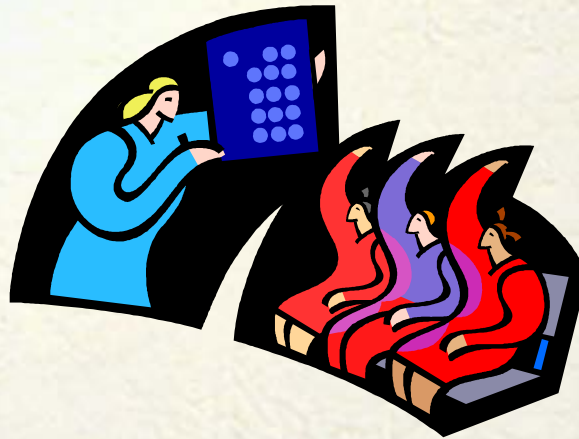


Clinical Supervision: Using a Professional Development Plan



Part I

Trainers



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Agenda Part I

- Identify problems that might be encountered in supervision in the areas of documentation
- Describe the relationship of the Addiction Counseling Competencies and the Professional Development Plan in supervision
- Discuss rating systems for plan development

Agenda Part II

- Identify at least two specific problems that might be encountered in supervision in the areas of documentation
- Discuss possible goals for a Professional Development Plan
- Identify learning activities & methods
- Complete a PDP for an imagined trainee

Introductions

- Your current position
- Where you work
- Why your interest in this subject?



Thinking about Documentation

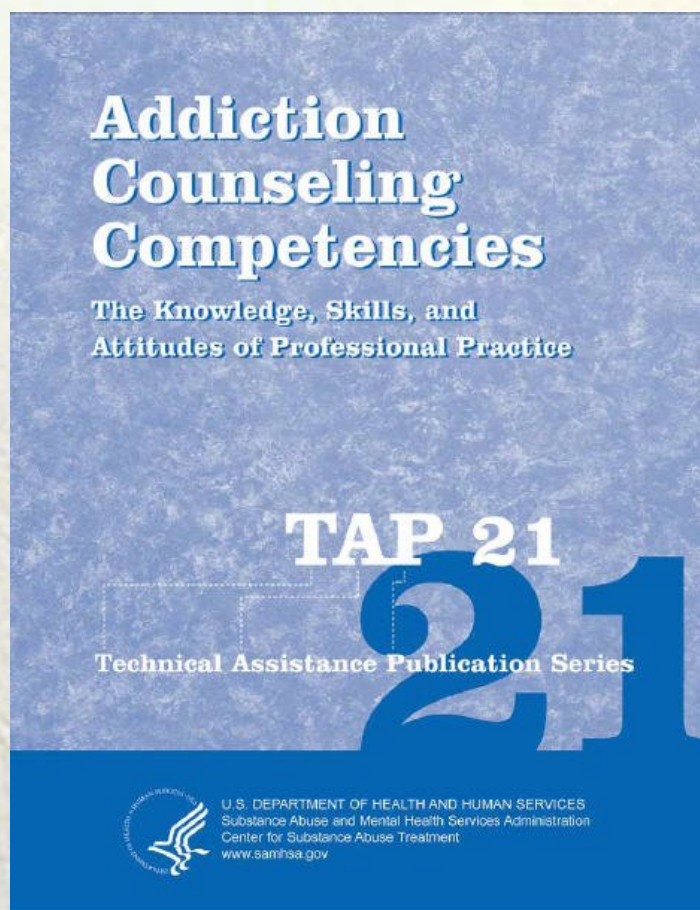
- What are problems commonly seen in the area of documentation?



