



ALTERNATE SUPERVISOR'S WORK APPRAISAL FORM

Date Due: _____

Name of Candidate: _____

Name of Supervisor: _____

This report is based on the period from: _____ to _____
(start date) (end date)

During the period covered by this report, the **total number of hours** worked by the candidate under supervision of the alternate supervisor were:

To avoid duplication of reported hours, in cases where the alternate supervisor works in the same setting as the primary supervisor it is acceptable for the alternate supervisor to write "N/A" in the space provided.

(n.b. list the total number of hours worked in this reporting period, do not list number of hours worked per week)


If supervision of the candidate was interrupted at any time during this reporting period, please explain (e.g. sick leave, vacation, etc.):

For candidate's proposed areas of practice see signed Declaration of Competence Form attached.

**CANDIDATES AND SUPERVISORS SHOULD MAKE A COPY OF THIS REPORT
AND RETAIN IT FOR THEIR RECORDS**

Email the completed form to : workappraisals@cpo.on.ca

The following areas should be addressed during supervision. The supervisor and candidate should jointly rate the extent to which each of these areas has been addressed during this reporting period in order to guide the supervisory process.

Supervisor and candidate have:	Not addressed Fully addressed 
Engaged in detailed feedback/discussion regarding assessment and reports	1 2 3 4 5
Engaged in discussion of diagnostic issues	1 2 3 4 5
Engaged in discussion of ethical and professional issues	1 2 3 4 5
Engaged in discussion of jurisprudence in relation to practice	1 2 3 4 5
Ensured that candidate has had exposure to a relevant range of client populations	1 2 3 4 5
Ensured that candidate has had exposure to a wide range of problems	1 2 3 4 5
Engaged in discussion to identify candidate's strengths and areas that need improvement	1 2 3 4 5
Engaged in discussion of development/progress on retraining plan* (<i>*leave this specific rating blank if candidate is not undertaking a retraining plan</i>)	1 2 3 4 5

Description of Rating Categories in Professional Performance

The following is a description of the supervisor’s ratings to be used by the primary and alternate supervisors when completing the work appraisal form.

U: Unacceptable, remedial action required

A rating of **U** during this reporting period means that the candidate has never or has rarely demonstrated knowledge and skills in this area.

NOTE: If any professional dimensions have been rated U, or any significant liabilities are reported, please indicate any corrective or remedial steps being taken by the candidate, or recommended to the candidate by the supervisor.

A: Acceptable level for supervised practice

A rating of **A** during this reporting period means that the candidate has demonstrated a beginning awareness of knowledge and skills in this area.

AR: Almost ready for autonomous (unsupervised) practice

A rating of **AR** during this reporting period means that the candidate regularly demonstrates knowledge and skills in this area.

R: Ready for autonomous practice

A rating of **R** during this reporting period means that the candidate consistently demonstrates knowledge and skills in this area and is competent at an entry level for autonomous (unsupervised practice) practice.*

**A candidate must attain the “R” rating in all categories on the final work appraisal forms from their primary and alternate supervisors at the conclusion of their period of authorized supervised practice in order to be invited to attend an oral examination.*

Rating Professional Performance

Dimensions of the candidate’s professional performance to be rated (see descriptions below)

Supervisor’s evaluation of candidate’s current level of functioning (see key above)

	U	A	AR	R
Overall awareness/knowledge of Ontario jurisprudence				
Competence in declared area(s) of competence (see candidate’s Declaration of Competence form)				
Competence in formulating and communicating a diagnosis				
Awareness of limits of competence				
General maturity of professional attitude				

Descriptions of Dimensions of Professional Performance

To assist supervisors and candidates in understanding what is meant by a rating of “R” or “Ready for autonomous practice”, which can also be conceptualized as “competent” or “entry level autonomous practice”, the following indicators of professional performance have been developed:

1. Overall awareness/knowledge of Ontario jurisprudence

To attain a rating of R in this area, the candidate must consistently:

- Demonstrate a good knowledge of Ontario jurisprudence and apply this knowledge appropriately, seeking consultation when needed.

2. Competence in the declared area(s) of practice

To attain a rating of R in this area, the candidate must consistently:

- Demonstrate a sufficient breadth of knowledge and skills to deal with the typical presenting conditions found within their declared area(s) of practice and client group(s) (without limiting themselves so narrowly that they can only offer services to clients with very few conditions).

3. Competence in formulating and communicating a diagnosis

(Except for candidates whose sole area is Industrial/Organizational Psychology) In order to attain a rating of R in this area, the candidate must consistently:

- Demonstrate the ability to combine psychological assessment data with clinical impressions, historical information, current life status and symptoms to generate diagnoses for groups of clients that the candidate might be expected to encounter in the area(s) of practice they have declared. This includes ruling in and ruling out various diagnostic possibilities and identifying co-morbidity.
- Demonstrate the ability to sensitively communicate diagnostic information; including providing information about prognosis, treatment possibilities and answering common questions clients are likely to ask.

4. Awareness of limits of competence

In order to attain a rating of R in this area, the candidate must consistently:

- Demonstrate an awareness of when he/she needs to consult with others with regard to client groups, client issues, or client complexity.
- Demonstrate sufficient knowledge to recognize disorders with which they do not work themselves, and sufficient knowledge about other resources to make an appropriate referral.

5. General maturity of professional attitude

In order to attain a rating of R in this area, the candidate must consistently:

- Demonstrate positive coping strategies with personal and professional stressors and challenges.
- Maintain complete records of all patient contacts that include pertinent information. Notes are clear, concise and timely.
- Demonstrate efficiency in accomplishing tasks without prompting or reminders.
- Demonstrate excellent time management skills regarding appointments, meetings, and leave.

