

## ***Agreement for Counselling, and Informed Consent***

***Susan Dempsey, MA, CCC***

This document outlines services being offered, the potential benefits and risks of counselling, your rights and responsibilities in the counselling process, and the collection and protection of your personal information.

### **Counselling Services**

You can expect that as your counsellor I will keep you informed of the types of treatment or therapy I am recommending. The services offered will be tailored to your particular needs. As such, as your needs change and services adjust I hope to have an open dialogue between us, and you may ask questions at any time concerning the services you receive.

### **Client Responsibilities**

Counselling requires work from both the counsellor and the client. I ask that you do your best to maintain appointments and show up prepared. The fee is \$125 due the day of the appointment, by cash, cheque, or e-transfer, or any other arrangement needed. To cancel, please call or email 24 hours before your scheduled appointment or the full fee will be charged.

### **Benefits and Risks of Counselling**

In counselling you may benefit from learning new coping skills, gaining personal insight, forming healthier ways of relating to others, and/or overcoming unwanted behaviours. Counselling may come with risks. Opening up about your pain can sometimes lead to more pain initially such as unwanted thoughts, strong emotions or tension in relationships at home and at work. Please feel free to discuss any concerns you have.

### **Client Rights**

- As a client I have a right to ask questions about my counsellor's credentials, the services being provided to me, or any other questions about the counselling process.
- I have a right to end counselling at any time.
- I have a right to voice concerns or complaints to my counsellor. If necessary I have the right to inform the Canadian Counselling & Psychotherapy Association of any unethical or unprofessional behaviour by my counsellor.
- I have a right to request access to my personal information or request corrections to this information.
- I have the right to confidentiality

### **Confidentiality**

Except for the following limitations, all information you share is confidential. This means no information will be released to any third party without your explicit written consent. The following exceptions to this confidentiality are:

- When there is a clear risk of substantial harm to self or threat of harm towards another person, I am ethically bound to disclose this information to the appropriate authorities.
- When there is reason to believe that a child or a vulnerable adult needs protection, such as where a child or vulnerable adult has been or is likely to be physically, sexually or

emotionally harmed, abused or exploited, I am legally bound to report the matter to appropriate authorities.

- When the court-of-law requires the release of personal information I will disclose what is required.

I will do my best to discuss with you, if I have any concerns that might result from the above exceptions.

Counselling notes contain only information relevant to continued service, and are stored in a locked cabinet. You are welcome to read your file at any time.

### **Email**

I have a professional email that is not accessible by any other person. However, please remember that email is not guaranteed to be secure or confidential. If you choose to communicate with me by unencrypted email, be aware that all emails are retained in the logs of your and my Internet service providers. While it is unlikely that someone will be looking at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider.

You should also know that any emails I receive from you and any responses that I send to you become a part of your legal record.

### **Social Media**

I do not accept friend or contact requests from current or former clients on any social networking sites (Facebook, LinkedIn, Twitter, Instagram, etc.). I believe that adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our therapeutic relationship. If you have questions about this, please bring them up when we meet and we can talk more about it.

If I have any questions or concerns about any of the above information feel free to ask for clarification.

I, \_\_\_\_\_ have received a copy of the Agreement for Counselling and Informed Consent. I understand my rights involved in the counselling process. I also understand the possible benefits and risks involved. I understand Susan Dempsey, MA, CCC is bound by the Canadian Counselling & Psychotherapy Association Code of Ethical Conduct and Standards of Ethical Practice. I hereby give my consent for Susan Dempsey to collect my personal information. I agree to the provided counselling services. I understand my right to withdraw consent and end counselling at any time.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signature of Counsellor \_\_\_\_\_ Date \_\_\_\_\_