

Share.

**a centre of excellence
in psychotherapy**

Information Booklet

73 Wilkinson Street : Sheffield : S10 2GJ

0114 273 0200

Email: office@sharepsychotherapy.org

www.sharepsychotherapy.org

Contents

Individual Therapy	page 5 - 6
Couple & Family Therapy	page 6 - 7
Group Therapy	page 8 - 9
Conditions of Therapy	page 9 - 10
The Application Form	page 10
Accessibility	page 11
Map and Directions	page 12

The office manager is available
Monday to Thursday from 10am to 3:30pm.
The office is not open on Fridays.

Registered charity - No. 1130400 : Registered Company 06757798

Client Comments

"Now the journey has ended, for now I have become happier in myself, feel more confident and relaxed".

"Therapy is challenging & confronting, but I am benefiting from it."

"I feel that using the services & guidance that Share offered has expanded my horizons, taught me new skills, and more importantly expanded my own awareness of my inner self and how I react to situations".

"Therapy has given me a chance to 'find myself'"

"Therapy has been fantastic!"

"The journey travelled was often painful, having to see things I did not want to see and more importantly, accepting that, that was how it was'.

"Lovely building & the therapy rooms are gorgeous".

"The smaller things in life that used to worry me, I no longer get uptight about".

This booklet gives some information about all our services. We offer Individual, Couple & Family, and Group therapy. Each of which have different levels of 'Contribution to Therapy' charges and these are listed in the 'Paying for Therapy' section. Those clients with a GP in the Sheffield PCT area have a reduction on contributions. This is because of the funding we receive from the Sheffield PCT.

We ask that you pay particular attention to the 'Conditions for all Therapy', which are on page 10 of this booklet.

If there are things you need to know which are not covered by our leaflets then please contact us. The office is usually open between 10:30 and 15:30 Monday to Thursday. There is a 24 hr answering machine or you can email us. All our contact details are on the cover of this booklet. Further information can be found on our website.

Share's Training Courses: A leaflet regarding our training can be requested by contacting the office or please see our website.

Personal therapy where this is a requirement of a training course: For those who are in counselling or psychotherapy training we can offer personal therapy where this is a requirement of their course. The cost for this differs from the sliding scales charges in this booklet and starts at £20 per session and rises to £40. There will be an opportunity to discuss what your level of contribution will be at the assessment appointment. If you are interested in any of these please call the office and talk to one of our Clinical staff.

INFORMATION ABOUT INDIVIDUAL PSYCHOTHERAPY

Psychotherapy and How It Can Help

We offer a particular kind of psychotherapy, which can help with a wide variety of problems. Examples are difficulties with relationships, depression and anxiety. Our aim is to offer help particularly to those who cannot afford full fees or find it elsewhere.

The help we offer (called psychoanalytic psychotherapy) recognises that many problems are connected with things that happened earlier in life as well as with life as it is now. It looks at both the past and the present and the connections between the two. We work through what is uncovered to help the person to deal better with life.

This form of therapy also takes into account that we are often not aware of many of the things that affect how we feel and what we do.

Things in our unconscious may make us unhappy when they come out as troubling symptoms or problems - such as difficulties in relationships or at work, depression or anxiety, lack of confidence, and so on.

As the root of these is in our unconscious, the advice of family and friends, reading self-help books and trying hard to change things will often only partly work, and sometimes not help at all.

Therapy does not run to a structured programme, but rather clients are encouraged to talk about whatever is on their mind. In this way the unconscious sources of the client's current difficulties gradually begin to appear.

This may be in the form of patterns of behaviour that are repeated through a person's life, subjects which the client finds it difficult to talk about, dreams, and the ways in which the person relates to the therapist.

The therapist makes comments to help the client to discover more, by make things clearer, and by helping the client to get in touch with hidden or feared thoughts and emotions. During the months or years that therapy takes place the client struggles with these insights, going over them again and again with the therapist and experiencing them in daily life, in fantasies and in dreams.

