

COURSE OUTLINE

OXNARD COLLEGE

- I. Course Identification and Justification:
- A. Proposed course id: ADS R124
Banner title: ADS Ethics and Confidentiality
Full title: Ethics and Confidentiality for Alcohol/Drug Studies
- Previous course id: ADS R124
Banner title: ADS Ethics and Confidentiality
Full title: Ethics and Confidentiality for Alcohol/Drug Studies
- B. Reason(s) course is offered:
This course was recommended by the Advisory Committee to better prepare our students to handle the legal and ethical dilemmas they face in the field. This course will better prepare them to understand and therefore avoid legal and ethical problem situations while working in the field.
- C. Reason(s) for current outline revision:
5 year review
- D. C-ID:
1. C-ID Descriptor:
2. C-ID Status:
- E. Co-listed as:
Current: None
Previous:
- II. Catalog Information:
- A. Units:
Current: 3.00
Previous: 3.00
- B. Course Hours:
1. In-Class Contact Hours:
Lecture: 52.5 Activity: 0 Lab: 0
2. Total In-Class Contact Hours: 52.5
3. Total Outside-of-Class Hours: 105
4. Total Student Learning Hours: 157.5
- C. Prerequisites, Corequisites, Advisories, and Limitations on Enrollment:
1. Prerequisites
Current:
Previous:

2. Corequisites

Current:

Previous:

3. Advisories:

Current:

Previous:

4. Limitations on Enrollment:

Current:

Previous:

D. Catalog description:

Current:

This course is specifically designed for potential alcohol/drug counselors to develop an awareness and understanding of issues and ethics in the field as well as the steps involved in making ethical decisions. The students will study diversity issues, client rights, counselor responsibilities, confidentiality, managing boundaries, ethical issues and standards.

Previous, if different:

E. Fees:

Current: \$ None

Previous, if different: \$

F. Field trips:

Current:

Will be required: []

May be required: [X]

Will not be required: []

Previous, if different:

Will be required: []

May be required: []

Will not be required: []

G. Repeatability:

Current:

A - Not designed as repeatable

Previous:

A - Not designed as repeatable

H. Credit basis:

Current:

Letter graded only [X]

Pass/no pass []

Student option []

Previous, if different:

Letter graded only []

Pass/no pass []

Student option []

I. Credit by exam:

Current:

Petitions may be granted: []

Petitions will not be granted: [X]

Previous, if different:

Petitions may be granted: []

Petitions will not be granted: []

III. Course Objectives:

Upon successful completion of this course, the student should be able to:

- A. Demonstrate an understanding of the steps in making ethical decisions
- B. Demonstrate knowledge of the principles in the Code of Ethical Standards for Alcohol/Drug Educators
- C. Demonstrate an understanding of how their own values may impact their work with clients
- D. Identify client rights and counselor responsibilities
- E. Identify and, in role plays, practice ways to handle multicultural perspectives and diversity issues in working with clients

IV. Student Learning Outcomes:

- A. Students will demonstrate familiarity with the standards of professional ethics in the field of substance abuse prevention.
- B. Students will demonstrate the rules of confidentiality and mandated reporting in the workplace

V. Course Content:

Topics to be covered include, but are not limited to:

- A. Introduction to Professional Ethics
 - 1. Professional Codes of Ethics
 - 2. CAADE Code of Ethics
 - 3. Ethical Decision Making
 - 4. Steps in Making Ethical Decisions
 - 5. Dealing with Suspected Unethical Behavior of Colleagues
- B. The Counselor as a Person and as a Professional
 - 1. Self-Awareness
 - 2. Personal Therapy for Counselors
 - 3. Transference and Countertransference
 - 4. Client Dependence
 - 5. Stress in the Counseling Profession
 - 6. Counselor Burnout and Impairment
 - 7. Self-Care
- C. Values and the Helping Relationship
 - 1. Clarifying Your Values and Their Role in Your Work
 - 2. The Ethics of Imposing Your Values on Clients
 - 3. Value Conflicts Regarding Sexual Attitudes and Behavior
 - 4. Value Conflicts Pertaining to Abortion
 - 5. Case Studies of Other Possible Value Conflicts
 - 6. The Role of Spiritual and Religious Values in Counseling
 - 7. Value Conflicts Regarding End-of-Life Decisions
- D. Multicultural Perspectives and Diversity Issues
 - 1. The Problem of Cultural Tunnel Vision

