

Student number: _____

COUNSELLING CONSENT FORM

Counselling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal skills to help you thrive. It involves a supportive, respectful and understanding relationship between you and a trained counsellor who has the desire and willingness to help you accomplish your individual goals. Counselling involves sharing personal information; this process may sometimes be distressing. In the course of counselling, there may be periods of increased anxiety or confusion. The outcome of counselling is often positive; however, the level of satisfaction for any individual is not predictable.

During your initial session, you and your counsellor will determine an action plan which may include one or more of the following options: self directed study, online assisted therapy, peer or mentoring support, workshops, group therapy, intensive short-term individual therapy, or referrals to other services.

You may receive services offered by qualified professional counsellors, practicum interns, or trained peer counsellors. Professional counsellors have obtained either a master's or a doctoral degree in Education, Counselling/Psychotherapy, Psychology, Social Work or a related field. Practicum interns and peer counsellors are supervised closely by experienced professional counsellors.

Please feel free to discuss with your counsellor any questions that you may have about the counselling process.

CANCELLATION POLICY

If you need to cancel or reschedule an appointment (including workshop and group sessions), please advise SASS – Counselling & Coaching at least 24 hours in advance. All appointments cancelled or missed with less than 24 hours notice are subject to a \$20 re-booking fee. Please cancel on Friday for appointments on Monday.

I have read the above information. I understand the risks and benefits of counselling and I agree to take part in the counselling process. I understand that I can withdraw my consent at any time.

Initial

INFORMATION ABOUT CONFIDENTIALITY

SASS – Counselling & Coaching has several services available to you. These services include counselling and psychotherapy, online supported therapy, personal development workshops, peer to peer support, group counselling, and other specialized programs.

All interactions with SASS-Counselling and Coaching, including the scheduling of your appointments, your attendance at appointments, the content of your sessions, your progress in counselling, and your records, are confidential.

EXCEPTIONS TO CONFIDENTIALITY

The SASS Counselling staff works as a team in consultation with their manager and director. Your counsellor may consult with other counselling staff to provide the best possible care as well as for professional and training purposes.

Furthermore, disclosure may be required in any of the following circumstances:

- There are reasonable grounds to believe that there is a risk of imminent harm to you or specifically identified others and/or the abuse of children;
- There are reasonable grounds to believe that a member of a regulated health profession has sexually abused a client; or
- When disclosure is ordered by a court.

If we are concerned about you or if you fail to show for a scheduled appointment, we will contact you to check on your well-being.

If I show signs of deterioration that indicate I may be in danger, I grant SASS Counselling & Coaching and my therapist permission to contact me.

_____ **Initial**

If I fail to respond to a check-in or if I show indicators that I may be at serious risk for self-harm or harm to others, I understand that SASS – Counselling & Coaching is required to contact my emergency contact or a crisis response service to insure my safety and well-being.

_____ **Initial**

COUNSELLING RECORD

No record of counselling is included in any academic or educational record. Counselling records are stored electronically in a secure server-based internal system called Ventus. Ventus and its components, including counselling files, are managed and accessible by select staff within the University of Ottawa’s Information Technology team. The manager of the Program Evaluation sector will have access to the data, and not the content, for purposes of statistical analysis and for the improvement of services. Paper records are securely kept in the SASS – Counselling & Coaching unit. Although your counselling record remains the property of the University of Ottawa, you have the right to access the personal information we hold concerning you by submitting a written request. You may also request with written consent that SASS – Counselling and Coaching release specific information about your counselling to individuals of your choice. Client files are kept for ten (10) years before they are securely destroyed.

I agree to SASS – Counselling & Coaching collecting, using, and disclosing personal information about me as set out above. I understand and acknowledge the limitations concerning confidentiality and accept those limitations.

_____ **Initial**

I understand the purpose, expectations, possible benefits, risks, emergency procedures, cancellation policy, and confidentiality policies of the SASS – Counselling & Coaching Unit. I consent to participate in the counselling process.

Student signature: _____

Date: _____

Witness signature: _____