



National Long Term Survivors Group

Facilitators and Therapists

Issue: 1 **Date:** 22/5/13

A. Purpose of the Policy & Procedure

1. National Long Term Survivors Group (hereafter NLTSG) exists for all people living for five years or longer with HIV infection. Our primary activity is to run four Living Proof weekends per year. During these weekends, amongst other things, we offer discussion groups and complementary therapies.
2. The aim of this policy is to give guidelines on the number of facilitators and therapists that we employ for each weekend.
3. Additionally, there is guidance on choosing which facilitators and therapists to invite to which weekend.

B. Principles

1. The 'formula' for the Living Proof weekends is well tried and tested. This 'formula' should not be changed without agreement by the Board. Part of this formula involves getting the right number of facilitators and therapists for each weekend, and the right 'calibre' of facilitators and therapists.
2. One member of the Board will be designated as the Facilitator and Therapist Coordinator (FTC). He/she will be responsible for coordinating the booking of the facilitators and therapists.
3. The FTC will ensure that there are facilitators to run the Open and Closed Groups, and enough therapists to offer at least one complementary therapy to each member attending a weekend. See section C: Numbers, below.
4. The FTC will keep a rolling plan of facilitators and therapists for at least the next two weekends, and preferably further in advance. The FTC will report to each Board meeting on the situation with facilitators and therapists.
5. Knowing that situations can change, sometimes at the last minute, the FTC will endeavour to have available reserve facilitators and therapists who can step in if there is a change of plan.
6. The FTC will coordinate with the bookings secretary to facilitate booking rooms or meals for facilitators and therapists.



C. Numbers

1. The FTC will book the following numbers of facilitators and therapists for each weekend:
 - 2 facilitators for each weekend. We will only book a third if we perceive that there will be a special need on a particular weekend.
 - 3 therapists for each weekend. This will give up to 21 one hour sessions.
 - As soon as a 22nd person books then confirm the reserve therapist for Saturday only. This will give up to 26 sessions.
 - As soon as a 27th person books then confirm the reserve therapist for Saturday AND Sunday. This will give up to 28 sessions.
 - If we get a 29th booking we will consider how to manage it on that particular weekend. We will not automatically book a 5th therapist.
2. In addition to these numbers the FTC should have reserves in case a facilitator or therapist pulls out at the last minute.
3. The bookings secretary will keep the FTC informed as each of the above numbers is reached so that he/she can book the additional therapist(s).
4. The number of facilitators and therapists will be finalised two weeks before each weekend. No changes will be made even if additional members book.
5. The FTC is responsible for telling the bookings secretary well in advance if any of the facilitators or therapists will be resident at the weekend so that rooms can be held for them.
6. The FTC is responsible for telling the bookings secretary at least two weeks before the weekend which meals the facilitators and therapists will require.

D. Qualifications

1. All of the facilitators and therapists employed on the weekends should be fully qualified, vetted and insured for the service that they are offering.
2. The FTC should ensure that each facilitator and therapist has an appropriate qualification and/or experience for the role that they are offering. This may include a professional qualification or demonstrable experience. The FTC may choose to ask for references if appropriate.



3. The FTC should ensure that each facilitator and therapist has the appropriate vetting by CRB/DBS check or similar to work with vulnerable adults (See Vulnerable Adults Policy).
4. The FTC should ensure that each facilitator and therapist holds appropriate professional indemnity and public liability insurance for the service that they are offering.
5. Members may request a 1-1 session with one of the facilitators at some point over the weekend. The FTC should ensure that at least one facilitator on each weekend is a qualified counsellor or qualified to offer 1-1 support in some other way.

E. Other

1. Facilitators will preferably be residential for the weekend.
2. Therapists will generally not be residential for the weekend. The exceptions to this are:
 - If we have a long-standing relationship with a particular therapist and they can only attend if they are residential, and it is in the interest of the group to maintain their services, then we can offer them a residential place
 - If we cannot secure the services of non-residential therapists to meet the requirements of the weekend, then we will turn to our reserves of possible residential therapists.

To keep rooms available for as many members as possible, residential therapists should preferably not be booked on our typically busier weekends i.e. July and December.

3. For all facilitators and therapists we offer a professional fee for the weekend that is set from time to time by the Board. Additionally, we offer reasonable travel expenses and all meals while they are 'on duty'. For residential facilitators and therapists we will pay the board and lodging costs for the weekend.
4. The FTC will maintain a list of contact details for all facilitators and therapists and will provide a copy to The Secretary following any changes. This contact list will be held on NLTSG's online filing system so that any Boards member can access it.
5. The FTC will ensure that each facilitator and therapist is fully briefed at the start of each weekend and provided with a programme and list of attendees, highlighting any special needs. At the end of the weekend the FTC should debrief the facilitators and therapists and address any matters arising.
6. The FTC should distribute copies of the newsletter and other announcements to all facilitators and therapists such that they feel involved in the work of NLTSG.