In this way the client and the therapist work together on life patterns and troubling symptoms to bring about changes that are deep and lasting in the client's life.

Our clients are seen by accredited and trained therapists and also therapists who are presently in psychotherapy training.

Psychoanalytic psychotherapy normally takes 2 to 3 years, but sometimes this is less and sometimes more.

The Assessment Appointment

As soon as possible after receiving your completed application form we will arrange an assessment appointment, which will be between 50 minutes to an hour, for you to discuss your difficulties, and what help we might be able to offer you, which could be individual, couple & family or group therapy. Our aim is to offer this within three weeks but this can be longer at busy times or during holiday periods.

If you have consulted your GP about your current problems we will ask them to fill in a referral form before offering an assessment appointment. Similarly, if you are under the care of the mental health services we require a referral form to be filled in indicating how our help will fit in with your current care plan.

The Waiting List for a Regular Therapy Appointment

The time you may wait for regular appointments, which last for 50 minutes, will vary considerably depending mainly on when you can attend and how experienced a therapist you need. We ask you to make the maximum time available so that we can offer you a regular weekly appointment in a reasonable time. For most people, the waiting time following an assessment appointment, will be between two and six months, depending on your availability and how experienced a therapist you need. Evening appointments are available on some week nights, but may involve a much longer waiting time. Please note Share is not open at weekends.

If it has been agreed, your name will be placed on our waiting list and you will be sent an agreement letter confirming your availability times, the letter will also include an estimated waiting time for a regular therapy appointment.

Paying for Individual Therapy

At present it costs us much more than the top contribution level to provide each session of therapy. However, we are able to offer a sliding scale of charges, and the figures below are based on an individual's income (Group based on individual's income, Couple & Family is based on joint income) and also apply to the assessment interview.

	Clients with a Sheffield GP	Clients Outside Sheffield
On benefit	£7	£12
under £12K	£15	£20
£13-20K	£18	£23
£21-27K	£23	£28
£28-35K	£30	£35
£36-40K	£35	£40
£41K+	£40	£45

COUPLE & FAMILY THERAPY

How It Can Help

Alongside our individual and group psychotherapy Share offers couple and family therapy. Family therapy can consist of couple and their children and other people who are involved in the family situation.

Therapy can address various kinds of difficulties, including communication problems, conflicts and sexual problems. Couples do not need to be married or to live together to access this service.

Therapy sometimes runs to a structured programme, or can be of a more exploratory nature. Often tasks will be set for couples to do between sessions.

First Therapy Appointment

As soon as possible after receiving your completed application form we will arrange the first appointment, which will last up to 1½. This will be for you to discuss your difficulties, and to find out what help we might be able to offer.

Our aim is to offer this appointment within three weeks of receiving your application from, but this can be longer at busy times or during holiday periods.

If you have consulted your GP about your current problems we will ask them to fill in a referral form before offering the first appointment.

Similarly, if you are under the care of the mental health services we require a

referral form to be filled in indicating how our help will fit in with your current care plan.

Waiting Time for a Regular Therapy Appointment

Occasionally there could be a waiting time before we can offer you a couple or family therapy appointment This will vary depending mainly on when you can attend.

Family Group Conference and Network Meetings

All families are unique with their own values and personal dynamics. At a Family Group Conference, the decision makers are the family members, and not the professionals. Its here that the family members (mother, father, aunt or grandparent) get together with the child/young person to talk and make plans and decisions on how to resolve the difficult situation. The professionals/therapists are there to help people make these decisions or deal with the problems.

Family Network Meetings can help divorcing and separating couples to make arrangements for the future. Family Network Meetings look at short-term and long-term concerns on separations or divorce and also helps to create new family arrangements, for example, help you communicate with your former partner/s.

Discussions that take place in the above settings are confidential and all the parties involved must be prepared to compromise.

