



Équipe de santé familiale

INFORMATION SHEET AND CONSENT FORM FOR SERVICES PROVIDED BY ANNE BILODEAU, MSW, RSW – SOCIAL WORKER, PSYCHOTHERAPIST

You've taken a big step in taking care of your mental health, and we recognize that. We appreciate you entrusting us with your recovery. What follows is some detailed information on this service. Please read through and sign at the bottom.

Information on the Service

Psychotherapy is part of the services offered by the Community Family Health Team of Eastern Ottawa. The team's social workers-psychotherapists offer the following services: psychosocial assessment, individual psychotherapy, psychoeducational groups and community referrals. These services are covered under your Ontario Health Insurance Plan (OHIP).

In some situations, your needs might be better met by another service within or outside the Family Health Team. In such cases, the therapist will direct you to the appropriate resource.

Short-Term Psychotherapy

To ensure that this service is accessible to the highest number of patients at our clinics, please be advised that this service is limited to about 8 sessions. A patient will not be able to request assistance again for a 12-month period following the last session.

Appropriateness of the Service

It is your responsibility to inform the counselor of your goals (see below *What to Expect*). If your needs change throughout the sessions, we ask that you please inform your counselor. Please note that there are certain issues that we cannot treat at your Family Health Team, like substance abuse and eating disorders. It's important to give us from the beginning a clear picture of all the issues you would like to address. Of note, we also do not offer couple and family therapy. Should it become apparent that you need these types of supports, we will direct you to appropriate services in the community.

Please note that you can cease therapy at any time should you consider receiving little to no benefit or your needs change. We prefer that you inform us directly of this decision.

Attendance

If you must cancel or reschedule an appointment, we ask that you follow the guidelines stated in our clinic's Attendance Policy and provide us with at least 24 hours' notice. It's important for you to know that by cancelling last minute, you deprive an awaiting patient from benefitting from this freed-up slot. Failure to notify us accordingly could result in a \$20 fee. A missed appointment without 24-hour notification will be deducted from the 8 sessions offered. Please be aware that 2 missed appointments leads to service termination.

What to Expect

It's important for you to be aware that the type of therapy offered is active – not just venting about problems. There is little therapeutic value in simply talking. Right from the initial session, you will be asked to come up with specific goals that you want to focus on in order to maximize these counseling sessions. Ideally, these goals will be more about how you want to act or live your life if your current situation wasn't

holding you back, rather than how you want to feel. (This will be explained more in depth.) The main therapeutic modality used is Acceptance and Commitment Therapy, where the aim is for you to live a more meaningful and fulfilling life with the help of the following tools: learning new skills to deal with difficult thoughts and feelings; taking on ways to become more present; getting in touch with your values; turning these values into achievable goals. We will be working as a team to help you attain your goals.

Possible Risks

There are minimal risks related to psychotherapy. Talking about difficult issues could lead to temporary emotional discomfort. In a very small number of people, therapy could lead to a temporary deterioration of a person's mental and emotional state. When a client consults for couple-related issues, there is a small risk of increased tension between partners. It's important to note that not everyone benefits from the same approach. There is a slight risk that you might not benefit from these sessions; if so, please inform the therapist as soon as possible.

If you are on sick leave, your insurance company might get you to sign a release to obtain your medical chart. To protect you from any possible misinterpretation, a summary letter will be prepared instead of providing a copy of all your session notes.

Between Session Assignments

Much of the impact of therapy happens between appointments, in terms of putting into practice discussed topics, reading suggested material and doing recommended assignments. It is therefore important for you to expect to spend time on your recovery between sessions. Should you not have time to devote to this right now, we ask that you postpone this service to a more opportune period.

Book Lending

More and more research highlights that bibliotherapy can serve as an important adjunct to psychotherapy. Reading a prescribed book between appointments helps accelerate recovery and better integrate concepts. We might be able to lend you a book based on sound and recent empirical data. Please note that should you not return this book, you will be charged the current value + GST + \$10 for shipping and handling.

Emergencies

It is also important to note that we do not offer support on an emergency basis. Should you require immediate help between appointments, we suggest that you dial 211 to find out about the walk-in counseling clinics available or that you phone one of the area's mental health crisis lines.

Information Sharing

Notes about your sessions will be entered in your electronic medical record at the clinic. Members of your treatment team here at the clinic will have access to this information.

In cases where a third party needs to be contacted on your behalf, your consent will always be obtained prior to doing so, ideally in written form, but verbally if you choose so.

Limits of Confidentiality

You need to be aware of the situations where the law limits your confidentiality:

- Your personal safety is at risk (i.e. You have plans to end your life).
- You risk jeopardizing someone's safety (i.e. You have homicidal thoughts. You drive under the influence).
- Children are being actively or passively abused or at high risk of.
- A person in a long-term care facility is abused or neglected.
- A court order has been issued to send over your file.
- You have been a victim of sexual abuse by a healthcare professional.

Other aspects related to protecting your privacy:

- Circle of care: All healthcare professionals working with you, even those from different institutions, can exchange information related to your care with the goal of offering you quality integrated health care services. You have the power to close the circle of care at any time.
- Access to your medical file: A copy of your medical file can be obtained for a fee. Please consult one of our secretaries should you wish to do so.
- Public encounters: Greeting clients in public spaces could divulge the fact that they are receiving/have received psychotherapy. Please note that, to protect your privacy, I will not initiate a greeting in public.

Conflict of Interest

There is a risk of service termination due to a conflict of interest. In this context, a conflict of interest means the lack of professional distance by the therapist due to having been in contact – socially or professionally - with the patient or with members of the client’s family or social circle. Unfortunately, conflicts of interest can sometimes be discovered only after therapy has started. In such cases, therapy will be terminated on the spot and you will be provided with other counseling resources. Please note that to protect the confidentiality of various parties, we are not able to provide information on the reasons leading to a conflict of interest determination. We apologize in advance should this occur.

Emailing

Communication between therapist and client mainly occurs in person at appointment times, and, when necessary, by phone. Please be advised that confidentiality cannot be guaranteed when using email. Also, we would like to inform you that your emails will be copied to your electronic chart. Emailing is not the best vehicle to relay urgent information to your counselor (see above “Emergencies”). We cannot guarantee that emails will be responded to in a timely fashion.

Requesting an Appointment

To request an appointment or an appointment change, *please contact me directly* by phone, email or the portal.

Consent to Receive Services

Your signature below indicates that you understand this content form and accept the conditions. Please note that your verbal consent will be requested at various times throughout the sessions to ensure that you are comfortable with the experiential exercises and topics covered.

Name of client: _____

Signature: _____

Date: _____

Reserved for clinician: [__] The client has chosen to provide her/his verbal consent.