

President's Message

Sexual Violence Support Strategies in Canada

On November 2, 2017, the Honourable Patty Hajdu, Minister of Employment, Workforce Development and Labour, announced the release of the *'Harassment and Sexual Violence: What We Heard' Report*, which summarizes the results of the government's consultations with Canadians. The Minister said, "*Over the course of my career, I have worked with many people who have survived the physical, psychological and practical consequences stemming from harassment and sexual violence. I have seen the effects it has on their lives and on communities. I am grateful to those who have shared their experiences and perspectives with us; that input is invaluable as we work toward our next steps, which will be announced soon.*" <https://www.canada.ca/en/employment-social-development/services/health-safety/reports/workplace-harassment-sexual-violence.html>

Across the country, the Federal Government, provincial and territorial governments, educational institutions at all levels, public institutions and private companies have brought the issue of Sexual Violence to the forefront. Policies have been enacted for creating environments that are safe, secure and free from Sexual Violence in any form. These policies normally provide support, including access to counselling and psychotherapy, a complaint mechanism, and a commitment to sexual violence prevention and education. We read, listen and watch with concern about the reports of incidents of sexual violence and the information about the underreporting of incidents of sexual violence. Of particular concern are the acts of sexual violence committed against women, girls, youth, women with a visible or invisible disability, women of colour, women in lower paying jobs, women whose religion is different from the majority, lesbian women and transgendered people. *

Ontario's, "It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment begun in 2015 invested \$41 Million in a three year Action Plan leading the way to an Ontario where everyone lives in safety, free from the threat, fear or experience of sexual violence and harassment.

<https://www.ontario.ca/page/its-never-okay-action-plan-stop-sexual-violence-and-harassment-progress-update-2016-2017>

In March 2018 the province of Alberta announced the expansion of front-line services across with an \$8.1-million investment in the Association of Alberta Sexual Assault Services (AASAS), to ensure survivors who take the brave step to come forward have the supports they need.

<https://www.alberta.ca/release.cfm?xID=535240F531813-023B-54DF-0AE0DA55B168DCEE>

In Nova Scotia, as part of the province's strategy to address sexual violence which is described as a serious health, social and public safety issue the province recently launched a free online training course to help its citizens learn more about sexual violence and how to support someone who has survived it.

<https://breakthesilencens.ca/training>

Acts of sexual violence perpetrated at work, in public places or at home are a rightful concern for all people in Canada. Legislation and policy work that address harmful attitudes and profoundly harmful behaviours are effective starting points in preventing and eliminating sexual violence in our society.

We know that Indigenous, Inuit and Metis leaders and their communities are also taking a stand for their people against any form of sexual violence. President's Award recipient, MKO Grand Chief Sheila North has spoken out strongly and taken a public stance against the crimes committed against missing Indigenous women and girls. Under her leadership, Manitoba Keewatinowi Okimakanak has instituted a Mobile Crisis Response Team to help families or people in need of support for mental health issues or personal crises that would include issues of sexual violence.

In our profession, we provide support, counselling and psychotherapy to victims/survivors and those who commit acts of sexual violence. We experience firsthand the sufferings and pain of clients who are dealing with the effects of experiencing sexual violence. Whether we support victims/survivors of sexual violence at our private practices, clinics, provincial and federal health services, in schools, colleges and universities, and the many other sites that we practice there is the sure knowledge that this is a serious health care and societal issue.

In addition to the challenge of treating and supporting clients there is the challenge associated with being an active participant in changing the culture that accepts harmful attitudes and behaviours associated with sexual violence. In our Code of Ethics, two of the Ethical Principles address a professional and personal responsibility we share as members of the profession. One of those principles is Justice – respecting the dignity and just treatment of all persons and Societal Interests – respecting the need to be responsible to society. In addition, in our Standards of Practice, under Respect for Rights, it states,

Counsellors understand and respect the rights and freedoms of those with whom they work and others, particularly those who may be disenfranchised or negatively affected by political, personal, social, economic, or familial histories that may continue to resonate across the lifespan. These circumstances may include, but are not restricted to, colonization, poverty, oppression, violence, structural injustice, war, or discriminatory practices.

