

# Happy Life Psychological Services, Islamabad



Dated: August 23, 2021

**Subject: Training of Psychologists and Continuous Professional Development (CPD) at HLPS Pakistan Islamabad.**

To,

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Dear \*\*\*\*\*

Thank you very much for issuing the letter to Ms/Mr.\*\*\*\*\*. She/He is under training at HLPS formerly known as Happy Life Psychological Services (SMC-Pvt) Limited. Ms/Mr \*\*\*\*\* is our trainee Psychologist her identity number at HLPS is \*\*\*\*\*. As per HLPS policy we will provide support for her/him during the course and also in future. But there is a criteria for dealing with clients and HLPS will support at every stage.

## **Criteria for Clients Dealing:**

- a) A Client must registered at HLPS through [www.hlps.pk/psychologist](http://www.hlps.pk/psychologist)
- b) Client and our Trainee/Trained Psychologist must received Confirmation email from [happylifeclinics@gmail.com](mailto:happylifeclinics@gmail.com) with Psychologist detail and consent form.
- c) Client must agree with our consent from all clauses.
- d) Trainee/Trained Psychologist will do a triage for their received clients
- e) Trainee/Trained Psychologist will deal clients according to HLPS protocols
- f) Trainee/Trained Psychologist will update about every session
- g) Trainee/Trained Psychologist will refer client to HLPS other professionals after triage if they think client does not come under their expertise.
- h) Trainee/Trained Psychologist will ensure the data entry of all HLPS cases in HLPS main database.
- i) Trainee/Trained Psychologist will ensure all cases are properly closed and a closing email sent to client.

- j) Trainee/Trained Psychologist ensure all communication is transparent with client and keep CC HLPS in any kind of communication with client.
- k) Trainee/Trained Psychologists do not practice any kind of therapy that they didn't learn in their formal education.
- l) Trainee/Trained Psychologist will submit an application to HLPS for client dealing by filling of this form [HLPS Client Request](#)

**Further Actions:**

A psychologist must prove himself/herself as Psychologist/Clinical Psychologist by attestation of their credential from HEC through [HEC Degree Attestation Service](#)

**Client Management Description:**

- I. **BS Students at any stage:** Will be at Observership/Triage & Simulation of Clients
- II. **BS Completed:** Observership, Initial Assessment, Triage, Simulation of Clients, Basic Counseling, PFA & Non Diagnosis
- III. **MS/MPhil (Health, Counseling, Applied, I/O):** Observership, Initial Assessment, Triage, Simulation of Clients, Basic Counseling, Non Diagnosis
- IV. **MS/MPhil/ADCP/PMDCP (Clinical psychology only with the letter (Internship/Experience) from Government Hospital in Case of Private Hospital/Clinic Only registered clinic):** Observership, Initial Assessment, Triage, Simulation of Clients, Basic Counseling, Advance counseling, psychiatric profiling, Therapeutic interventions, Assessment reports (Only therapeutic purpose) Diagnostic Responsibilities, Clinical Audits & Cross validations (HLPS do not made any kind of diagnosis online clients)
- V. **PhD/MS/MPhil/ADCP/PMDCP (Clinical psychology only with the letter (Internship/Experience) from Government Hospital in Case of Private Hospital/Clinic Only registered clinic):** Observership, Initial Assessment, Triage, Simulation of Clients, Basic Counseling, Advance counseling, psychiatric profiling, Therapeutical interventions, Assessment reports (Only therapeutic purpose) Diagnostic Responsibilities, clinical audits & Cross validations.
- VI. All Psychologists requested to get verified your credentials from HEC before applying for HLPS Clients Management although students will work as Observership/Triage & Simulation of Clients therefore no need HEC verification until degree is finished.
- VII. Any Kind of in progress degree will be considered an incomplete degree so be patient until the degree is finished.

VIII. If a Psychologist doesn't have an experience letter/certificate (Only On job Psychologist) Upload latest salary slip.

HLPS always welcome to join hand with other registered Mental Health Organization you can email us for further coordination [info@hlps.pk](mailto:info@hlps.pk), HLPS Organogram can be found from attachment and HLPS staff profiles can be explore [HLPS Team](#)

Thank You very much



**Naveed Sultan Awan**

Mental Health Activities Manager

PhD Psychology Scholar (University of Utara Malaysia)

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