The Supervisor's Challenge

- We need a conceptual model to help us:
- Understand the work of the counselor
- Identify what a counselor needs
- Present our observations
- Translate our observations into learning strategies

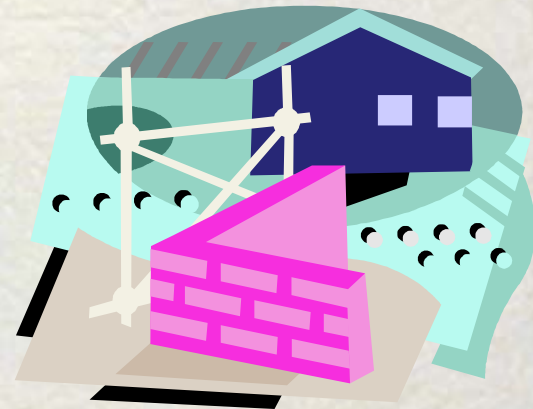
Addiction Counseling Competencies

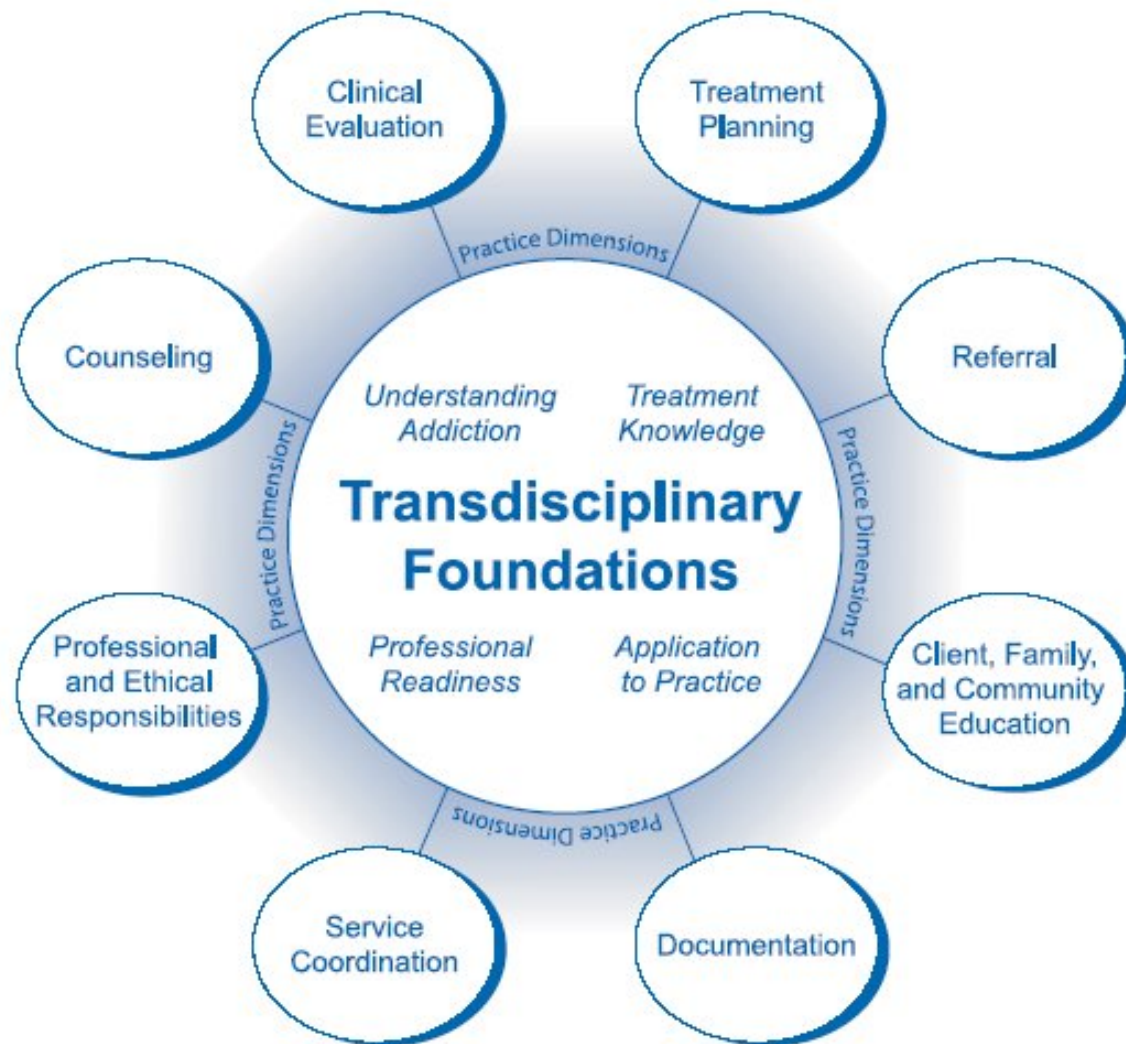


- Recently revised
- Use like a dictionary or an encyclopedia
- 123 competencies
- Two sections:

