

Supervision Evaluation Form

Name of Counsellor: _____ Title: _____
(printed)

Evaluation Period: _____ through _____
(year/month/date) (year/month/date)

Supervision Hours: Individual _____ Dyadic _____ Group _____

Direct Client Contact Hours: _____

Evaluator/Supervisor Name: _____ Title: _____
(printed)

This document provides a compass which evaluators and/or supervisors can navigate their way through the evaluation process. The Summary Evaluation is a guide based on the following Core Competencies as outlined in the Task Group for Counsellor Regulation:

- 1) Foundational Principles
- 2) Collegial Relationships
- 3) Professional Practice and Ethics
- 4) Counselling Process
- 5) Applied Research

Using the following rating guide, the immediate supervisor will cite areas of particular strength as well as those areas in need of improvement.

RATING SCALE FOR EACH STANDARD:

5=Clearly outstanding, 4=Exceeds standard, 3=Meets standard, 2=Below expectation, 1=Unsatisfactory, NA=Not applicable

Competency 1: Foundational Principles

- | | Ranking |
|--|---------|
| 1) Integrates knowledge of therapeutic modalities, frameworks and strategies and applies them effectively in practice. | _____ |
| 2) Integrates knowledge of developmental transitions across the lifespan. | _____ |
| 3) Integrates knowledge of contextual and systemic factors that affect human functioning. | _____ |
| 4) Integrates knowledge of human nature from the viewpoint of the therapist's theoretical orientations. | _____ |
| 5) Recognize how therapist's values and biases may affect diverse clients. | _____ |

- 6) Integrates knowledge of diversity with reference to age, class, race, gender, ethnicity, levels of ability, language, spiritual beliefs, educational achievement and sexuality. _____

Competency 2: Collegial Relations

- | | Ranking |
|---|---------|
| 1) Communicates clearly and effectively with other helping professionals. | _____ |
| 2) Shows respect and maintains healthy boundaries. | _____ |
| 3) Deals effectively with potential or actual conflict. | _____ |
| 4) Honours commitments and acts with integrity. | _____ |
| 5) Aware of client vulnerability and therapist influence. | _____ |
| 6) Collaborates when appropriate with other professionals for mutual client care. | _____ |
| 7) Consults with culturally relevant colleagues when appropriate. | _____ |

Competency 3: Professional Practice and Ethics

- | | Ranking |
|---|---------|
| 1) Adheres to current provincial and federal laws and regulations. | _____ |
| 2) Operates within one's scope of practice, employing therapy within therapist's level of skill and knowledge. | _____ |
| 3) Consults with and works under supervision when expanding therapist's scope of practice. | _____ |
| 4) Adheres to legal and ethical standards of counselling practice. | _____ |
| 5) Demonstrates professional and ethical conduct with colleagues and clients. | _____ |
| 6) Maintains wellness practices, supervision and professional development. | _____ |
| 7) Demonstrates time management skills. | _____ |
| 8) Modifies one's own professional behaviour in response to constructive feedback. | _____ |
| 9) Protects client confidentiality. | _____ |
| 10) Manages the collection, use, retention and destruction of client records in accordance with counselling policies and provincial laws. | _____ |
| 11) Demonstrates sound business practices, including liability insurance, billing procedures, ethical marketing, and confidentiality when dealing with third party payment. | _____ |
| 12) Ability to identify where advocacy for the client may be required and respond when appropriate. | _____ |

Competency 4: Counselling Process

	Ranking
1) Explains and evaluates fit within a scope of practice.	_____
2) Describes client confidentiality.	_____
3) Awareness of responsibilities of client and therapist in the therapeutic relationship.	_____
4) Establishes rapport with clients.	_____
5) Operates in an authentic and non-judgmental manner.	_____
6) Demonstrates unconditional positive regard and accurate expressed empathy.	_____
7) Creates a safe counselling environment that fosters feelings of acceptance.	_____
8) Demonstrates active listening skills (ie. validation, probing techniques, paraphrasing, clarification and encouragement of emotional expression) with clients.	_____
9) Employs micro-attendance skills, including effective verbal & non-verbal communication.	_____
10) Establishes and maintains personal and professional boundaries.	_____
11) Ability to maintain clear, concise and accurate client records, including documentation of client intake, case notes, assessment, treatment outcomes, and referral /collaboration with other professionals.	_____
12) Monitors client progress and evaluates efficacy of treatment.	_____
13) Validates client's experience and attends to client's strengths, vulnerabilities, resilience and supports.	_____
14) Deals effectively with client and therapist resistances, including transference and counter-transference.	_____
15) Performs suicide, homicide, abuse and neglect screening, assessment, safety planning and adheres to legal and ethical reporting procedures.	_____
16) Knowledge of DSM categories, ability to recognize presence of mental health issues and refer to appropriate professionals.	_____
17) Maintains objectivity, recognizes when the therapist's subjectivity affects the therapeutic process and takes appropriate action to regain therapeutic perspective.	_____
18) Responds to disruptions in the therapeutic alliance in a timely fashion, including client emergencies, litigation, hospitalization, third party interference, premature endings and insufficient funds.	_____
19) Demonstrates skill and sensitivity in terminating counselling relationships.	_____
20) Develops and implements methods to assess effectiveness of counselling therapist and counselling therapy interventions and treatment.	_____
21) Demonstrates ability to facilitate group counselling	_____

Competency 5: Applied Research

	Ranking
1) Ability to review, evaluate, critique and apply research in the areas of counselling practice.	_____
2) Use research findings to increase effectiveness as a therapist.	_____
3) Read current literature relevant to practice area and apply information to practice.	_____
4) Assess working hypotheses and effectiveness of the therapeutic approach.	_____

For this evaluation period, the overall evaluation of this counsellor's performance is:

_____ Performance is clearly outstanding

_____ Performance consistently exceeds standards

_____ Performance consistently meets standards

_____ Performance does not meet expectations; consultation and improvement is needed in specified areas

_____ Performance is unsatisfactory, and little or no improvement has resulted from consultation

Comments:

Strengths:

Areas to Address:

Evaluator Signature

Title

Date

I have discussed this evaluation with the evaluator and have received a copy. If I do not agree with this evaluation, I understand that I may submit a letter in duplicate stating my position.

Counsellor Signature

Date