Course Outline: Clinical Supervision Foundations

Introduction (.5 hr)

Moving through the course
Introduction to Clinical Supervision Foundations
Required Texts: TAP 21-A, TIP 52
Introduction to Quizzes
Course Glossary

Module 1: Roles and Definitions (1 hr)

PURPOSE:
Examine the definition, responsibilities, functions and roles of the clinical supervisor, and understand the central principles inherent in clinical supervision.

OBJECTIVES:
Participants will be able to:

Understand the definition and responsibilities of the clinical supervisor
Identify the functions/roles of the clinical supervisor
Describe the central principles clinical supervision

TOPICS & ACTIVITIES:

Activity - Self-Assessment
What is clinical supervision?
Responsibilities of the clinical supervisor
Functions/roles of the clinical supervisor
Central principles of clinical supervision
Supervision versus Counseling
Activity – Counseling or Supervision?
Challenges and conflicts

Activity - Module 1 Quiz

References
Module 2: Theories and Models (1.5 hr)

Activity – Explore Your Supervision Style

Module 2: Supervision Theories and Models

PURPOSE:

To introduce participants to various supervision models and examine the application of these models to clinical supervision

OBJECTIVES:

Participants will be able to:

- Recognize that various models can be applied to clinical supervision
- Explore how personal tendencies along the descriptive dimensions affect supervisory practice
- Differentiate key aspects of selected treatment-based and integrated models
- Apply new learning to a case studies and Quiz

TOPICS & ACTIVITIES:

- Types of supervision models
- Developing your own model (descriptive dimensions)
- Treatment based models of supervision and Case Studies (Psychodynamic and Cognitive-Behavioral)
- Integrated models of supervision (Blended Model) and Case Studies

Activity – Module 2 Quiz
Module 3: The Supervisory Alliance (1 hr)

PURPOSE:
To introduce participants to the importance of an effective supervisory alliance, factors that influence the alliance, and methods to address weaknesses and failures in the relationship.

OBJECTIVES:
Participants will be able to:

Understand the value of an effective supervisory alliance
Describe the parallel process in relation to the supervisory alliance
Identify key factors that strengthen or compromise the supervisory alliance
Recognize interpersonal conflict and resistance in supervision and identify methods to minimize or resolve these conflicts

TOPICS & ACTIVITIES:
What is a supervisory alliance?
Activity – Sorting
Relationship essentials & Case study
Key factors
Dynamics of the supervisory relationship

Activity – Module 3 Quiz

References
Module 4: Modalities, Methods and Techniques (2.5 hr)

TIME:
Two Parts - 2.5 hours total

PURPOSE:
To understand various modalities, methods, and techniques used in supervision.

OBJECTIVES:
Define the different modalities used in clinical supervision and the value of each.
Select the most appropriate modality in a sample situation.
Describe methods of clinical supervision including their function, advantages, and disadvantages (includes verbal, written, case consultation and direct observation).
Identify key requirements and challenges when using direct observation, both live and recorded.
Describe techniques of clinical supervision including modeling, skill demonstrations, and role playing.

TOPICS & ACTIVITIES:
Modalities of supervision
Methods of supervision
Considerations when using direct observation
Techniques of supervision
Activity – Module 4 Quiz
References
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Module 5 - Counselor Development (2 hrs)

Time:
Two Parts - 2 hours total

Purpose:
To clearly define developmental stages both counselors and supervisors go through and the supervisory tasks and approaches related to facilitating continuous counselor development of job-related knowledge, skills, and attitudes.

Objectives:
Participants will be able to:
- Understand the developmental skill levels counselors experience
- Define the characteristics of each stage of development and relate these characteristics to a supervisory approach
- Understand the developmental levels and characteristics of each level experienced by supervisors as they move through three stages of growth
- Describe the steps necessary to develop an effective mentoring relationship
- Understand differences in learning styles and identify one’s own style of learning

Topics & Activities:
- Integrated Model
- Counselor Development Levels
- Supervision at each level
- Supervisor development
- Self-assessment
- Mentoring
- Learning styles
- Explore your learning style
- Reinforce Learning
- Activity – Module 5 Quiz
- References
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MODULE 6 – Performance Evaluation (1 hr)

TIME:
1 hour

PURPOSE:
To understand the importance of performance evaluation as a primary responsibility of clinical supervision and suggest evaluation methods and tools available to clinical supervisors.

OBJECTIVES:
Participants will be able to:
- Understand the role of evaluation in clinical supervision.
- Explore how TAP 21 Rating Forms and the Rubrics can be used as evaluation tools.
- Recognize the value of strength-based feedback using the "praise sandwich" method and the ORAL model.
- Understand the value of structure in the supervisory interview.
- Understand the process in creating a Professional Development Plan to improve performance.