2. The Challenges of Reaching Diverse Client Populations
 3. Ethics Codes From a Diversity Perspective
 4. Cultural Values and Assumptions in Therapy
 5. Matching Client and Counselor
 6. Multicultural Training for Counselors
- E. Client Rights and Counselor Responsibilities
1. The Client's Right to Give Informed Consent
 2. The Content of Informed Consent
 3. The Professional's Responsibilities in Record Keeping
 4. Working With Adolescents
 5. Involuntary Commitment and Human Rights
 6. Malpractice Liability in the Helping Professions
- F. Confidentiality: Ethical and Legal Issues
1. Confidentiality, Privileged Communication, and Privacy
 2. Privacy Issues With Telecommunication Devices
 3. Implications of HIPAA for Mental Health Workers
 4. The Duty to Warn and to Protect
 5. Protecting Children, the Elderly and Dependent Adults from Harm
 6. Confidentiality and HIV/AIDS-Related Issues
- G. Managing Boundaries and Multiple Relationships
1. The Ethics of Multiple Relationships
 2. Controversies on Boundary Issues
 3. Managing Multiple Relationships in a Small Community
 4. Bartering for Professional Services
 5. Giving or Receiving Gifts
 6. Social Relationships With Clients
 7. Sexual Attractions in the Client-Counselor Relationship
 8. Sexual Relationships: Ethical and Legal Issues
 9. Sexual Relationships With Former Clients
- H. Professional Competence and Training
1. Counselor Competence: Ethical and Legal Aspects
 2. Evaluating Knowledge, Skills and Personal Functioning
 3. Professional Licensing and Credentialing
 4. Continuing Professional Education and Demonstration of Competence
 5. Review, Consultation and Supervision by Peers
- I. Ethical Issues in Couples and Family Counseling
1. Ethical Standards in Couples and Family Counseling
 2. Special Ethical Considerations in Working With Couples and Families
 3. Contemporary Professional Issues
 4. Values in Couples and Family Counseling
 5. Gender-Sensitive Couples and Family Counseling
 6. Responsibilities of Couples and Family Counselors
 7. Confidentiality in Couples and Family Counseling
 8. Informed Consent in Couples and Family Counseling
- J. Ethical Issues in Group Work
1. Ethical Issues in Forming and Managing Groups
 2. Confidentiality in Groups
 3. Values in Group Counseling
 4. Ethics in the Use of Group Techniques
 5. Ethics in the Consultation Process
 6. Ethical Issues Concerning Termination
- K. Ethical Issues in Community Work
1. Ethical Practice in Community Work
 2. Social Justice Perspective
 3. Advocacy Competencies
 4. Roles of Helpers Working in the Community

5. Promoting Change in the Community
6. Working Within a System

VI. Lab Content:
None

VII. Methods of Instruction:

Methods may include, but are not limited to:

- A. Guided lecture using white board and/or multi-media presentation of principles
- B. Instructor led class discussion of ethical dilemmas alcohol/drug counselors may face such as dual relationships, boundaries and group confidentiality
- C. Small group discussions around case studies presenting ethical dilemmas
- D. Instructor critique of student role plays of real situations that require the students to problem solve and work through ethical decisions

VIII. Methods of Evaluation and Assignments:

A. Methods of evaluation for degree-applicable courses:

Essays

Problem-solving assignments (Examples: Math-like problems, diagnosis & repair)

Physical skills demonstrations (Examples: Performing arts, equipment operation)

For any course, if "Essays" above is not checked, explain why.

B. Typical graded assignments (methods of evaluation):

1. Mid-term exam with short essay questions covering the steps in making ethical decisions, principles of code of ethics, and client rights/counselor responsibilities
2. Essay paper of 3-5 pages on how their values may impact their counseling and ways to manage that
3. Final exam with short essay questions to evaluate student comprehension of ethical dilemmas and standards in counseling

C. Typical outside of classroom assignments:

1. Reading
 - a. Students will read chapters in the text book in preparation for each class on topics such as: Professional Ethics, Values and the Helping Relationship, Multicultural Perspectives and Diversity Issues, Client Rights and Counselor Responsibilities, Managing Boundaries and Multiple Relationships.
2. Writing
 - a. Students will write a 3-5 page paper on how their personal values may impact their counseling and how to manage that.
3. Other
 - a. Students will be given assignments to explore various state and national organization's websites including but not limited to: California Association for Alcohol/Drug Educators, California Association of Alcoholism and Drug Abuse Counselors and California Board of Behavioral Sciences

IX. Textbooks and Instructional Materials:

- A. Textbooks/Resources:
 - 1. Corey, G., Corey, M., & Callanan, Partick (2018). *Issues and Ethics in the Helping Professions* (Tenth/e). Brooks/Cole.
 - 2. www.caade.org
- B. Other instructional materials:

X. Minimum Qualifications and Additional Certifications:

- A. Minimum qualifications:
 - 1. Addiction Paraprofessional Training
- B. Additional certifications:
 - 1. Description of certification requirement:
 - 2. Name of statute, regulation, or licensing/certification organization requiring this certification:

XI. Approval Dates

Curriculum Committee Approval Date: 09/26/2018

Board of Trustees Approval Date: 09/26/2018

State Approval Date:

Catalog Start Date: Fall 2019

XII. Distance Learning Appendix

- A. Methods of Instruction
Methods may include, but are not limited to:
 - 1. Regular, effective contact can be achieved through use of the district provided LMS's email and messaging system, telephone contact, synchronous chats, asynchronous discussions, orientations, assignments with timely feedback, and other relevant synchronous and asynchronous technologies which encourage faculty and student interaction, Methods of instruction may include live discussions using CCC Confer or video conferencing (such as Skype), live and archived faculty presentations (e.g., PowerPoints, PDFs, lectures, and multi-media) coupled with asynchronous student questions to the instructor, social media (e.g., podcasts, wikis, blogs, and online videos), animation, virtual office hours, weekly announcements, workshops, group and individual meetings, supplemental sessions for review and study, and virtual field trips with follow up discussions, among others.
- B. Information Transfer
Methods may include, but are not limited to:
 - 1. Chat/IM
 - 2. Collaborative projects: group blogs, wikis
 - 3. Course announcements
 - 4. Discussion boards
 - 5. E-Mail
 - 6. Instructor-provided online materials
 - 7. Lectures (recorded/streaming)

8. Messaging via the LMS
9. Modules on the LMS
10. Personalized feedback
11. Phone/voicemail
12. Podcasts/webinars/screencasts
13. Textbooks
14. Videoconferencing/CCCConfer/Skype

Course ID: 2455