

Substantiating For **RPC** Full Designation

Date: _____ Applicant Name: _____

SUB 1.1

As the counselling supervisor, mentor, peer, or employer with direct knowledge of the above member's counselling experience, I acknowledge that the information below is true and accurate.

Name: _____ Authorized Signature: _____

Please **attach resume or CV** of Supervisor. If more than one Supervisor, use a separate form for each supervisor.

Requirements: Fill in the hours for the 3 areas below (a) Supervision Hours, (b) Direct Clinic Contact Hours and (c) Professional Practice/Professional Currency Hours. Refer to the pages following for Definitions.

A. Types of Supervision Hours (See following pages for definitions)	Any Comments	Hours
One-to-One > with Qualified Supervisor (QS) Minimum 24 hours Required		
Day-to-day > with workplace designated Supervisor related to client cases		
Direct Observational > in session or recorded with Qualified Supervisor		
Group (max 8 participants) > led by Qualified Supervisor (QS)		
Mentoring > intentionally matched for a particular skill or technique		
Other:		
TOTAL Supervision Hours (150 min.) =		

B. Types of Direct Client Contact DCC Hours	Any Comments	Hours
Intake assessments		
Individual Sessions		
Group Sessions		
Family Sessions		
Therapeutic workshops (for clients max 8) which includes counselling		
Other:		
TOTAL Direct Client Contact Hours (250 min.) =		

C. Professional Practice/Currency Hours	Any Comments	Hours
Documentation > 1 hour for 10 hours of DCC (approx. 10-15 min per session)		
Research > Specific to Clients or Cases		
Staff Meeting > Relating to Client Care		
Report Preparation > to Third Parties		
Continuing Education/Professional Development		
Professional Activities > ie. Committees, Q & A's, AGM etc.		
Other > i.e.: Peer Debrief, Consultation, Teaching Workshops		
TOTAL Clinical Practice / Currency Hours (200 min.) =		

Any Additional Comments:

Qualifying Types of Supervision

Direct: In person or distance through online venues, Observation in Session, Review of Recorded Sessions, Co-Counselling

Indirect: Case or Documentation Review, Case Consultation, Skill or Self-Care Strategy Consultation

One-to-one structured (24 of the total 150 hours minimum requirement for **Candidate** members **must** be individual sessions regarding clinical practice)

This type of supervision is in individual sessions with a registered Qualified Supervisor (QS).

Day-to-day Professional Consultation

This type of supervision is with a workplace counselling supervisor, a Qualified Supervisor (RQS), or an experienced clinician who must have expertise in the area of consultation.

This supervision includes individual and/or group sessions, phone calls, face-to-face immediate consults or clinical oversight as a result of employment or placement in a mental health setting. This is more than day to day administrative oversight.

Direct Observational

This type of supervision is with a Qualified Supervisor (QS) and includes either recorded audio/video, or in-session observation with permission.

Group

This supervision is facilitated by a Qualified Supervisor (QS) (max. 8 participants)

This supervision includes case summaries, technique/intervention education, role play, moderated discussion about *client cases & counselling practice*. It can also address issues and/or enhance strategies around self awareness and self care.

Mentoring

This type of supervision is facilitated by an intentionally matched experienced clinician/therapist/mentor who is also registered as a Qualified Supervisor (QS), is recognized as a Supervisor in the field or meets the equivalent requirements. This includes a planned agreement between mentor and mentee of goals and expectations, where the counsellor/mentee **is being observed** by the QS/mentor. (Coursework hours are reported as Professional Currency)

Other: ie. One-to-One Self-Care with a Qualified Supervisor (QS)

This type of supervision addresses personal life impact and self-awareness either in prevention or recovery.

Supervision of Supervision Hours

This type of supervision is for Registered Qualified Supervisors (RQS Provisional) who have completed a minimum of 30 hours of education related to providing supervision as a Qualified Supervisor (QS) and are completing the 100 hour requirement to be fully registered as an RQS. This supervision requires the senior supervisor to co-sign forms of attestations for practicum students and candidates.

***Keep in mind that the purpose of supervision is two-fold:**

- I. Safety for Clients “ Do No Harm”
- II. Development and Expansion of Counselling Competencies

**** Peer Debrief/Consultation, individual or group, is valuable but is not a substitute for Counselling Supervision**

Glossary of Terms for Reporting Direct Client Contact and Professional Currency

Direct Client Contact (DCC): Clinical sessions working directly with the client that are either assessments, counselling or therapeutic workshops with individuals, couples, families or groups.

Professional Currency: Professional tasks associated with client care such as documentation, research for particular cases, staff meetings, testing or teaching workshops; continuing education and skill development.

Direct Client Contact - sessions working directly with clients via in-person or e-therapy

The Client may be an individual, a couple, a family or a group.

Client Contact is defined by the sessions, or the actual time spent with clients in clinical counselling.

Sessions may also take the form of an assessment for treatment, crisis intervention or intake for initiating the therapeutic relationship.

Group Sessions where clinical counselling is focused on defined issues or desired outcomes with a group of individuals who have a commonality. (max. 8 participants)

Therapeutic Workshops where learning and counselling are being combined in such a way that interpersonal counselling is taking place. (max. 8 participants)

Other: ie. Critical Incident Debrief where a critical incident has occurred and counsellor has been brought in to facilitate debriefing and/or supporting a group of affected individuals.

Professional Currency is a combination of professional tasks related to client sessions

Documentation is time needed for making notes on a session following its conclusion. The average is 10 minutes per session, regardless of the duration of time the session took to be complete. In the beginning, it may take 15 minutes and it is permissible to calculate documentation as 15 min during the beginning of candidacy. The formula to use in calculating this is: Take the total # of DCC hours and multiply that number by the number of minutes (10 or 15) and then divide that whole number by 60 minutes. The sum will be the approximate documentation hours accumulated for the number of client sessions you are reporting for.

Research counted here is research specific to current client cases you are reporting for.

Staff Meetings are workplace meetings relative to client cases and caseload but do not include clinical supervision.

Report Preparation for collaborative care of a client with other health professionals and/or other necessary letters.

Continuing Education (CE)/Professional Development(ProD) is part of your collective professional currency.

Professional Activities provide opportunities for ongoing growth and maintenance of professional competence.

Teaching Workshops with groups where clinical counselling is not a component but therapeutic learning is occurring.

Other: Peer Debrief / Consultation with Colleagues / Mentoring Skill Development / Mental Health Projects

★ *Provisional's – for these activities to qualify they must be guided or led by a supervisor or senior clinician*

Testing requires particular certification and can only be reported here if training and certification have been identified and confirmed with supervisor.