Transdisciplinary Foundations

- Understanding Addiction
- Treatment Knowledge
- Application to Practice
- Professional Readiness





Practice Dimensions

- Clinical Evaluation
- Treatment Planning
- Referral
- Service Coordination
- Counseling
- Client, Family and Community Education
- Documentation
- Professional and Ethical Responsibilities

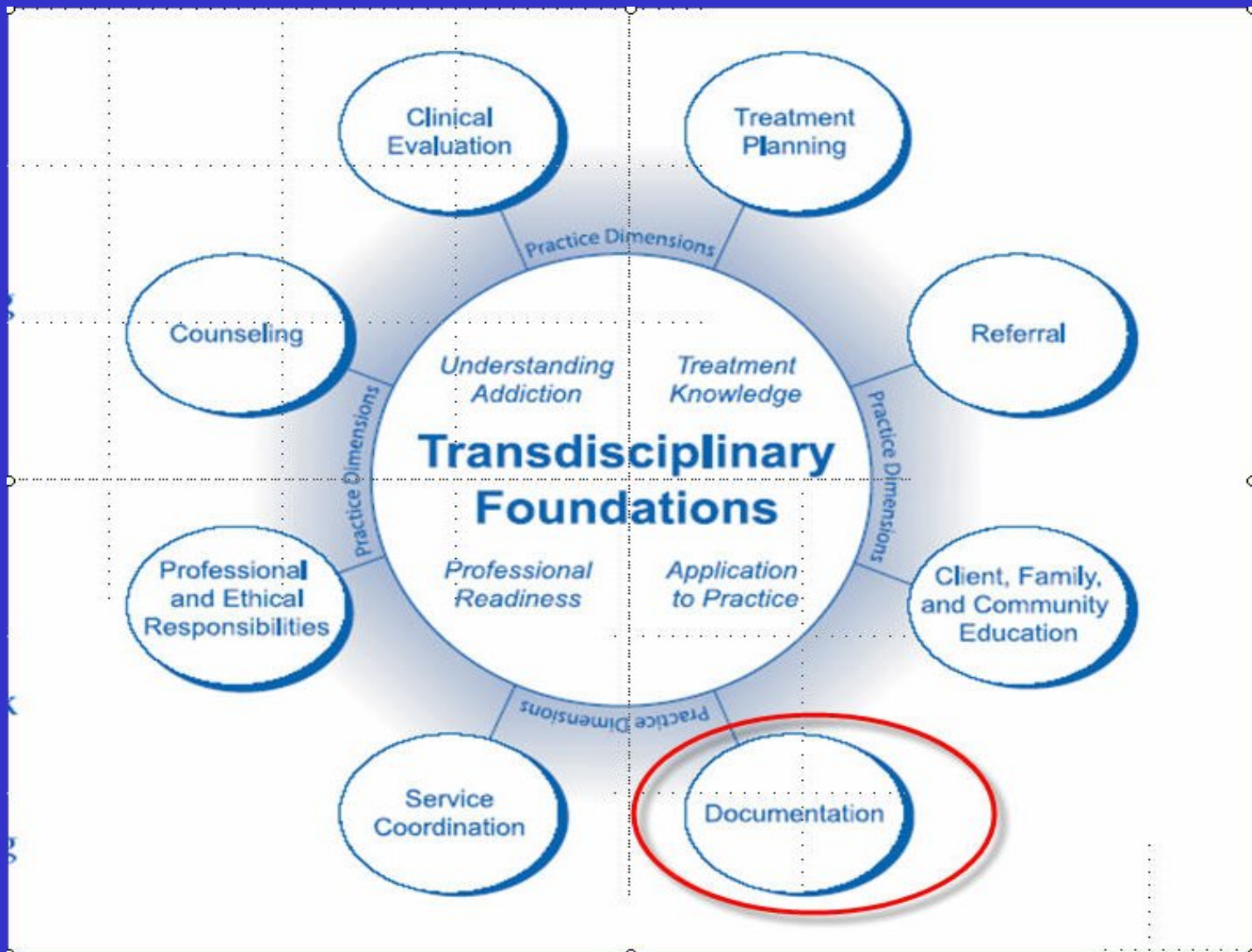
Competency:

A behavior comprised of requisite **knowledge, skills and attitudes** that plays an essential role in the practice of addiction counseling.



