

# ADS R124: ETHICS AND CONFIDENTIALITY FOR ALCOHOL/ DRUG STUDIES

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**Originator**

ptrujillo

**Co-Contributor(s)****Name(s)**

Zsarnay, Lois (lois\_zsarnay1)

**College**

Oxnard College

**Discipline (CB01A)**

ADS - Addictive Disorders Studies

**Course Number (CB01B)**

R124

**Course Title (CB02)**

Ethics and Confidentiality for Alcohol/Drug Studies

**Banner/Short Title**

ADS Ethics and Confidentiality

**Credit Type**

Credit

**Start Term**

Fall 2021

**Catalog Course Description**

This course will introduce potential alcohol/drug counselors to the principles in the Code of Ethical Standards for Alcohol/Drug Educators and the steps involved in making ethical decisions. The course will also cover client rights, counselor responsibilities, confidentiality, managing boundaries, conflicting values and other ethical issues. The importance of cultural competence in counseling diverse populations will be a key component of this course.

**Taxonomy of Programs (TOP) Code (CB03)**

2104.40 - \*Alcohol and Controlled Substances

**Course Credit Status (CB04)**

D (Credit - Degree Applicable)

**Course Transfer Status (CB05) (select one only)**

B (Transferable to CSU only)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

C - Clearly Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

Y - Credit Course

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

Y - Credit Course

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

May be required

**Grading method**

Letter Graded

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

No

**Is this course part of a family?**

No

**Units and Hours**

**Carnegie Unit Override**

No

**In-Class**

**Lecture**

**Minimum Contact/In-Class Lecture Hours**

52.5

**Maximum Contact/In-Class Lecture Hours**

52.5

**Activity**

**Laboratory**

**Total in-Class**

**Total in-Class**

**Total Minimum Contact/In-Class Hours**

52.5

**Total Maximum Contact/In-Class Hours**

52.5

**Outside-of-Class****Internship/Cooperative Work Experience**

Paid

Unpaid

**Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

**Maximum Outside-of-Class Hours**

105

**Total Student Learning****Total Student Learning****Total Minimum Student Learning Hours**

157.5

**Total Maximum Student Learning Hours**

157.5

**Minimum Units (CB07)**

3

**Maximum Units (CB06)**

3

**Student Learning Outcomes (CSLOs)****Upon satisfactory completion of the course, students will be able to:**

- |   |   |
|---|---|
| 1 | List the standards of professional ethics in the field of substance abuse prevention. |
| 2 | List the rules of confidentiality and mandated reporting in the workplace             |

**Course Objectives****Upon satisfactory completion of the course, students will be able to:**

- |   |  |
|---|--|
| 1 | Demonstrate an understanding of the steps in making ethical decisions  |
| 2 | Demonstrate knowledge of the principles in the Code of Ethical Standards for Alcohol/Drug Educators                          |
| 3 | Demonstrate an understanding of how a counselor's own values may impact their work with clients.                             |
| 4 | Identify client rights and counselor responsibilities  |
| 5 | Identify and, in role plays, practice ways to handle multicultural perspectives and diversity issues in working with clients |

**Course Content****Lecture/Course Content**

1. Introduction to Professional Ethics
  - a. Professional Codes of Ethics
  - b. CAADE Code of Ethics
  - c. Ethical Decision Making
  - d. Steps in Making Ethical Decisions
  - e. Dealing with Suspected Unethical Behavior of Colleagues
2. The Counselor as a Person and as a Professional

- a. Self-Awareness
  - b. Personal Therapy for Counselors
  - c. Transference and Countertransference
  - d. Client Dependence
  - e. Stress in the Counseling Profession
  - f. Counselor Burnout and Impairment
  - g. Self-Care
3. Values and the Helping Relationship
- a. Clarifying Your Values and Their Role in Your Work
  - b. The Ethics of Imposing Your Values on Clients
  - c. Value Conflicts Regarding Sexual Attitudes and Behavior
  - d. Value Conflicts Pertaining to Abortion
  - e. Case Studies of Other Possible Value Conflicts
  - f. The Role of Spiritual and Religious Values in Counseling
  - g. Value Conflicts Regarding End-of-Life Decisions
4. Cultural Competence and Diversity Issues
- a. The Problem of Cultural Tunnel Vision
  - b. The Challenges of Reaching Diverse Client Populations
  - c. Ethics Codes From a Diversity Perspective
  - d. Cultural Values and Assumptions in Therapy
  - e. Matching Client and Counselor
  - f. Cultural Competence Training for Counselors
5. Client Rights and Counselor Responsibilities
- a. The Client's Right to Give Informed Consent
  - b. The Content of Informed Consent
  - c. The Professional's Responsibilities in Record Keeping
  - d. Working With Adolescents
  - e. Involuntary Commitment and Human Rights
  - f. Malpractice Liability in the Helping Professions
6. Confidentiality: Ethical and Legal Issues
- a. Confidentiality, Privileged Communication, and Privacy
  - b. Privacy Issues With Telecommunication Devices
  - c. Implications of HIPAA for Mental Health Workers
  - d. CFR 42 PART II
  - e. The Duty to Warn and to Protect
  - f. Protecting Children, the Elderly and Dependent Adults from Harm
  - g. Confidentiality and HIV/AIDS-Related Issues
7. Managing Boundaries and Multiple Relationships
- a. The Ethics of Multiple Relationships
  - b. Controversies on Boundary Issues
  - c. Managing Multiple Relationships in a Small Community
  - d. Bartering for Professional Services
  - e. Giving or Receiving Gifts
  - f. Social Relationships With Clients
  - g. Sexual Attractions in the Client-Counselor Relationship
  - h. Sexual Relationships: Ethical and Legal Issues
  - i. Sexual Relationships With Former Clients
8. Professional Competence and Training
- a. Counselor Competence: Ethical and Legal Aspects
  - b. Evaluating Knowledge, Skills and Personal Functioning
  - c. Professional Licensing and Credentialing
  - d. Continuing Professional Education and Demonstration of Competence
  - e. Review, Consultation and Supervision by Peers
9. Ethical Issues in Couples and Family Counseling
- a. Ethical Standards in Couples and Family Counseling
  - b. Special Ethical Considerations in Working With Couples and Families
  - c. Contemporary Professional Issues
  - d. Values in Couples and Family Counseling