Counsellors convey respect for human dignity, principles of equity and social justice, and speak out or take other appropriate actions against practices, policies, laws, and regulations that directly or indirectly bring harm to others or violate their human rights.

While this problem is a big challenge, there are things we can do in our everyday lives. We can speak up in a respectful way in social settings when people around us are promoting ideas and attitudes that endorse a culture that supports sexual violence by challenging those beliefs and attitudes. We can become a volunteer at work or in the community by joining committees, organizations or events that support the prevention of sexual violence. We can ask our city councilor, MLA or MP questions around their work to prevent sexual violence. We can become an advocate at the municipal, provincial or federal level of government calling for increased spending in areas that support mental health and wellness services including services for victims/survivors of sexual violence.

I encourage all members of our Association to continue to educate yourselves in the area of sexual violence, to be mindful of harmful attitudes and influences in our society that are related to sexual

violence and to become active, as you are able, to support the prevention of sexual violence in our communities.

Sincerely,

John Driscoll

President CCPA

* Women's Legal Education and Action Fund (LEAF) written submission. Found in Harassment and Sexual violence in the Workplace, Government of Canada.

Nova Scotia's Sexual Violence Strategy

President-Elect Message

Self-care: Purposeful actions, and the sweetness of doing nothing

I'm grateful for the warmth of summer days that is now being felt here on the East Coast, and the abundance of green vegetation everywhere I look. With the summer months comes a welcome change of pace as I prepare to switch gears, and work on writing-related projects. This summer, I will be settling in to work on my dissertation at one of my favourite places: a cozy, yellow cottage nestled in tall trees with a magnificent view of Skiff Lake (see photo of a morning sunrise). As I reflect on my intentions for the summer months, a theme of self-care is at the forefront. Within this newsletter, I hope to inspire you to find space and inspiring places to practice the same.

According to Gentry (2002), self-care is defined as the, "ability to refill and refuel oneself in healthy ways" (p.48). Self-care practices are described "as engagement in behaviors that maintain and promote physical and emotional well-being and may include factors such as sleep, exercise, use of social support, emotion regulation strategies, and mindfulness practice" (Myers et al., 2012, p.56-57). They protect and rejuvenate mental, emotional, spiritual, social, and physiological resources in the individual.

Although specific self-care techniques for counsellors are rarely included in training program curricula or systematically examined in the research literature, some strategies that have been identified as potentially useful for practitioner self-care include mindfulness, self-hypnosis, spirituality, music and balance (Williams et al., 2010). Killian (2008) also identified maintaining a reasonable client load, seeking regular supervision, processing emotional challenges with peers, having a supportive work environment, having a social network, being optimistic, and having a sense of self-awareness as important self-care strategies for practitioners. In a similar way, Thériault, Gazzola, Isenor, and Pascal (2015) identified numerous coping and self-care strategies that they tend to engage in and provided four specific suggestions for self-care, which they indicated were particularly important for novice practitioners: managing time effectively, setting boundaries, avoiding isolation, and maintaining realistic expectations for who is responsible for change in therapy. The literature is beginning to reveal a wide range of actions and attitudes for promoting counsellors' self-care practices.

As I regularly reflect on my ethical responsibility to attend to my "personal well-being" (CCPA, 2015, p. 1), there are several daily practices that energize me for the day ahead including exercise, eating and drinking nutritious foods, meditation, connecting with loved ones, and the list goes on. However, with life being filled with so much purposeful action, there is a beautiful Italian concept called "dolce far niente", the sweetness of doing nothing, that I intend to connect with during the summer months, and

perhaps for even longer than that. Space to just be, to daydream, to read for leasure, to feel the heat of the sunshine, to take an afternoon nap, and feel filled up by this gift of life.

