

EGERTON



UNIVERSITY

SUBJECT: Procedure for Students Counseling

DEPT: Office of the Dean of Students

DOC NO : EU /AA/OP/11

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0.1 DOCUMENT CHANGES

DATE	DETAIL OF CHANGES	AUTHORIZED BY

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DOCUMENT: Procedure for Students Counseling	
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1.0 PURPOSE

To provide counseling to individual or group of students faced with emotional, psychological, academic and developmental challenges.

2.0 SCOPE

The procedure covers Undergraduate and Graduate students

3.0 REFERENCE

- 3.1 Code of Ethics
- 3.2 Student's Handbook and students Rules and Regulations
- 3.3 Counseling Journals
- 3.4 Psychology books

4.0 DEFINITION OF TERMS AND ABBREVIATIONS

- 4.1 DOS – Dean of Students
- 4.2 Client – a student seeking a psychological help

5.0 RESPONSIBILITY

DOS

6.0 METHOD

6.1 Individual Counseling

- 6.1.1 The Client shall present himself/herself for counseling
- 6.1.2 The Counselor shall have rapport and contract on how the session shall be carried out and ethical issues shall be clarified.
- 6.1.3 The client shall present problem and both, counselor and client shall come up with goals
- 6.1.4 Both counselor and client shall explore the problem
- 6.1.5 Counselor shall employ learnt skills to establish what a client wants
- 6.1.6 Once the counselor understands the client's problem, s/he shall work on set goals
- 6.1.7 The Counselor shall apply intervention skills such as assignments, homework or relaxation.
- 6.1.8 The Counselor shall write a confidential brief report for guidance in the next session.

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6.1.8.1 Depending on magnitude of the problem, the Counselor shall give appointment for the next session

6.1.8.2 Should the problem require further expertise intervention, the client shall be referred to appropriate and relevant authority.

6.2 Group Counseling

6.2.1 The Coordinator Counseling after analyzing individual students' cases, shall identify emerging issues and advertise for students to register for group sessions

6.2.2 The Coordinator - Counseling shall inform students who registered for group sessions to attend induction session.

6.2.3 The students shall be distributed among student counselors for psycho-education sessions.

7.0 INPUTS, ACTIVITIES AND OUTPUTS

Inputs	Activities	Outputs
<ul style="list-style-type: none"> • Stationaries • case management materials 	<ul style="list-style-type: none"> • Clarification of ethical issues • Presentation of problems • Setting goals • Application of intervention skills • Report writing • Referral • Identification and advertisement of topics of interest • Identification and invitation of relevant experts. 	<ul style="list-style-type: none"> • Positive behavior change • Counsellor's report

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8.0 ASSOCIATED RISKS AND MITIGATION MEASURES

Risks	Mitigation Measures
<ul style="list-style-type: none"> • Inadequate counseling facilities • Counselor burn out • Being attacked by psychotic clients Understaffing, 	<ul style="list-style-type: none"> • Provision of enough facilities • supervision • Capacity building for chaplaincy and student counseling • Recruitment of more staff in the chaplaincy and counseling office.