

Consent to Services

Learning Disability Services Clinic

Welcome to the Psychological Service Centre (PSC). This document summarizes some of the important information that you need to know when coming here as a client. Please read this over. If there is anything that you want more information about, your clinician can help you. So that our records are clear that we shared this information with you, we ask that you sign this document after you have reviewed it.

About the Learning Disability Services Clinic: The LDSC is a program that provides assessments and related services to University of Manitoba students. The LDSC is located at the PSC and is run jointly by the PSC and the Student Counselling Centre. All work is done by graduate student clinicians who are supervised by registered psychologists. This supervisor is ultimately responsible for the work that is done. No fees are charged for the services and the cost of operating the clinic is funded by the University of Manitoba.

Cancelling appointments: As students are often at the PSC only to see their clients, it is important to call if you can't make an appointment. When clients fail to notify us about a cancellation, it costs the student clinician valuable time waiting. Clients who consistently fail to attend could have their eligibility for services cancelled.

How work is supervised: Intake interviews and interpretive feedback sessions are usually conducted jointly by the student clinician and the supervisor. The testing is usually done by the student clinician alone, with the supervisor involved in evaluating the scoring, interpretation, and report preparation. However, sometimes the supervisor or another student clinician may be involved in observing the testing sessions. If this is the case, you will be informed in advance. On other occasions, video recording of testing sessions may occur. You will also be informed about this in advance. Any recordings we make are used for giving feedback to the student clinicians about their work and to ensure that all work is competent and professional. These recordings are encrypted and are for internal supervision only. These recordings are erased after viewing and are not retained in your health record.

How work is conducted:

Clients requesting an assessment through the LDSC usually follow this process:

1. Complete the LDSC Request for Service form and attached questionnaire
2. Initial intake meeting, which is an interview to explore your concerns, gather relevant background and contextual information, and decide on next steps. Next steps could include a recommendation for psychological testing through the LDSC and/or referral to other services on or off campus

3. Psychological testing, when recommended, usually occurs several months following the initial intake meeting. Due to the high demand for assessments, there is a long waiting list for the service. The testing itself usually involves the equivalent of a full day to complete, although this is usually done over two or more testing sessions.
4. Following testing, a detailed report will be prepared. This usually takes at least a few weeks following testing.
5. Interpretive feedback sessions are arranged to discuss the results and provide a copy of the report to you. You will have a chance to ask any questions you may have, and next steps will be outlined for you.

Confidentiality: Psychological test results and anything you say to the clinician are considered confidential health information and therefore covered by *The Personal Health Information Act* (PHIA). Your health information at the PSC is confidential and would only be shared with others with your knowledge and consent. Some of your health information will be stored as paper (e.g., psychological test results) and some may be stored electronically (e.g., session notes). The University retains health records for 10 years after the termination of the relationship with the client. Any electronic health record information is kept on a secure server that is not accessible via the internet. Video recordings, if any are made, will not be retained in your health record, as mentioned earlier.

There are some exceptions to confidentiality, however, such as when the safety of a child or other vulnerable person is at risk. For example, suspected or unreported child abuse must be reported to Child and Family Services authorities according to Manitoba law. Risk of imminent harm to self or others might also trigger disclosure of health information to the proper authority. Health records can also be subject to court order. If you have any questions about privacy or the limits of confidentiality you should discuss these with your clinician before services begin.

Potential Risks and Benefits of LDSC Assessments: A psychological assessment through the LDSC is intended to provide a comprehensive evaluation of your intellectual, cognitive, and academic abilities, along with other relevant factors that could influence your academic performance (such as mental health conditions). By collecting this information, we aim to determine whether you meet the criteria for a diagnosis of a learning disability, attention deficit, or related condition. This information should give you greater insight into factors that affect your academic performance, including relative strengths and weaknesses, which may then be used by you and student service providers (e.g., Academic Learning Centre, Student Accessibility Services, Student Counselling Centre) to improve your performance at university and identify additional resources.

However, the conclusions drawn from an assessment may not be what you expect or could lead to information that is difficult to learn about yourself. In addition, some aspects of the testing may be difficult for you as we explore areas in which you are struggling. In some cases, the assessment report might also comment upon the client's level of effort during testing or if there are any concerns about the client's level of honesty in responding. Finally, once an assessment is done, it cannot be undone, and the resulting assessment report becomes a part of the health record at the PSC whatever the results, so don't

proceed with the assessment unless you are comfortable doing so. With this caution in mind, it is also the case that such concerns with our clients have been rare.

My signature on this document is my consent for treatment and acknowledgements that I have read, understood, and agree to the conditions described above. If you have any questions or concerns feel free to ask the student clinician prior to signing. You are welcome to have a copy of this consent form for your records. Please notify the receptionist if this is the case.

Client Name (Printed): _____

Client Signature: _____ Date: _____

Student Clinician's Name (Printed): _____

Student Clinician's Signature: _____

Supervisor's Name (printed): _____

Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University. Your personal information and personal health information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of documenting your acknowledgement and consent of the conditions associated with services provided by the Learning Disability Services Clinic which works in conjunction with the Psychological Service Centre and the UofM Student Counselling Centre. Your personal information and personal health information will not be used or disclosed for other purposes, unless permitted by *The Personal Health Information Act* (PHIA) or *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information or personal health information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.