

MENDOCINO COLLEGE  
FIELD PRACTICUM  
**FIELD SUPERVISOR'S EVALUATION OF INTERN**

Intern: \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor: please initial appropriate blank (please comment on any "No" or "Not Applicable"). Relevant to the following core functions, intern is able to:

**SCREENING:**

Y	N	N/A	
_____	_____	_____	1. establish rapport with clients
_____	_____	_____	2. systematically gather data
_____	_____	_____	3. screen for withdrawal symptoms
_____	_____	_____	4. screen for danger to self or others
_____	_____	_____	5. determine client readiness for treatment
_____	_____	_____	6. match client treatment needs with treatment options
_____	_____	_____	7. take specific steps to initiate admission or referral
_____	_____	_____	8. adequately document actions taken

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTAKE:**

Y	N	N/A	
_____	_____	_____	1. complete required paperwork in an accurate manner
_____	_____	_____	2. submit paperwork in a timely fashion
_____	_____	_____	3. communicate to client the purpose of intake procedure
_____	_____	_____	4. make accurate judgment regarding intake criteria

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
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**ORIENTATION:**

Y	N	N/A	
_____	_____	_____	1. describe general nature and goals of program
_____	_____	_____	2. describe program rules and guidelines
_____	_____	_____	3. describe client rights, including confidentiality
_____	_____	_____	4. describe program structure and activities
_____	_____	_____	5. respond to client questions in a direct and objective manner

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ASSESSMENT:**

Y	N	N/A	
_____	_____	_____	1. utilize comprehensive assessment instrument
_____	_____	_____	2. keep client focused when conducting assessment
_____	_____	_____	3. seek appropriate supervision/consultation
_____	_____	_____	4. analyze and interpret data to determine treatment plan
_____	_____	_____	5. document assessment findings/treatment recommendations
_____	_____	_____	6. reflect client statements back in clarifying manner

Additional comments: \_\_\_\_\_  
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**CRISIS MANAGEMENT:**

Y	N	N/A	
_____	_____	_____	1. accurately determine key issues in a given crisis
_____	_____	_____	2. determine client's level of danger to self or others
_____	_____	_____	3. establish, with client, desired outcomes and necessary action steps
_____	_____	_____	4. make appropriate referrals
_____	_____	_____	5. seek consultation and supervision as needed

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLIENT EDUCATION:**

Y	N	N/A	
_____	_____	_____	1. effectively organize and present key information relevant to the topic in a manner appropriate for the demographic make-up of group participants
_____	_____	_____	2. present information in a way that encourages group participation
_____	_____	_____	3. describe risk factors for chemical abuse/dependency
_____	_____	_____	4. describe effect of chemical abuse on families
_____	_____	_____	5. describe warning signs, symptoms, and course of addiction
_____	_____	_____	6. describe concepts and dynamics of treatment, relapse, recovery
_____	_____	_____	7. assist clients in the development of relapse prevention plans
_____	_____	_____	8. teach basic life skills, such as stress management, communication skills, conflict resolution, goal setting, etc.

Additional comments: \_\_\_\_\_  
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**REPORT AND RECORD KEEPING:**

Y	N	N/A	
_____	_____	_____	1. demonstrate knowledge and accepted principles of accurate and effective record management
_____	_____	_____	2. maintain confidentiality in preparation and handling of records, especially in regard to sharing information with third parties
_____	_____	_____	3. prepare accurate and concise screening, intake, and assessment reports
_____	_____	_____	4. prepare and record treatment and continuing care plans that are consistent with agency standards
_____	_____	_____	5. record progress of the client in relation to treatment goals
_____	_____	_____	6. prepare accurate, concise, informative and current discharge summary
_____	_____	_____	7. submit management information and statistical data in an accurate and timely manner
_____	_____	_____	8. present all necessary and relevant information in a concise and professional manner in all documentation and communication with client, co-workers, and other providers and referral sources

