NB: NRHP members who are also UKCP registered are not allowed to use testimonials.

Directors of the NRHP may, at its discretion, declare an advertisement or publication or method of publicising services to be unacceptable.)

***Please note:** NRHP members who are also UKCP registered are not allowed to use testimonials in their advertising.*

18. **Sanctions:** Any therapist breaking this Code of Ethics and Practice shall, at the discretion of the Board of Directors of the NRHP, be liable to forfeiture of membership or other sanction(s) as directed by the Board of Directors.

19. **Powers of the Board of Directors:** The Board of Directors of the NRHP shall have the power to interpret and enforce compliance with the Code of Ethics and Practice and Rules of Membership by all the therapists, and to impose such sanctions as it sees fit for breaches of the Code and Rules.

ORGANISATION AND ADMINISTRATION

The administration of the NRHP shall be controlled by a Board of Directors composed as follows:

- A) A Chairperson appointed by the Directors
- B) Directors elected by the membership of the NRHP

The normal tenure of the elected posts shall be three years, reappointment for a further term being permitted. In appointing these Directors, nominations will be called for and, when necessary, a ballot of members held.

C) The Board may co-opt as a Director, a person who is willing to act, either to fill a vacancy or as an additional Director. A Director co-opted by the Board under this Article will hold office only until the next following AGM, and will not be taken into account in determining the Directors who are to retire by rotation at the meeting. If a co-opted Director is not re-appointed at that AGM, he will automatically vacate office at the end of the meeting.

A quorum of the Board of Directors shall comprise one half of the Directors then holding office.

The Board of Directors shall have the power to appoint other officials, e.g., Secretary, Treasurer, Delegates, etc., to carry out various administrative duties, and to co-opt persons to undertake research or other tasks as decided upon by the Board of Directors. These appointments/co-options shall not confer any right of attendance at Board Meetings, nor shall the persons appointed/co-opted have any voting powers at any Board Meetings they are asked to attend.

The Board of Directors shall have the power to:

- elect a Chairperson in the absence of (A) above, who, in addition to having one vote as a member of the Board, shall have a casting vote;
- delegate such functions as it may deem necessary.

The Board of Directors shall establish procedures, and a Committee, to deal with ethics and standards, formal complaints, grievances and disciplinary issues.

NRHP RULES OF MEMBERSHIP

1. The NRHP recognises and regards all UKCP accredited hypno-psychotherapy Training Organisational Members as its main training and post-graduate training establishments. However, the NRHP also recognises as equivalent the training leading to the Salford College Joint Award Post Qualifying Diploma in Psychotherapy (NCHP) and Advanced Certificate in the Theory and Practice of Hypnotherapy (CENTRA).
2. Students who have successfully completed an appropriate course of training (as given in No. 1 above) and fulfilled any other conditions which the Board of Directors may from time to time establish, may apply for admission to the relevant section of the NRHP. Such applications will be considered by the Board or its appointee. The Board reserves the right to decline to admit any applicant to the relevant section of the NRHP and to decline to renew any membership without in any such case having to assign its reasons for doing so.
3. In order to ensure the highest professional standards amongst the membership, all regulated members of the NRHP are required to undertake necessary Continuing Professional Development (CPD) which is to be recorded over a five year cycle. This will comprise formal supervision/peer supervision (peervision) as outlined below, and a minimum of 50 hours of other CPD activities. (See * for rules for UKCP registered NRHP members.)

Supervision

All NRHP regulated members must adhere to these requirements and failure to comply with the CPD and supervision regulations may result in disciplinary procedures. All practising members of NRHP will be required to undertake supervision in line with the current regulations. Full members may opt for peervision. Supervision/peervision must be undertaken with a suitably qualified person, namely a Full Member of the NRHP, or retired former Full Member of the NRHP retaining Non-practising Membership, or a UKCP registered psychotherapist or a BACP approved supervisor. (Where a supervisor is not a fully qualified hypno-psychotherapist, the member should make an ad hoc arrangement with a fully qualified hypno-psychotherapist for supervision of the hypnotherapy aspect of his or her practice, as and when required.)

Supervision requirements are:

- a) NRHP regulated and UKCP registered members seeing more than seven clients per week must have minimum of 20 hours of supervision sessions per year (or current UKCP regulation*).
- b) NRHP regulated and UKCP registered members seeing fewer than seven clients per week must have at least five x two hour supervision sessions per year (or current UKCP regulation*).
- c) NRHP regulated members who are working toward UKCP registration must have met UKCP supervision criteria for 18 months prior to application for registration being submitted.
- d) NRHP regulated non-UKCP registered members must have one hour supervision for every eight client contact hours, up to 20 hours per year.

