

## TIMELINE EXAMPLE FOR CLINICAL SOCIAL WORK SUPERVISION

- I Meet with potential supervisee.** Review entire process and go through responsibilities of both supervisor and supervisee. Create training plan covering all elements detailed in KAR 102-2-8 (see sample ). If you are supervising from outside the supervisee's practice agency you must establish communication with their agency supervisor and outline how you will provide feedback for their evaluation as well as how crisis situations will be handled. You must have experience with the client population the supervisee will be serving and at least partial responsibility for their practice. This should be detailed in the training plan.
- II Supervisee submits training plan to BSRB. \* No supervision hours can be accrued until the plan is approved \*** The effective date for the plan once it is approved will be the date it was received in the office.  
**Important: make sure the supervisee reviews the treatment plan approval letter which contains a lot of information for completing their supervision successfully.**
- III Begin meeting at least twice per/month.** If you are doing group supervision there can be no more than 6 supervisees per/group. 50% of supervision can be group, the other 50% must be individual. There must be at least one individual supervision meeting per/ month. The supervisee must complete a minimum of 100 supervision hours.  
**Note: It is required that the supervisee inform each of their clients that they are working under your supervision, including providing your contact information should they have any concerns about the supervisee's service** (see sample form).
- IV Document every supervision session,** regardless of how many clients they are seeing (see sample form.) When your supervisee applies for their LSCSW you will be required to provide examples of the types of clients and cases your supervisee worked with and how the goals set out in the training plan were addressed in supervision (see attestation form). **IMPORTANT:** regularly reconcile your log with your supervisee's since it can be difficult to reconstruct 2 years worth of meetings at the end. You may both be asked to provide copies of your logs when the supervisee applies for licensure.
- V You are legally responsible for your supervisee's practice** during the course of their supervision. Make sure your liability insurance covers you for this. You must provide an alternate contact when you are unavailable should your supervisee need a consult.

**VI** If there are **any substantial changes to your supervisee's practice situation**, such as a change in the clientele they are working with, a change in their job description or employer, they must submit an amendment of their plan to the BSRB in writing. Failure to do so could result in subsequent supervision hours being disallowed until the plan is amended. **While it is your supervisee's responsibility to submit the amendment, as the supervisor you should be aware of this requirement and prompt them to notify the BSRB** (see required LSCSW training plan amendment forms). If there is to be a new or an additional supervisor that person must also complete the required form. If there is a change other than a new supervisor or work site the supervisee may e-mail the information to the Board at [bsrb@ks.gov](mailto:bsrb@ks.gov).

If there is to be a new supervisor it is a good idea for the departing supervisor to send in their attestation form at that time. This prevents any problems with the supervisee locating the former supervisor or getting the attestation form completed when they are ready to apply for licensure.

**VII Content of supervision sessions** must be guided by the goals set in the training plan. However since an LSCSW is authorized to diagnose and treat all mental disorders in the current Diagnostic and Statistical Manual, heavy emphasis must be on those skills. Even if the supervisee is not required by their agency to submit a formal client diagnosis they should practice diagnosis in supervision as well as creating treatment plans. They should discuss and evaluate the therapeutic interventions they provide and learn about alternative treatments.

Examples of supervision topics:

- Differential diagnosis
- Potential treatment modalities
- Use of self in therapy
- Cultural competency
- Appropriate non-clinical interventions in clinical cases
- Ethical issues
- Clinical documentation
- Self care

This is not an exhaustive list, there may be other relevant topics for supervision.

**In group supervision** it is useful to designate a member or two to present a case and invite the others to consider diagnosis and treatment options. Group supervision can also include didactic presentations although the regulations state that

supervision is not only didactic instruction, so some application of the presentation to group members' practice should be included.

Another important focus of supervision should be our **NASW Code of Ethics** which is used as the standard in legal cases. Each supervisee should have a copy and it should be referred to as ethical issues may arise. It is important for the supervisor to help the supervisee learn to identify ethical dilemmas in clinical practice. Reviewing our KS unprofessional conduct regulations should be a part of this focus. All applicants for licensure are required to attest that they have read and understand these regulations.

Remember that the training plan requires that there be regular, periodic evaluation of the supervisee's performance. There is not a specified time frame or format so you should decide together how this will happen and be sure to document it.

**VIII** As the supervisee approaches completion of their hours it is helpful to **review knowledge required for the LSCSW exam**. There are test prep materials available, if you are supervising regularly it might be worth it to have some in your library. But the test questions change often so it might be better to have the supervisee obtain a current prep program which you can use in your meetings.

**Note: The Association of Social Work Boards has resources for test prep available, including a self study program to help test takers have a positive mindset towards testing.** Go to [aswb.org/exam](http://aswb.org/exam)

## **Training Resources for Clinical Supervisors**

While no specific additional training is required in KS beyond 2 years of post-LSCSW practice, many Clinical Social Workers may wish to take some continuing education in this area.

**Handbook of Clinical Social Work Supervision** by Dr. Carlton E. Munson is the definitive Social Work-specific supervision text.

**NASW** has many supervision courses available in their Social Work Online CE Institute (you must be a member to access). They also published a **Best Practices in Social Work Supervision** document in conjunction with the Association of Social Work Boards, available on the NASW website.

The Association of Social Work Boards did an analysis of key competencies required for Clinical Social Work Supervision, available for free on their website: **An Analysis of Supervision for Social Work Licensure**.

**NetCE** offers several courses on Supervision, including one developed by the Association of Social Work Boards: **Clinical Supervision: A Person Centered Approach**

**Clinical Supervision Step by Step: A Complete Supervisory Plan for Developing Skilled, Ethical, and Compassionate Therapists** is a course offered by **PESI**, created by Sharon Greene, LCSW

Some Universities have offered courses or trainings in Clinical Supervision. Check with schools in your area.

**Sample language to notify clients you are working under supervision**  
(to be included in supervisee's consent to treatment form or as a separate form)

“I understand that service provider \_\_\_\_\_ employed by  
\_\_\_\_\_ is currently receiving supervision from  
\_\_\_\_\_ towards obtaining his LSCSW. I have the right to  
contact \_\_\_\_\_ regarding my case, and consent to  
\_\_\_\_\_ reviewing my records as required by the LSCSW Clinical  
supervision agreement on file with the Kansas Behavioral Science and Regulatory  
Board.”:

Contact info for Supervisor:

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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