

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 3.2.3

Procedure Title: **Ethical Standards and Confidentiality**

I. **Purpose**

Providing ethical and competent services and managing and ensuring sound treatment records to meet professional, legal, administrative, and research needs.

II. **Procedure Statement**

NVC Counseling Services will adhere to professional ethical standards regarding services provided, as well as applicable policies, laws and regulations regarding treatment records and confidentiality.

Step 1: Adherence to State and Federal Law

Counseling Services professional staff will adhere to the most up-to-date relevant federal and state laws in regards to ethical practice and confidentiality.

Step 2: Adherence to Professional Standards

Counseling Services professional staff will adhere to the ethical standards of their respective profession and/or job duties. For example, the National Association of Social Workers (NASW), American Counseling Association (ACA), Texas Counseling Association (TCA), National Behavioral Intervention Team Association (NaBITA), Association of Title IX Administrators (ATIXA) or other similar professional groups.

Contact for Interpretation:

Dean of Student Success

Relevant Board Policy:

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016

Approved: _____
Vice President for Student Success