

The legal and organizational aspects of psychotherapy practice (part 2)

This course is given online.

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Duration: 25 hours

Pre-requisites: In order to register for and complete this course, participants need to be a licensed professional, *or* need to have completed or be in the process of completing a bachelor's degree in human relations (for example, psychology, counselling, nursing, occupational therapy, social work/MFT, guidance counselling, psychoeducation, or related disciplines).

GENERAL DESCRIPTION OF CONTENT

The course will cover the following themes:

- **Evidence based practice:** what is it?; how it is defined – different models and ways of understanding evidence based practice; what it means in routine clinical practice; bringing research into your practice; progress tracking (see below).
- **Practice guidelines in psychotherapy:** what they are; who produces them; where to find them; how to assess their quality overall and more specifically with scales; how to build them into your practice; how to use them to inform and empower clients/patients; your obligations as a professional to be knowledgeable about guidelines; good guidelines vs. bad guidelines; guidelines and best practice; guidelines and your legal obligations; etc.
- **Starting a private practice and the day-to-day organization of a practice:** setting up a space; scheduling appointments (software, etc.); note-taking and handling of patient files; progress tracking (measures available, advantages and disadvantages); consent forms and forms for release of information; etc.
- **The business of psychotherapy:** money matters; insurance (your own and the insurance of your clients); advantages and limitations of diverse legal entities (incorporation, etc.); laws and regulations surrounding the incorporation of a practice; building a network; marketing; taxes; etc.
- **Progress tracking and professional competence:** what is progress tracking; how to demonstrate competence; competence and training; professional responsibilities and obligations for licensing; etc.
- **Psychotherapy and technology:** long distance interventions; telepsychotherapy; cyberpsychology; guidelines, laws and regulations related to the use of new technologies.

ORGANIZATION OF CLASS TIME

As per the OPQ's interpretation of Bill 21 and of the hours and credits required by domain, participants may expect to invest 2 hours of personal work for each hour spent "in class" (online) for readings, course preparation, studying and the assignment(s) or examination(s).

ASSIGNMENTS

This course involves completing two exams, one mid-way through the course and another at the end of the course.

This course is graded as Pass/Fail.

READING LIST AND REFERENCES BY TOPIC

A number of documents are available to you in each lesson taken online. In addition to those documents, you may wish to consider the following documents and resources.

Required readings are underlined.

****Strongly suggested readings for each theme are in italics.***

See slides presented in class for additional references.

KEEPING TRACK OF ONE'S OUTCOMES IN ROUTINE CLINICAL PRACTICE & REPORTING OF PERFORMANCE

- ***Note: you must refer to your code of ethics to determine what and how you can report outcomes.***
- ***Note 2: the references below are good summaries. You may wish to refer to the original papers by Duncan, Lambert, and others (see PowerPoint slides).***
- For a good overview, see the special issue of Science & Practice at https://www.ordrepsy.qc.ca/pdf/2012_11_Integrating_SandP_10_Tools_for_Progress_Monitoring_in_Psychotherapy.pdf
- Ionita, G., & Fitzpatrick, M. (2014). Bringing science to clinical practice: A Canadian survey of psychological practice and usage of progress monitoring measures. *Canadian Psychology/ Psychologie canadienne*, 55(3), 187-196.
- Kowalyk, T., Ionita, G., & Fitzpatrick, M. (2013). Outcomes monitoring and Canadian psychotherapists. *Cognica*, 45(4), 12-13.
- Kowalyk, T., Ionita, G., & Fitzpatrick, M. (2013). Outcomes monitoring and British Columbia psychotherapists. *BC Psychologist*, 2(4), 14 - 16.
- Overington, L., Fitzpatrick, M., Hunsley, J., & Drapeau, M. (2015). Trainees' experiences using progress monitoring. *Training and Education in Professional Psychology*, 9(3), 202-209.
- *Overington, L., & Ionita, G. (2012). Progress monitoring measures: A brief guide. *Canadian Psychology/Psychologie canadienne*, 53(2), 82-92. doi: 10.1037/a0028017

TAX MATTERS

You must absolutely become familiar with:

- <http://www.revenuquebec.ca/fr/entreprises/taxes/tpstvhtvq/reglesdebase/inscription/default.aspx>

You can also find position statements and interpretations of tax laws below. You must also become familiar with these:

- https://www.ordrepsy.qc.ca/sn_uploads/2012_12_20_Interpretation_taxes.pdf
- <http://www.cpa.ca/docs/File/Position/CPA%20response%20to%20CRA%20February%2025%20015%20-%20FINAL.pdf>
- https://www.ordrepsy.qc.ca/pdf/2PP_Secretariat_general.pdf
- https://www.ordrepsy.qc.ca/pdf/2015_07_21_Interpretation_taxes.pdf