These meetings are arranged according to the needs of the family and normally they will take up to 3 to 8 sessions.

Paying for Couple & Family Therapy and Family Group Conference and Network Meetings

At present it costs us much more than the top contribution level to provide each session of therapy. However, we are able to offer a sliding scale of charges, and the figures below are based on a joint household income and apply to the Couple & Family therapy sessions. The charges for the first assessment appointment is based on the payment scales on page 6 of this booklet.

	Clients with a Sheffield GP	Clients Outside Sheffield
On benefit.....	£12	£17
under £12K	£17	£22
£13-20K	£22	£27
£21-27K	£32	£37
£28-35K	£42	£47
£36-40K	£52	£57
£41K+	£58	£63

GROUP THERAPY

What is Group Therapy?

Group therapy focuses on interpersonal interactions and emotional difficulties. Members of the group share with others personal issues which they are facing. Participants can talk about events they were involved in since the previous session, their responses to these events, and problems they have faced. Participants can also share their feelings about what happened in previous sessions, and relate to these material, give feedback, offer encouragement, volunteer support or offer criticism, or share their own thoughts and feelings.

Subjects for discussion are not usually determined by the leaders, but rise spontaneously from the group. The group then becomes a source of support and strength in times of stress for the participants. The feedback they get from others helps to make them aware of inappropriate, disruptive, aggressive, or maladaptive patterns of behaviour.

There are many different motivations associated with participation in group therapy. At one extreme are the people with severe emotional difficulties and disorders such as anxiety and depression. Some groups are, indeed, targeted towards a specific problem area, for example, eating disorders. But at the other end we find groups devoted to people who want to develop their interpersonal skills.

What are the Conditions of Group Membership?

Typically the group will comprise between 8 to 12 members.

Usually each session will last 1½ hours.

The frequency can be once or twice a week. How long a group survives depends on many factors such as the severity of the problems and the targets sought. It can be from a few months to a few years. It usually takes about four to six months before the group reaches maximum effectiveness.

The participants in the group are expected to be present each week and come on time. It is required that the information brought up by members of the group and their names be kept confidential by all the group members.

Group participants are not required to talk, or reveal intimate details of themselves. Clearly, however, the more they participate and talk frankly and openly about themselves, their feelings, their thoughts, the more they will gain from the experience.

The great advantage of group therapy is that you are working on these patterns in the 'here and now'; the group situation is similar to the real situation and frequently the people you meet in the group represent others in your past or current life with whom you have difficulty. In group therapy you have the opportunity to work through these situations and, importantly, you are doing so in a safe and secure environment.

Waiting Time for Group Therapy

It is difficult to estimate the waiting time for a place on the group because it depends when a space becomes available. Once the group is full (8 -12 members) potential members will be placed on the waiting list and will be contacted once a space becomes available.

Paying for Group Therapy

At present it costs us much more than the top contribution level to provide each session of therapy. However, we are able to offer a sliding scale of charges, and the figures below are based on a joint household income and apply to the Group therapy sessions. The charges for the first assessment appointment is based on the payment scales on page 6 of this booklet.

	Clients with a Sheffield GP	Clients Outside Sheffield
On benefit	£4	£9
Under £12K.....	£7	£12
£13-20K	£9	£14
£21-27K	£12	£17
£28-35K	£15	£20
£36-40K	£17	£22
£41K+	£20	£25

CONDITIONS FOR ALL THERAPY

All who attend regularly are given a time which remains the same each week. Clients need to make a serious commitment to this appointment. We expect you to attend unless you are:-

- ❖ too ill to come,
- ❖ are on a holiday that you have notified us about,
- ❖ or have to deal with a sudden emergency which requires you to be elsewhere at the time of your session.

Similarly your therapist will do their best to ensure that they are here for your therapy session.

Please note:- Clients must pay for all their sessions whether they attend or not. The only exception to this is if the therapist is ill or on holiday.