Therapists must take responsibility for their own supervision and CPD and must ensure that supervision always takes place when required with case histories forming the basis of the discussion. Supervision can be either one to one or in small groups. The NRHP Board of Directors considers that face to face supervision is ideal. However, remote supervision by real-time audio link, such as telephone or webcam, is permitted to a limited extent. (NB: non-vocal electronic links, e-mails and faxes are not permissible.)

Where remote supervision is undertaken, face to face supervision should take place a minimum of four times per year. In exceptional circumstances, such as severe disability preventing travel, a minimum of one face to face supervision session per year would be acceptable, with the remainder of supervision being by remote means; in such cases, the full reasons and supporting evidence should be submitted to the NRHP for verification.

Other CPD Activities *The 50 hours of 'other CPD activities' can include:*

attendance at workshops / courses / conferences;
research activity, either clinical or in a related academic field;
active study and personal reflection.

This list is not exclusive and any relevant professional development activity which can be justified and verified will be considered. CPD need not be restricted to hypno-psychotherapy, or closely related courses, but, in line with UKCP policy, will allow the individual to develop knowledge and competence in a variety of modalities, as well as supervision, teaching, research and management skills. The 50 hours of 'other' CPD can be undertaken at any time during the five year cycle.

Quinquennial Review

NRHP regulated non-UKCP registered members are required to keep a full and clear record of all supervision and 50 hours of other professional development activities in a CPD Portfolio, which will be audited every five years. They are also asked to submit a statement from their current supervisor confirming fulfilment of the required supervision.

NB: Supervision is a discrete element. Neither self-therapy nor "pastoral care" should substitute for same.

***NRHP members who are also UKCP registered undertake to complete at least 250 hours of CPD over 5 years, with a minimum of 20 hours in any one year. As from 2014, as well as complying with NRHP's rules, they must also fulfil the requirements listed below (extract from the UKCP's College of Hypno-Psychotherapists (CHP) Re-Accreditation Statement).**

CHP Minimum Requirements are:

1) **Supervision Record:** members must provide documentation to verify their supervision provision over the previous 5 years. This should also include a statement from their current supervisor verifying the amount of contracted supervision.

2) **Clinical Record:** members must provide an overview of their clinical hours over the last 5 years. This needn't be overly prescriptive, but it normally would show an amount of clinical hours worked and a breakdown of the hours (i.e., assessments, short-term work, etc.).

3) **CPD:** members must provide details of their CPD over the previous 5 years in keeping with UKCP's and the College's CPD requirements. The minimum requirement is 250 hours over a 5 year period normally with a minimum of 20 hours in any one year. Along with details of all CPD undertaken within the preceding 5 years, members normally need to provide documentary evidence of at least 50 hours e.g., CPD certificates of attendance.

4) **Professional Indemnity Insurance:** members must provide evidence of current and adequate indemnity insurance.

5) **Practice Development:** members must:

a) Attend a specific supervision session with their usual supervisor or a senior member of a peer support group to discuss their development

b) Write a statement to demonstrate how their practice has developed over the previous 5 years based on this supervision session

c) Provide a written statement from the supervisor following this session commenting on their development

d) Both of the above must address:

i) the registrant's personal development needs and interests

ii) how their practice and development reflects UKCP's Diversity & Equality Policy

iii) understanding from at least one other psychotherapeutic modality

4. Those members who offer their services to the public shall only do so from premises which are appropriate to the therapy being practised and such premises shall be available for inspection by a person appointed by the Board of Directors to inspect on its behalf.

5. Any person seeking admission, or re-admission, to the NRHP, whose training was completed or whose previous practising membership lapsed more than three years prior to his/her application, will be required to:

a) re-take his/her last stage of training and/or

b) provide full written details of his/her career and CPD, to the date of application, as the Board of Directors shall decide.

MEMBERSHIP GRADES AND QUALIFICATIONS

NRHP REGULATED MEMBERS

NRHP regulated members have trained in hypno-psychotherapy to the stated syllabus requirements of a UKCP training organisational member. They are obliged to meet all the rules and regulations of NRHP. They will be members of one of the following classes of membership:

Full - designating letters MNRHP

Open to those who have been awarded a Diploma in Hypno-Psychotherapy (DHP) by a UKCP training organisation (TO) or equivalent.

