



MAC/MCP Clinical Practicum Summary

Practicum Requirements for Students

- Students are required to complete a minimum of **700 hours of supervised clinical experience**.
- Included in these 700 hours, students are required to obtain **200 hours of direct service** (face-to-face contact with clients in a counselling capacity). These would typically include direct counselling interventions with individuals, couples, families, and group therapy. Other interactions, including intake and other assessments, psycho-educational presentations and group therapy **exceeding 40 hours**, need to be approved in advance by the clinical site supervisor and the Director of Training for them to be counted towards the 200 hours. It is also required that students obtain experience working with an appropriate number of clients and a range of presenting concerns in order to be prepared for entry level practice. Students are expected to consult with the Director of Training for Counselling in a timely manner if they require any clarification about whether their training experience fulfills program requirements. Professional Development hours are **limited to a total of 70**.
- Students must obtain **a minimum of 40 hours of individual supervision** over the course of their practicum.
- Students can begin practicum in September or January. In some cases, particularly for students who are unable to secure a January placement, a May practicum start may be permitted. Depending on the number of students who secure practica starting in May, students wishing to do so may be required to enroll in an independent practicum seminar format. This format may involve an increased fee related to the proportionally greater faculty resources required to offer it. Please check with the Director of Training if you are interested in a May start. Orientation to the site can begin earlier with the approval of the Director of Training.
- Students are to complete their 700 hours over the course of a minimum of **eight months** (two semesters) and a maximum of **12 months** (three semesters).
- Students are typically at their site 15-24 hours per week, depending on how many hours they can dedicate to the practicum per week and the time frame projected for completion.
- Student must have approval from the practicum site before taking any time off, including time between semesters (e.g., Christmas/New Year's).
- Students are encouraged to record (video or audio) as many sessions as possible with clients (based on informed consent) to facilitate learning. Students are required to have recordings and transcriptions for presentations in practicum seminars and the final Masters Qualifying Exam. **Please get clients to sign the Adler University consent**

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for release of information form for use of recordings of educational purposes. If a site has its own release of information form, please show this form to the Director of Training for approval.

- Students are expected to adhere to the ***Personal Health Information Security Policy***. A copy can be found on the main page of the Vancouver Training Information and Resource Page on Adler Connect, under Academic Life. This policy establishes clear practices for protecting sensitive and confidential recordings and how to handle them. Students must be familiar with and comply with this policy.

Clinical Practicum Training Site Standards

The primary responsibility of the training site is to provide students with a diverse training experience. Each site will determine the specific training offered within their programs; however, all training sites must be approved by Adler University, Vancouver Campus, in accordance with the following professional guidelines:

1. To be considered a stand-alone primary practice site, training sites should be able to provide the number of direct and indirect hours required by the student's program at Adler University.
 - ❑ There should be adequate client intakes to provide sufficient direct service hours (minimum 200) without students having to advertise or otherwise solicit for clients. When assigning clients to students, consideration should be given to the stage a student is at, recognizing that complex client issues (e.g., severe mental health issues or trauma) may be beyond the level appropriate for students, especially early in the practicum.
 - ❑ Indirect hours can include supervision, report writing, program notes, research on client issues, case conferencing, seminars, workshops, and other learning experiences.
2. The site must designate an approved mental health professional as the Training Site Director. The Training Site Director is responsible for managing the training program and acting as the primary contact for Adler University. In many cases the Training Site Director is the same person as the Primary or Site Supervisor.
3. The site must designate one or more approved mental health professionals with training and/or experience in supervision as Training Site Supervisor(s). The training experience must be performed under the direction, control, and full professional responsibility of the supervisor(s). If there is more than one Training Site Supervisor, one should be designated



as the “Primary” Supervisor who is the main contact for the student and holds the final authority in client care and evaluating the student.

4. Primary supervisors must be clinicians with a Masters or Doctoral degree who are certified or licensed in the province of practice (e.g., RPsych, RCC, RSW) or who are approved by the Department of Training at Adler University.
5. Primary Supervisors are responsible for:
 - a. Supervising all of the student’s activities during the training program (e.g., direct client contact, indirect activities, reviewing and signing off case notes)
 - b. Verifying all student training hours and signed off at the end of each semester
 - c. Providing timely feedback to students about their training development
 - d. Completing a Practicum Student Evaluation at the end of each semester and, if necessary, at the end of practicum on the student’s training progress. A satisfactory site evaluation is necessary for a passing practicum grade for the student.
6. Site supervisors should provide a **minimum of 40 hours of individual supervision over the course of the practicum.** Supervision is expected to be at least one hour of regularly scheduled, individual, face-to-face supervision per week with the Primary Supervisor. Additional supervision could be provided through group supervision or consultation with other mental health professionals at the site.
7. Most students also require direct observation supervision hours for registration with a professional association (e.g., BCACC). Supervision by direct observation involves sitting in the room with the student and client, viewing from behind a mirror, or reviewing audio/video recordings. Please note that students are not guaranteed to meet registration requirements upon completion of their practicum. Students may need to complete additional supervision or direct client hours post-graduation.
8. A site supervisor should be accessible at all times when a student is at the practicum site to assist in case of emergency (e.g., a suicidal client). It is strongly preferable that students have access to the supervisor or another clinician or staff member on site at all times.
9. Training sites should provide the guidance and opportunity for students to audio/video record clinical sessions. Sites are requested to use the Adler University Consent form unless the practicum site consent form has been approved by the Director of Training.
10. Training sites must provide adequate working space for students to see clients and complete other work at the office.