Knowledge, Skills and Attitudes

- Essential elements of a competency
- Break needed learning into manageable parts
- May not need to address every KSA in a professional development plan (PDP)
- PDP individualized to the needs of the counselor



Addiction Counseling Competencies

Practice Dimension – Documentation



Competency



Knowledge



Skills



Attitudes

Addiction Counseling Competencies

Documentation

principles of client record management

Knowledge

Skills

Attitudes

(a)

(b)

(c)

(a)

(b)

(c)

(a)

(b)

(c)

Demonstrate knowledge of accepted principles of client record management

- **KNOWLEDGE**

- **Regulations pertaining to client records.**
- **The essential components of client records, including: release forms, assessments, treatment plans, progress notes, and discharge summaries and plans.**

- **SKILLS**

- **Composing timely, clear, complete, and concise records that comply with regulations.**
- **Documenting information in an objective manner.**
- **Writing legibly.**
- **Using new technologies in the production of client records.**

- **ATTITUDES**

- **Appreciation of the importance of accurate documentation.**

YIKES!!



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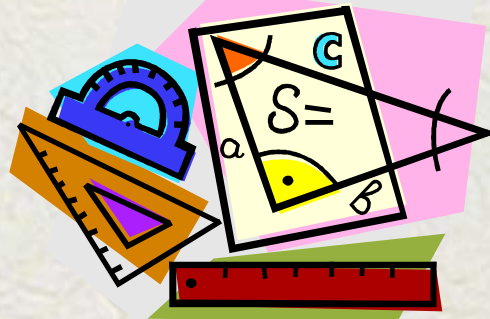
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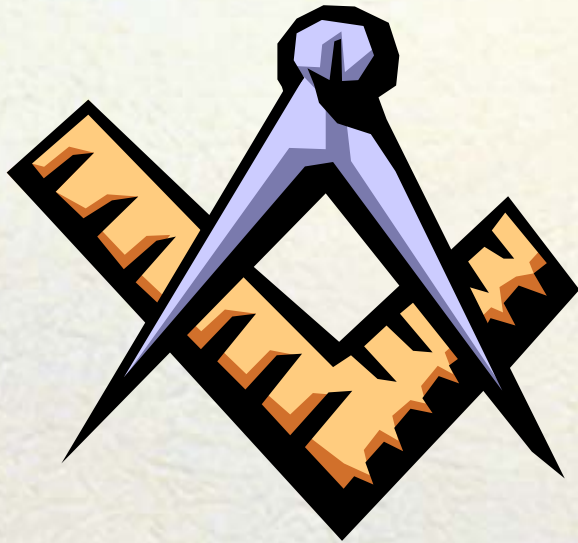
- **Appreciation of the importance of accurate documentation.**

A Rating System will help to:

- Increase common understanding of what is expected.
- Increase reliability and objectivity of our assessment of counselor performance.



The Rubrics



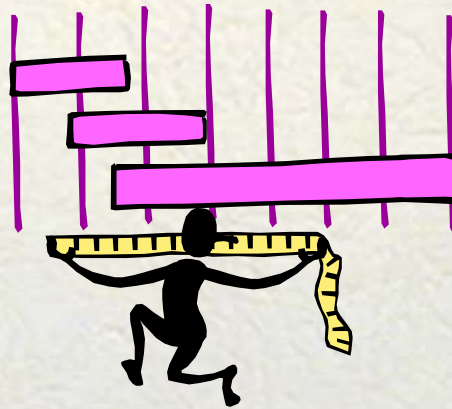
- Assessing Counselor Performance

Rubrics are:

