PRACTICUM EVALUATION INSTRUMENT

SPECIALIZATION:

CLINICAL SOCIAL WORK PRACTICE
SECTION I

Requirements for Student Practicum
SPECIALIZATION:
CLINICAL SOCIAL WORK PRACTICE

The MSW will be awarded for Clinical Social Work Practice on the basis of successful completion (50% or over in both coursework and examination) of the following courses:

I. CORE COURSES

1. SOWK 6100 (SW60A): Professional Development and Ethical Issues in Human Services
2. SOCI 6102 (SY65A): Social Policy and Administration I
3. SOWK 6104 (SW64A): Theory Development for Advanced Social Work Practice

II. SPECIALIZATION COURSES

Required:
1. SOWK 6106 (SW65A): Advanced Clinical Social Work Practice
2. SOWK 6107 (SW65B): Evaluation of Clinical Social Work Practice

Two Electives from the following (to be offered in different years according to the needs of students) or any other Field of Specialization:

Children and Family Issues:
1. SOWK 6112 (SW68B): Family Therapy
2. SOWK 6108 (SW65C): Group Counselling
3. SOWK 6113 (SW68C): Social Work Assessment and Treatment: Children and Adolescents
4. SW68D: School Social Work

Sub-Specialization – Health Issues:
5. SW67A: Social Work Intervention in Substance Abuse and Addiction

III. PRACTICUM

- SOWK 6116 (SW63A) – Minor Practicum (3 credits)
- SOWK 6117 (SW63B) – Major Practicum (6 credits)

IV. RESEARCH

1. SOCI 6067 (SY62A): Advanced Social Research Methods I
   OR
   SOWK 6103) SW62A: Advanced Qualitative Research Methods

GENERAL EXPECTATIONS OF THE FIELD EXPERIENCE

MSW Specialization: Clinical Social Work Practice – Practicum Evaluation
The objective of the field practicum is to provide students with an opportunity to develop advanced competencies in designated areas of clinical social work practice.

The total required number of hours for practica at the MSW level is 480 hours. Students may complete a minor practicum of 160 hours before that of a major practicum of 320 hours in two separate settings. Alternatively, students may combine both practica and complete a total of 480 hours in one setting. Flexible arrangements are possible in terms of hours per day, number of days per week and number of weeks as long as these are approved by the Practicum Coordinator and the designated Agency.

**Minimum requirements for the minor practicum (160 hours) are:**
- Case management of a clinical case (demonstrating the required core competencies of management and integration of services)
- A minimum of 5, maximum of 7 clinical cases (demonstrating the required core clinical competencies)

**Minimum requirements for the major practicum (320 hours) are:**
- 2 case management of clinical cases
- Facilitation of one counselling / therapy group
- Family therapy with one family
- Minimum of 5 cases, maximum of 7

**Minimum requirements for combined minor/major practica (480 hours) are:**
- 2 case management of clinical cases
- Facilitation of at least one counselling/therapy group
- Family therapy with at least one family
- Minimum of 8 cases, maximum of 10

**Operations Guidelines**

1. Attendance at the Agency must fit into Agency hours, needs and requirements. Hours may be negotiated accordingly with the approval of the Practicum Coordinator and the Agency Supervisor. A block placement is one alternative, otherwise a minimum of at least 2 days per week is recommended.

2. A contract outlining the student’s programme (agreed by field instructor and student) is to be completed and submitted to the Practicum Coordinator, UWI, by the second week of the placement.

3. The Field Instructor is expected to have weekly educational conferences of at least one
hour’s duration with the student.

4. The Practicum Coordinator must be informed in the event of any resolved problems that may arise in connection with the student's programme.

5. The Practicum Coordinator or an assigned Lecturer will visit usually after the middle of each placement to meet with the Field Instructor and student to review the programme.

6. The final evaluation must be done with the student. The rating scale should be used in a manner that represents the student’s performance assessed by the higher standards expected of graduate students, and that reflects the professional standards of the placement Agency.

7. The Evaluation Report should be submitted within two weeks of the end of the placement.

**Core Competencies**

The following are the minimum core competencies that students are expected to demonstrate at an advanced level of efficiency:

(i) **Case Management:**

- Assessing
- Goal-setting
- Planning, organizing, administering the plan
- Networking with other agencies, coordinating consultations, arranging for referrals, transfers, etc.
- Delegation of responsibilities; monitoring resource allocation and maintaining quality assurance
- Managing the intervention process with clients – individual, group or community
- Advocating
- Evaluating progress of services
- Terminating
- Application of social work values in relation to this core competence

A good case manager thinks strategically, is goal-oriented and is able to coordinate and facilitate the work of others while advocating for clients proactively and assertively.