- e. Gender-Sensitive Couples and Family Counseling
  - f. Responsibilities of Couples and Family Counselors
  - g. Confidentiality in Couples and Family Counseling
  - h. Informed Consent in Couples and Family Counseling
10. Ethical Issues in Group Work
- a. Ethical Issues in Forming and Managing Groups
  - b. Confidentiality in Groups
  - c. Values in Group Counseling
  - d. Ethics in the Use of Group Techniques
  - e. Ethics in the Consultation Process
  - f. Ethical Issues Concerning Termination
11. Ethical Issues in Community Work
- a. Ethical Practice in Community Work
  - b. Social Justice Perspective
  - c. Advocacy Competencies
  - d. Roles of Helpers Working in the Community
  - e. Promoting Change in the Community
  - f. Working Within a System

### Laboratory or Activity Content

None

### Methods of Evaluation

**Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):**

Written expression

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Essay exams

Essays

Group projects

Individual projects

Objective exams

Quizzes

Reports/papers

Research papers

### Instructional Methodology

**Specify the methods of instruction that may be employed in this course**

Computer-aided presentations

Class activities

Class discussions

Case studies

Distance Education

Group discussions

Guest speakers

Lecture

Role-playing

**Describe specific examples of the methods the instructor will use:**

1. Instructor will discuss specific ethical & legal dilemmas.
2. Instructor will give examples of challenging situations with ethical dilemmas.
3. Students will break into pairs/small groups to discuss the options/choices in ethical dilemma case studies then present back to class their group decision and support their decision making process.

## Representative Course Assignments

### Writing Assignments

1. Students will write a 3-5 page paper on how their personal values may impact their counseling and how to manage that.
2. Students will work in groups to analyze a case example of a situation that presents multiple ethical and legal dilemmas then write a paper on their recommendations.

### Critical Thinking Assignments

1. Students will work in groups to analyze a case example of a situation that presents multiple ethical and legal dilemmas then present their findings to the class.

### Reading Assignments

1. 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. Students will read the CAADE Code of Ethics
3. Students will read CFT 42 Part II & HIPAA regulations

### Other assignments (if applicable)

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

## Outside Assignments

### Representative Outside Assignments

1. 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. Students will read the CAADE Code of Ethics
3. Students will read CFT 42 Part II & HIPAA regulations
4. 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

## Articulation

### C-ID Descriptor Number

ADS 160X

### Status

Submitted to C-ID

**District General Education****A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****CSU GE-Breadth****Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

**Description**Corey, G., Corey, M., & Callanan, Partick. *Issues and Ethics in the Helping Professions* (Tenth ed. or latest edition). (2018) Brooks/Cole. 1337406295**Resource Type**

Other Resource Type

**Description**[www.caade.org](http://www.caade.org)

## Distance Education Addendum

### Definitions

#### Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

### Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

### Regular Effective/Substantive Contact

#### Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills

#### Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills
Video Conferencing	Instructor will have live video lectures/presentations of the material with role modeling skills and having students practice the skills.

#### 100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills
Video Conferencing	Instructor will have live video lectures/presentations of the material with role modeling skills and having students practice the skills.



## Examinations

### Hybrid (1%–50% online) Modality

Online  
On campus

### Hybrid (51%–99% online) Modality

Online  
On campus

## Primary Minimum Qualification

ADDICTION PARAPROFESSIONAL TRG

## Review and Approval Dates

### Department Chair

08/26/2020

### Dean

08/26/2020

### Technical Review

09/09/2020

### Curriculum Committee

09/09/2020

### Curriculum Committee

12/09/2020

### CCCCO

MM/DD/YYYY

### Control Number

CCC000553332

### DOE/accreditation approval date

MM/DD/YYYY