# Student Case Study Guidance and Process Flow

As part of the diploma and higher diploma you are required to complete  case studies.   These case studies should be conducted in line with the following guidelines.  This document provides a detailed overview of how to approach your case studies.  Please also review the process flow chart below before commencing.

**Case study clients**

Your case study clients should be fully briefed and understand that this is part of your qualification assessment, that you are still in training and have not yet qualified.

Case study clients can be identified as soon as you commence the course however you are asked not to start any sessions until stage 1 is completed.  If you would prefer, you can start once you have completed all three stages.  You will have one year from the completion of stage three to submit your case studies.

**Level 4 Case Studies**

Case Study 1 - Focus on; Assessment & conceptualisation, introduction to hypnosis, ego-strengthening and script development (2 sessions)

Case Study 2 - Focus on; Assessment & conceptualisation, behavioural therapy interventions & approaches (3 sessions)

Case Study 3 - Focus on Assessment & conceptualisation, cognitive therapy interventions and approaches (3 sessions)

**Level 5 Case Studies**

Case Study 1 - Focus on; Assessment & conceptualisation, introduction to hypnosis, ego-strengthening and script development (up to 3 sessions)

Case Study 2 - Focus on; Assessment & conceptualisation, behavioural therapy interventions & approaches (up to 6 sessions)

Case Study 3 - Focus on Assessment & conceptualisation, cognitive therapy interventions and approaches (up to 6 sessions)

Case Study 4 - Focus on Assessment & conceptualisation, cognitive therapy interventions and approaches (up to 6 sessions)

As part of the level 5 higher diploma you will need to complete 20 volunteer client hours via your case studies.  If you don’t reach the required 20 hours with your first 4 case studies, you will need to complete further case studies to achieve this.  You can complete a maximum of 6 case studies.

If you continue working with your volunteer beyond the above sessions, these should not be submitted as part of your assessment.

Your case study volunteers should be seeking help for sub-clinical, low level issues such as:

- Performance improvement; sports, exam, driving, public speaking etc
- Mild anxiety associated with phobias e.g. animals or heights
- General stress; work related, lack of assertiveness
- Mild anxiety associated with social anxiety e.g. speaking in meetings or presentations, expanding friendship groups, dating, networking
- Habit change; nail biting, hair pulling


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If, once the initial assessment is completed, it becomes apparent that there are more complex issues, you should refer the individual and not proceed further.  Similarly, if it becomes clear that exposure to your case study volunteer's issue could negatively impact shared relationships in the future, either refer or defer their participation.  Referrals should always be discussed with your supervisor before being discussed with the volunteer who may accept or reject any recommendations accordingly.  Referrals may be made back to their GP or to a qualified therapist, the appropriate routes will be part of the discussion with your supervisor.

**Contraindications**

It is important that you stay within your sphere of competence, and in particular, refer any volunteers that present any contraindications.  These include, but are not limited to, volunteers diagnosed with schizophrenia, depression, psychosis, severe clinical presentations, suicidal ideation and under 18's.  You should also seek advice if your volunteer suffers epilepsy, migraines or is pregnant.  Referral of these volunteers extends to those volunteers seeking assistance for an issue that isn't related to their pre-existing condition i.e. smoking cessation for a volunteer diagnosed with depression.  It is important to discuss the suitability of your volunteers with your supervisor before commencing any sessions.

Confidentiality should be maintained at all times.  Your case study notes should be completed with a reference number and no personal information such as address, email address etc., included in your assessment submission.

No payment should be taken for these sessions and case study volunteers should be aware that you are not yet fully trained or established in business.  The interventions you will be using are safe and harmless, however they should be aware that you are still learning, and they should disclose any underlying issues honestly and promptly, including any that develop during the case study period.  You will therefore refer any issues you believe are contra-indications for your current level of knowledge.  If you are in any doubt as to whether to proceed with a case or have any concerns that arise during the case study, please contact your supervisor to discuss.  Your supervisor will be aligned to you during stage 1 along will full contact details.

It is advised that close friends or relatives are not invited to be case study volunteers.  We advise that you ask your network for referrals of people you could work with.  If you do decide to work with an individual you already have a relationship with (family, friend, social network etc) be very clear about confidentiality at the outset and agree to remain focused on their low-level issue as outlined above.  You should be aware that the therapy may lead to the sharing of highly sensitive information which may change the nature of your relationship, and you should carefully consider your acceptance and comfort with this fact before commencing. If you have any doubts about the impact on your relationship you may wish to select someone else, outside of your immediate network to work with.

