

Mendocino College
AOD 197a: Alcohol and Other Drug Studies Practicum

Supervisor Evaluation of Intern

Intern: _____ Evaluator: _____

Agency: _____ Date: _____

PLEASE PLACE A ✓ MARK IN THE APPROPRIATE COLUMNS, BELOW:

GENERAL WORK CHARACTERISTICS	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Human Relations:									
Works cooperatively and effectively as a team member									
Is courteous and helpful to staff and clients									
Establishes rapport effectively									
Demonstrates empathy									
Establishes and maintains appropriate boundaries									
Manages conflict effectively									
Demonstrates an understanding and acceptance of client diversity									
Maintains confidentiality									
Attitude:									
Uses mature judgment									
Takes responsibility for own actions									
Shows initiative									
Arrives for work prepared for work assignments									
Solicits feedback to improve performance									
Discusses differences of opinion without arguing									
Accepts feedback non-defensively									
Applies recommendations and helpful suggestions									
Provides constructive criticism in a respectful manner									
Dress and appearance are appropriate for the job									
Behavior is consistent with the level of professionalism expected in the workplace									
Workmanship:									
Understands job requirements									
Demonstrates effective time/task management skills									
Does a complete and thorough job									
Effectively works independently, when required									
Expresses self appropriately and clearly orally									
Expresses self appropriately and clearly in writing									
Practices active listening skills									
Responds to client questions in a direct and objective manner									
Uses professional terminology as appropriate with clients and staff									
Dependability:									
Arrives at work and leaves when scheduled									
Works all scheduled shifts									
Meets deadlines									

Continued... [31]

COUNSELING SKILLS	Always		w/few exceptions	Usually		Sometimes	Rarely	Never	N/A
	10	9	8	7	6	5	2	0	
Screening									
Establishes rapport with clients									
Systematically gathers data									
Accurately screens for withdrawal symptoms									
Accurately screens for danger to self or others									
Effectively determines client readiness for treatment									
Ably matches client treatment needs with treatment options									
Takes appropriate steps to initiate admission or referral									
Complies with agency protocol to document actions taken									
Intake									
Communicates to client the purpose of intake procedure									
Makes accurate judgments regarding intake criteria									
Completes required paperwork accurately, in timely manner									
Appropriately applies the principles of "informed consent"									
Orientation of Clients to Agency's Services									
Describes the general nature and goals of the program(s) in a concise and accurate manner									
Articulates clients' rights, including confidentiality, in a concise and accurate manner									
Informs clients of the agency/program rules and participation requirements in a concise and accurate manner									
Clearly and accurately informs clients of mandated reporting requirements									
Responds to client questions in a direct and objective manner									
Establish accurate treatment expectations for clients									
Assessment									
Accurately uses a comprehensive assessment instrument									
Appropriately keeps clients focused during assessment									
Reflects client statements back in clarifying manner									
Analyzes and interprets information to summarize for client									
Explains assessment findings to client and significant others									
Documents assessment findings/treatment recommendations									
Seek appropriate supervision/consultation when needed									
Treatment Planning									
Identifies client problem areas as indicated in the assessment									
Prioritizes client needs									
Formulates mutually agreed-upon goals									
Identify action steps needed to achieve goals									
Matches tx needs with resources appropriate for client									
Reassesses and renews treatment plan as necessary									
Crisis Management									
Accurately determines key issues in a given crisis									
Determines client's level of danger to self or others									
Establishes desired outcomes and necessary action steps									
Makes appropriate referrals									
Seeks consultation and supervision as needed									
Referrals									
Establishes professional relationships with service providers									
Evaluates providers to determine suitability for referral									
Differentiates between circumstances in which it is appropriate for client to refer self, and those requiring counselor referral									
Clearly explains the need for, and process of, referral									
Accurately evaluates the outcome of the referral									

Continued... [41]

