



Child

Child and Family Adults Groups Assessments Workcover Training and Development

Welcome to the R.E.A.D. Clinic

PLEASE READ PRIOR TO YOUR FIRST SESSION

Dear Client

Thank you for choosing to attend one of the most well recognised psychological services on the Central Coast. Detailed below are some of the guidelines and general information regarding the R.E.A.D. Clinic.

Our Services

The R.E.A.D. Clinic was established over 30 years ago by child psychologist, Dr John Irvine, and his brother, Clinical Neuropsychologist, Warwick Irvine. Here at the Clinic, we pride ourselves on providing the most up-to-date interventions with a firm grounding in best-practice and evidence-based research. We offer our clients a wide range of services for children and young people, adults, families, couples, Workcover-related, and employee assistance programs. Not only this, but we also offer a great range of training and development services for psychologists and clinical psychologists.

Parking

There are plenty of available parking spaces directly out the front of our premises.

How did you find out about the READ Clinic?

- | | |
|---|--|
| <input type="checkbox"/> GP | <input type="checkbox"/> Kids on the Coast Advert |
| <input type="checkbox"/> Paediatrician | <input type="checkbox"/> Article written by Psychologist |
| <input type="checkbox"/> Psychiatrist | <input type="checkbox"/> Book written by a Psychologist |
| <input type="checkbox"/> Friend / Family member | <input type="checkbox"/> ABC Radio |
| <input type="checkbox"/> Workplace | <input type="checkbox"/> Google/Search Engine |
| <input type="checkbox"/> Website | <input type="checkbox"/> Other _____ |

Initial Consultation

Your first appointment at The R.E.A.D. Clinic will be a **55 - 60 minute hour**. As part of your initial assessment you and your child will be asked to arrive 20 minutes prior to your appointment and will be given a set of paperwork and questionnaires to complete. This may include the *Privacy Consent Form* as well as a *Background Information Sheet*; and the *Strengths and Difficulties Questionnaire* which explores your child's behavior over the past six months.

These forms provide the Psychologist who will be assisting you with important information. The psychological questionnaires you have been asked to complete about yourself or your child are also vital in providing us with a picture of some of your concerns and will also allow us to evaluate the progress made.

At your next appointment please ensure you bring:

- ¶ A recent photo of your child for the file
- ¶ A copy of your child's most recent school report
- ¶ A copy of last NAPLAN results (from Year 3 or 5 if relevant)
- ¶ Copies of any previous assessment reports

We often find that writing down, on a separate piece of paper, the areas you are most concerned about, may also be helpful for your follow up sessions.

Follow Up Consultations

Most follow-up sessions are based on a 50 min hour, in which your Psychologist will see you and your child, together or separately. (In some instances, a Psychologist may see you for a half hour consultation, which will be held for 25 min). These gaps enable the psychologist to order their notes, write to your referrers, make phone calls necessary for your child's treatment and plan for your next session. A part of the session may require you to spend time with the psychologist while your child waits in the waiting room.

Supervision of children

Administration staff will try to oversee the waiting room, but are unable to take responsibility of your child. If you are concerned about your child's welfare, or their ability to remain in the waiting room without you whilst you speak with your psychologist, please bring another responsible adult with you who can supervise your child.

Cancellation Policy

Cancellation or change of appointments must be made within 24 hours of the appointment time.

Holding Deposit and Cancellation Fee

All appointments made with one of the Psychologist's at the R.E.A.D. Clinic, require a holding deposit. The holding deposit secures your appointment and any future appointments that you wish to make. The holding deposit may be forfeited if you do not attend a booked appointment or fail to cancel an appointment, or change an appointment, within the required 24 hour cancellation period.

If the Deposit has not been forfeited it is refundable at the completion of your sessions. Administration fees and charges may apply.

Waiting List

In some instances, you may require an appointment with your Psychologist, but they may have no upcoming appointments available. To assist you in obtaining an appointment, you may be placed on the Psychologists Waiting List for the opportunity of an appointment if one arises. To increase your chances of obtaining an appointment, we encourage you to call the Clinic, to see if an appointment has become available.

