

## INFORMED CONSENT FORM

Thank you for taking the time to review this important consent form, which covers services I provide and confidentiality. Please feel free to ask me any questions if you need more clarity.

### About Counselling

Clients usually come to counselling because they want to make changes in their lives. They could be looking to solve a problem, improve their relationships, make a decision, or understand themselves better. Together we will explore your feelings and concerns. I will listen and ask questions so that I may understand you and your situation better. We will talk about the adjustments you would like to make in your life and we will design numerous options for achieving your goals.

You are free to ask for clarity or reasons behind my suggestions or procedures. Your participation is voluntary, and you are in no way obligated to follow the suggestions I may offer. You may also terminate sessions at any time.

### What to Expect

Success in counselling comes from active engagement with the therapeutic process and counsellor. Signs of effectiveness can include relief from stress and anxiety, improved self-esteem, better problem-solving skills, better relationships with others, more energy, improved mood, and more clarity about life and your sense of direction.

### Risks

Counselling is not always effective for everyone at all times, and there are some risks involved. As you progress through our counselling sessions, there will be emotional ups and downs. Some clients experience uncomfortable feelings or remember troubling or traumatic incidents. You may go through stages of feeling worse before you get better, or feel that an issue is too difficult to deal with. This is a normal part of the healing process.

Desired changes in your life can bring about other challenging consequences, such as a significant person in your life not adjusting well to your new-found assertiveness. You may make a decision to change jobs or lifestyle. This is a result of challenging previously held beliefs, and living your life more authentically. I will be available to discuss these risks in more detail and guide you through challenging periods of therapy.

### Liability Waiver

Information or recommendations I give are not intended as a substitute for the advice or relationship between you and any other health care provider. Never stop medication or other recommended treatments given to you by your other healthcare practitioner without first consulting with them. Should anything we discuss influence you to cause harm to yourself or another, I will not be held legally liable.

Ph: 604-782-6106  
Email: [info@jennybrown.ca](mailto:info@jennybrown.ca)  
Website: [www.jennybrown.ca](http://www.jennybrown.ca)

## My Qualifications and Approach

My style of counselling is highly collaborative in nature and I utilize an integrative, holistic approach. My primary modalities are person-centered, cognitive behaviour therapy, and art therapy. I also integrate stress reduction and relaxation techniques such as mindfulness, creative visualization, guided imagery, and various pain management techniques.

I am a graduate of the Vancouver College of Counsellor Training and a licensed member of the Association of Cooperative Counselling Therapists of Canada (ACCT). This professional body governs my practice and provides clients third-party accountability. I adhere to the strict ethical guidelines outlined by ACCT.

## Confidentiality and Exceptions

Confidentiality is of primary importance in counselling. I am bound by a professional code of ethics that provides specific guidelines about confidential information in counselling. Anything disclosed within our counselling session will not be shared at any time. However, there are exceptions where I am legally required to contact other authorities. These are as follows:

- Suspicion or reported incidence of abuse or neglect of a child or vulnerable person
- If a disclosure is made that you may seriously harm yourself (e.g., suicide)
- Concern that you may seriously and imminently harm someone else that you identify (e.g., homicide or sexual assault, passing a communicable disease). Authorities and the intended victim will be informed
- If there is a reason to believe you are operating a motor vehicle in an unsafe fashion, as per the *Motor Vehicle Act*
- Subpoena by a court of law
- You have given written permission to share confidential information with another person, such as a family member, physician, or psychiatrist

Although it is not a legal requirement, I will report any suspicion or reported incidence of animal abuse to the proper authorities.

## Consultation

To ensure you receive only the best possible care, I frequently consult with an experienced supervisor on the management of my cases. Information about you may be discussed, but only in complete confidence, and without ever revealing your identity.

## Record-Keeping

I respect your right to privacy and will ensure:

- Only necessary information is collected about you
- I will only share information with your consent
- Storage, record keeping and shredding of your personal information complies with existing legislation and privacy rules

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## Record-Keeping (cont.)

I am legally required to maintain records of our counselling sessions. These consist of a brief review of what was discussed in our session, and plans for future sessions. Your file is held in a locked secured cabinet within my office and is kept for a 16 year period, as required by law, after which it is destroyed using safe methods. You have the right to access your file at any time. I cannot ensure the confidentiality of any communication through electronic media.

## Recording of sessions

I record all of our sessions with an audio recorder. The audio file is stored on my computer and is password-protected. The purpose is for accurate notetaking, review, and supervision and will be kept confidential, unless needed for any reasons included in the exceptions to confidentiality, as above.

## Fees, Terms, and Cancellation

The first session will include a review of your intake form, informed consent, your personal history, your goals and expectations for therapy.

Fees are payable upon completion of the session, or prior to the session. I accept cash, E-transfer and all major credit cards. Credit card payments can be made online prior to our session by clicking on the invoice sent to you (through Freshbooks) and clicking on the Paypal button. PayPal is also accessible through my website on the "Fees" page. This can also be done in person after your session. E-transfer payments to [jenny@jennybrown.ca](mailto:jenny@jennybrown.ca) can be made prior to the session. Sorry, I do not accept cheques as payment.

A receipt will be issued to you after our session. Receipts may be eligible for submission on your income tax.

Counselling services provided by "Registered Therapeutic Counsellors of Canada" may be covered under some private insurance policies, under "Counselling". Please review your policy.

## Individual Counselling Fees

Regular rate: \$85 for a 50 minute session

Group therapy rate: Fees vary according to workshop

## Sliding scale fees

My desire is to provide counselling services to anyone in need, which is why I take into consideration financial restraints. Should this be the case, I can provide a sliding scale arrangement that fits your budget. Please contact me to discuss your situation.

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**Sliding scale fees (cont.)**

Sessions can proceed at the frequency you are most comfortable with, whether it's weekly, bi-weekly, or monthly. You may want to take a break from therapy and return at a later date, which is perfectly acceptable. I also provide Skype counselling sessions.

**Cancellations**

If you need to cancel our session, as a courtesy to me, my time, and other clients who may be on a wait list, please let me know within 24 hours prior to our session. Cancellations with less than 24 hours advance notice will be charged the full session fee. Arriving beyond 20 minutes late will require a re-scheduling of your appointment, and a "no-show" charge of the full session rate, which is due before attending your next session.

**Termination**

You are free to terminate your counselling at any time. Should you feel the time has come to finish therapy, it is always a good idea to plan for several more appointments so we can talk about any unresolved issues.

Ending relationships of any sort can bring up feelings of abandonment, loss, or uncertainty about the future. These feelings are natural, and can be safely addressed during our final sessions, where we can make a plan for post-therapy support and self-help tools.

I have read the above statements and understand the conditions outlined. I agreed to enter into a counselling relationship with Jenny Brown.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your relationship to the above: \_\_\_\_\_