THE BUSINESS OF PSYCHOTHERAPY

- ***APA document on starting a private practice:** <http://www.apa.org/gradpsych/2011/11/private-practice.aspx>
- **Guide de démarrage en pratique privée – OCCOQ:** <http://orientation.qc.ca/files/Guide-de-d%C3%A9marrage-dune-pratique-priv%C3%A9e.pdf>
- ***Guidebook for Starting and Operating an Independent Professional Practice in Psychology - Alberta Psych. Association:**
<http://www.cpa.ca/cpsite/UserFiles/Documents/publications/PAA%20Guidebook.pdf>
- ***This book by Drs. S. Walfish and J. Barnett is not mandatory but it is strongly suggested:***
<http://www.apa.org/pubs/books/4317162.aspx>
- ***Trademarking a name:** <http://www.registreentreprises.gouv.qc.ca/en/demarrer/constituer-cie.aspx>
- **Registering a business:**
<http://www.registreentreprises.gouv.qc.ca/en/demarrer/immatriculer/default.aspx>
- **Types of businesses:**
<http://www2.gouv.qc.ca/entreprises/portail/quebec/creer?g=creer&sg=&t=s&e=3733407055>
- ***The CPA Guide on starting a private practice:**
<http://www.cpa.ca/cpsite/UserFiles/Documents/publications/PAA%20Guidebook.pdf>
- ***You are strongly encouraged to refer to these ECKO data to inform your business plan:**
<http://www.cpa.ca/Polls>

ADMINISTRATIVE (e.g. SCHEDULING and FINANCIAL) CONSIDERATIONS

Keep in mind that services located via a US server are submitted to the Patriot Act .We will discuss the legal implications of this in class.

- <https://www.simplepractice.com/>
- <https://www.therapynotes.com/>
- <https://janeapp.com/>
- <http://www.datedechoix.com/>
- <http://coconutcalendar.com/>
- <http://www.docmein.com/corp/>
- <http://www.capterra.com/appointment-scheduling-software/>
- <https://squareup.com/ca>

LEGAL MATTERS

- **Youth Protection Act of Quebec:**
http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/P_34_1/P34_1_A.html
- **When to report to Youth Protection:** <https://www.educaloi.qc.ca/en/capsules/when-report-case-director-youth-protection>
- **Also see** <http://www.batshaw.qc.ca/sites/default/files/filling-report-with-dyp-08-838-01A.pdf>
- **Batshaw Youth Services:** <http://www.batshaw.qc.ca/en/need-help/report>
- ***Regulations & laws in the MSSS:**
http://www2.publicationsduquebec.gouv.qc.ca/lois_et_reglements/liste_reglements.php?alpha=M-19.2
- ***Health laws – odds and ends (consent, forced treatment, complaints, etc.):**
<https://www.educaloi.qc.ca/categories/sante>

PSYCHOTHERAPY (PRACTICE THEREOF) AND ASSESSMENT

You must know how to use these links as you will be required to use them on a regular basis going forward.

- ***Finding continuing education:** <http://ordrepsy.qc.ca/fr/formation-continue/catalogue/index.sn>
- ***Supervision for psychotherapy (contract):**
http://ordrepsy.qc.ca/sn_uploads/fck/pdf/1Annexe_III_Attestation_de_supervision_2014_09_11.pdf

***Reporting your continuing education**

- http://ordrepsy.qc.ca/fr/se-connecter/se-connecter.sn?pageprec=connexence_redirect

Assessing mental disorders

- For C.O.'s - <http://orientation.qc.ca/files/R%C3%A8glement-tsur-une-activit%C3%A9-de-formation-des-co-pour-l%C3%A9valuation-des-troubles-mentaux.pdf>

Ethics

- REFER TO YOUR OWN CODE OF ETHICS
- **Code of ethics for PCNA's:** <http://ordrepsy.qc.ca/en/psychotherapeute/obligations/code-of-ethics.sn>

BRINGING RESEARCH INTO YOUR ROUTINE PRACTICE

Assessing it before implementing it - tools

- EPHPP - Thomas, B.H., Ciliska, D., Dobbins, M., & Micucci, S. (2004). A process for systematically reviewing the literature: Providing the research evidence for public health nursing interventions. *Worldviews on Evidence-Based Nursing*, 1(3), 176-184. SEE ALSO: <http://www.nccmt.ca/registry/view/eng/14.html>
- Critical Appraisal Skills Programme (CASP) – see www.casp-uk.net/
- JADAD - Jadad AR, Moore RA, Carroll D, et al. (1996). Assessing the quality of reports of randomized clinical trials: is blinding necessary? *Controlled Clin. Trials*, 17, 1-12
- QUADAS II - Whiting, P., Rutjes, AWS., Reitsma, JB., Bossuyt, PMM., & Kleijnen, J. (2003). The development of QUADAS: a tool for the quality assessment of studies of diagnostic accuracy included in systematic reviews. *BMC Medical Research Methodology*, 3, 25
- GRADE - www.gradeworkinggroup.org (elearning tools are also available here)