(ii) **Clinical Interventions**

**Engagement**

- Self-awareness/self-management
- Attending/Attunement behaviours
- Unconditional positive regard
- Empathic techniques

*MSW Specialization: Clinical Social Work Practice – Practicum Evaluation*
• Able to form effective working relationships with individuals, families, groups, carers, professionals, volunteers, people in communities.

• Application of relevant theories

• Application of social work values in relation to this core competence

**Assessment** – competency demonstrated in doing an integrated PIE – examining the personal/intrapsychic, interpersonal and environment forces at work.

• Collect relevant information

• Good questioning techniques

• Application of theory, e.g. knowledge of human growth and development; dysfunctionalities, choice of counselling/intervention approaches

• Utilization of genogram and ecomap

• Identification of personal strengths and obstacles – SWOT or Force Field Analysis

• Able to prepare a written biopsychosocial assessment – to assess needs, rights, risks, strengths, responsibilities, resources, risk of harm, abuse or failure to protect, etc.

• Able to do a mental status report – use of the DSM IV

• Assessment of ego functioning and interpersonal skills

• Assessment in accordance with statutory and legal requirements

• Application of social work values in relation to this core competence

**Treatment / Intervention Planning**

• Adoption of a wholistic, participatory approach

• Contractual arrangements

• Clear identification of needs, problems, assets / strengths

• Able to highlight the major issues raised

• Partialising the problem with regard to statutory and legal requirements

• Setting realistic goals and objectives within specific time-frames

• Identification of obstacles – real or potential

• Adopting a problem-solving / decision-making mode that is solutions oriented

• Differentiating between demand and resource factors and providing creative, balanced solutions

• How counselling theories and techniques were utilized

• Knowledge of networks / resources and concrete services

• Development of “packages” of care, support, protection and control.

• Ability to make effective referrals

• Application of social work values in relation to this core competence

**Discharge Planning**
• Identify resources available to the client
• Aftercare planning – medication, nutrition, support, accommodation, etc.
• Work on termination with the client
• Application of social work values in relation to this core competence

(iii) **Group Counselling / Therapy**
• Write group proposal
• Skills in pre-group planning, recruitment, and orientation
• Identify and work through the different stages of a group
• Differentiate between and manage group stage, group dynamics and group process
• Identify goal, maintain focus, provide structure and guidance as necessary
• Application of appropriate theories and interventive models
• Clear about tasks of the group counsellor / therapist
• Able to enhance the therapeutic factors in groups
• Application of social work values in relation to this core competence

(iv) **Family Therapy**
• Skills of engaging the family
• Ability to utilise theory to explain family dynamics
• Able to identify appropriate techniques and interventions – using a systemic approach - such as boundaries, rules, roles, communication patterns, etc.
• Application of social work values in relation to this core competence

(v) **Ability to work in organizations**
• Knowledge of, commitment to and clear about Agency objectives, policies and procedures
• Capacity to work as a responsible and accountable member of the Agency
• Contribution to the planning, monitoring and control of resources
• A proactive and effective team player
• Good interpersonal relationships with all staff
• Contributes to professional evaluation of the effectiveness, efficiency and economy of services
• Utilisation of theoretical orientation
• Application of social work values in relation to this core competence

(vi) **Relationship to and use of supervision**
• Adequate preparation for supervisory sessions
• Willing to seek help, without undue dependency
• Acceptance of supervision and instruction without subservience

*MSW Specialization: Clinical Social Work Practice – Practicum Evaluation*
• Positive orientation to supervisory authority
• Active and appropriate participation in supervisory sessions
• Able to recognise when consultation is needed and how it might appropriately be used.
• Utilisation of theoretical orientation
• Application of social work values in relation to this core competence

(vii) **Overall personal / professional competence**
• Appropriate standards of dress and grooming
• Attendance and punctuality as expected
• Management of time and work schedules
• Adequate levels of self-awareness and capacity feedback and self-evaluation
• Adherence to the basic principles and values of social work practice as represented in the I.F.S.W. Code of Ethics
• Utilisation of theoretical orientation
• Contributes to the resolution of professional dilemmas and conflicts, balancing rights, needs and perspective.
• How respond to unexpected opportunities and problems
• How decisions are made
• Commitment to professional development by reading, informal discussion, participation in training programmes, etc.