Associate 3 - designating letters NRHP(Assoc 3)

Open to those who have completed the DHP taught training of a UKCP registered TO and have achieved the necessary standards in both written and practical exams but have not yet submitted their final dissertation which is a prerequisite for the award of the DHP.

Associate 2 - designating letters NRHP(Assoc 2)

Open to those who have completed the intermediate training (Certificate in Hypno-Psychotherapy) towards the DHP of a UKCP registered TO and achieved the necessary standards in the required exams.

Associate 1 - designating letters NRHP(Assoc 1)

Members who have completed the initial stages of training towards the DHP of a UKCP registered TO and achieved the necessary standards in the required exams. This membership is dependent upon continuing participation in training. The length of time a person may remain an Associate 1 of the NRHP is limited to a maximum of the year of joining and two full years' renewal of membership. At the end of that period, membership of the NRHP will cease, unless the person has successfully completed further training and passed the relevant exams. Associate 1 members must confine themselves to practising only those hypnotherapeutic techniques in which they have been trained.

***Note:** The opportunity for membership of the NRHP at so early a stage should not be construed as a recommendation to set up in a professional practice prematurely. Students who simply need an opportunity to practise hypnotherapy techniques with volunteers, such as family members and friends, are directed to apply for Student membership. However, those who have an existing medical, nursing or therapy qualification may wish to use the hypnotherapeutic techniques they have learned as an adjunct to their existing professional skills. This being the case, it is appropriate that such therapy be conducted under practising membership of the NRHP.*

Student Membership

Open to students on an approved, accredited training course. It allows students to obtain insurance at a reduced rate to enable them to practise the techniques learned. Student members are not included on any public register and may only practise on volunteers, such as family and friends, on a non-commercial basis. (NB: Student members who are actively involved in training may meet the supervision requirements with their course tutor. Otherwise, they must undertake supervision on a pro rata basis of one hour supervision for every eight hours client contact.)

Fellowship - designating letters FNRHP

Fellowship may be conferred upon members who have given distinguished service to the profession or to the NRHP. The award of the Fellowship shall be at the discretion of the Board of Directors with a maximum of two Fellowships being awarded in any one year.

Honorary Life President

This award by the NRHP Board is to an individual who has offered distinguished service to the profession of Hypno-Psychotherapy and to the NRHP. Their work will have enhanced and furthered the work of Hypno-Psychotherapy, nationally and internationally, over an extended period of not less than 20 years. The Honorary Life President of NRHP shall be a non-executive of the organisation and the award is gratuitous for life, subject to the conditions described in this Guide.

Non-Regulated Members

Members who may be retired, non-practicing, overseas or not fully entitled to be regulated members of NRHP. They are not monitored by NRHP in areas of practice such as Insurance Liability Cover, CPD and Supervision. The public need to be aware that they may not be fully covered by the NRHP Complaints Procedure. They do not appear on the NRHP website/Directory, except for overseas members.

Honorary Membership (designating letters NRHP[Hon])

Honorary Membership may be conferred by the Board on any person who is not a member of the NRHP but who is genuinely associated with the profession and the work of the NRHP.

FINANCIAL MATTERS

MEMBERSHIP FEES

Note: It is the responsibility of each individual member to ensure that he/she complies with the conditions relating to the payment of fees and premiums as given below, and contacts the NRHP in the event of non-receipt of renewal information by mid December in any given year.

1. The membership fee shall comprise (a) an annual subscription and (b) a contingency fee.
 - a) If a member's annual fee is more than 30 days overdue (i.e., by the end of January in any given year), he/she shall be suspended from membership. (In the case of members paying by standing order - should payments not be received by the due date, suspension from membership may be implemented.) If the fee is subsequently presented, such membership may be accepted at the discretion of the NRHP Board and the suspension may be lifted.
 - b) Contingency fee. It is not the intention of the Board to establish a level of membership fee which results in an unnecessary surplus of funds. The Board does, however, recognise the need to have adequate resources to meet any contingency which may arise which could affect the stability of the NRHP. In order to provide such a resource, and yet not place any immediate demand on the membership, all members will be required to pledge a certain sum of money (at the time of applying for, or renewing, membership) on which the Board can call on if necessary. (The current amount can be seen on the membership application/renewal form.)
2. Fellowship of the NRHP carries membership fees equivalent to that of an ordinary NRHP member, subject to the conditions described elsewhere herein.
3. Honorary Membership of the NRHP shall be gratuitous for life, subject to the conditions described elsewhere herein.
4. The annual membership subscription shall be decided upon by the Board from time to time.

