

## **TUTOR PROTOCOL FOR COMPLETION OF TREATMENT RECORDS AND ASSESSMENT DOCUMENTATION**

**( See also PORTFOLIO BUILDING GUIDE for students)**

The following forms are now available to you and **MUST** be completed according to the following instructions.

**Please note that the responsibility for the correct and full completion of these documents, and oversight of their safe storage in line with GDPR, lies with the tutor in charge of the training provision on the date of the treatment in question.**

### **1. FOR RETENTION BY TRAINING CENTRE IN CLIENT FILE**

- Generic Client Consultation Form – to be reviewed at each client visit with client initials wherever a change or update is notified
- Consultation Continuation Sheets - to be completed and signed by client, practitioner and tutor at each appointment after the consultation review and **BEFORE** Informed consent or any treatment being given to confirm full consultation update.
- Client Informed Consent Form - To be signed by client , practitioner and tutor as indicated. Treatment information and aftercare **MUST** be detached and given to the client after consultation and before leaving the training centre.
- Photographic Consent form – this is incorporated into the Client Informed Consent form.
- Generic Treatment Record Form – To be completed in full after each procedure and signed by client, practitioner and tutor
- LABELLED clinical photographs showing the skin before and after treatment must be stored within the client's allocated folder on a secure digital storage device at the end of each training session. These **MUST** not be retained in a mobile device.

**GDPR Implications** - The above documents must all be stored within a locked filing cabinet for hard copy records and a locked digital device for soft copy records. They will bear the client's name, personal details and client reference code.

### **2. FOR RETENTION IN THE STUDENT PORTFOLIO**

#### **Per Treatment Modality Paperwork**

For each treatment modality you must complete the following documents:

- The Client Assessment and Treatment Record
- The Competency Assessment incorporating the Range Statement record
- The Range Statement Overview Sheet for the treatment modality
- Independent photograph Consent if the treatment model is agreeable to the student practitioner taking additional photographs on their own device for their portfolio or case studies.