Until next time, may your summer months include lazy days, with space to daydream, rest and rejuvenate



With Gratitude, Merci Beaucoup, Wela'lin, Woliwon!

A handwritten signature in black ink, appearing to read "Jenny Rowett". The signature is fluid and cursive, with the first letter of each word being significantly larger and more stylized.

Jenny Rowett, MEd, CCC-S, LCT

President-Elect, CCPA

NOTEBOOK ON ETHICS, STANDARDS, AND LEGAL ISSUES FOR COUNSELLORS AND PSYCHOTHERAPISTS

Counselling Records: Best Practices for Counsellors and Psychotherapists

Dr. Glenn Sheppard

Records generated by mental health professionals while engaged in their professional practices have received increased attention during recent years. This has happened for a number of reasons including the use of current technology for the creation, storage and maintenance of records. Any physical recordings of information generated during a counsellor's professional practice can constitute a record. Some of these include the following:

- billing and payment records
- copies of correspondence
- appointment records
- intake forms and other forms (e.g., informed consent)
- third party information
- e-mail and telephone records
- audio and video recordings

Of course, the creation and management of 'counselling notes' remains a core professional responsibility and is now seen as essential to the maintenance of a *Standard of Care*. Counselling notes can serve the following important purposes:

- to keep track of your professional clinical work with a client including client concerns, significant disclosures and progress
- to support your best professional practices with a client
- to assist with continuity of care should you refer a client to another mental health practitioner
- to assist should a client return after a long absence from receiving your services
- to use as a resource should you experience an ethical or legal challenge regarding your work with a client
- to fulfil your ethical obligation as stated in **Maintenance of Records Article B6** in the *CCPA Code of Ethics*

Article B6:

Counsellors maintain records in sufficient detail to track the sequence and nature of professional services rendered and consistent with any legal, regulatory, agency or institutional requirement. They secure the

safety of such records and create, maintain, transfer, and dispose of them in a manner compliant with the requirements of confidentiality and the other articles of this Code of Ethics.

This Article is accompanied by the following professional practice advice in the *CCPA Standards of Practice*:

Counsellors shall maintain counselling records with not less than the following information:

Basic Information:

- Name, address, telephone number of client(s)
- Name and phone number of person to contact in case of emergency
- Name of referring agent/agency

Record of each professional contact:

- Date of contact, length, names(s) of all present
- Counselling information sufficient to keep track of counselling issues and progress
- Correspondence, reports, third party information, informed consent forms
- Record of consultations regarding client, including telephone calls, e-mails and fees charged if any

I would also add these:

- Photos, artwork, poems, etc.
- Any missed sessions and the reason(s) given

Our *Standards of Practice* also provides these guidelines for record keeping by counsellors:

- *Record information in an objective, factual manner.*
- *Include only information directly relevant to client care, treatment and planning.*
- *Identify clearly personal impressions, observations, and hypotheses as their view.*
- *Note and sign any subsequent alterations or additions, leaving the original entry legible and intact. Never erase, delete, use whiteout, or otherwise expunge entries. In the event that a client wishes a portion of the record to be expunged, the counsellor negotiates with the client to obtain an acceptable manner to record the required information.*
- *Record information at the time service is provided.*
- *Make their own entries for the services they provide.*
- *Be brief but remember that brevity must contain substance.*
- *Describe behaviour, avoiding the use of undefined and/or unnecessary adjective.*
- *Record information sufficient to support continuity of counselling service.*
- *Record information to enhance counselling and not as a process of ‘gathering evidence’.*
- *Do not enter notes in a record for another person.*

Countersigning Counselling Notes:

Counsellors countersign notes only when required to do so by policy or regulation. When counsellors merely review another person's note, the co-signatory should read, "John Smith's student counsellor/supervisee/entry reviewed by Jane Doe". Counsellors should only co-sign notes without qualifications if they have fully participated in the activity being reported.