11. The site should have a policy in place to address safety issues in the office (e.g., working after hours, working alone in the office, and seeing clients off site).
12. To avoid dual relationships or conflict of interest, students must not see supervisors for therapy.
13. Students may not be placed in the private practices of Adler University faculty or staff with whom they have a current or ongoing evaluative relationship. Other potential dual relationships should be avoided where possible and otherwise appropriately managed according to applicable ethical standards.
14. Students must be designated as such (e.g., externs, interns, counsellor trainees) by the site for staff and clients. Moreover, students cannot be employed at the training site.
15. Overall, the site must provide a training program that:
 - ❑ Is supportive with appropriate space to conduct clinical work
 - ❑ Emphasizes respect for diversity regarding gender, race, ethnicity, sexual orientation, disability and religion
 - ❑ Abides by a Code of Ethics as prescribed by mental health professionals
 - ❑ Is compliant with provincial and federal legislation on non-discrimination
 - ❑ is comprised of clinical activities that include but are not limited to individual therapy and other types of therapy, and consultation with the client present. Support activities such as, answering phone calls, general office-related activities such as billing and cleaning, recruiting clients, and reading test manuals are not considered clinical activities.
16. The training site may specify additional requirements. Adler University expects students to comply with these requirements

Supervision Requirements

Supervision is defined as an ongoing relationship between the student and qualified clinicians for the purpose of reviewing interventions and services provided by students for clients while the student is at the practicum site. The integration of practicum training with supervision provides students with an opportunity to develop skills and increase awareness of ongoing issues concerning professional standards and practices.

The method of supervision can vary depending on the training, theoretical orientation, and professional interests of the supervisor. Students are expected to apply to practicum sites that meet their training needs and program requirements. Assessing fit between the practicum supervisor's and student's supervision needs and personality are also important.



These principles also dictate that clinical services provided by externs be under the control, direction and full professional responsibility of the practicum supervisor. The training site designates the practicum supervisor with direct legal and ethical responsibility for clients and students. The practicum supervisor is considered the primary supervisor who has final authority for evaluating the student and treating the client. Adler University may decline affiliation with a training site or prevent students from being supervised by an individual with a history of disciplinary action taken against his or her license. Students may get additional consultation from other supervisors, faculty, and other students in practicum seminars and should notify their practicum supervisor when they will be presenting a client(s) in practicum seminar. However, the practicum supervisor will make all final decisions regarding clients at his or her site.

Important supervision and training requirements include the following:

- Over the practicum training year, students receive a minimum of 40 hours of individual supervision from a qualified supervisor. Supervision should be regularly scheduled and face-to-face. Additional supervision is encouraged but not required and may be comprised of group supervision with other trainees, or supervision provided by an intern, postdoctoral fellow or allied mental health provider. It is highly recommended that students be provided with some form of didactic training throughout the course of their practicum experience
- The Adler University MAC/MCP program prohibits a fee-for-supervision model in which trainees are expected to pay for supervision.
- To avoid dual relationships, students must not receive individual therapy from their practicum supervisors.

Primary Supervision Format

The student is responsible for requesting and scheduling supervision with the Primary Supervisor. The following is a recommended consultation schedule for each client.

Student Responsibilities:

- The student consult with the Primary Supervisor upon completion of the first or second session with each new client to review the initial impression of the case, provide a brief overview of the goals of therapy and establish a preliminary treatment plan
- The student consult with the Primary Supervisor following any session with the client that is determined by the student as unusual, or where the behavior of the client(s) is irregular, or where there is a perceived risk of



harm to the client, the client's family, or the student

- The student consult with the Primary Supervisory at the point of transfer, termination or disposition of any case
- The student will prepare for each scheduled supervision session

Primary Supervisor Responsibilities:

- The Primary Supervisor schedules a weekly supervision session with the student.
- The Primary Supervisory reviews the intake information, goals of therapy and preliminary treatment plan for all active clients at the first session of supervision, and will review and sign off on all clinical case notes
- The Primary Supervisor will review emergency procedures and assist with any medical or psychological emergencies that arise during or after hours
- The Primary Supervisor will provide a plan for managing suicidal and psychotic clients and provide assistance and appropriate support for any such cases
- The Primary Supervisor will complete the Student Evaluation and sign off the logged hours at the end of each semester (and at the end of the practicum if the practicum goes beyond two semesters)

Students are responsible for having a thorough knowledge of the **Clinical Practicum Handbook**. The Handbook outlines policies and procedures students need to be aware of to successfully complete the practicum process. The Clinical Practicum Handbook can be found on the MAC/MCP Vancouver Training and Information Resource page found under Academic Life on Adler Connect.

STUDENTS MUST ATTEND A MANDATORY CLINICAL PRACTICUM INFORMATION SESSION PRIOR TO EMBARKING ON THE PROCESS OF SECURING A PRACTICUM SITE. CLINICAL PRACTICUM INFORMATION SESSIONS ARE HELD IN FALL AND SPRING SEMESTERS.