EVIDENCE BASED PRACTICE

- CPA – Dozois, D.J.A., Mikail, S., Alden, L., Bieling, P., Bourgon, G., Clark, D.A., Drapeau, M., Gallson, D., Greenberg, L. Hunsley, J., & Johnston, C. (2014). The CPA Presidential Task Force on Evidence-Based Practice of Psychological Treatments. *Canadian Psychology, 55*(3), 153-160.
- Dozois, D. J. A. (2013). Psychological treatments: Putting evidence into practice and practice into evidence. *Canadian Psychology, 54*, 1–11. doi:10.1037/a0031125
- *Division 12 - http://www.apa.org/divisions/div12/rev_est/committee.html. See also <http://www.div12.org/empirically-supported-treatments/> as well as <http://www.psychologicaltreatments.org/>
- *Drapeau, M. & Hunsley, J. (2014; Editorial). Where's the science? *Canadian Psychology, 55*(3), 145-152.
- Lilienfeld, S. O., Ritschel, L. A., Lynn, S. J., Cautin, R. L., & Litzman, R. D. (2013). Why many clinical psychologists are resistant to evidencebased practice: Root causes and constructive remedies. *Clinical Psychology Review, 33*, 883–900. doi:10.1016/j.cpr.2012.09.008

INNOVATIVE PRACTICES (ETHICAL, LOGISTIC AND LEGAL IMPLICATIONS, BEST PRACTICES)

Distance intervention

- https://www.ordrepsy.qc.ca/sn_uploads/2013_Guide_de_pratique_concernant_l'exercice_de_la_telepsychologie.pdf
- Lorquet, E... Les enjeux juridiques de la télépsychologie ». *Psychologie Québec, March 2009 (will be presented in class).*
- http://www.psychologistsboard.org.nz/cms_show_download.php?id=244
- <http://www.peipsychology.org/peiprb/wp-content/uploads/2012/04/PEIPRB.PracticeGuideline.Telepsychology.pdf>
- <http://www.cpmb.ca/documents/Telepsychology.Standards.4June2011.pdf>
- *<http://www.apadivisions.org/division-31/news-events/blog/health-care/standards-telehealth.pdf>
- http://www.researchgate.net/publication/264592548_TELEPSYCHOLOGY_GUIDELINES_Ohio_Psychological_Association_2010_revised
- <http://www.psych.on.ca/OPA/media/Public/OPA%20Guidelines%20and%20Reviews/GUIDELINE-S-FOR-BEST-PRACTICES-IN-THE-PROVISION-OF-TELEPSYCHOLOGY.pdf?ext=.pdf>
- <http://www.cpmb.ca/documents/Telepsychology.Standards.4June2011.pdf>
- <http://www.zurinstitute.com/telepsychologyguidelines.pdf>
- *<http://www.asppb.net/?page=Telepsych>

CLINICAL GUIDELINES

Resources to find them. You must become familiar with some of these, especially NICE and ClearingHouse:

- Social Care Online: <http://www.scie-socialcareonline.org.uk/>
- NICE: <http://www.nice.org.uk/>
- Guidelines International Network: <http://www.g-i-n.net>
- INSERM: <http://www.inserm.fr/>
- GAC guidelines (<2010): <http://www.gacguidelines.ca/>
- National Guidelines Clearing House: <http://www.guideline.gov/>
- Equator Network: <http://www.equator-network.org/>
- SCIE: <http://www.scie-socialcareonline.org.uk>
- Center for Reviews and Dissemination: <http://www.york.ac.uk/inst/crd>

- Guidelines International Network: <http://www.g-i-n.net>
- NHS evidence: <https://www.evidence.nhs.uk>
- National Guidelines Clearing House: <http://www.guideline.gov/>
- ClinicalEvidence: <http://clinicalevidence.bmj.com/x/index.html>
- SIGN: <http://www.sign.ac.uk/>
- National Health and Medical Research Council: <http://www.nhmrc.gov.au/>
- Canadian and American psychological and psychiatric associations' websites
- APA practice directorate: <http://www.apa.org/practice/>. Their guidelines can be found here: <http://www.apa.org/practice/guidelines/index.aspx>
- INSERM: <http://www.inserm.fr/>
- Division 12 of the APA: <http://www.div12.org/>
- See also <http://www.psychologicaltreatments.org/>
- OPQ: <http://ordrepsy.qc.ca/en/documentation-et-medias/guides-frameworks-and-guidelines.sn>
- OTSTCFQ: http://www.otstcfq.org/portailCommunications_/publications/centre-de-documentation
- CMQ: <http://www.cmq.org/fr/Medias/Profil/Commun/AProposOrdre/Publications/EnoncesGuidesLignes.aspx>

