

CODE SHEET FOR RATING SCALE

0 NOT ACHIEVED

THE STUDENT HAS NOT YET DEVELOPED THIS SKILL. THIS SKILL IS NOT UNDERSTOOD AND NOT PRACTICED.

1 UNDERSTOOD BUT NOT ACHIEVED

GRASPS THE IDEA AND IS BEGINNING TO RECOGNIZE HOW IT MIGHT HAVE BEEN APPLIED IN A GIVEN PRACTICE SITUATION.

2 PERFORMED AT BEGINNING RANGE

DEMONSTRATES THE SKILL IN PRACTICE ALTHOUGH PERFORMANCE IS TENTATIVE AND UNEVEN

3 PERFORMED AT MIDDLE RANGE

THE SKILL IS APPLIED BUT THERE ARE FREQUENT GAPS, *E.G.* NOT USED WITH SOME CLIENTS, OR SOME FEELINGS AVOIDED, ETC.

4 PERFORMED AT ADVANCED RANGE

THE SKILL IS USED WITH AWARENESS AND WITH CONSISTENT CONSCIOUS APPLICATION.

NOT APPLICABLE (PLEASE INDICATE WITH AN N/A)

THE FIELD INSTRUCTOR DOES NOT HAVE EVIDENCE NEEDED TO MAKE A JUDGMENT. (THE STUDENT MAY OR MAY NOT HAVE DEVELOPED THIS SKILL.)

III. PROFILE OF STUDENT'S MANAGEMENT TASK ASSIGNMENTS

The following is a profile of tasks that have been identified by the school as desirable for a student in a Client-Centered Management placement. Students are not expected to perform all these tasks, and it is expected that there will be additional tasks more appropriate to the agency and student learning that will be assigned to the student. The completion of this profile by the field instructor and the student can serve as a teaching-learning tool. It serves as a basis for assessing the student's professional growth, performance and level of skill attained.		Experienced by student during this placement?	Level of skill at beginning of assignment	Assessment of growth at the end of the period	Level of skill at end of the assignment
		<u>Yes or No</u>	(None, Minimal, Moderate, Extensive)	(Very Much, Moderate, Some, None)	(Excellent, Very good, Adequate, Minimal)
1.	Represent the agency/program/unit on a committee, task force, coalition				
2.	Staff a committee or task group				
3.	Supervise a staff member or volunteer				
4.	Organize and implement training for staff/constituents				
5.	Plan a public awareness/outreach initiative				
6.	Plan and conduct a needs' assessment in agency/community				
7.	Engage in fund raising				
8.	Design or conduct staff/program evaluation				
9.	Design a procedure to monitor service delivery				
10.	Organize a community project/event				
11.	Use an assessment tool to identify current situation/future issues				
12.	Develop a new service or program				
13.	Improve agency procedures, policies or systems				

		Experienced by student during this placement? <u>Yes or No</u>	Level of skill at beginning of assignment (None, Minimal, Moderate, Extensive)	Assessment of growth at the end of the period (Very Much, Moderate, Some, None)	Level of skill at end of the assignment (Excellent, Very good, Adequate, Minimal)
14.	Work with an agency/community policy-making body				
15.	Engage in a community capacity building project				
16.	Enhance participation/influence of clients/consumers				
17.	Prepare a proposal for funding				
18.	Prepare/present recommendations to community/agency				
19.	Prepare a program or agency manual				
20.	Develop a resource directory				
21.	Plan an improvement of services to clients				
22.	OTHER (please specify) _____ _____ _____ _____ _____				

IV. PROFILE OF STUDENT'S CLIENT PRACTICE TASK ASSIGNMENTS

The following is a profile of tasks that have been identified by the school as desirable for a student in a Client-Centered Management placement. Students are not expected to perform all these tasks, and it is expected that there will be additional tasks more appropriate to the agency and student learning that will be assigned to the student. The completion of this profile by the field instructor and the student can serve as a teaching-learning tool. It serves as a basis for assessing the student's professional growth, performance and level of skill attained.		Experienced by student during this placement?	Level of skill at beginning of assignment	Assessment of growth at the end of the period	Level of skill at end of the assignment
		<u>Yes or No</u>	(None, Minimal, Moderate, Extensive)	(Very Much, Moderate, Some, None)	(Excellent, Very good, Adequate, Minimal)
1.	Intakes				
2.	Psychosocial Assessments				
3.	Individual counseling/ supportive therapy				
4.	Group facilitation				
5.	Couple's counseling				
6.	Hotline crisis calls				
7.	Information and referral				
8.	Case advocacy				
9.	Case finding				
10.	Home visits				
11.	Family meetings				
12.	Treatment conferences				
13.	Case consultation				
14.	Crisis intervention				
15.	Evaluation/monitoring of ongoing practice				
16.	Linking clients with resources				
17.	Friendly visiting				
18.	Work with members of natural support systems				
19.	Work with caregivers				

20.	OTHER (please specify) _____ _____ _____ _____ _____
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V. EVALUATION OF SKILLS RELATED TO THE STUDENT'S TASK ASSIGNMENTS

The field instructor is asked to rate the student in each area on the following scale based on the quality of performance and to provide comments where appropriate.