- ❖ Contributions towards the cost of therapy are paid for at the first session of each month. Payment can be made either by cheque or cash. Please note that we are unable to accept debit or credit cards or to give change. If your circumstances change in a way that affects your contribution to therapy, for

example job loss, or alternatively, acquisition of capital, please let us know as this will affect the level of contribution paid.

- ❖ If fees are paid on behalf of a client by a professional body i.e. Social Services, Solicitors, etc then the highest fee for each type of therapy, either for Sheffield Residents or Clients outside Sheffield will apply.
- ❖ When you contacted us you were entered into our referral system and allocated a personal record number that appears on your application form. If after a month we have not received your completed form from you, we will assume that you do not wish to proceed with obtaining help from us and will discharge you from our service. If at a later date you wish to proceed you will need to obtain a new application pack from us.
- ❖ We will inform a person's GP when they go onto our waiting list for therapy and again when therapy ends, as recommended by the UK Council for Psychotherapy. This does not involve revealing any confidential details about problems. An exception to this is where a written referral has been made to us, where we send back a fuller response.
- ❖ We are unable to see people who have consulted their GPs about their current problems, or who are under the care of the mental health services, unless a referral form is completed. We will send this for completion on receipt of your application form.
- ❖ All client information is treated in confidence. However, psychotherapy operates within a code of practice where situations of serious risk (e.g. self harm, harm to others and risks to children) may need to be passed on to others, preferably with the client's agreement.
- ❖ Some therapists have clinical supervisors outside Share who work within the same strict code of confidentiality. Any concerns about confidentiality can be discussed at the assessment appointment.
- ❖ We regret that we are not able to provide references for jobs or assessments for people's fitness to work.
- ❖ We offer psychotherapy in some foreign languages, for example, French and Serbo-Croat.

WHAT DO I DO NOW?....

THE APPLICATION FORM

In order to obtain psychotherapy at Share an application form needs to be requested from us, and the application form filled in and returned.

The application form is sent when the person wanting therapy requests it from us, or if we receive a written referral from a professional.

We are unable to send forms at the request of a partner, parent, relative or friend.

If you wish to apply for therapy please contact us for an information pack, which will provide you with further details and an application form. You can ring, e-mail or write for this.

ACCESSIBILITY

Entrance to the Building - Unfortunately Share does not have a level access, but we can provide a ramp from the car park to the pathway.

There are 3 steps to the front door which cannot be avoided, but we are happy to give assistance with these. In order to provide our service to those less able we would be happy to see clients at a separate location, which would be arranged as the need arises.

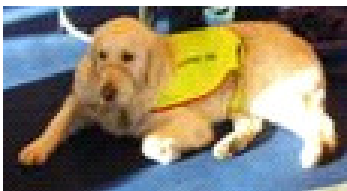


Therapy Rooms - We do have ground floor therapy rooms for people unable to negotiate stairs.

Hearing Impairment - We have a portable induction loop for use in any of our therapy rooms. This is designed to assist a person with a hearing aid to hear more clearly in a room by switching their hearing aid to the T position. Please advise us on the application form if you require this service.



Toilets - These are on the first floor.



Assistance Dogs - We welcome dogs, (those which have been trained to help disabled people live life more independently), throughout the building. Please advise us on the application form if you are bringing an assistance dog.

Large Print & Audio Material

are available from the office.

If you have special needs please contact the office and we will do all we can to assist your visit to Share.

MAP & DIRECTIONS

73 Wilkinson Street



Travelling to Share using public transport

Tram stop: University of Sheffield at the top of Upper Hanover Street

Buses: 30, 41, 42, 60, 120, to Glossop Road which passes the top of Wilkinson Street

Share does not have a sign on the outside of the building, but the house is called Holmesfield House and this is printed on the right-hand side above the ground floor windows.



In April 2009 Share Psychotherapy was awarded the Customer First Service Kite Mark. This was in recognition of our achievement of Putting the Customer First® - the National Standard for Customer Service