**Learning Journal**

Throughout the placement, the student is expected to maintain a reflective journal of the field practicum experience based on the guidelines given. The Field Instructor will use this when completing the evaluation assessment. The journal, along with the Evaluation Form should then be submitted to the Practicum Coordinator.
The MSW practicum evaluation* is an important part of the student’s learning in addition to being an assessment of the student’s performance during her/his placement. A copy of the evaluation form should be shared with the student prior to the evaluation meeting and s/he should be encouraged to come prepared to provide his/her own evaluative comments.

The evaluation covers three areas:

(I) a description of the types of work done during the placement
(II) an assessment of the quality of the work done by the student
(III) an assessment of student’s level of professionalism

The final decision about whether the student passes or fails the placement lies with the UWI Practicum Coordinator. However, the field supervisor’s assessment is essential in this decision-making process.

* An electronic copy of this document is available. Email: keisha.gayle@uwimona.edu.jm

BACKGROUND INFORMATION

MSW Specialization: Clinical Social Work Practice – Practicum Evaluation
NAME OF AGENCY: 

ADDRESS OF AGENCY: 

TELEPHONE NUMBER: 

LOCATION(S) WHERE MOST ASSIGNMENTS WERE DONE (If different from above):

NAME OF STUDENT: 

NAME, POSITION & CONTACT NUMBER OF PERSON RESPONSIBLE FOR DIRECT DAY TO DAY SUPERVISION OF STUDENT: 

DATE PLACEMENT BEGAN: ENDED: 

DATE OF EVALUATION: 

NAME, POSITION & CONTACT NUMBER OF PERSON CONDUCTING EVALUATION (If different from person named above) 

MSW Specialization: Clinical Social Work Practice – Practicum Evaluation
The grading scheme for students will be according to the following scale: Grades 5, 4 and 3 are PASS marks; Grades 2 and 1 are FAIL marks. Use 0 to indicate “Insufficient Evidence” or “Not Applicable” in the particular situation.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>EXCELLENT</td>
<td>Above average and outstanding. The student has consistently demonstrated high ability in a wide variety of circumstances and has also consistently exceeded expectations.</td>
</tr>
<tr>
<td>4</td>
<td>VERY GOOD</td>
<td>Above average. The student has shown high ability in a more limited range of circumstances or above average ability in all areas. Reliable in meeting expectations.</td>
</tr>
<tr>
<td>3</td>
<td>SATISFACTORY</td>
<td>Average. The student has shown reasonable competence on all areas. Performance is average and expectations are usually met.</td>
</tr>
<tr>
<td>2</td>
<td>LESS THAN COMPETENT</td>
<td>Below average. The student has failed to demonstrate competence in some significant areas and did not usually meet expectations.</td>
</tr>
<tr>
<td>1</td>
<td>POOR</td>
<td>The student performs unsatisfactorily in several areas.</td>
</tr>
<tr>
<td>0</td>
<td>INSUFFICIENT EVIDENCE OR NOT APPLICABLE</td>
<td>(to make a really informal judgement) (no opportunity to assess in this placement)</td>
</tr>
</tbody>
</table>
PART ONE: NATURE OF FIELD EXPERIENCE  (The following may be typed and attached)

(1) Briefly describe the work of the agency:

(2) Provide a summary of the nature of the assignments undertaken by the student:
PART TWO: ASSESSMENT OF STUDENT’S PERFORMANCE

A. Assessment of Knowledge Base and Application

1. Briefly describe the student’s ability to weave theory into practice (use case example when possible):

2. Describe student’s use of specific theoretical skills and interventions (give examples):
PART TWO: ASSESSMENT OF STUDENT’S PERFORMANCE (cont’d)
(Refer to “Core Competencies” – pp. 5 – 7)

B. **Evaluation of Student’s Case Management Capacities**

1. **Leadership capacity:** Comment on the student’s ability to plan, organise, initiate and deliver, knowing when to work both independently or interdependently, build synergistic teamwork through participation, consultation and a focus on “win-win” outcomes.

