COUNSELLORS PROFESSIONAL REGULATIONS

**Definition**

**Scope of practice**

Expand on Scope of Practice

Professional Counselling –

The practice of counselling shall mean any service involving the application of

principles, methods or procedures of the counselling profession that include, but

not restricted to:

Counselling Services

Assisting to develop understanding of personal problems/issues with the goal of promoting and enhancing healthy self-actualising and satisfying lifestyles whether the services are rendered in educational, business, health, private practice or human services settings.

Assisting individuals, groups, families using a combination of clinical mental health and human development principles, methods, diagnostic procedures, treatment plans and other psychotherapeutic techniques,

to develop understanding of personal problems/issues

define goals and to plan action reflecting the client’s interests, abilities, aptitudes and mental health needs as these are related to personal-social-emotional concerns, educational progress and occupations and careers

assessment, evaluation and treatment of individuals, couples, families and groups in a variety of settings using a wide variety of methods

interventions to facilitate optimum growth and functioning in client’s lives

consultation and/or referral to appropriate client services which lie beyond the practitioner’s areas of expertise

provision of supervision and/or consultation to practitioners (and other) professional practitioners, students and supervisees

program development, research, teaching and writing

testing, consulting, conflict resolution, mediation and coaching practices

Appraisal techniques and activities

Selecting, administering, scoring and interpreting instruments and procedures designed to asses an individual’s interests, aptitudes, attitudes, mental health needs, achievements and personal characteristics for developmental purposes and not for psychodiagnostic purposes.

Exploring alternative solutions

Developing and providing a counselling plan for mental and emotional development

Guidance

Psychoeducation

Counselling techniques

Learning theory

Individual and group techniques emphasising prevention

Behavioural modification

Consulting

Application of principles, methods, techniques of the practice of counselling to assist in solving current or potential problems of individuals, or in groups in relation to a third party

Interpreting scientific data and providing guidance and personal services to individuals, groups or organisations.

Referral activities

Identifying problems requiring referral to other specialists eg social workers, psychologists, medical professional etc

Research activities

Designing, conducting and interpreting research with human subjects.

**Code of conduct**

**Accreditted Programmes in Zimbabwe**

**Registration process**

1. **Accreditation of programme**

- Training institutions to send curriculum to AHPCZ for approval. No training institution shall offer courses/programmes that are not accredited with AHPCZ.

- When accrediting programmes, AHPCZ shall consider whether lecturers for the intended programme are registered with AHPCZ and are suitably qualified.

- For Undergraduate programmes, 50% of the lecturers assigned to teach in the programme should be registered Counsellors

- For Masters programmes, 60% of the lecturers assigned to teach in the programme should be registered counsellors

- Any advertisement of Counselling program by training institution should clearly state on each of the programmes whether it’s accredited by AHPCZ or not.

**Core Modules**

Theory in Counselling

Assessment Methods in Counselling

Ethics in Counselling

Research

**STAFF AUDIT FOR ACCREDITED TRAINING INSTITUTIONS**

Audits are meant to promote public confidence that quality provision and standards of practice are being safeguarded and enhanced. To achieve this, AHPCZ will have ultimate monitoring for the quality assurance processes through organised and systematic internal audit processes which will be supported by periodic external audit processes.

Below is an example of the Staff Audit Form to be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Staff** | **Academic Qualifications, Conferring Institutions and Year** | **AHPCZ Registration Status** | **Courses Taught** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Student Registration**

5 O’ levels including English language

A’ level as advantage

Mature entry/ Accreditation of Prior Learning

1. **Practitioner Registration**
2. **Internship**
3. **Provisional**
4. **Private Practice Registration**

**Counsellors Private Practice**

**Registration Requirements**

1. Application form
2. Application letter written by Practitioner in Charge
3. Practitioner in Charge (Counsellor with at least two years counselling experience after registration)
4. Copy of registration certificate
5. Copy of Practising Certificate
6. Recent Passport photo
7. Up to date Curriculum Vitae or Job profile clearly showing work experience as Counsellor for at least 2 years after registration date.
8. A testimonial from another registered counsellor who has got more experience than practitioner in charge and is not involved in the registration of the specific institution
9. Valid Registration and Practising certificates of additional personnel. **NB: Additional Personnel refer to AHPCZ Registered Counsellors**
10. Medical Director Requirements (Optional)

i. 2 passport sized photos

ii. Registration certificate

ii. Current Practising certificate

1. City/Town Council inspection licence/letter/report and registration licence from the Health Department of the city or town of operation. (Certified)
2. Company registration documents (CR14, CR6, etc) - certified
3. ZIMRA Tax clearance - certified

**MINIMUM REQUIREMENTS**

1. **Counselling Room**

* Spacious room away from noise to allow client privacy and safety
* adequate ventilation and lighting provided by both natural and artificial means
* Walls must be brought to a smooth, impervious and washable finish.
* Impervious and washable floors or well maintained disinfected carpet
* **Equipment**
* One desk
* 3 chairs (for counsellor, for patient and relative/spouse/partner)
* Lockable filing cabinet for patients/clients information

1. **Front Entrance**

* Access for wheelchairs.

1. **Reception/Waiting Area**

* Minimum floor 4 x 4m
* Adequate ventilation and lighting provided by both natural and artificial means.
* *Natural Ventilation - window on external wall capable of being opened- openable area must be at least 25% of the window area. The window area must be at least 10% of the floor area.*
* *Artificial Ventilation - where natural ventilation is not possible, there must be a provision for artificial ventilation (fans/air conditioners).*
* *Lighting – where natural lighting is not possible, there must be a provision for artificial lighting.*
* Floors must be impervious and non-slippery
* Floors for executive clinics which attend to executives must have some comfort

such as carpets and sofas.

* Walls must be brought to a smooth, impervious and washable finish.
* Desk and chair for receptionist.
* Sitting area for patients. Number of seats depends on how busy the rooms are.
* Chairs must be covered with washable material.
* Patient register
* *All attendances on daily basis (Section 5a of Statutory Instrument 132 of 1995).*
* *Clinical records of all doctor-patient encounters must be kept and filed.*
* *Records must be on site and readily available to the Practitioners when needed and to the Inspectors.*
* *A blend of electronic and hard copy records is allowable. Automated medical records improve patient queue management, record keeping and paperless office.*
* Lockable cupboard for patients files.
* Computer and printer (optional).
* Foot operated receptacle with self-closing devices, with plastic lining for ease of

cleaning and infection control purposes.

* Displayed on the wall:
* valid practitioner’s practising certificate and other relevant licences.
* The HPA certificate should be displayed at a conspicuous place and a non-compliance fee shall be charged for failure to comply with this requirement.

1. **Sanitary Facilities**

* Separate facilities patients and staff. Where possible, separate facilities for male

and female patients.

* Facilities to be labelled.
* Wash hand basin:
* *Connected to hot and cold water.*
* *Splash back tiles.*
* *Liquid soap.*
* *Non-reusable hand drying facilities (i.e. paper towels or hand dryers).*
* Foot operated receptacle with self-closing devices, with plastic lining for ease of cleaning and infection control purposes.

1. **Medical Waste Disposal**

* Arrangement for medical waste disposal & sharps with a reputable

company/nearest hospital

* Arrangement for general waste disposal.
* Fire Extinguishers
* Types: 9L Water, 9kg Dry Chemical Powder, Form, and Carbon Dioxide.
* To have a valid Service Date.
* Fire hose reel: for multi-storey buildings as applicable.

1. **Power Backup**

* Appropriate and adequate backup power.

1. **Water Backup**

* Adequate means of water backup.