

## Informed Consent Policy

### Policy:

All CAPS clients will provide informed consent for services. The purpose of the informed consent process is to provide clients with adequate knowledge regarding services provided by CAPS, confidentiality and its limits, and possible risk and benefits of treatment.

- I. Prior to the first meeting with a clinician, a student is provided the informed consent form to read and sign. Students need to sign the informed consent before treatment can commence. CAPS will not provide therapeutic services to students who have not signed the informed consent form.
  - a. In crisis situations, a clinician may make an exception and meet with a student prior to filling out intake forms and informed consent. The exception could be made if the student presents in significant emotional distress or other psychological factors that would prevent their completion of these forms at the present moment. No services beyond this session will be provided until the individual has signed the informed consent.
- II. At the beginning of the First Appointment, the clinician will discuss the policy to confirm that the client is fully informed about the limits of confidentiality, the circumstances related to mandated reporting, the potential risks and benefits of treatment, and any other questions that the client may have about the consent or about treatment at CAPS.
- III. If a counseling session is being recorded, the client must sign the Consent for Recording form, in addition to the Informed Consent Form.
  - a. Interns, externs, and residents are required to inform clients using any services that their work is supervised and to state the name, title, and licensure status of their supervisor in writing via the *Supervisory Disclosure Form*. This form will be updated with each client if/when there is a change in supervisor.
- IV. Clients may request a copy of the Informed Consent form that describes the general nature and course of treatment.
- V. All research being conducted is required to have a separate Informed Consent and Institutional Review Board (IRB) approval documents for each project.