2. **Networking and Advocacy:** Comment on the student’s ability to source, network and advocate on behalf of clients in order to ensure access to services needed and available.
PART TWO: ASSESSMENT OF STUDENT’S PERFORMANCE (cont’d)
(Refer to “Core Competencies” – pp. 5 – 7)

C. Evaluation of Student’s Clinical Skills
(Work with Individuals, Couples, Groups and Families)

1. **Engagement Phase:** Evaluate student’s ability to demonstrate skills of establishing a therapeutic, helping relationship with clients; showing non-judgmental acceptance; raising difficult issues with clients; taking account of particular needs of clients, that is, age, social background, religion, etc.

2. **Assessment Phase:** Discuss student’s competencies in collecting information; formulating a PIE bio-psycho-social assessment; identifying risk factors and statutory duties; and ability to draw on the assessment to produce “problem formulation” based on the issues to be addressed.
3. **Treatment Planning and Intervention:** Assess the student’s ability to create appropriate treatment planning and follow it up with appropriate interventions. Include student’s understanding of transference and counter-transference. Assess, also, the student’s ability to evaluate effectiveness of treatment plan / intervention.

4. **Discharge Planning / Termination Skills:** Discuss student’s ability for aftercare planning and to terminate appropriately with clients.
5. **Group Counselling / Therapy:** Utilise a SWOT analysis to evaluate the student’s clinical performance as well as core group work competencies.

6. **Family Therapy:** Provide any additional comments directly related to how the student performed when assigned to work with a family. How does the student demonstrate understanding of family forms, family dynamics and the cultural context of the family?
PART THREE: ASSESSMENT OF STUDENT’S LEVEL OF PROFESSIONALISM
(Refer to “Core Competencies” – pp. 7 – 8)

A. **Assessment of Ability to Work in Organisations**

Discuss the ease with which student was able to blend into the organisational setting, demonstrating understanding of and commitment to agency polity, getting along with staff both interpersonally and functionally, and relating well to agency rules and regulations.

B. **Relationship to and Use of Supervision**

Comment on the attitudes and actions of student in relation to the required core competencies. In what ways did student minimise or maximise on getting the most out of this relationship?
C. Overall Personal and Professional Competencies

Utilise the given list of competencies to comment on student’s level of self-awareness and self-management in relation to dress, time, productivity, attitudes and relationships. How did student address moral dilemmas that arise in the work? Was he/she able to recognize and deal with conflicts between personal and professional values? How was student able to apply social work values in relation to core competencies? In what ways was the student able to separate or merge the personal and the professional as appropriate?

ANY ADDITIONAL COMMENTS

Consider and assess the student’s total performance as a social worker during the period covered by the evaluation. What are the potentials? What are the strengths and obstacles? What are the opportunities and/or challenges for on-going career development?
SUMMARY GRADING OF STUDENT

Please utilise the grading guidelines on page 11 to sum up how you would rate the competencies of the student.

A. **Assessment of Knowledge Base and Application**
   1. Ability to weave theory into practice  | 0 | 1 | 2 | 3 | 4 | 5
   2. Use of specific theoretical skills and interventions | 0 | 1 | 2 | 3 | 4 | 5

B. **Evaluation of Case Management Capacities**
   1. Leadership capacity | 0 | 1 | 2 | 3 | 4 | 5
   2. Networking and Advocacy Skills | 0 | 1 | 2 | 3 | 4 | 5

C. **Evaluation of Clinical Skills**
   1. Engagement phase | 0 | 1 | 2 | 3 | 4 | 5
   2. Assessment phase | 0 | 1 | 2 | 3 | 4 | 5
   3. Treatment planning and intervention | 0 | 1 | 2 | 3 | 4 | 5
   4. Discharge planning and termination skills | 0 | 1 | 2 | 3 | 4 | 5
   5. Group counselling / therapy | 0 | 1 | 2 | 3 | 4 | 5
   6. Family therapy | 0 | 1 | 2 | 3 | 4 | 5

D. **Assessment of Level of Professionalism**
   1. Ability to work in organisations | 0 | 1 | 2 | 3 | 4 | 5
   2. Relationship to and use of supervision | 0 | 1 | 2 | 3 | 4 | 5
   3. Personal and professional competencies | 0 | 1 | 2 | 3 | 4 | 5

E. **Potential for Advanced Levels of Practice and Responsibilities**

Signed: ................................................

Practicum Supervisor / Field Instructor
Student agreement with evaluation:

Fully □ For the most part □ Somewhat □ Not at all □

Name of Student:………………………………….         ID #: ……………………………………..

Signed: …………………………………………………

Student

Received: ………………………………………………….       Date: …………………………….

Practicum Coordinator

Coordinator’s Comments:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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