

**Document on Clinical Record Keeping  
(LOG OF CLINICAL WORK)**

(Short Form – mandatory for all BCPS members with practitioner status)

Client serial no.:

Date of Birth:

Age:

Sex:

Male/Female/Other

Father's Name:  
Name:

Mother's

Chief Complaints:  
Diagnosis (if any):

Number of sessions with dates:

No. of sessions	Dates	No. of sessions	Dates	No. of sessions	Dates
1.		9.		17.	
2.		10.		18.	
3.		11.		19.	
4.		12.		20.	
5.		13.		21.	
6.		14.		22.	
7.		15.		23.	
8.		16.		24.	

Intervention/therapy given:

Outcome:

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Seen by:

Name Designation & Signature of the Representative of the EC, BCPS

**LOG OF CLINICAL WORK/RECORD KEEPING**  
(Long Form – Optional for BCPS members with practitioner status)

**Part - I Patient Details**

Client serial no.:

Name:

Date of Birth:

Age:

Sex: Male/Female/Other

Father's Name:

Mother's

Name:

Referred by:

Address:

Marital Status: (tick one)

(Single/Married/Widowed/Divorced/Separated/Div+remar/aid+rmar)

Chief Complaints:

Diagnosis (if any):

Assessments:

Formulation:

PPM	Cognitive

Treatment Goals:

**Part – II Session wise treatment record (add sheets):**

Date	Nature of contacts 1-2-3-4 or 5	Summary Note	Supervisor's Initial

N.B.: 1= face to face contact; 2=telephone call; 3=correspondence;  
4=meeting with family or other relevant persons; 5=meeting with other professionals

Outcome:



**LOG OF CLINICAL EXPERIENCE**

Part II

: Other Professional Work

Date	Summary of Work



Note: To prepare this document a subcommittee was formed in the last Annual General Meeting (AGM) of Bangladesh Clinical Psychology Society (BCPS) held in 24 December, 2011. The members of the sub-committee are as follows:

Nazma Khatun	- Coordinator
Kamal Uddin Ahmed Chowdhury	-Member
Md. Zahir Uddin	-Member
Salma Parveen	-Member
Kamruzzaman Mojumder	-Member
Mst. Jobeda Khatun	-Member
Shahnur Hossain	-Member
Tarun Kanti Gayen	-Member

The sub-committee prepared the document and Executive committee meeting (EC Meeting) held in 3 April, 2012 approved it.