Additional comments: \_\_\_\_\_  
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**TREATMENT PLANNING:**

Y	N	N/A	
_____	_____	_____	1. identify client problem areas as indicated in the assessment
_____	_____	_____	2. prioritize client needs
_____	_____	_____	3. formulate mutually agreed-upon goals
_____	_____	_____	4. identify action steps to achieve goals
_____	_____	_____	5. explain assessment findings to client and significant others
_____	_____	_____	6. match treatment activities with resources appropriate for client
_____	_____	_____	7. reassess and renew treatment plan as necessary

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNSELING: INDIVIDUAL:**

Y	N	N/A	
_____	_____	_____	1. establish a helping relationship characterized by warmth, respect, genuineness, concreteness and empathy
_____	_____	_____	2. facilitate client's motivation to engage in recovery
_____	_____	_____	3. help client set and achieve realistic goals
_____	_____	_____	4. maintain professional boundaries with client
_____	_____	_____	5. adapt counseling strategies to individual characteristics of client (gender, ethnicity, age, ability, etc.)
_____	_____	_____	6. be therapeutically confrontive when client behavior is inconsistent with recovery goals
_____	_____	_____	7. apply crisis management skills
_____	_____	_____	8. identify needs/issues that may require modification of treatment plan

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**COUNSELING; GROUP:**

- | Y     | N     | N/A   |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. establish group goals and ground rules and clarify behavioral boundaries for participation   |
| _____ | _____ | _____ | 2. determine criteria and methods for entering/exiting group  |
| _____ | _____ | _____ | 3. facilitate entry of new members, transition of exiting ones  |
| _____ | _____ | _____ | 4. facilitate group process within established group rules, and assist in the achievement of group and individual goals by using methods consistent with group type |
| _____ | _____ | _____ | 5. understand the concepts of "process" and "content" and shift the focus of the group when such an intervention will help the group move towards its goals         |

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CASE MANAGEMENT:**

- | Y     | N     | N/A   |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. initiate collaboration with referral sources  |
| _____ | _____ | _____ | 2. obtain and interpret relevant screening, assessment, and initial treatment planning information               |
| _____ | _____ | _____ | 3. establish accurate treatment expectations for client  |
| _____ | _____ | _____ | 4. support and facilitate client's utilization of resources needed to achieve recovery goals                     |
| _____ | _____ | _____ | 5. coordinate treatment activities with services provided to the client by other resources                       |
| _____ | _____ | _____ | 6. review and revise treatment plan as needed  |
| _____ | _____ | _____ | 7. accurately and effectively document interactions with client and other referral sources and service providers |
| _____ | _____ | _____ | 8. maintain constructive relationship with referral sources and service providers                                |

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**REFERRAL:**

- | Y     | N     | N/A   |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. establish and maintain professional relationships with service providers to ensure appropriate referrals                                |
| _____ | _____ | _____ | 2. evaluate service providers to determine suitability for referral  |
| _____ | _____ | _____ | 3. differentiate between circumstances in which it is appropriate for client to refer self, and circumstances requiring counselor referral |
| _____ | _____ | _____ | 4. explain in clear terms the need for, and process of, referral   |
| _____ | _____ | _____ | 5. evaluate the outcome of the referral  |

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSULTATION:**

- | Y     | N     | N/A   |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. understand terminology, procedures, and roles of other disciplines related to the intervention and treatment of addiction   |
| _____ | _____ | _____ | 2. apply confidentiality-related legal restrictions appropriately  |
| _____ | _____ | _____ | 3. demonstrate respect and non-judgmental attitudes toward the client in all contacts with other professionals   |
| _____ | _____ | _____ | 4. summarize clients' background, treatment plan, progress and problem areas for the purpose of assuring quality of care, gaining feedback and planning changes in course of treatment |
| _____ | _____ | _____ | 5. contribute as a member of a multi-disciplinary treatment team   |

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