- A heading or classification within a larger system
- A description of expected behavior at 3 distinct stages in a counselor's development

Using the Rubrics

- The stages are benchmarks along a continuum of counselor development



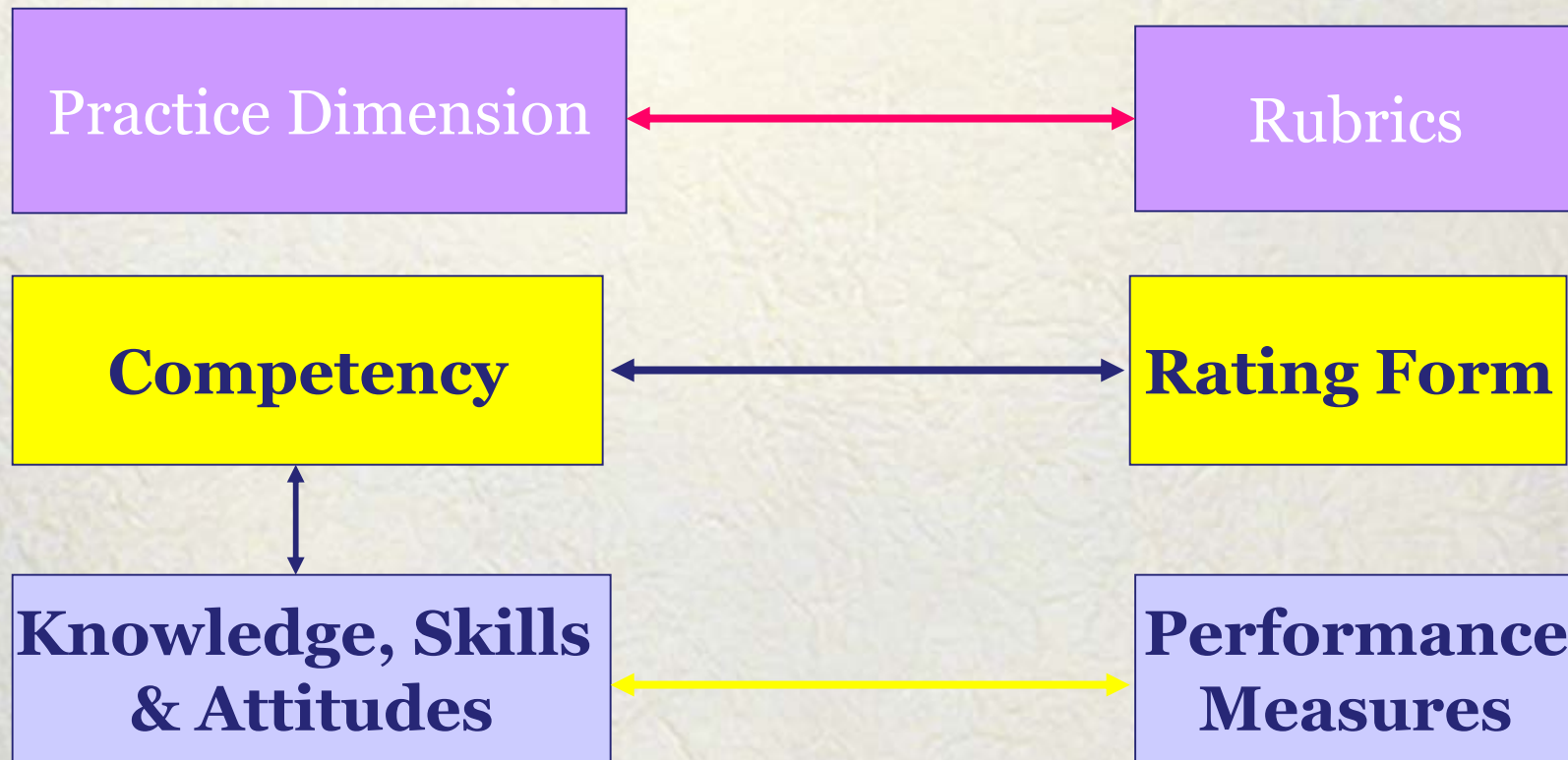
The Rubrics

- Developing Counselors - limited understanding and inconsistent
- Proficient Counselors - apply competencies consistently and effectively
- Exemplary Counselors - develop and implement effective strategies for complex and difficult situations

