UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

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**GUIDANCE AND COUNSELING SERVICES**

# COUNSELING INFORMED CONSENT FORM

This form intends to ask the consent of the client to undergo counseling session(s) with a Registered Guidance Counselor (RGC) from Guidance and Counseling Services. This also stipulates the nature and scope of counseling, key elements of confidentiality, and the rights and responsibilities of the client and counselor.

Please feel free to speak with the counselor for any clarifications regarding this form.

## PERSONAL INFORMATION

**LAST NAME:**

**FIRST NAME:**

**MIDDLE NAME (If applicable):**

**AGE:**

**GENDER:**

**MOBILE NUMBER:**

**EMAIL ADDRESS:**

**COURSE/STRAND & YEAR/GRADE LEVEL:**

**CONTACT PERSON/S IN CASE OF EMERGENCY (PLS. INDICATE COMPLETE NAME & CONTACT NO.):**

## THE RIGHT OF INFORMED CONSENT

The clients have the right to decide whether to enter into a counseling relationship with the specific counselor and must be told what to expect (Villar, 2009).

**COUNSELING**

It is a collaborative effort between the counselor and client. Professional counselors help clients identify goals and potential solutions to problems which cause emotional turmoil; seek to improve communication and coping skills; strengthen self-esteem; and promote behavior change and optimal mental health (American Counseling Association, 2021).

**TERMS AND CONDITIONS:**

- Each counseling session will last about 45-60 minutes but may run longer depending on the case.
- The frequency of counseling sessions will be upon the discretion of the counselor.
- The client will share information about his or her problems or issues to the counselor that may have affected certain areas of his or her life.
- The client may ask questions before, during, and after the counseling session (s) if there are things unclear to her or him.
- The counselor will guide the session and may ask probing questions to better understand the
  - specific or various concerns of the client re: personal, academic, emotional, psychological, occupational, spiritual, etc.
- Both the client and the counselor have the right not to continue the counseling sessions without any impediment unless required by specific authority.
- In case of termination, both client and counselor have the responsibility to notify each party on the reason for dismissing the sessions for record purposes.
- There is no fee for counseling services.
- Virtual/electronic counseling sessions may experience privacy and other technical glitches.
- All information provided in this form and during counseling will be kept strictly confidential except for reasons cited in the dimensions of confidentiality

## DIMENSIONS OF CONFIDENTIALITY

The clients have a right to know that the counselor may be discussing certain details of the relationship with a supervisor or a colleague. Moreover, there are times when confidential information must be divulged and there are exemptions.

Arthur and Swanson (1993) note exemptions cited by Bisell and Royce (1992) to the ethical principle of confidentiality:

- **The client is a danger to self or others**. The law places physical safety above considerations of confidentiality or the right of privacy. Protection of the person takes precedence and includes the duty to warn.
- **The client requests the release of information**. Privacy belongs to the client and may be waived. The counselor should release information as requested by the client.
- **A court orders release of information**. The responsibility under the law for the counselor to maintain confidentiality is overridden when the court determines that the information is needed to serve the cause of justice.
- **The counselor is receiving systematic clinical supervision**. The client gives up the right to confidentiality when it is known that session material will be used during supervision.
- **Clerical assistance process information and papers relating to the client**. The client should be informed that office personnel will have access to the records for notice for routine matters such as billing and records keeping.
- **Legal and clinical consultations are needed**. Again, the client should be informed of the (ethical) right of the counselor to obtain other professional opinions about progress and the name (s) of those used as a consultant (s).
- **Clients raise the issue of their mental health in a legal proceeding**. In a custody suit, for example, parents introduce their mental condition into the suit, whereupon they authorized release of the counselor's records.
- **A third party is present in the room**. Clients are (presumably) aware a person other than the counselor is present and therefore waive their right of privacy in permitting the third person to be present.
- **Clients are below the age of 18**. Parents or guardians have the legal right to communication between the minor and the counselor.
- **Intra agency or institutional sharing of information is part of the treatment process**. Otherwise confidential material may be shared among professional staff when it is in the interest of the client to do so. However, the client must be aware that this is being done.
- **The counselor has reason to suspect child abuse**. All states now legally require the reporting of suspected abuse.

## ACKNOWLEDGEMENT

☐ I have read and reviewed the content of this Counseling Informed Consent. I likewise understand the nature and scope of counseling, its terms and conditions, and the ethical principles of confidentiality including its limitation.

☐ I accept this agreement and consent to counseling.

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**SIGNATURE OVER PRINTED NAME**