

## Contract and Consent Form

This document details important information about the service you and/or your child are accessing via Dr Jessica Donohoe Psychological Services and upon your signature, it will constitute a written agreement between yourself/ves and Jessica. This agreement applies to initial consultation sessions as well as any further sessions.

### Location of Sessions

Sessions with Jessica are normally held in a private clinic room at Daleswood Health, Barston Lane, Barston (B92 0JJ). However, there may be times when sessions would be more appropriate in other locations, e.g. in your home, at your child's school etc. where a mileage fee will be applied (see below). This will be discussed and arranged with you in advance.

### Fees

Initial consultation sessions where the predominant difficulties are assessed incur a charge of £150 and will last up to 90 minutes. Intervention sessions, lasting up to 60 minutes, incur a charge of £90 each. Family intervention sessions incur a charge of £125 per session, lasting up to 60 minutes.

A full psychological assessment incurs a charge of £295, to include a more in-depth consultation (up to 90 minutes) and full written report.

Please note that appointments held out-of-hours (outside 9am-6pm) or in a destination away from Daleswood Health incur an additional fee of £25 each. The mileage fee applied is 40 pence per mile.

Any other services provided, e.g. attending meetings, will be charged at a rate of £90 per hour.

Fees are subject to review but any changes will be discussed with you in advance.

### Payment

Payment for each session is due once the session in question has been completed and should be made in full **within seven days**, using cash, cheque (payable to Jessica Donohoe) or preferably via BACS transfer using the details below. Please note that if payment is not made within seven days, further sessions will not be booked and any sessions already arranged will be cancelled.

Name: Jessica Donohoe

Bank: Lloyds Bank

Sort Code: 77-85-56

Account Number: 25291160

Reference: Please use your surname as a reference

If you are planning to pay for the service using private healthcare insurance, it is your responsibility to check the reimbursement level available to you from your relevant provider prior to arranging any sessions with Jessica. You will be responsible for the payment for any service provided by Jessica that is not within the remit of your provider's reimbursement level.

### Cancellation Policy

Please note that an appointment is considered confirmed once agreed with Jessica, either verbally or in writing. If you cannot attend a planned appointment, please notify Jessica as soon as possible. **Due to the nature of the work and the demand for appointments, there is a cancellation policy in place; if an appointment is cancelled within 48 hours of the appointment time, the full fee will still be incurred unless there are exceptional circumstances.** Finally, if you are late for a session or the session is cut short (by yourself/ves) without pre-arrangement, the full fee will still be incurred.

### Referring on

Clinical Psychologists' professional codes of practice stipulate that Jessica must practise within her limit of competence and the remit of Clinical Psychology. As such, if it is felt that your child's needs will be met better by another professional, this will be openly discussed and Jessica will make recommendations of appropriate colleagues.

### Complaints

If you would like to make a formal complaint about the service you have received by Jessica, please contact either of Jessica's professional registration bodies, The British Psychological Society or HCPC using the details below.

#### British Psychological Society

(Jessica's registration number 186196)

Member Rules and Standards Officer  
St Andrews House  
48 Princess Road East  
Leicester  
LE1 7DR

Tel: +44 (0)116 252 9919

Email: [conduct@bps.org.uk](mailto:conduct@bps.org.uk)

#### HCPC

(Jessica's registration number PYL31178)

Fitness to Practice Department  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

Tel: +44 (0)20 7840 9814

Email: [ftp@hcpc.org.uk](mailto:ftp@hcpc.org.uk)

**By signing this contract, I agree to the content therein, consent to continue and acknowledge that the relationship with Jessica is subject to the conditions set out above.**

**Signed:**

**Name(s) and relationship(s) to child:**

**Signed (Jessica):**

**Date:**

**Thank you**