RESPONSIBILITIES OF COUNSELORS/PSYCHOLOGIST

- To respect the dignity and to promote the welfare of clients at all times.
- To explicitly explain to clients the nature of all services provided.
- To inform following of the purposes, goals, techniques, procedures, limitations, potential risks and benefits of services, qualifications, credentials, and relevant experience.
- To inform client of issues such as continuation of services upon the incapacitation or death of a counselor.
- To take steps to ensure that clients understand the implications of diagnosis, the intended use of tests, and reports.
- To safeguard information about clients that are obtained through examinations, interviews, testing consultation or treatment.
- To refrain from role conflicts such as business arrangements or intimate social and/or sexual relationships/dating with clients.
- To follow appropriate and accepted diagnostic and treatment practices within our levels of expertise and competence.
- To consult with fellow counselors/psychologist within counseling and wellness center regarding cases of concern.
- To ensure confidentiality of client records.

Information that is disclosed in session will remain strictly confidential except under these circumstances in accordance with State law:

1. The client signs an authorization of release of information indicating informed consent of such release.
2. The client expressed intentions to hurt themselves or someone else.
3. There is sufficient suspicion of abuse of a minor child, elderly person (age 60 or older) or dependent adult
4. A court order is received directing disclosure of information.

Any material obtained from a minor client (age 17 or younger) may be shared with client’s parent or guardian.

Privileged Communication

- Counselor/Psychologist will assert privileged communication on behalf of the client and right to consult with client if possible, except in crisis situations (emergency), and before mandated disclosure.
- Counselor/Psychologist will work to inform clients of all mandated disclosures as feasible.

Rights of Clients

- To have the right to confidentiality and to be provided with an explanation of its limitations.
- To obtain clear information about their records.
- To participate in the ongoing counseling plans.
- To refuse any services or modality change and to be advised of the consequences.


**Responsibilities of Clients**

- To attend regularly scheduled sessions and to let counselor know if you are unable to make a session.
- To talk about what is bothering you as openly and honestly as you can.
- To complete any tasks or "homework" assignments you may be asked to do.
- To provide feedback about the counseling process. i.e. when your problems are solved, or when there is little or no progress.

**Cancellation Policy**

- Please contact the Counseling & Wellness Center as soon as possible to cancel appointments as we can have adequate time to schedule clients who may need an appointment at that time.
- If you need to cancel an appointment please call your specific counselor/psychologist, leave a voicemail or email or call the Administrative Assistant at 504-520-7315 or leave a voicemail to reschedule your appointment.

**Late Arrival Policy**

Counseling/therapy sessions are for 45 minutes to an hour. If you show up 20 minutes late or more for an appointment, you may be asked to reschedule to accommodate the full schedule of clients that counselor//psychologist can see.

**Termination Policy**

If you are no longer interested in counseling or therapy, please inform your counselor/psychologist and your case will be closed. If you would like to start counseling/therapy again, please contact counselor/psychologist or Administrative Assistant at 504-520-7315 to continue counseling services.

If you do not follow up, respond or attend appointments with the counselor/psychologist in a month, the counselor/psychologist will correspond with you via the best way to reach you on the informed consent for electronic communication policy.

If you start counseling/therapy during the fall, spring or summer semester and do not follow up or respond to counselor/psychologist attempts to contact by the end of the semester you will receive a counseling/therapy termination email or letter to see if still interested in services. If you do respond and want to continue services, it is expected you will contact counselor/psychologist to continue services. If you do not respond according to timeline in the letter, your counselor/therapy services will be terminated. Even after termination of counseling/therapy services, you are eligible to continue counseling by walking in, calling or email if you are still currently enrolled at Xavier University of Louisiana.

__________________________________________  _______________________
Client Signature                               Date

__________________________________________  _______________________
Counselor Signature