Medium for Record Keeping

Records may be written, recorded, computerized or maintained in any other medium so long as their utility, confidentiality, security, and preservation are assured, and they cannot be alterable without being detected.

School Counselling Records:

Record keeping in schools is typically regulated by school board policies. These policies may derive from provincial ministries of education, and may have been developed to conform to the requirements of provincial freedom of information and privacy laws, and personal health information acts. Counselling notes should not be kept in a student's school record and should be maintained in a secure file in the counsellor's office. However, some information acquired by counsellors such as the results of psychoeducational assessments may be placed in the student record when it has been used to inform programming decisions for the student. It is then presented in a manner to minimize misunderstandings by others. School counsellors should work to ensure clear school policies and procedures on such matters and participate in their formulation whenever possible.

In this **Notebook**, I have quoted extensively from the **CCPA Standards of Practice (2015)** both because of its concise and useful advice on this topic, and to remind readers that it provides an equally valuable set of standards on virtually every aspect of professional practices by counsellors and psychotherapists. You are encouraged to purchase a copy from our National Office. You can also expect subsequent notebooks on this topic including such related matters as access to counselling records and the maintenance of their security.

Reflection of Dr. Tayyab Rashid's Opening Keynote Address at the CCPA 2019 Conference in Winnipeg, MB

Jack Liu and Dr. Paul Yeung

The opening keynote, entitled *The Next Frontier - Integrating Yin and Yang of Human Experience*, was presented by a renowned scholar, Dr. Tayyab Rashid. During his address, he highlighted that “Positive Psychotherapy is a therapeutic endeavour within positive psychology to broaden the scope of traditional psychotherapy.” With respect to scholarly work, there are currently about 157 searches between 2008 and 2018 pertaining to the research topics of psychotherapy, counselling, well-being and strengths. He started that more scholarly work needs to be done around this line of inquiry.

There are few key points that counsellors may want to reflect upon. When counsellors are working with clients, it is more than just ticking psychopathology boxes (such as anxiety/stress, problems with sleep, depression, etc.). While this information is important from a diagnostic perspective, it is equally important for counsellors to focus upon the wholeness of human experience. Counsellors cannot separate client symptoms from their contexts. He stated that "positives are as authentic and equally weighted as negatives." Counsellors need to tap into clients' highest resources in order to help clients meet their own life challenges.

When he talked about the concept of integration, he explained that it is not about "replacing well-established counselling practices." Rather, one of the goals is to work with clients to learn "concrete, applicable, personally and culturally relevant skills" that clients can draw upon when dealing with challenges. It is about how counsellors can work with clients optimally to discover their positive resources and strengths. If readers are curious about Dr. Tayyab Rashid's work, we invite you to have a look at the link

<https://www.psychologytoday.com/sites/default/files/attachments/101936/seligmanrashidparks2006.pdf>

CCPA 2018 Conference Award Winners

*During the award ceremony, **John Driscoll** commended all members far and wide who (on a daily basis) make a positive difference in the lives of people and the advancement of our profession. The awards ceremony recognizes and honours some outstanding individuals in the counselling and psychotherapy profession. From students emerging into our profession to those who have been practitioners, supervisors, and mentors, CCPA offers its appreciation for your work in growing a strong foundation of caring and action.*

CCPA Student Travel Grant

This award supports CCPA members in their attendance of the CCPA annual conference.

*This year's recipients are: **Deanna MacDonald, Rebecca Ward and Shelley Skelton.***

CCPA Conference Travel Grants

This award is given to support a CCPA member of their attendance at the CCPA annual conference.

*This year's recipients are: **Elise Meertens, Belinda Josephson, April Jendrosch, Connie Covey, Kerrie Palmer and Meg Kapil.***

CCPA/BMS Group Student Bursary

BMS, the CCPA professional liability insurance broker of choice, provides two \$500 award to support graduate students research in counselling.