Performance Assessment

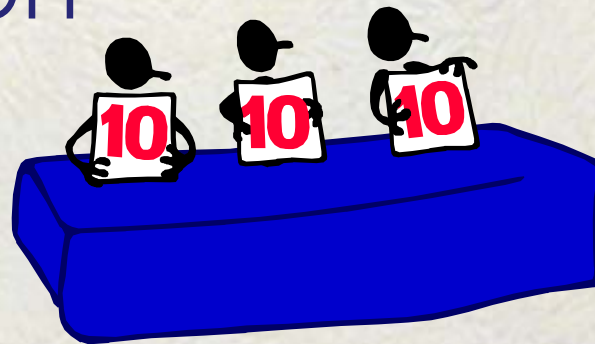
Performance Level

Assessment Tool



Competency Rating Form

1. Think of a supervisee: real or imagined
2. Turn to your handout and rate this supervisee in the area of Documentation



Discussion:

- Are you able to distinguish one counselor's strengths compared to another?
- Which competencies need improvement?
- How would counselors respond to such an evaluation of their skills?

The Professional Development Plan



Basic Concepts

- When we have reached agreement to work together on enhancing competency, the next step is to define the goal.
- The ACC provide definitions of expected counselor performance.
- A competency is a definition of job performance expected of a fully proficient addictions counselor.

Professional Development Plan

Professional Development Plan for _____					Date _____
Professional Practice Dimension/Area:					
Dimension Definition:					
Target Competency:					
Present level of proficiency		Level of proficiency to attain		Scale	
1	2	3	4	5	1 - Understands 2 - Developing 3 - Competent 4 - Skilled 5 - Master
Knowledge/Skills/Attitudes relevant to achieving target competency <i>What's missing?</i>	Specific learning or practice needed <i>What do I need to learn?</i>	Activities/Methods/Tasks <i>What will I do to increase proficiency?</i>	How progress evaluated <i>How will I demonstrate this competency?</i>	Target Date for completion or review <i>By when?</i>	

Provided to you by Lanstat Incorporated 800-672-3166 www.lanstat.com with thanks to Oiaia Recovery Centers

- A tool to assist in staff development
- Uses the ACCs and derived KSAs as a basis

Professional Development Plan for _____

Date _____

Professional Practice Dimension/Area: _____

Dimension Definition: _____

Target Competency: _____

Present level of proficiency					Level of proficiency to attain					Scale				
1	2	3	4	5	1	2	3	4	5	1 - Understands	2 - Developing	3 - Competent	4 - Skilled	5 - Master

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Professional Development Plan for _____

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Knowledge/Skills/Attitudes relevant to achieving target competency <i>What's missing?</i>	Specific learning or practice needed <i>What do I need to learn?</i>	Activities/Methods/Tasks <i>What will I do to increase proficiency?</i>	How progress evaluated <i>How will I demonstrate this competency?</i>	Target Date for completion or review <i>By when?</i>

Basic Concepts

- Breaking KSAs into learning steps key to becoming proficient in the competencies
- Looking for a progression of improvement
- Proficiency requires attention to K-S-A
- ACC document can help with creating learning steps

Questions

- How might you describe a knowledge objective?
- How might you describe a skill objective?
- How might you describe an attitude objective?

Learning Methods

- Another key to success: counselor's preferred learning methods
- Learning is more effective when we use multiple methods
- We need to have a broad repertoire of learning methods at our disposal
- It is important to tailor the PDP to fit the preferences and strengths of the counselor

Learning Methods Brainstorm

- For a Knowledge objective
- For a Skill objective
- For an Attitude objective

So...

- What activities, methods or tasks will help the counselor achieve the learning objectives?



Summary notes:

- The Competencies and Rubrics provide potential learning objectives
- The Rubrics help identify benchmarks for improvement
- The Competencies provide specific KSAs for enhancing proficiency in specific competencies

Other Questions?