0 Neither understood nor achieved	1 Understood but not achieved	2 Performed at beginning range	3 Performed at middle range	4 Performed at advanced range	5 Not applicable
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PART 1: PRACTICE SKILLS

A. ENGAGEMENT	RATING	
	Management	Client Practice
1. Encourages expression of concerns and reactions regarding the presenting situation		
2. Discusses the function of the agency		
3. Establishes a working alliance.		
4. Responds with sensitivity and empathy		

Summary with examples: _____

B. ASSESSMENT	RATING	
	Management	Client Practice
1. Elicits pertinent data		
2. Assesses non-verbal cues		
3. Summarizes data.		
4. Identifies areas of strength		
5. Identifies areas of stress and conflict.		
6. Identifies potential sources of help		
7. Identifies the environmental, psychological, social, and cultural variables		
8. Evaluates the importance of dynamic interrelatedness of the variables.		
9. Distinguishes between fact and inference in evaluating data		
10. Prepares a written analysis of the situation		
11. Develops a plan of intervention based upon analysis.		
12. Revises the intervention plan based on new information.		
13. Demonstrates ability to use tools of assessment, i.e., DSM IV, agency assessment forms, etc.		

Summary with examples: _____

C. CONTRACTING AND GOAL SETTING	RATING	
	Management	Client Practice
1. Establishes goals and develops plans mutually		
2. Accepts necessary and limited goals		
3. Develops alternative or contingency plans.		
4. Negotiates the terms of the work including time, place, and frequency of contact.		
5. Considers appropriate tasks for self and others.		
6. Establishes a mutually agreeable contract.		

Summary with examples: _____

D. INTERVENTION SKILLS	RATING	
	Management	Client Practice
1. Partializes global issues into manageable concerns.		
2. Points out that experiences are common to many people		
3. Holds to focus.		
4. Applies fundamental concepts of a range of theories		
5. Identifies resistance in contrast to the right to refuse intervention		
6. Uses modalities based on assessment of need		
7. Demonstrates skills in leading groups		
8. Reflects on group dynamics		
9. Works with discrepancies between verbal and non-verbal messages		
10. Identifies manifest and latent communication, assesses their meaning and determines an appropriate course of action.		
11. Times exploration and intervention appropriately.		
12. States possible consequences of individual behavior and change		
13. Moves from general to the specific and vice versa.		
14. Employs silences appropriately		
15. Opens up discussion about sensitive areas		
16. Arranges or provides for needed concrete service		
17. Expresses reassurance appropriately		
18. Identifies and supports strengths		
19. Reaches out to vulnerable people with multiple problems		

Summary with examples: _____

E. TERMINATION	RATING	
	Management	Client Practice
1. Introduces the subject of termination		
2. Identifies the dynamics of termination with and in self		
3. Works through feelings of loss.		
4. Evaluates progress and areas needing further work.		
5. Encourages evaluation of work completed.		
6. Explores future application of problem solving skills.		

Summary with examples: _____

PART 2: PROFESSIONAL CONTEXT

0 Neither understood nor achieved	1 Understood but not achieved	2 Performed at beginning range	3 Performed at middle range	4 Performed at advanced range	5 Not applicable
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A. STUDENT LEARNING	RATING	
	Management	Client Practice
1. Participates in establishing an educational contract		
2. Accepts and tolerates ambiguities in learning and practice		
3. Seeks, evaluates and responds to feedback about professional performance.		
4. Transfers knowledge and skills from one situation to another		
5. Takes initiative in using field instruction as a learning experience		
6. Prepares and submits required recordings promptly		
7. Applies conceptual knowledge in actual practice		
8. Uses supervision appropriately		
9. Makes on-going links between direct (clinical) and indirect (management) practice		

Summary with examples: _____

B. PROFESSIONAL STANCE	RATING	
	Management	Client Practice
1. Accepts and tolerates differences among varying behaviors and situations.		
2. Views individuals within their social milieu		
3. Appreciates cultural, racial and religious diversity		
4. Understands the meaning of relationship as a framework for maintaining , restoring, and/or enhancing adjustment to life stresses and developmental tasks.		
5. Is comfortable with the concept of self-determination and self-actualization.		
6. Tolerates strong affect and feelings.		
7. Is comfortable using one's own style		
8. Demonstrates a belief in the possibility of change		
9. Shows commitment to self awareness		
10. Considers transference as a variable in the helping process		
11. Understands the influences of countertransference in the helping process		
12. Demonstrates ability to lead groups		
13. Demonstrates ability to be effective group/team member		

Summary with examples: _____

C. COMMUNICATION	RATING	
	Management	Client Practice
1. Prepares and submits recordings promptly		
2. Meets agency requirements for recording		
3. Conceptualizes and organizes ideas clearly and concisely in speech		
4. Conceptualizes and organizes ideas clearly and concisely in writing		
5. Presents ideas and recommendations clearly, using technology appropriately.		
6. Can produce agency documents (reports, manuals, agendas, media releases, minutes, etc.) as needed		

Summary with examples: _____

D	RESPONSIBILITY FOR ASSIGNMENTS	RATING	
		Management	Client Practice
1.	Develops logical plans		
2.	Plans and organizes work		
3.	Uses time productively		
4.	Prepares for conferences and meetings		
5.	Adheres to work schedule and meets deadlines		

Summary with examples: _____

E	PROFESSIONAL RELATIONSHIPS	RATING	
		Management	Client Practice
1.	Collaborates effectively as needed		
2.	Maintains effective work relationships with all staff		
3.	Has working knowledge of organization		
4.	Has working knowledge of one's role in the administrative structure		
5.	Represents the agency in a professional manner.		

Summary with examples: _____

F	PROFESSIONAL VALUES	RATING	
		Management	Client Practice
1.	Subscribes to the code of ethics		
2.	Develops an ethical stance regarding one's role		
3.	Demonstrates commitment and accountability to clients and constituents		
4.	Embraces social work mission to change environment		
5.	Balances competing values and demands.		

Summary with examples: _____