TOPICS & ACTIVITIES:
- Performance evaluation role and methods
- Presenting Feedback
- Concurrent documentation
- Professional Development Plan (PDP)
- Evaluation of supervisor
- Activity – Module 6 Quiz
- References
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MODULE 7 – Contextual and Cultural Factors (1 hr)

TIME:
1 hour

PURPOSE:
To introduce the cultural and contextual factors that influence supervisory interactions.

OBJECTIVES:
Participants will be able to:
- Reflect upon the cultural context of the clinical supervisor relationship
- Gain awareness of how one’s own attitudes, beliefs and perceptions are a product of one’s life experience

TOPICS & ACTIVITIES:
- Why are Cultural and Contextual Factors Important?
  - Culture
    - Activity - Terms
  - What is Cultural Competence?
    - Stages of Competence
    - Levels of Cultural Consideration
  - Contextual Factors
    - Power Differentials in the Supervisory Relationship
      - Activity - Self-Appraisal of a Professional Relationship Activity- Self-Assessment of Cultural Competence
  - Activity – Module 7 Quiz

References
Module 8: Legal and Ethical Issues (2 hrs)

TIME:
2 hours

PURPOSE:
To review pertinent professional, ethical and legal considerations to underscore the supervisor’s responsibilities and to gain practice in using an ethical decision making model.

OBJECTIVES:
Participants will be able to:
Define ethics
Understand ethical principles as they apply to supervision in addictions counseling
Identify legal considerations that affect clinical practice.
Explore the concept of vicarious liability.
Describe an ethical decision making model.

TOPICS & ACTIVITIES:
Ethics principles & obligations
Code of ethics for clinical supervisors
Legal concerns: direct and vicarious liability and malpractice
Critical issues for supervisors: informed consent, due process, confidentiality, duty to warn, dual relationships, competence and supervisor ethics
Case Studies
Ethical decision making models
Activity – Module 8 Quiz
References
Module 9: Administrative Supervision (1 hr)

TIME:
1 hour

PURPOSE:
To provide an overview of key issues related to the clinical supervisor's role and responsibilities in administrative supervision

OBJECTIVES:
Participants will be able to:
Understand the importance of time management in supervision.
Understand techniques for managing conflict.
Understand their in ensuring compliance with regulatory authorities and contractors, agency policy and procedures.
Distinguish the difference between clinical supervision, administrative supervision and counseling.
Understand the additional duties and tasks of administrative supervision

TOPICS & ACTIVITIES:
Time Management
Conflict Management
Compliance with Agency Policy and Procedures Distinguish
Clinical supervision, administrative supervision and counseling
“Other Duties as Assigned”
Activity – Module 9 Quiz
Module 10: Leadership (.5 hr)

TIME:
.5 hour

PURPOSE:
To provide a foundation of knowledge of effective leadership and an explanation of why leadership skills are necessary in the role of the clinical supervisor.

OBJECTIVES:
Participants will be able to:
Define leadership and understand its importance in a clinical supervision setting
Understand the basic concepts of emotional intelligence and its application in the role of clinical supervisor
Understand competencies and qualities of effective leadership

TOPICS & ACTIVITIES:
Definition and importance of leadership
Why is leadership important in Clinical Supervision?
Emotional intelligence
Leadership/personality assessments
Leadership qualities and competencies
Activity – Test your competence
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Final Activity:
Post Self-Assessment

Useful Course Tools (links below are live in this document):

MODULE 4
- TIP 52: Tool 16 - Consultation Format
- Supervision Modality Questionnaire

MODULE 5
- 4 Stage Approach to Mentoring
- 8 Steps to Effective Mentoring

MODULE 6
- TAP 21A: Competence Rating Scale
- Customer Feedback form
- TAP 21A: Supervisory Competency Rating Form - FA 3 Supervisory Alliance
- TAP 21A: Supervisory Competency Rating Form - PD 4 Performance Evaluation
- PDP-Long Form
- PDP-Short Form
- Supervisory Agenda
- TIP 52: Tool 13 - Counselor Evaluation of the Supervisor

MODULE 7
- Guidelines for Understanding Cultural Difference
- Georgetown Cultural Assessment
- TAP 21A: Cultural and Contextual Self-Assessment

MODULE 8
- Ethical Decision Making Tree

MODULE 10
- TAP 21A: Leadership Competencies Self-Assessment

Course Feedback/GPRA Notice

Certificates of Completion (Certificate of Completion, free; NAADAC, NBCC, NASW available for $70.00 at the time of registration.)