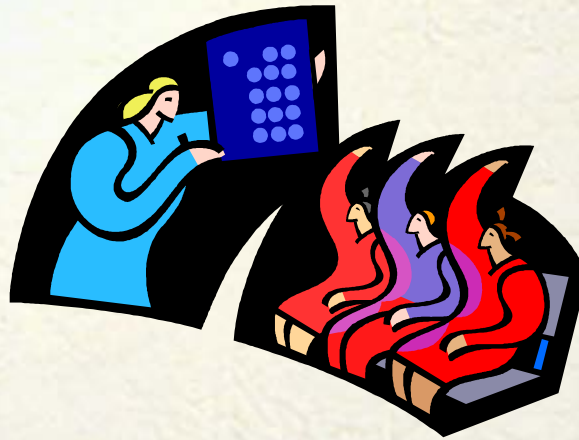


Clinical Supervision: Using a Professional Development Plan



Part II

Trainers



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Agenda Part II

- Identify at least two problems that might be encountered in supervision in the areas of documentation
- Discuss possible goals for a Professional Development Plan
- Complete a PDP for an imagined trainee

Professional Development Plan for _____

Date _____

Professional Practice Dimension/Area: _____

Dimension Definition: _____

Target Competency: _____

Present level of proficiency					Level of proficiency to attain					Scale				
1	2	3	4	5	1	2	3	4	5	1 - Understands	2 - Developing	3 - Competent	4 - Skilled	5 - Master

Knowledge/Skills/Attitudes relevant to achieving target competency <i>What's missing?</i>	Specific learning or practice needed <i>What do I need to learn?</i>	Activities/Methods/Tasks <i>What will I do to increase proficiency?</i>	How progress evaluated <i>How will I demonstrate this competency?</i>	Target Date for completion or review <i>By when?</i>

Addiction Counseling Competencies

Documentation

principles of client record management

Knowledge

Skills

Attitudes

(a)

(b)

(c)

(a)

(b)

(c)

(a)

(b)

(c)

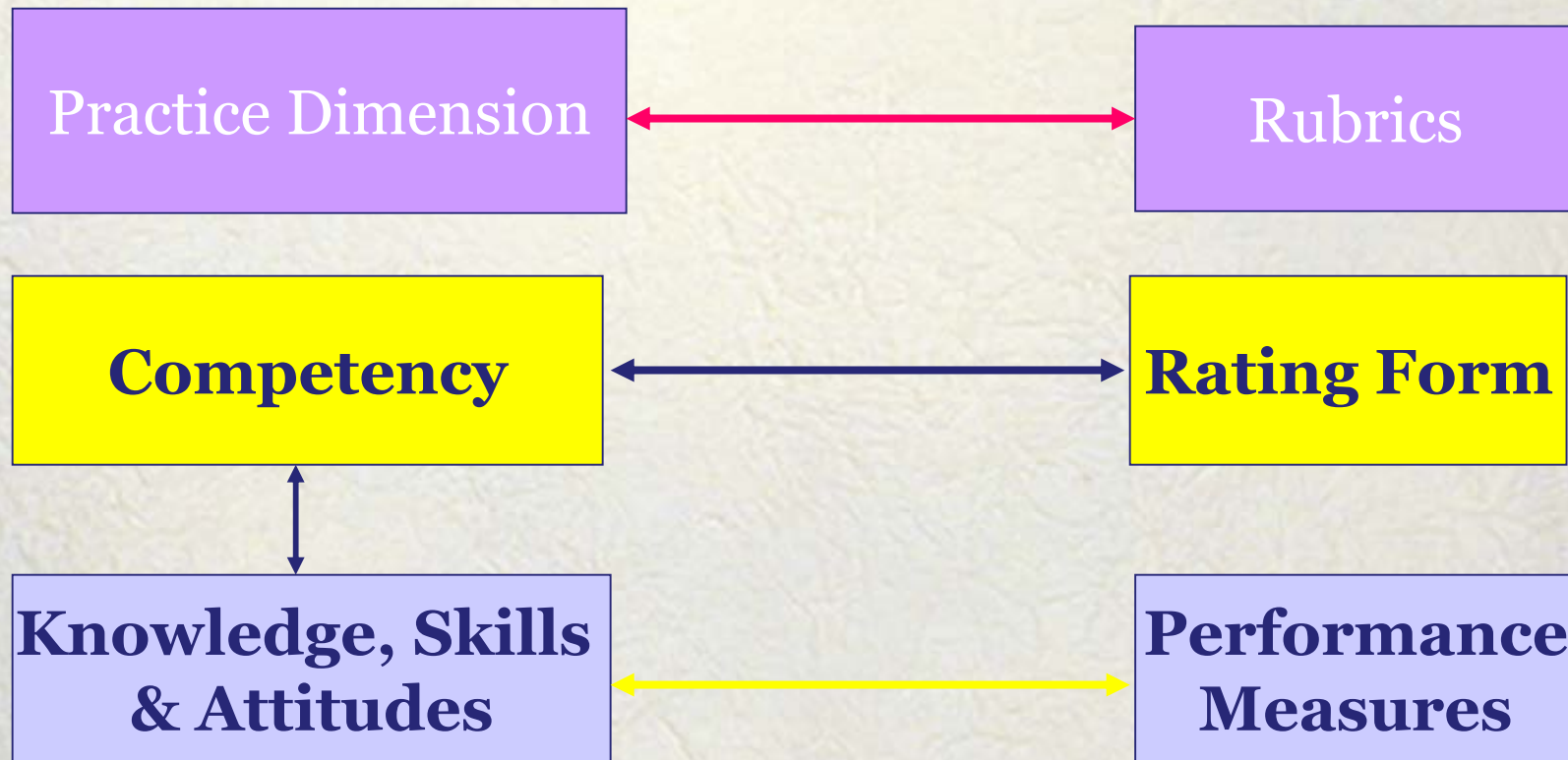
How to begin...

