PROCEDURES AND GUIDELINES GOVERNING LEARNING SKILLS SERVICES

Please read and sign these guidelines and bring them with you to your appointment.

APPOINTMENTS

Individuals seeking counselling appointments with Learning Skills Services are asked to complete a Learning Skills Assessment Form (available from reception and online: sdc.uwo.ca/learning). Along with the Assessment Form, the first appointment with a counsellor provides an opportunity for us to gain an understanding of the nature of your concerns.

Following the initial appointment, your counsellor will consider a number of factors in order to provide you with recommendations regarding how to help you meet your learning skills goals. These factors include your immediate and longer-term needs, the availability of counsellors, the type of concerns you have, and so on. Possible recommendations include attending skill-building presentations, accessing help in the PAL (Peer Assisted Learning) Centre, and learning from online resources. For some clients additional counselling sessions will be a favourable option. Please remain assured that your counsellor will work with you to create a plan that suits your needs, interests and service availability.

CONFIDENTIALITY

The information you provide to your counsellor, including verbal, written, electronic, recorded or by means of questionnaires, is confidential with the following exceptions:

1) We are required by law to report to the appropriate authorities any suspicions that a child (i.e., someone who is presently under 16 years of age) has been or is being abused or neglected.

2) We are required by law to report to the appropriate authorities any suspicions that an elderly person (i.e., someone who is presently over 65 years of age) who resides in a Long-Term Care Home or Retirement Home has been or is being abused or neglected.

3) If you are in serious and imminent danger of hurting yourself, we may need to reveal to an appropriate third party (including your Emergency Contact person, your parents, and/or emergency personnel) enough information to help you.

4) If you are a Western employee, we are required by law to comply with workplace legislation to protect you from violence or harassment at the workplace. In compliance with that legislation we may determine that it is necessary to disclose to others at the University, including Campus Police Service, or to external police agencies, information that you provide to us.
5) If we believe that disclosure is necessary for the purpose of reducing or eliminating a significant risk of serious bodily harm to you or others, we may disclose information to the necessary authorities.

6) If you are involved in a legal proceeding, the court may subpoena our records.

7) If you reveal to us that you have been sexually abused by a health care provider who is covered by the Regulated Health Professions Act (e.g., physicians, psychologists) we are required by law to report the name of the offending member to his or her governing body, although we will not reveal your name unless we receive written permission from you to do so. It should be noted that the current legal definition of sexual abuse includes both touching of a sexual nature and demeaning remarks of a sexual nature.

8) Student Development Centre takes seriously its role to foster a safe campus for you and for others. By seeking services at SDC, you are consenting to an evaluation of the risk that you present to the physical health and safety of others. Accordingly, any student whose words, actions, or mental health issues in our determination present a potential risk of serious bodily harm to others shall be responded to vigorously. This response may include (but is not limited to) consultation with your Emergency Contact person, your parents, other professionals, university personnel or police who may have information relevant to a risk assessment. You may be referred to a specialist for further risk assessment evaluation; refusal to accept such a referral will be communicated to relevant university personnel and may necessitate the termination of services at SDC.

9) Individuals from different services within SDC may consult with each other if they deem this consultation to be relevant to the provision of services for you.

See also “Uses and Disclosures of Your Personal Health Information” in the Learning Skills Services Privacy Statement. Please be assured that information you provide will not become part of your school record.

CANCELLATIONS
You are required to give a minimum 24 HOURS NOTICE TO CANCEL an appointment. This will allow us to schedule additional appointments. Students who fail to give adequate notice on 2 occasions will have their counselling sessions terminated and will need to contact reception regarding accessing alternate learning skills services and/or being placed on a waiting list. Appointments are 50 minutes in length. If you are late for an appointment, please check in at the reception desk.

I ___________________________________________ (please print name)
have read and understood the LEARNING SKILLS SERVICES PRIVACY STATEMENT and the above PROCEDURES AND GUIDELINES, and have had any questions answered to my satisfaction.

__________________________________________  ____________________________
Client signature  Date

__________________________________________  ____________________________
Counsellor signature  Date

Rev.June 2016