

Dr. Earon Kavanagh, CPsychol, AFBPsS, MPCC
New Horizon Counselling and Solution Systems
Master Practitioner of Clinical Counselling #4887
Accredited and governed by the Canadian Professional Counsellor's Association (CPCA)

Client Informed Consent

To Proceed with Counselling Please Indicate that You have Read This

As a professional clinical counsellor, I, Earon Kavanagh, adhere to the CPCA Code of Ethics, CPCA Standards of Practice, and CPCA's Ethical Framework and Guidelines for online counselling and psychotherapy. More information on these can be found at: <https://thecpca.ca/about-us~.aspx>

CONFIDENTIALITY AND SECURITY:

The information shared with me is held in strict confidence and all notes and assessment information is stored in a locked filing cabinet. Information, including that you are my client, will only be released with your signed consent to release information.

EXCEPTIONS TO CONFIDENTIALITY:

In adherence with the CPCA ethical code, and the laws, I am obliged to break confidentiality for the following:

- a. There is known, immediate, and/or life-threatening danger to the client or known individual;**
- b. When there is reasonable suspicion of abuse or neglect of a child, elderly person, or vulnerable person;**
- c. When the clinical counsellor, or client records, are subpoenaed by a court of law or judge.**

INITIAL STAGES OF COUNSELLING

- Before any consultation or evaluation, we begin with the signed informed consent, which addresses your rights, privacy, etc.
- Following the signed consent, I will provide you with a basic information form, which needs to be completed.
- Once the above information form is completed, we can proceed with a 15-minute (free) consultation, if desired, or you can make an appointment to begin a collaborative evaluation of your needs.
- An evaluation can last 1-3 three sessions.
- By the end of the evaluation we will discuss if I am the right therapist for you, and I will offer a treatment plan. If I believe someone else is better suited, I will make a recommendation.
- I practice through online tele-health, and only provide in-person office sessions in Newfoundland's Avalon Peninsula.

Although I am skilled in several models of therapy, my orientation is centered in solution-focused brief therapy (SFT), which uncovers your strengths, aids evaluation, and easily integrates with other treatment methods.

SFT seeks to find solutions that can be immediately employed to create and build on observable changes. A typical solution-focused therapy process takes between 3 to 10 sessions, including initial evaluation. It all

depends on the presenting problem as well as client participation in the process. Challenges such as addictions, re-occurring anxiety, depression, and co-occurring psychiatric conditions can take longer.

YOUR RIGHTS AS A COUNSELLING CLIENT:

- You can ask questions about my credentials, the counselling services I am providing, and any other questions pertaining to counselling;
- You can ask for a review of your progress and any other items in this agreement;
- You can ask to be provided with a referral to another counsellor or health professional;
- You can withdraw your consent to the collection, use, or disclosure of your personal information, except where it is precluded by law;
- You can end the counselling relationship by advising me of your decision; you can also “take a break” (pause your counselling) and, if desired, return later;
- You can convey any of your concerns or complaints to myself. If necessary, you also have the right to inform the Canadian Professional Counsellor’s Association of any unprofessional or unethical behavior by myself;
- You can have access to your personal information or ask for corrections to this information. Your right of access to, or to obtain a copy of your personal information continues after the end of the counselling relationship.

BENEFITS AND DISCOMFORTS OF ONLINE COUNSELLING AND PSYCHOTHERAPY:

In counselling and psychotherapy your needs and growth get full attention. Online counselling and therapy is a way for you to access counselling using Internet technology. You can benefit from exploring areas that trouble you and hold you back in life. Such areas can include relationships, behaviors, thoughts, feelings, work-life stresses, sleep patterns, and even dreams. Gaining insights about yourself and these areas can result in positive personal change. However, the process can also produce occasional emotional discomfort, as the psychic/emotional energy that co-exists with unresolved problems is released.

Being able to see your counsellor’s face gives you benefits you get from face-to-face counselling. You can also hear tone of voice which is a way to convey empathy, and by video you see non-verbal communications such as facial expressions. You can also elect use Audio only with the Zoom system, if that is more comfortable.

ONLINE COUNSELLING AND PROTECTING YOUR PRIVACY:

I use the “Zoom for Healthcare” video meeting system which is encrypted, and sometimes the “Psychology Today” system, which is also encrypted. I also use the password-protected “Proton” healthcare-grade email system. Should you choose this method of counselling, I will guide you through setting up a free account for your therapy. You do not need a webcam to use Zoom counselling.

