**Dr Anna Joyce Therapy Agreement**

Chartered Psychologist and Associate Fellow of the British Psychological Society, and Cognitive Behavioural Therapy for Insomnia (CBT-I) Practitioner.

My primary focus is to provide safe and effective therapy in an environment based on respect and a commitment to your well-being. This document provides an outline of the key terms and conditions under which therapy is provided, and relating to services and payments. Please read this document carefully and raise any questions directly with me, Anna Joyce.

**Aim:** CBT-I is a structured, evidence-based treatment designed to improve sleep by addressing how thoughts and behaviours influence insomnia. CBT-I is appropriate for individuals with a range of co-occurring physical, mental health and neurodivergent conditions. If there are any considerations based on your unique needs, I will discuss these with you prior to agreeing a treatment plan.

**Telehealth:** Therapy sessions are delivered via pre-arranged phone or online video appointment. I will always conduct sessions in a private room with fast internet connection, and request that I am not disturbed. If possible, I ask that you do the same. If you have booked a CBT-I course or follow up sessions, reasonable support via email, text, or WhatsApp will be provided between sessions; however, no emergency or out of hours service is provided. In emergencies, you should consult with your GP or the Accident and Emergency service as appropriate.

**Duration of sessions:** Sessions usually last 50-60 minutes, or 90 minutes by arrangement. Generally, there is not the possibility of sessions overrunning.

**Basic structure of sessions:** We will normally have an initial conversation and/or email dialogue to discuss your sleep problems. If CBT-I is deemed to be appropriate, we will discuss a treatment plan and you will be offered a course of CBT-I therapy. Most people require six sessions in total. The final session includes working on relapse prevention. This involves looking at strategies to help you maintain the improvements you have achieved and continue to make progress. Most people continue to see improvement in their sleep after therapy ends. Follow-up sessions may sometimes be useful and can be booked if needed.

**Sleep diaries:** You will be asked to complete a sleep diary throughout the duration of therapy. This is an important part of the CBT-I process as it allows me to understand your sleep and meet where you are, and to monitor changes in your sleep during therapy. Please note that therapy cannot be provided without a completed sleep diary.

**Between session work:** For CBT-I to be effective it requires a commitment from you to follow the recommended changes to your behaviour and cognitive activities. We can discuss any difficulties and barriers that you might have, and strategies to overcome them, but it will be up to you to do the work between sessions. You may also be asked to complete questionnaires and worksheets to monitor and reflect on your progress and to guide therapy.

**Driving:** You are advised that you should not drive during the first week or so of the CBT-I course as your body adjusts to the new routine. Additionally, if you ever feel drowsy in a situation where falling asleep could be dangerous, you should stop what you're doing and take a short nap.

**Confidentiality:** Rest assured that what is said in our sessions will be kept confidential. I am a Chartered Psychologist and Associate Fellow of the British Psychological Society (BPS) and I abide by their professional code of practice. For detailed information on how I collect, store, and use your personal information, please see my Privacy Policy, available at <https://annajoyce.co.uk/privacy-policy>.

**Fees:** The fee is £90 per hour, or £80 per hour if booking a course of three or more sessions. Payments should be made via BACS transfer, with payment details provided at the time of the provisional booking. Payments are expected at least 48 hours before the appointment. If you are booking a CBT-I course then full payment is required before the first session. Your booking will be confirmed upon receipt of payment.

**Cancellations:** Appointments can be fully refunded or rescheduled if you notify me with at least 24 hours’ notice. Appointments within 24 hours can be rescheduled at no extra cost provided a mutually convenient time can be arranged within the same working week; otherwise they will not be refunded.If, for any unforeseen reason, I am unable to keep an appointment, I will endeavour to provide you with as much notice as possible, and will arrange with you to reschedule or refund the appointment.

This contract is intended to explain the practicalities of the therapy agreement. Please read it carefully before signing below. In signing, you are agreeing to the above terms and conditions (which include acceptance of the privacy policy, available at <https://annajoyce.co.uk/privacy-policy>).

Thank you.



Name:

Signed (digital signatures are accepted):

Date: