General Checklist for Therapy Sessions
(Private and Confidential)

Your Name: **Date:**

Client Identifier (to maintain confidentiality use initials only):

Presenting Symptom:

Session number:

You are required, with the consent of your client, to note whether you have achieved the following (where appropriate) during your therapy session with your client.

Part 1 (Case History)

1. *Rapport*
   a. Did the therapist make good eye contact?
   b. Did the therapist ask how they can refer to the client?
   c. Was the therapist sufficiently relaxed and attentive?
   d. Did the therapist appear sufficiently interested?
   e. Did the therapist use open-ended questioning?

2. *Personal interests*
   a. Did the therapist ask about hobbies, things the client enjoys doing, holidays etc?
   b. Did the therapist find out what their client does to relax?
   c. Did the therapist explore their client's attitude toward their career?
   d. Did the therapist find out whether their client partakes in exercise

3. *Family*
   a. Did the therapist ask about their client's family?
   b. Did the therapist explore the clients relationship with their current partner, children, siblings, parents?

4. *Health*
   a. Did the therapist ask about alcohol consumption?
   b. Did the therapist discover whether their client is a smoker/non-smoker?
   c. Did the therapist explore whether their client takes recreational drugs?

5. *Safety*
   a. Did the therapist ask permission to contact the client's doctor if necessary?
   b. Has the therapist asked whether their client has talked to their doctor about their presenting symptom?
   c. Did the therapist check for contraindications?

6. *Medical history*
    a. Did the therapist ask about current and past medication and why they are taking/took it?
    b. Has the therapist explored the client's past psychiatric history?
    c. Has the therapist asked about any current and past physical ailments?

7. *Previous therapies*
    a. Has the therapist asked about previous attempts at resolving the client's presenting symptom?
    b. Has the therapist asked about past therapies, what they were (including hypnotherapy) and why they used them?

8. *Client's knowledge of hypnosis*
    a. Did the therapist check whether the client has knowledge or previous experience with hypnosis/hypnotherapy?
    b. Has the therapist explored the clients expectations for hypnotherapy?
    c. Has the therapist discussed myths and misconceptions surrounding hypnosis/hypnotherapy?

9. *Meta model*
    a. Where appropriate, did the therapist use meta modelling to explore any of the above?

10. *Client's perception of the problem*
    a. Did the therapist explore when the problem first started?
    b. Did the therapist explore what was happening in the client's life at that time?
    c. Did the therapist explore whether there is a family history of the symptom?
    d. Did the therapist explore how the client has tried to resolve/handle the symptom in the past and what the outcome was?
    e. Did the therapist explore whether the symptom had ever been in remission?
    f. If the symptom has previously been in remission, Did the therapist explore what was happening the client's life at that time?
    g. If the symptom has previously been in remission, did the therapist explore why the symptom reappeared?
    h. Has the therapist used meta modelling to explore the above?

11. *How the problem affects the client's life*
    a. Did the therapist explore how the symptom is expressed?
    b. Did the therapist explore how the symptom is currently affecting the client's life?
    c. Did the therapist explore what makes the symptom worse?
    d. Did the therapist explore what makes the symptom better?
    e. Did the therapist explore what the attitude of significant others is towards the symptom?
    f. Has the therapist used meta modelling to explore the above?

12. *Goal setting*
    a. Has the therapist explored a SMART goal with the client?
    b. Has the therapist explored the way the client wants to be thinking, feeling, appearing when they have achieved their goal
    c. Has the therapist used meta modelling to explore the above?
    d. On sessions other than the first, has the therapist checked that the goal is still the same as originally set?

Part 2 (Script Delivery)

1. *Voice*
    a. Did the therapist make use of their tone of voice?
    b. Did the therapist pace the delivery of suggestions?
    c. Was the therapists voice congruent with the delivery of the script?

2. *Rapport*
    a. Was the therapist sufficiently relaxed and attentive?
    b. Did the therapist observe the client during script delivery
    c. Did the therapist manipulate distractions?

3. Technique
    a. Was the therapist flexible and able to adapt the therapy approach to the client's case history information

4. *Safety*
    a. Did the therapist check for contraindications?
    b. Did the therapist ask for permission to touch a specified area prior to the induction of trance (if the technique requires touch)?
    c. Did the therapist ask warn the client that they were about to touch a specified area prior to touching (if the technique requires touch)?
    d. Did the therapist ensure that the client was fully awake at the end of the session?
    e. Did the therapist include *"every part of you back here with me in the present … all normal sensations returned to your limbs"* during awakening?

Consent from client   Therapist's signature
(initials only)

_____   _____