Rating Core Competencies for Professional Practice

**Core Competencies for Professional Practice
(see descriptions below)**

**Supervisor's evaluation of candidate's
current level of functioning (see key on
page 3)**

	U	A	AR	R
Interpersonal relationships				
Ethics and standards				
Assessment and evaluation				
Intervention and consultation				
Research <i>(rate only if this is an activity declared by the candidate in the Declaration of Competence)</i>				

Definitions of Core Competencies for Professional Practice.

To assist supervisors and supervisees in understanding what is meant by a rating of “R” or “Ready for autonomous practice”, which can also be conceptualized as “competent” or “entry level autonomous practice”, the following indicators of competence have been developed:

Interpersonal relationships

In order to attain a rating of “R” in this area, the candidate must:

- Consistently demonstrate effective communication skills by establishing and maintaining rapport with clients and colleagues;
- Consistently demonstrate the ability to establish and maintain trust and respect in the professional relationship;
- Consistently demonstrate professional and appropriate interactions with treatment teams, peers, and supervisors;
- Consistently demonstrate the ability to handle differences openly, tactfully, and effectively;
- Reliably identify potentially challenging clients and seek supervision/consultation;
- Demonstrate knowledge of self, such as motivation, personal resources, values, personal biases, and other factors that may influence the professional relationship (e.g. boundary issues);
- Acknowledge and respect differences that exist between self, clients, and colleagues in terms of race, ethnicity, culture and other individual difference variables.

Ethics and Standards

In order to attain a rating of R in this area, the candidate must:

- Consistently demonstrate knowledge and skills in an ethical decision-making process;
- Identify potential ethical and legal issues and address them proactively;
- Actively seek consultation when treating complex cases and when working with individuals who present with unfamiliar symptoms;

- ❑ Demonstrate knowledge and skills in dealing with informed consent and confidentiality in a specific situation (i.e. taking into account family members, third parties such as insurance companies and mandatory reporting obligations);
- ❑ Demonstrate knowledge and the ability to apply standards for psychological tests and measurements;
- ❑ Demonstrate an understanding of one's responsibilities to client, public, profession, and colleagues.

Assessment and Evaluation

In order to attain a rating of R in this area, the candidate must consistently:

- ❑ Demonstrate proficiency administering commonly used tests in his/her declared area(s) of practice;
- ❑ Demonstrate ability to formulate a referral question;
- ❑ Demonstrate the ability to appropriately choose the tests to be administered to answer the referral question;
- ❑ Demonstrate the ability to develop a systematic assessment or evaluation plan which includes formal psychometric testing in areas of practice where this is standard;
- ❑ Demonstrate the ability to accurately interpret the results of psychological tests used and to integrate results;
- ❑ Make accurate diagnostic formulations for a variety of disorders;
- ❑ Demonstrate knowledge and skill in the formulation of diagnostic hypotheses and demonstrate making a diagnosis when appropriate;
- ❑ Write; a well-organized psychological report that answers the referral question clearly, integrates assessment information, provides a reasoned case formulation, and provides the referral sources with appropriate and specific recommendations;
- ❑ Demonstrate the ability to collect appropriate information during an intake interview to formulate and test hypotheses about what the client's problem may be.

Intervention and Consultation

In order to attain a rating of R in this area, the candidate must consistently:

- ❑ Gather information about the nature and severity of client problems, analyze this information to formulate hypotheses about the factors that are contributing to these problems through qualitative and quantitative means, and select appropriate intervention methods;
- ❑ Develop a conceptual framework, and communicate this to the client;
- ❑ Produce good case conceptualization within own preferred theoretical orientation; and be able to also draw some insights into case from other orientations;
- ❑ Set realistic goals with clients;
- ❑ Conduct interventions that are well-timed, effective and consistent with empirically supported treatments.

Research

In order to attain a rating of R in this area, the candidate must consistently:

- ❑ Demonstrate knowledge and skills in standards for conducting psychological research;
- ❑ Demonstrate the ability to effectively convey research results in writing.

GOALS OF SUPERVISION

Please outline the main goals or objectives of supervision during this period:

(Use the Declaration of Competence and the various steps in the College's registration process as a basis for defining the goals for the supervision period and developing a supervision/learning" plan)

To what extent were these goals or objectives achieved?

Identify areas in which candidate growth is most evident

CANDIDATE'S AREAS NEEDING FURTHER DEVELOPMENT

Areas (if any) in which the candidate needs further development are:

Action being undertaken by candidate in reference to the above (when required):

Identify future learning needs (if any):

RETRAINING PLAN

Is the candidate completing a retraining plan? Yes No

If **YES**, please, outline their progress here: (A separate evaluation of the retraining must be submitted to the Registration Committee when the plan has been completed).

SUMMARY STATEMENT

Please summarize in point form the candidates supervised professional activities corresponding to this reporting period (for example, number and nature of psychotherapy cases, workshops attended by the candidate, research activities, etc.).

Supervisor Statement:

Candidate Statement:

I have shown the candidate all my ratings and comments and discussed them with him/her.	My supervisor has shown me all of her/his ratings and comments and has discussed them fully with me.
Name (please print):	Name (please print):
Signature:	Signature:
Date:	Date:

SUPERVISION LOG

For period beginning _____ and ending _____

Candidate: _____ Supervisor: _____

<i>Date</i>	<i>Time spent</i>	<i>Nature of contact with supervisor (please be as specific as possible)</i>	<i>Both signatures</i>

Email the completed form to: workappraisals@cpo.on.ca

SUPERVISION LOG

For period beginning _____ and ending _____

Candidate: _____ Supervisor: _____

<i>Date</i>	<i>Time spent</i>	<i>Nature of contact with supervisor (please be as specific as possible)</i>	<i>Both signatures</i>

Email the completed form to: workappraisals@cpo.on.ca