USE OF EMAIL CORRESPONDENCE:

At this time, I only use email to send encrypted documents and to make any appointments, etc. My email system, Proton, is healthcare-grade to protect your privacy.

You will be guided in how to receive and open protected emails and forms. This is a relatively easy process. Proton encryption prevents your emails or attached documents from being intercepted and read by a third party.

SESSION LENGTH:

Sessions are 1.25 hours in length rather than the standard 50-minute hour. Sessions start on time and end promptly.

FEES:

- An individual session is \$140.00 for 1.25 hours + HST (Total \$161.00)
- Couple and family sessions are \$160.00 per 1.25 hours + HST (Total \$184.00)
- Therapeutic letters, which document your progress, are available, require written permission, and are \$60.00 each;
- Telephone consultations are available at \$2.20 per minute;
- I understand that Canada Revenue Agency may allow personal tax deductions for counselling therapy. Please verify this with your tax accountant.

CANCELLING A SESSION or NON-ATTENDANCE:

Cancellations require a 24-hour notice. If the cancellation period is less than 24 hours, I will bill you in full for the missed session. “No-shows” to any session also result in being billed for the full session. To cancel a session, email me or leave a message at my phone number.

LATE ARRIVALS TO SESSIONS:

If you are late to the online session the full appointment fee is still charged, and the session ends promptly at the prescribed time.

PAYMENT OF COUNSELLING FEES:

Payment occurs by the end of date of each session, by Interac e-transfer, through Paypal, or if in person, can be cash. I will issue you a signed receipt after I have been paid, with my registered clinical counselling professional number. The Interac e-transfer information and Paypal details are made available once you become a client.

SESSION FEES AND HEALTH BENEFITS PLANS:

If your employee benefits plan reimburses all or a portion of the fee, you will need to submit the receipts to the plan administration office. I am currently in the Telus Health insurance network, which is involved with many insurance companies and plans.

UNPAID SESSION FEES:

No other sessions will be provided until session fees are paid.

OUTSTANDING FEES:

Missed session fees, admin fees, and unpaid session fees must be paid within 15 days. After 15 days these owed amounts are automatically turned over to a collection agent.

COUNSELLING, AND ASSESSMENT OF CRISES SUCH AS SUICIDE IDEATION:

My private practice, specializing in person-centered talk-therapy, does not provide full-service crisis response. In the event of a mental health crisis, if you are a regular client, I may be available via phone to offer coordination to a higher level of care. I am not available at all times of day and on weekends I am wholly unavailable.

- If you experience “crisis” such as suicidal ideation or extreme emotional distress please call “9-8-8”, or visit your local hospital emergency ward, or medical clinic.
- If you or someone you know are in immediate danger, please call 9-1-1
- Newfoundland and Labrador emergency help lines...<https://www.gov.nl.ca/hcs/findhealthservices/helplines/>
- Signs of crisis may be feelings or thoughts about suicide or harm to yourself or another.

TERMINATION OF COUNSELLING:

At the end of our counselling agreement a record of our exchanges will be stored on file in a locked cabinet, and/or electronically on a password protected drive for a period of 7 years. No identifying names or material is retained on these records, as a client ID number is used. After this time the information will be deleted and any paper documents will be shredded.

CONDITIONS OF COUNSELLING:

- I ask that you do not record any of the content of our sessions or consultations without my prior agreement.
- I support you fully, to declare when you feel you are ready to terminate the counselling relationship, take a break from counselling/therapy, or seek a therapist more suitable for your needs.

If you have any questions regarding the content of this agreement, are seeking further contact, or would like further information, please contact me via my website Contact Form, supplied phone or email.

I will contact you via your preferred contact method within 48 hours of receipt of this form with further information regarding your counselling.

Please sign below to acknowledge that you have read and understand this Informed Consent Statement and that you consent to participate in Clinical Counselling. As evidenced by your signature, you agree to pay the counsellor for all services received according to the above terms and conditions.

NAME	SIGNATURE	DATE
------	-----------	------

NAME	SIGNATURE	DATE
------	-----------	------

Dr. Earon Kavanagh, CPsychol, AFBPsS, MPCC
Individual, Couple, Family and Work-life Therapist
New Horizon Counselling and Solution Systems
Master Practitioner of Clinical Counselling (Re. #1447)

Please send this document by replying using the Proton email system to dr.earonkavanagh@proton.me

