

**INSTITUTIONAL POLICY REGARDING CONFIDENTIAL
COUNSELING TO STUDENTS**

The San Juan Bautista School of Medicine, in accordance with Institutional regulations has established and published and will apply the following Institutional Policy Regarding Confidential Counseling to Students.


1. The Counselor makes provisions for maintaining confidentiality in the storage and disposal of records and follows an established record retention and dispositions procedure. The counseling relationship and information resulting therefrom is kept confidential, consistent with the obligations of the ethical standards of the counseling profession.
2. In a group counseling setting, the counselor sets a norm of confidentiality regarding all groups participant's disclosures.
3. When the client's (person who receive the counseling service) condition indicates that there is clear and imminent danger to the client or others, the counselor will take reasonable personal action to inform responsible authorities. Consultation with other professionals must be used if needed. The assumption of responsibility for the client's behavior must be taken only after careful deliberation. The client must be involved in the resumption of responsibility as quickly as possible.
4. Record of the counseling relationship, including interview notes, assessment data, correspondence, tape recording, electronic data storage, and other documents are to be considered professional information for use in counseling, and they are not considered a part of the student academic records as the San Juan Bautista School of Medicine. Revelation to others of counseling material will occur only upon the expressed and informed consent of the student.
5. The counselor will inform the student of the purposes, goal, techniques, rules of procedure, and limitations that may affect the relationship at or before the time that the counseling relationship is entered. If the counselor determines an inability to be of professional assistance to the client, the counselor will either avoid initiating the counseling relationship or immediately terminate that relationship. In either event, the counselor will suggest appropriate alternatives. The counselor is knowledgeable about referral resources and previous verification of non-academic relation between the psychiatric or psychologist and the student, a satisfactory referral is initiated. In the even the student declines the suggested referral, the counselor is not obligated to continue the relationship.

Amendments

This documents may be amended upon recommendations of the Associate Dean for Student Affairs, and the Dean for Academic Affairs to the President of San Juan Bautista School of Medicine for his consideration and final decision.

Effectively

The dispositions contained in the Executive Order will be effective immediately.



Yocasta Brugal, MD
President/Dean

Approved: February 6, 2012
Revised: July 12, 2018