- What are the KSAs to target?
- What are some activities that could teach these KSA's?
- How will you know when the objective is reached? How will you measure success?

Performance Assessment

Performance Level

Assessment Tool



COMPETENCY RATING FORM

Rate an imagined supervisee on a scale of one to five, use these definitions:

1= understands, 2= developing, 3= competent, 4= skilled, 5= master

VII. DOCUMENTATION: The recording of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.	Rating
1. Demonstrate knowledge of accepted principles of client record management.	
2. Protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties.	
3. Prepare accurate and concise screening, intake, and assessment reports.	
4. Record treatment and continuing care plans that are consistent with agency standards and comply with applicable administrative rules.	
5. Record progress of client in relation to treatment goals and objectives.	
6. Prepare accurate and concise discharge summaries.	
7. Document treatment outcome, using accepted methods and instruments.	

Demonstrate knowledge of accepted principles of client record management

- KNOWLEDGE

- Regulations pertaining to client records.
- The essential components of client records, including: release forms, assessments, treatment plans, progress notes, and discharge summaries and plans.

- SKILLS

- Composing timely, clear, complete, and concise records that comply with regulations.
- Documenting information in an objective manner.
- Writing legibly.
- Using new technologies in the production of client records.

- ATTITUDES

- Appreciation of the importance of accurate documentation.

The Professional Development Plan

Let's do a walk through...

- ✓ Select practice dimension
- ✓ Identify the target competency
- ✓ Determine the present proficiency and goal
- ✓ List the KSAs relevant to the goal
- ✓ Identify what needs to be learned
- ✓ Select activities that will facilitate learning
- ✓ Choose how progress will be evaluated and how proficiency will be demonstrated
- ✓ Decide when this will be reviewed or accomplished

Group Task

Developing a Draft Professional Development Plan



The Professional Development Plan

- What counselor performance has been agreed upon for improvement?
- How will that improvement occur?
- What activities will be completed?
- How will new skills be demonstrated?

Your Professional Development Plan includes:

- Practice Dimension
- Target Competency
- Proficiency Rating
- Relevant KSAs
- Learning Objectives
- Methods and Tasks for Learning
- Timelines

Thank you!



Good luck
and let us hear from you.