*The student receiving the BMS Group student bursary this year is **Casey Oliver**, a CCPA Student member in the Master of Arts Counselling Psychology program at Western University.*

CCPA Masters Thesis Award

This award is to recognize the work of CCPA master's level students.

*This year's recipient for the master's thesis award is **Heather Gower** who is a graduate of the University of Newfoundland. Her thesis was entitled 'The Consideration of Personal Qualities in Admissions for Canadian Master's Counselling and Counselling Psychology Programs'.*

CCPA Research or Professional Article Award

The CCPA Research or Professional Article Award recognizes CCPA's members' research and publications.

*This year's article is called "A Content Analysis of Gendered Research in the Canadian Journal of Counselling and Psychotherapy". The authors of the article are: **Robinder Bedi, Courtney Young, Jaleh Davari, Karen Springer and Daniel Kane.***

CCPA Lorne Flavelle Award

This special award is given to a member in recognition of outstanding volunteer service to CCPA.

*The winner of this year's Lorne Flavelle Award is **Wendy Woloshyn**. For a decade, she has volunteered her knowledge, skills and abilities to CCPA. Wendy was a former Canadian Counselling Association (CCA) student member while she completed her graduate counselling degree, served on the BC Chapter Executive for several years which included holding the position of BC Chapter President), and represented CCPA on the Federation of Associations for Counselling Therapists in BC's (FACT-BC) Board of Directors. Wendy's leadership abilities and commitment to CCPA were evident as the BC Chapter expanded to over 500 members and became the second largest CCPA Chapter. She created a strong community of counselling professionals in BC.*

CCPA Humanitarian Award

This Award recognizes the spirit of good will and humanitarianism in CCPA members in a local, national or international capacity.

*This year's recipient is **Cathy Underhill**. During the ravaging fires in Fort McMurray, Cathy offered time, personnel and resources to those in need. She offered immediate support for those affected by the fires and displacement. Cathy and her colleagues did this despite being displaced themselves. When the fire was finally extinguished and it was safe to return, Cathy opened her office right away and she continued to support those most directly affected, despite her own losses.*

CCPA Indigenous Practice Award

The CCPA Indigenous Practice Award honours excellence in advancing culturally congruent counselling and psychotherapy services for Indigenous People in Canada.

*This year's winner of the CCPA Indigenous Practice Award is **Razieh Namdari**. Razieh introduced a successful art therapy program in two Cree communities to provide mental health services to children, youth and their families. He also started offering workshops for school staff and community workers to help them identify emotional and behavioural issues in children and refer them for early interventions.*

CCPA Doctoral Dissertation Award

*The winner of the CCPA Doctoral Dissertation Award is **Jacqui Synard** for her dissertation entitled “The Experience of Well-being Following Job Loss: A Case Study”.*

CCPA Counselling Book Award

The Counselling Book Award recognizes book publications that contribute to the advancement of the profession.

*The winner of this year’s Counselling Book Award is **Anthony Santen** for his book *The Path Within*. A guide to finding and cultivating an internal, spiritual sense of self, with an eye toward improving relationships, communities, and eventually the world.*

Professional Contribution Award

The CCPA Professional Contribution Award may be awarded to a member in recognition of outstanding professional contribution to Counselling and psychotherapy in Canada.

*The recipient of this year’s Professional Contribution Award is **Natasha Caverley**. In addition to her role as a Regional Director, President Elect, President and now Past President she has led the CACEP Rejuvenation Project and the Research Task Group Committee. Her attention to detail and meticulous notes have moved these projects forward in a manner that no one else could. Natasha led, along with Bill Thomas, the Indigenous CEC program development. This required extensive research, documentation, detailed action plans and numerous teleconferences to ensure that all aspects of the new program were reviewed appropriately. It is safe to say that these very important projects would not have progressed without her leadership, intellect, respectful and collaborative approach to facilitation and excellent organisational skills.*