

## David B. Corbett, MSW, RSW - Individual and Couples Counselling

174 Coach Hill Drive (side entrance), Kitchener, ON N2E 1P4

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### **Informed Consent of Client and Terms of Counselling**

As a client of a Registered Social Worker, you are entitled to fully understand the nature and terms of the counselling provided. Please read this form and review it. **Please ask any questions you may have before you sign this consent form.**

You are invited to be an active participant and to make informed choices about your counselling. The counselling relationship is centred on you, your concerns and strengths, and your progress. Together, as client(s) and counsellor, we will collaboratively assess your progress on an ongoing basis. Counselling has both benefits and risks. Because counselling often involves the discussion of distressing matters you may experience uncomfortable feelings such as sadness, anger, frustration or upset. However, research shows that most people notice some positive changes in their lives when they participate in counselling.

**Confidentiality:** All identifying information about you and your use of counselling are kept confidential. Confidential information will not be shared with any other person, without your knowledge and written consent. However, there are some exceptions to client / counsellor confidentiality, which you need to be aware of:

1. When the client gives written permission to have information about the counselling communicated to another person(s).
2. When the client is clearly at risk to hurt self or others, as when there is a danger of suicide or assault. In these situations, or in the case of a medical emergency, more resources may need to be brought in to ensure safety. There may be a duty to warn appropriate individuals when such warning is necessary to reduce or prevent a serious threat to the health and safety of any one, or more, persons.
3. When the client discloses that a child or a vulnerable adult (or you, if you are a minor or a vulnerable adult) has been, or is at risk of being, physically or sexually abused or neglected. This includes: a) when domestic violence is reported and there is a child or children in the home, b) when a client discloses that he/she was abused in childhood and there is a possibility that the person who was abusive may be a danger to other children now. In these situations, counsellors are legally obligated to report to Family and Children Services.
4. When the client discloses that they have been abused by another health professional who is a member of a profession regulated by the Regulated Health Professions Act, and whom they are willing to name.
5. When the counsellor is mandated by court order to disclose information in legal proceedings. Files can be subpoenaed and counsellors can be ordered to testify in court.

**Limitations:** Consultation, assessment, and counselling are provided at the discretion of Mr. Corbett. Counselling may not, by itself, resolve your concerns or help you reach all your goals, and thus, if necessary, Mr. Corbett may suggest the involvement of, or make a referral to, other professionals. You may choose to end counselling at your discretion, at any time, although this is best accomplished in consultation with your counsellor.

Mr. Corbett does not provide letters on your behalf in regard to legal situations which you are or may become involved in, and he does not advocate on your behalf in work-related matters, nor does he determine “fitness for work”. If reports or letters are required for other matters, a fee will be applied (see below under: “Fees and Cancellations”).

Mr. Corbett **does not** provide 24 hour a day crisis service. If need be, you can leave a confidential voicemail 24 hours a day and he will make every attempt to return your call within 48 working hours, except on weekends and statutory holidays. Should you be in crisis and need to talk with a professional, outside of his office hours, please call the crisis centre at a local hospital, a distress line, or Telehealth. Regular hours are 10a -12p, 1 – 3p & 3:30 – 5:30p, Tuesdays – Fridays (June - August he does not usually work on Fridays);

7 – 9p, Tuesdays - Thursdays and alternate Saturdays, 1 – 3p. **These times are by appointment only.**

*- E-mail and texting/wireless phone are not generally considered a secure means of communication and if you choose to use these methods of communication you do so at your own risk.*

*- I do not provide e-counselling and limit my e-mail and texting correspondence to brief communications and for sharing resources.*

**Records:** All records of your counselling are the property of Mr. Corbett and these records and other identifying materials are kept confidential. File records include contacts, dates and brief summaries of the counselling sessions and are always securely stored. Your personal identity and personal file information will be protected as stipulated by the Personal Information Protection and Electronic Documents Act (PIPEDA). With the exception of court orders, client records will not be released to third parties, without explicit written consent and this consent can be removed by you at any point.

When working with families or couples, Mr. Corbett will only release to clients the information that is related to their own counselling, upon a written request. Both partners in couple counselling will have the right to access the records

of their joint sessions. However, when one partner is seen individually, only that person will have right of access to the records from those sessions.

**Couple Counselling:** Fees for this service are usually \$60/hr. more than individual fees. In cases of couple counselling, when occasional individual sessions are held, it is understood that Mr. Corbett will use his professional discretion and will discuss with the individuals whether or not the sharing of aspects of their individual counselling sessions with their partner could be beneficial or important.

**Fees and Cancellations:** The sliding scale fee starts at \$200/hr. We have agreed to an hourly fee of \$ \_\_\_\_\_ /hr. For individuals, for a 50 minute session. The first session is 1.5 hours and is \$ \_\_\_\_\_. This fee is based on gross family income and will be determined in the intake phone call or by the first session. The intent of this service is that no one is turned away for proven financial need. Fees may be paid before (with internet based sessions) or at sessions with cash, cheque or e-transfer (PayPal or Square can be used for credit card payment, however you pay the charges for using these services). Retainers (advanced payments) are available. Fees for letters and contact with other professionals are charged on the same hourly basis, usually. If 3rd party health insurance is being used, fees usually are at \$190/hr., minimum for individuals, \$250 for couples.

There is a \$45.00 charge for a NSF cheque (this may change depending on the fee charged by the bank). A receipt for your fee will be given upon payment (usually by email). Fees may be increased annually. Unless you cancel 24 working hours (I can explain) before an appointment, 100% of your fee will apply. Cancelling 48 hours in advance, opens your spot for someone else!

**Cancellations and scheduling/rescheduling are to be done by phone ONLY, please.**

**Appointments:** Appointments are generally 50, 75 or 100 minutes (considered 1, 1.5 or 2 hours) in length. I make every attempt to begin and end your session on time. However there are times when, due to an urgent matter, our session may start late. If you arrive and I am still with a client, please take a seat in the waiting room and I will be with you shortly. Please turn off your cell phone during your session. In order to maximize your use of counselling, I encourage you to take notes.

**Feedback, Concerns and Complaints:** I am open to discussing feedback, concerns, or complaints that you may have about the service I provide. I practice according to a code of conduct and ethical practice principles set forth by the Ontario College of Social Workers and Social Service Workers (OCSWSSW). A copy of their code of ethics is available on the internet. Should you have concerns about my professionalism or ethical practice you may contact:

OCSWSSW 250 Bloor Street East, Suite 1000 Toronto, Ontario M4W 1E6 Toll free: 1 877 828 9380  
www.ocswww.org

**Consent:** My signature below indicates that: I (we) have read and understand the above statement and freely give full and informed consent to the terms outlined in it; I (we) have been given an opportunity to ask questions about this form and its contents; I (we) am voluntarily participating in counselling provided by Mr. David Corbett, MSW, RSW.

All persons attending counselling must sign this form.

Date            Signature(s) of Client(s) or Guardians (above)            Printed Name of Client or Guardian

Date            Signature(s) of Client(s) or Guardians (above)            Printed Name of Client or Guardian

Date            Signature of David Corbett, MSW, RSW (above)

( ) copy of signed form provided to client(s):