Medicare – GP Mental Health Care Plan

Please speak to your GP about accessing a GP Mental Health Care Plan prior to your appointment, as the plan cannot be backdated. Sessions can only be claimed from the date the GP Plan is lodged with Medicare. If required, you will need to have your plan reviewed by your GP after your sixth visit with your Psychologist. As Plans are provided by the discretion of your GP, we are unable to provide a recommendation as to which plan would best suit your needs.

ADDITIONAL SERVICES

Group Programs

The R.E.A.D. Clinic currently provides a range of group programs for Children and Adolescent, as well as several Adult group programs for parenting; pain management; anxiety; and depression. One of the more popular adult group programs has been the Circle of Security Parenting Skills Group Program.

GROUP	AGE	WHEN	AREA Addressed	Coordinated by
Rock and Water	8-11 yrs 12-15 yrs	Each Term on a Wednesday	Anti-Bullying, resilience, and social skills	Andrew Sozomenou
Fun Friends	4-7 yrs	Each Term on a Monday	Emotional resilience, anxiety, social skills, confidence	Nada Potter & Bec Guest
Friends for Life	7-11 yrs	Each Term on a Monday	Emotional resilience, anxiety, social skills, confidence	Heather Irvine-Rundle & Nada Potter
M.E Program (My Esteem)	13 yrs & over	Each Term on a Thursday	Self-esteem and confidence in adolescent girls	Kylie McIntyre & Sara Clignett
Circle of Security Parenting Program	Parents only	Each Term, day will vary	A video-based intervention to strengthen parenting capacity	Andrew Sozomenou or Heather Irvine-Rundle

R.E.A.D. Clinic Website

Additional information on all our group programs and services is available on the R.E.A.D. Clinic's Website: <http://thereadclinic.com> . The website was launched in celebration of the R.E.A.D. Clinic's 30th year supporting children and families on the Central Coast.

If you would like any further information or to discuss this letter or the information required, please speak to one of our friendly reception staff.

We look forward to seeing you at your first appointment

The R.E.A.D. Clinic Team



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CLIENT AGREEMENT

The R.E.A.D. Clinic is committed to providing you with the highest levels of confidentiality and customer service. This includes protecting your privacy. The R.E.A.D. Clinic is bound by The Privacy Amendment (Private Sector) Act 2000, which concerns the protection of your personal information. This document describes the Clinic’s policy for the management of client information.

Welcome Letter - Please read the R.E.A.D. Clinic welcome letter for an explanation regarding our policies and procedures.

Collection of Information - As part of providing a Counselling and Psychological service, The R.E.A.D. Clinic will need to collect and record personal information from you that is relevant to your situation. This information will be a necessary part of the psychological or consulting services provided to you.

Access and Corrections to file notes - The R.E.A.D. Clinic privacy policy which is available upon request. You may obtain a photocopy of the material within the limits of copyright and appropriate psychological practices.

Confidentiality - All personal information gathered by The R.E.A.D. Clinic will remain confidential except when:

1. It is a legal requirement to disclose information; or
2. Failure to disclose information would place you or another person at risk; or
3. Your written consent has been obtained to release the information to another person or agency.

Cancellation Policy - If it is necessary to change or cancel an appointment 24 hours notice is required to avoid loss of deposit. However the deposit is refundable/transferrable providing the 24 hours notice is given. Administration fees and charges may apply.

Please tick each box to indicate you have read and understand each section

- | | |
|--|--|
| <input type="checkbox"/> Welcome Letter | <input type="checkbox"/> Access and Correction |
| <input type="checkbox"/> Collection of Information | <input type="checkbox"/> Confidentiality |
| <input type="checkbox"/> Cancellation Policy | |

I, (insert name) have read and understand this Client Agreement and agree to the conditions therein.

Signature : _____ Date : _____

I, parent/guardian of(insert child’s name) have read and understood the this Client Agreement and agree to the conditions therein.

Signature : _____ Date : _____

If you have any questions about the content of this form, please discuss with the Consultant you are working with.