

## AN OVERVIEW

# Clinical Note Taking and Ethical Considerations

Clinical note taking is an important and required aspect of a psychologist's work. Whether you are an experienced professional or new to the field of psychology, there is one common feature that many psychologists report to being unsure which is how to write and/or structure their case notes.

This workshop will present information that is available from the APS, AHPRA and other reliable sources on how to write and structure case notes. It will also address ethical and legal requirements that need to be considered when writing, storing, and sharing case notes.

A critical aspect of clinical note taking, including intake and consent forms, is to ensure that intake forms and case notes are relevant to specific work roles and organisational requirements. The workshop will be limited in numbers so that individual care and guidance can be given towards this critical area.

### The workshop will include discussion and learning outcomes on:

- The purpose and importance of clinical note taking, including initial intake forms and informed consent
- Ethical and legal responsibilities and clinical note taking
- Medicare/subpoenas and clinical note taking
- Case formulation and its relevance
- Basic use of the MSE
- Storing and recording records
- Confidentiality and clinical note taking
- Who owns your clinical case notes?
- Writing reports for the courts – basic does and don'ts
- How to set up note taking proformas – including online and paper versions
- Going from paper to digital files – what you need to know
- How to structure and write their initial and ongoing clinical case notes
- Gain an understanding towards the importance of adapting case notes to specific work roles and organisational requirements

As there is a significant amount of content to cover, the workshop will be run over a series of 3 dates to allow participants the space required to go over the material and adapt to their specific requirements and needs.

In order to meet the demand for this workshop, two workshops will be run, please select the workshop that works best for you.

PRESENTED BY



**UNIFIED  
PSYCHOLOGY**

CAROLINE RAPHAEL  
Registered Psychologist

WEBINAR 1 – \$150

**Monday 11th July, 12 to 1.15 pm**

**Monday 18th July, 12 to 1.15 pm**

**Monday 25th July, 12 to 1.15 pm**

WEBINAR 2 – \$150

**Thursday 14th July 6.30 to 7.45pm**

**Thursday 21st July 6.30 to 7.45pm**

**Thursday 28th July 6.30 to 7.45pm**

REGISTRATION

[caroline@unifiedpsychology.com](mailto:caroline@unifiedpsychology.com)

ABOUT

**Caroline Raphael** is passionate about Psychology; she loves working with her clients and supporting them to make positive changes. She is equally passionate about supporting other psychologists. Caroline regularly provides supervision to both provisional psychologists and other allied health professionals. During her 30 years of experience, she has seen first-hand the stress that the lack of detailed information on how to write clear and professional case notes has had on her colleagues. This presentation is aimed to support psychologists (and other allied health professionals in counselling) in this area so that they can perform their jobs with increased confidence and decreased stress. Caroline has also worked across a broad range of services, as well as run her own successful private practice and as a result understands the legal and ethical requirements needed by differing organisations and work roles. She looks forward to sharing her learnings with you.

