

COUNSELING PRACTICES INFORMATION HANDOUT CONTINUED...

Counselor Copy

I have been provided a copy of this required counseling practices information handout and I have read and understood the information provided on my behalf or on the behalf of my minor child. I understand that in order to avoid being charged, a minimum of 24 hours notice is required for appointment changes or cancellations.

Client Signature: _____ Date: _____

Client or Parent Signature: _____ Date: _____
(If child is a minor)

Counselor Signature: _____ Date: _____

Printed Client Name(s): _____
(And/or printed name of Parent/Legal Guardian)

Mailing Address: _____

Phone Numbers: () _____ () _____

Email Address: _____

CONFIDENTIAL

Initials Used in the appointment book: _____
(please use at least 3 initials)

Confidentiality:

(Extent of confidentiality as provided by: RCW 18.19.180(I))

I cannot and will not disclose any information you have told me during a counseling session except as authorized or mandated by RCW 18.19.180:

- 1) With your written consent or, in the case of death or disability your personal representatives, other person authorized to sue, or the beneficiary of an insurance policy on your life, health or physical condition;
- 2) As a State of Washington Registered Counselor under this chapter I am not required to treat as confidential a communication that reveals the contemplation or commission of a crime or harmful act;
- 3) If you are a minor and I learn that you are a victim or subject of a crime, I may testify fully upon any examination, trial, or other proceeding in which the commission of the crime is the subject of inquiry;
- 4) Your privilege to confidentiality will be waived if you bring charges against me;
- 5) In response to a subpoena from a court of law or the secretary. The secretary may subpoena only the records related to a complaint or report under chapter 18.130 RCW, or
- 6) As required under chapter 26.44 RCW.

Assurance of Professional Conduct:

Thousands of people in the counseling profession practice their skills with competence and treat their clients in a professional matter. If you and I agree to the course of counseling and I deviate from the agreed course, you have the right to question the change and to end the counseling if that seems appropriate to you.

I want you to know there are acts that would be considered unprofessional conduct. If any of the following situations occur during your counseling with me, you are encouraged to contact the Washington State Department of Health by either writing to the address or phoning the number included in this information handout.

(Please See Other Side)

Assurance of Professional Conduct Continued...

The conduct, acts, or conditions listed here give you a general idea of the kinds of behavior(s) that could be considered to be a violation of law as defined in RCW 18.130.180:

- 1) If I commit any act of moral turpitude, dishonesty, or corruption relating to the practice of my profession, whether this behavior constituted a crime or not;
- 2) If I conceal or misrepresent a material fact in obtaining or reinstating my license to practice;
- 3) If either in advertising or the marketing of my practice, I am false, misleading or fraudulent;
- 4) If through incompetence, negligence, or malpractice I either injure you or I create an unreasonable risk of harm to you. The use of a non-traditional approach, by itself, doesn't constitute unprofessional conduct, provided that it does not result in injury or create an unreasonable risk that you may be harmed;
- 5) Suspension, revocation, or restriction of my license to practice any health care profession by competent authority in any State, Federal, or foreign jurisdiction, a certified copy of the order, stipulation or agreement being conclusive evidence of the revocation, suspension or restriction;
- 6) The possession, use, prescription for use or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, diversion of controlled substances or legend drugs, the violation of any drug law, or prescribing controlled substances for oneself;
- 7) Violation of any State or Federal statute or administrative rule regulating my profession, including any statute or rule establishing rules of client care or professional conduct or practice;
- 8) Failure to cooperate with the disciplining authority by: a) Not furnishing any papers or documents; b) not furnishing in writing a full and complete explanation covering the matter contained in a complaint filed with the disciplining authority; c) not responding to subpoenas issued by the disciplining authority, whether or not the recipient of the subpoena is the accused in the proceedings; d) not providing reasonable and timely access for authorized representatives of the disciplining authority seeking to perform practice reviews at facilities utilized by the license holder;
- 9) Failure to comply with an order issued by the disciplining authority or a stipulation for informal disposition entered into with the disciplining authority;
- 10) Aiding or abetting an unlicensed person to practice when license is required;
- 11) Violations of rules established by any health agency;
- 12) Practice beyond the scope of practice as defined by law or rule;
- 13) Misrepresentation or fraud in any aspect of the conduct of the business profession;
- 14) Failure to adequately supervise auxiliary staff to the extent that clients' health or safety is at risk;
- 15) Engaging in a profession involving contact with the public while suffering from a contagious or infectious disease involving serious risk to public health;
- 16) Promotion for personal gain, or any unnecessary or inefficacious drug, device, treatment, procedure, or service;
- 17) Conviction of any gross misdemeanor or felony related to the professional practice. For purposes of this subsection, conviction includes all instances in which a plea of guilty or nolo contendere is the basis for conviction and all proceedings in which the sentence has been deferred or suspended. Nothing in this section abrogates rights guaranteed under chapter 9.96A RCW;
- 18) The procuring, or aiding or abetting in procuring, a criminal abortion;
- 19) The offering, undertaking, or agreeing to cure or treat a disease by a secret method, procedure, treatment, or medicine, or treating, operating, or prescribing for any health condition by a method, means, or procedure of which I would refuse to divulge upon demand of the disciplining authority;
- 20) The willful betrayal of a Counselor-Client privilege as recognized by law;
- 21) Violation of chapter 19.68 RCW;
- 22) Interference with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representative, or by the use of threats or harassment against any client or witness to prevent them from providing evidence in a disciplinary proceeding or any other legal action, or by the use of financial inducements to any client or witness to prevent or attempt to prevent him or her from providing evidence in a disciplinary proceeding;
- 23) Current misuse of a) alcohol, b) controlled substances; or c) legend drugs;
- 24) Abuse of a client or sexual contact with a client;
- 25) Acceptance of more than a normal gratuity, hospitality, or subsidy offered by a representative or vendor of medical or health related products or services intended for clients, in contemplation of a sale or for use in research publishable in journals, where a conflict of interest is presented, as defined by rules of the disciplining authority, in consultation with the Department of Health, based on recognized professional ethical standards.

Counselor Credentialing Act:

The purpose of the law regulating counselors is: a) To provide protection for public health and safety; and b) to empower the citizens of the State of Washington by providing a complaint process against those counselors who would commit acts of unprofessional conduct. All complaints of unprofessional conduct should be made directly to: State of Washington Department of Health, Counselor Programs, Post Office Box 47869, Olympia, WA 98504-7869 or by phone: (360) 236-4902 Monday through Friday, 8:00 AM to 5:00 PM.