Accounts

1. All monies received in membership fees, donations, profits from seminars etc., or by any other means, shall be devoted entirely to the administration of the NRHP and to maintaining the aims for which the NRHP is established.
2. The funds will be kept in an account, or accounts, of an established bank.
3. The NRHP will pay all expenses and/or professional fees properly incurred by those appointed by the Board of Directors in the execution of their duties, or when travelling on the business of the NRHP.

4. The Board of Directors will appoint accountants and auditors to perform such functions and duties in relation to the accounts and the balance sheet of the NRHP as may be desired, and the charges of the accountants and auditors in this respect will be paid for by the NRHP.

OTHER MATTERS

Any matter arising which is not dealt with in this Statement of the Purposes, Functions, Ethical Principles and Structure of the NRHP will be referred to the Board of Directors who will then adjudicate on it or deal with it as appropriate. Similarly, the Board of Directors is empowered to vary this Statement of the Purposes, Functions, Ethical Principles and Structure of the NRHP from time to time as may appear to be appropriate to the Board of Directors in all the circumstances.

COMPLAINTS PROCEDURE

Please note: As from 1st October 2013, for those NRHP members who are also UKCP registered, any complaint will be dealt with by UKCP under their Central Complaints Procedure (CCP), and not by this Complaints Procedure.

Therapists must advise clients wishing to make a complaint that they must contact the NRHP. Full details of the NRHP complaints policy and procedure can be obtained on request.

All complaints against members, other than those being dealt with by Courts of Law, will be dealt with by the Board of Directors or on the recommendations of any Disciplinary Body established by the Board of Directors.

On receiving a complaint against any therapist, the complainant will be asked to submit, in writing, full details of the complaint (if this has not already been done) within 21 days. (If a complaint is not progressed within 21 days of formal acknowledgement from NRHP, that complaint is deemed to have been withdrawn.) The complainant must be informed, also in writing, that although the Board of Directors is prepared to respect confidentiality and to note the nature of the complaint, it cannot proceed against any therapist unless the full nature of the complaint and the name of the complainant be made known to the therapist.

If the complainant wishes to proceed with the matter, the therapist concerned will be fully informed of the complaint, in writing, and be invited to make any comment he/she so wishes. Having given a reasonable time for a reply to be received, no more than 21 days, all the details will be put before the Ethics Committee for its initial consideration. Depending on the circumstances, the Board of Directors may, at this stage, ask one of its members to liaise with the complainant and the therapist to investigate the possibility of mediation, before proceeding further.

Should the Ethics Committee thereafter decide that a prima facie case has been established, it will so notify the parties concerned. Arrangements will then be made for a formal hearing of the case within a period of four weeks. A Disciplinary Body consisting of at least three members of the Board of Directors or their representatives will be appointed to conduct the hearing. Both the complainant and the therapist will be informed of this hearing and be invited to attend in person and to bring along any witnesses and/or be professionally represented, if they so wish. Failure of the respondent to attend the hearing without due cause and notice may lead to forfeiture of membership, and the hearing taking place in their absence. Within a period of three weeks after the formal hearing the Board of Directors will receive the findings of the Disciplinary Body and, having confirmed them, decide on any further action to be taken. All decisions will be conveyed to both complainant and therapist in writing.

In the event of either party not being satisfied with the decision arrived at, a Final Review by the Board of Directors itself may be requested. Representations must be made in writing within 21 days giving the reasons for the request. The Board will review these along with the recommendations presented earlier by the Disciplinary Body. Normally, only representations regarding the correct application of the Complaints Procedure will be entertained. A Final Decision will then be communicated. (These review proceedings will not involve those Board Members who served on the earlier Disciplinary Body.)

The resignation of a member shall not be allowed to impede the process of any investigation as long as the alleged offence took place during that person's membership.

Other complaints by Members

Other than as dealt with above, there may be circumstances in which a member of NRHP may wish to raise a complaint or grievance regarding the application of this guide, to his or her particular case. In the first place, NRHP Members are strongly encouraged to seek resolution of the problem by direct discussion with the Officers of the NRHP. If, in the event, the matter is not so resolved, appeal may be made to the Board of Directors who will appoint three of its Members to examine the case, either by correspondence or by a hearing, and to give a ruling. If it should then be so requested by the complainant, a Final Appeal to the full Board of Directors will be permitted (excluding those members involved in the previous stage).

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