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<th><strong>SYLLABUS</strong></th>
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<td><strong>CIP CODE:</strong></td>
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<td><strong>COURSE TITLE:</strong></td>
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<td><strong>KCKCC issued email accounts are the official means for electronically communicating with our students.</strong></td>
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<td><strong>PREREQUISITES:</strong></td>
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**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, [http://www.kckccbookstore.com/](http://www.kckccbookstore.com/), for the required texts for your particular class.

**COURSE DESCRIPTION:**
The purpose of this course is to familiarize the student with state and national professional codes of ethics, state and federal regulations regarding client rights, and the state and national processes for professional credentialing with special focus on the chemically dependent client. The student should expect to spend a minimum of 5-6 hours per week directly involved in the course content and asynchronous discussion. No on-ground meetings are required for this course.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, projects and presentations, speeches, debates, panels, conferencing, performances, even learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:
I. Legal versus Ethical
II. State and National Code of Ethics
   A. Kansas
   B. Missouri
   C. NAADC (national)
III. State and Federal Regulations
    A. Use, possession, and distribution of drugs
    B. Mandatory child abuse reporting
    C. Client Rights
       1. Release of information
       2. Confidentiality
       3. Anti-discrimination
       4. Referral Guidelines
       5. Noncompliance
       6. Common violations
IV. Identifying and acting on Ethical Violations
    A. Analyzing real life situations
    B. Reporting procedures
V. Credentialing/Licensure
   A. Kansas
      1. Behavioral Sciences Regulatory Board/Licensure
      2. KAAP/Certification
      3. Process for licensure/certification
   B. Missouri- MSACCB
      1. Levels of certification
      2. ICRC
      3. Process for certification
   C. National- NAADAC
      1. Levels of Certification
      2. Process of Certification

EXPECTED LEARNER OUTCOMES AND COMPETENCIES:

A. The student will understand what an ethical dilemma is.
B. The student will become familiar with licensure and certification in Kansas and Missouri.
C. The student will have a working familiarity with 42 C.F.R. Part 2 and HIPPA
D. The student will understand the personal and program liability of breaking a client’s confidentiality
E. The student will have read, discussed, and applied the BSRB/AAPS Ethical Standards
COURSE COMPETENCIES:

The student will understand what an ethical dilemma is.

1. Consider any ethical dilemmas in your life or the life of someone you know.
2. Examine how the ethical dilemma case studies and learn best practices in resolving them.
3. Discuss how your personal belief system was affected by the ethical dilemma.
4. Recognize how your personal belief system could affect your counseling approach.
5. Reflect on what population, if any, you might have difficulty working with.
6. Illustrate how this could potentially be an ethical dilemma.
7. Consider the pros and cons of managed care from an ethical perspective.
8. Demonstrate an understanding of the ethics of ensuring clients have access to the best practice for treating a variety of individual and co-occurring conditions and use of appropriate referral and use of community support in dealing with disabilities.

The student will become familiar with licensure and certification in Kansas and Missouri.

9. Visit the Missouri Substance Abuse Counselor’s Certification Board’s website.
10. Share with the class your interpretation of what you find there.
11. Visit the Kansas Association of Addiction Professional’s website.
12. Share with the class your interpretation of what you find there.
13. Develop an understanding of where you are in the process of licensure or certification.

The student will have a working familiarity with 42 C.F.R. Part 2 and HIPPA.

14. Discuss federal regulations concerning client confidentiality.
15. Cite requirements regarding mandatory reporting regulations for child abuse.
16. Know the federal regulation governing confidentiality.
17. Describe the potential results of non-compliance with confidentiality regulations.
18. Examine client rights regarding access to personal files.
19. Cite anti-discrimination guidelines

The student will understand the personal and program liability of breaking a client’s confidentiality.

20. Explain release of information requirements and regulations.
21. Outline processes for accessing confidential information from outside
an agency.

22. Illustrate personal/agency limitations.
23. Understand informed consent.

The student will have read, discussed, and applied the BSRB/AAPS Ethical Standards.

24. Understand the reason for and importance of a professional code of ethics using the BSRB/AAPS and NAAADAC/ICRC principles.
25. Recognize unethical behavior.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Academic Resource Center at: 288-7670 V/TDD.