COUNSELING SKILLS (continued)	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Client Education									
Effectively organizes and presents key information relevant to the topic in a manner appropriate for the group participants									
Presents information in a way that encourages participation									
Accurately describes concepts and dynamics of treatment, relapse, and recovery									
Capably assist clients in developing relapse prevention plans									
Is able to teach the following basic life skills with minimal assistance:									
• Relapse Prevention									
• Communication									
• Stress Reduction									
• Communicable Disease Prevention									
• Other:									
Case Management									
Interprets screening, assessment, and initial treatment plan information to identify clients' needs for additional services									
Identifies and initiates collaboration with referral sources									
Facilitates clients' access and use of resources needed to achieve recovery goals									
Coordinates treatment activities with other service providers									
Accurately documents interactions with clients and other providers									
Maintains constructive relationship with service providers									
Counseling: Group									
Establishes and maintains, through modeling and technique, group goals, ground rules and behavioral boundaries									
Understands criteria and methods for entering/exiting group									
Capably facilitates entry and exit of clients to maintain healthy group culture									
Ably differentiates between "process" and "content"									
Facilitates group process and achievement of group and individual goals by using methods consistent with group type									
Accurately documents individuals' participation in groups									
Counseling: Individual									
Establish a helping relationship characterized by warmth, respect, genuineness, concreteness and empathy									
Ably facilitates clients' motivation to engage in recovery									
Effectively helps clients set and achieve realistic goals									
Maintains professional boundaries with client									
Adapts counseling strategies to characteristics of clients									
Uses confrontation in a therapeutic manner when client behavior is inconsistent with recovery goals									
Identifies issues that may require modification of tx plan									
Accurately documents individual counseling sessions									
Documentation and Record Keeping									
Demonstrates knowledge and accepted principles of accurate and effective documentation and record management									
Maintains confidentiality in preparing and handling records									
Writes accurate and concise reports (screening, intake, etc.)									
Records progress of the client in relation to treatment goals									
Prepares accurate, concise, informative discharge summaries									
Submits MIS and other data in an accurate and timely manner									
Documents relevant communication with clients, co-workers, and service providers in a concise and professional manner									

Continued... [35]

COUNSELING SKILLS (continued)	Always 10	9	w/few exceptions 8	Usually 7	6	Sometimes 5	Rarely 2	Never 0	N/A
Consultation									
Understands terminology, procedures, and roles of other disciplines related to the intervention and treatment of substance use disorders									
Applies confidentiality-related legal restrictions appropriately									
Demonstrates respect and non-judgmental attitudes toward the client in all contacts with other professionals									
Accurately summarizes clients' backgrounds, treatment plans, progress and problem areas for the purpose of assuring quality of care, gaining feedback from providers and planning changes in course of treatment									
Makes useful contributions as a member of a multi-disciplinary treatment team									

ADDITIONAL LEARNING OBJECTIVES (if required, see attached addition LO form):

of Learning Objectives completed: _____ out of _____ attempted

Excellent: 9-10 Met all expectations, exceeded most key expectations	Very Good: 8-8.5 Met all expectations; exceeded some key expectations	Acceptable: 7-7.5 Met most expectations; met all key expectations	Below Standard: 6-6.5 Met many expectations but only a few key expectations	Unacceptable: 0-5 Met few expectations; met no key expectations
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LO #1	LO #2	LO #3	LO #4
LO #5	LO #6	LO #7	LO #8

Additional comments (use back of sheet, if necessary): _____

SIGNATURES

 Name of Supervisor (Print) Supervisor Signature Date

 Student Signature Date

I have had the opportunity to discuss this evaluation with my site supervisor: [] YES [] NO

If NO, explain: _____

Supervisor: Please return the completed, signed evaluation to Professor Dan Jenkins, Mendocino College, 1000 Hensley Creek Rd., Ukiah, CA 95482. A self-addressed stamped envelope has been provided for your convenience.