General guidance: You need to apply for student Professional Indemnity insurance before commencing your case studies.  Most insurers provide this type of insurance.  Public liability insurance should also be covered as part of your professional indemnity insurance, please check that this is in place.  Once you have decided which organisation to insurer yourself through, contact them to see if they provide student insurance.   The college can't make any recommendations for insurers.

Ensure you have a private, safe, confidential and suitable place to conduct the case study sessions.  Conduct a health & safety risk assessment to satisfy yourself that the space is suitable.  Ensure that the premises are covered by public liability insurance.

Case study supervision:  Once you are ready to start your case studies contact assessments@ukhypnosis.com and a supervisor will be allocated to you.  If you have any queries or concerns regarding your supervisor you should email assessments@ukhypnosis.com. You should arrange supervision sessions directly with your supervisor, sessions are 30 minutes per case study.

Once you are ready to commence your case study you should arrange an initial session with your supervisor to discuss the overall approach and complete the 'Case Study Preplanning Form' and send to your supervisor.  All the forms you required can be found in the lesson on case studies in you essential information module in online learning..  Then complete the case study administration form (in resources) and send this to



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assessments@ukhypnosis.com along with a copy of your insurance document. Your supervisor will send you a supervision agreement.

Case study write up guidance: The details of your case study should be recorded in the appropriate form, additional copies can be found in the resources section on the website.

No personal details of your client i.e. name, email address, address, should be included. Please use a volunteer reference number.

On submission you are required to submit your 'Supervision Review' and 'End of treatment review' only for each of your three clients plus a feedback form for each of the three clients.

Case study marking criteria: You will need to demonstrate the following:

- How did you explain the rationale for hypnotherapy and formally agree a treatment plan and goals?
- How did you complete the assessment phase?
- How did you explain informed consent and confidentiality?
- How did you plan and prepare a therapy session or series of sessions.
- How did you select the treatment interventions?
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- How did you assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback?

## Case Study Completion & Submission Process

Complete case studies as follows:

Case Study 1 – can be started after stage 1 of the diploma

Case Study 2 – can be started after stage 2 of the diploma

Case Study 3 – can be started after stage 3 of the diploma

If you are completing the level 5 diploma you can commence the additional case studies after you have finished stage 3.

If you prefer you can wait and start all case studies once you have completed all stages of the diploma. Please ensure you ask your volunteer to read and sign the Case Study Agreement found here: https://www.ukhypnosis.com/assessment-and-case-studies-resources/.

You will find two forms to guide you through your case study sessions here: https://www.ukhypnosis.com/assessment-and-case-studies-resources/.

**Additional information:**

The case studies are intended to give you the opportunity to develop your skills as a therapist and to start to engage in reflective practice and supervision. There is no pass or fail or 'mark'. Your supervisor will confirm that the case studies have been completed and supervision sessions completed as part of your overall assessment.

A process flow can be found on the next page to guide you through the process.



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## Case Study Process Flow

**STEP 1**

When you are ready to start your case studies contact assessments@ukhypnosis.com. If you haven't already paid for your assessment, pay here: https://www.ukhypnosis.com/pay-for-assessments-and-qualifications/

**STEP 2**

If you are a webcast student you will be allocated a supervisor and given their contact details. If you are an online learning student your supervisor is your coach.

**STEP 3**

Once you have arranged your student insurance please download the "Case study administration form" here: Elearning - Essential Information - Case Study Guidance. sign and send to assessments@ukhypnosis.com along with a copy of your insurance and copy in your supervisor

**STEP 4**

Complete the Case Study Preplanning form, arrange an initial session with your allocated supervisor to discuss commencing your case studies and agree how you will work together. Your supervisor will provide you with a supervision contract.

**STEP 5**

For each case study you will need to provide your volunteer with a "Case Study Agreement" and "Privacy Notice", both of these documents can be found and downloaded here: Elearning - Essential Information - Case Study Guidance

**STEP 6**

When you have completed the required sessions and wish to submit a case study, complete the supervision review form in preparation for the supervision session found here: Elearning - Essential Information - Case Study Guidance. Contact your supervisor to arrange the session. Repeat this step for each of your case studies/

**STEP 7**

Once you have completed all your cases studies and supervision sessions your supervisor will email assessments@ukhypnosis.com to confirm you have completed the case studies



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