References on guidelines

- AGREE Collaboration. (2003). Development and validation of an international appraisal instrument for assessing the quality of clinical practice guidelines: The AGREE project. *Quality Safety Health Care*, 12, 18–23.
- AGREE Next Steps Consortium. (2009). *The AGREE II Instrument* [Electronic version]. Retrieved from <http://www.agreetrust.org>
- Alonso-Coello, P., Irfan, A., Sola, I., Gich, I., Delgado-Noguera, M., Rigau, D., Tort, S., & Schunemann, H. (2010). The quality of clinical practice guidelines over the last two decades: A systematic review of guideline appraisal studies. *Quality*
- *Ansari, S., & Rashidian, A. (2012). Guidelines for guidelines: Are they up to the task? A comparative assessment of clinical practice guideline development handbooks. *PLoS ONE*, 7, e49864. doi:10.1371/journal.pone.0049864
- Atkins, D., Eccles, M., Flottorp, S., Guyatt, G. H., Henry, D., Hill, S.,- The GRADE Working Group. (2004). Systems for grading the quality of evidence and the strength of recommendations: I, Critical appraisal of existing approaches. *BMC Health Services Research*, 4, 38. doi:10.1186/1472-6963-4-38
- Beauchamp, S., Drapeau, M., & Dionne, C. (2015). The development of practice guidelines in the social and human sciences. *Canadian Psychology*, 56(4), 357-367.
- Boisvert, C., & Faust, D. (2006). Practicing psychologists' knowledge of general psychotherapy research findings: Implications for science–practice relations. *Professional Psychology: Research and Practice*, 34, 708–716. doi:10.1037/0735-7028.37.6.708
- Graham, I. D., Logan, J., Harrison, M. B., Straus, S. E., Tetroe, J., Caswell, W., & Robinson, N. (2006). Lost in knowledge translation: Time for a map? *The Journal of Continuing Education in the Health Professions*, 26, 13–24. doi:10.1002/chp.47
- Grimshaw, J., Eccles, M., Thomas, R., MacLennan, G., Ramsay, C., Fraser, C., & Vale, L. (2006). Toward evidence-based quality improvement.
- Evidence (and its limitations) of the effectiveness of guideline dissemination and implementation strategies 1966–1998. *Journal of General Internal Medicine*, 21, S14–S20. doi:10.1111/j.1525-1497.2006.00357.x
- Harrison, M. B., Légaré, F., Graham, I. D., & Fervers, B. (2010). Adapting clinical practice guidelines to local context and assessing barriers to their use. *Canadian Medical Association Journal*, 182, E78–E84. doi:10.1503/cmaj.081232
- Hayes, S. C., & Gregg, J. (2001). Factors promoting and inhibiting the development and use of clinical practice guidelines. *Behavior Therapy*, 32, 211–217. doi:10.1016/S0005-7894(01)80002-2

- Hollon, S. D., & Shelton, R. C. (2001). Treatment guidelines for major depressive disorder. *Behavior Therapy*, 32, 235–258. doi:10.1016/S0005-7894(01)80004-6
- Institut National d'Excellence en Santé et en Services Sociaux (INESSS). (2012). *Vers une méthode d'élaboration des guides de pratique dans le secteur des services sociaux position du Comité sur les guides de pratique en services sociaux de l'INESSS, document rédigé par Sylvie Beauchamp et Jean-Pierre Duplantie avec la collaboration de Jean-Marie Moutquin, Pierre Dagenais, Céline Mercier*. Retrieved from http://www.inesss.qc.ca/fileadmin/doc/INESSS/ServicesSociaux/Guide_pratique/GuidePratique_ServicesSociaux.pdf
- National Institute of Clinical Excellence (NICE). (2001). *The guideline development process: Information for national collaborating centres and guideline development groups*. London: NICE.
- Stamoulos, C., Reyes, A., Trepanier, L., & Drapeau, M. (2014). The methodological quality of clinical practice guidelines in psychology: A pilot study of the guidelines developed by the Ordre des Psychologues du Québec. *Canadian Psychology/Psychologie canadienne*, 55(3), 177-186.