APAC–APPA Towards Good Practice Guide Series

Informed consent example

Purpose

Australian Psychology Accreditation Council (APAC), in partnership with the Australian Psychology Placement Alliance (APPA), have developed a series of *Towards Good Practice Guides* that focus on the placement components of accredited and approved psychology programs of study.

This example has been generously shared to support the sharing of knowledge and approaches across different program types and education providers.

Examples and exemplars are intended to encourage discussion and reflection, rather than provide prescribed models of compliance. Adopting an example does not, in itself, demonstrate that a program meets the Accreditation Standards.

We thank all education providers for contributing examples and exemplars to this project.

APAC Accredited program

Education provider:	University of Tasmania
Program:	Master of Psychology (Clinical)
Unit/subject (if applicable):	N/A

Overview

Client consent form for the Psychology Clinic, an internal teaching and placement clinic connected to the University of Tasmania's School of Psychological Sciences, where provisional psychologists undertaking postgraduate studies provide psychological services under supervision.

UNIVERSITY of TASMANIA

College of Health & Medicine

Psychology Clinic

CONSENT FORM

Training Clinic

The Psychology Clinic is a teaching and training facility connected to the University of Tasmania's School of Psychological Sciences. The Clinic is staffed by Provisional Psychologists currently completing postgraduate psychology training under the supervision of fully registered Psychologists (Psychology Clinic Supervisors) who hold Psychology Board of Australia approved supervisor status. To provide appropriate training and supervision to the Provisional Psychologist, the following processes are required as part of the psychological services provided:

- All sessions are video recorded for training purposes. Your Provisional Psychologist and Psychology Clinic Supervisors are the only people permitted to view these recordings for the purpose of supervision and training. These videos are automatically deleted after 30 days and do not form part of your psychological service file.
- Your Provisional Psychologist is required to undertake supervision of their practice. This is a legal and professional requirement of all provisionally registered psychologists practising in Australia. This will mean that your provisional psychologist will discuss your/your child's psychological service with Psychology Clinic Supervisors. A Psychology Clinic Supervisor is also required to review and sign all written documentation including session notes, letters, and reports.
- A record of the psychological services provided to you is documented in writing (referred to as session notes) as an electric record in a secure, encrypted, electronic psychology records database. For people aged 18 years or older, psychology records are kept for seven (7) years from the date of the last appointment. For children, psychology records are kept until the person's 25th birthday.
- Your Provisional Psychologist may also discuss aspects of your psychological service in group supervision or postgraduate psychology classes. This will always occur in a way where you/your child cannot be personally identified, and the information will not be shared with anyone outside of these contexts.
- The Provisional Psychologists undertaking training at the Psychology Clinic cannot engage in or provide written documents for court-related matters including parenting matters, Family Law Court disputes, employment-related disputes, forensic assessments, or NDIS claims or disputes.
- The Psychology Clinic is unable to provide crisis or immediate response support as it does not operate an after-hours service. If you, or someone you care for, requires crisis or immediate support, please contact your local hospital, Lifeline (13 11 14), Beyond Blue (1300 22 4636), or 1800RESPECT (1800 737 732).
- The Psychology Clinic may be closed during University of Tasmania examination periods and/or semester breaks. Your provisional psychologist will discuss alternative options for your care during these periods with you.

Research

Anonymous data from your/your child's file may be included in the Psychology Clinic research database. You can choose to 'opt in' for the anonymous data to be included and can withdraw consent for research inclusion at any time.

Personal Information

Your personal information is collected by and on behalf of the University of Tasmania for the primary purpose of provision of a psychological service by the Psychology Clinic. Failure to provide the requested information may result in the Psychology Clinic not being able to assist you with services. Your personal information will only be used or disclosed for the primary purpose for which it is collected and will only be accessible by the persons authorised to access that information within the University. All personal and health information will be managed in accordance with the *Personal Information Protection Act 2004* (Tas), and the University of Tasmania's Privacy Statements and Privacy Policy accessible at https://www.utas.edu.au/privacy.

Disclosure of Personal Information

All personal information gathered by the Provisional Psychologist during the provision of the psychological service will remain confidential, except when:

1. The Provisional Psychologist is required to discuss your/your child's psychological service with a Psychology Clinic Supervisor, or
2. You have given consent to disclose the information to another individual or agency such as a medical practitioner or specialist or education provider, or
3. Disclosure is permitted or required by law (e.g., it is subpoenaed by a court), or
4. Disclosure is necessary to prevent or reduce the likelihood of serious threat to the health, safety or welfare of yourself or another person.

Psychological Service Fees

The fees associated with the Psychology Clinic services are as follows:

1. *Individual Therapy* (In-Person or TeleHealth): Intake Session $40.00; Subsequent Session $20.00. Payable on day of appointment.
2. *Cognitive and/or Learning Assessment (including written report)*: $400.00 plus GST = $440.00. $100.00 payable on day of the first appointment and remainder payable prior to release of written assessment report.
3. *ADHD/ASD Assessment (including written report):* $400.00-800.00 plus GST = $440.00-880.00. $100.00-200.00 payable on day of the first appointment and remainder payable prior to release of written assessment report. Cost dependent on required assessment.
4. *Group Therapy:* Fees associated with group therapy vary and will be included in individual group therapy information sheets.
5. There is no fee for service (therapy or assessment) for **Health Care Card** holders and **current University of Tasmania students**.

Cancellation Policy

If you need to cancel or postpone your appointment, please give the Psychology Clinic at least 48 hours' notice. If you miss two appointments, or we are unable to contact you, we will assume you no longer require our services and will discharge you from the Psychology Clinic.

I, ……, have read and understood the Consent Form. I agree to the above conditions for the psychological service provided by the Psychology Clinic.

Client Signature: …… Date: ……. OR

Verbal Consent provided by …….. Time: …….. Date: …….

Provisional Psychologist Signature: ……