Competency/Activity Tracker Example

This is an example of a tool that many students have found beneficial. The student develops a word document with headings of each of the Competencies and then each week as they complete their weekly log, they copy the activities listed on the Weekly Log under the identified Competency. This does take an extra 5 minutes a week but saves a tremendous amount of time during the evaluation process. The Field Instructor can use the documentation in this document for the evidence section of the Evaluation documentation. It is also a great tool to use during supervision to assess that all competencies are being addressed in their learning experiences.

1. ***Professional Behavior***

- 5/13: Continued brainstorming learning activities as instructed during FY training, processed competencies and how they relate to activities I will be participating in at site.
- 5/14: Clinical Team Meeting. Observing counselors discuss and staff clients.
- 5/15: Met with field instructor via zoom to discuss practicum weekly logs and work contract.

2. ***Engage in Diversity and Difference in Practice***

- 5/26: Continued to discuss the possibility of summer camps, clients that could attend, and possible dates that would work.
- 5/26: Met with counselor to receive handbooks for First Time Offenders group sessions, that will be held online. Discussed my role in these group and what is expected of me.
- 6/12—Practice Friday—White Privilege by Charlotte Kendrick.

3. ***Social, Economic and Environmental Justice***

- 5/27—Prepared intake paperwork to mail out to clients that have trouble signing documents online.
- 6/8—Received food delivery at agency for distribution. Learned the distribution policy and procedures.
- 6/12—Practice Friday: White Privilege by Charlotte Kendrick.

4. ***Engage in Research***

- 5/19: Logged communication between worker and clients, completing necessary paperwork for upcoming audit.
- 5/22: Completing past intakes since COVID-19 to prepare for upcoming audit.
- 6/10—Researched worksheets to help build rapport with young client. Tried to find some that would be fun, but also related to the issues at hand for the child.

5. Engage in Policy Practice

- 5/19: completed necessary paperwork requirements for upcoming audit.
- 5/21: Trained by preceptor on how to properly complete intake packets and discharge forms for clients, which will help with the upcoming audit.
- 6/26—Practice Friday—Reporting Abuse and Neglect of Children and Adults.

6. Engage with Individuals, Families, Groups, Communities

- 5/20: Talked with client regarding correct trauma informed techniques to use with a child when expressing past traumatic events.
- 5/21: Session with client, interviewing them on family history and past traumas. Via zoom.
- 5/26—Observed a client intake online.
- 6/10: Mentored client who resides in the agency's emergency shelter. Discussed client rights and confidentiality, then focused on building rapport.

7. Assess with Individuals, Families, Groups, Communities

- 5/15: Assessed the need for client annual update, discussed possible interview times with client, located and began the document to start annual update.
- 5/20: Talked with client regarding correct trauma informed techniques to use with a child when expressing past traumatic events.
- 7/1—Home Safety Simulation.

8. Intervene with Individuals, Families, Groups, Communities

- 6/2: Talked with client about different coping skills for a child and self-soothing methods due to trauma.
- 6/11: Assisted in helping an individual find needed items for their child. Found many items in the agency's donation room, also drove to the agencies storage unit to further assist the individual with finding needed resources. Items include clothing for child, diapers and pull ups, toddler bed, stroller, car seat, and a highchair.
- 6/17: Mentored an autistic client who resides in the agency's emergency shelter.

9. Evaluate Practice with individuals, families, groups, communities

- 5/15: Assessed the need for client annual update, discussed possible interview times with client, located and began the document to start annual update.
- 5/21: Went over finished evaluation with client, discussed it, and client signed document.
- 5/29: Reviewed and completed a self-evaluation on the simulation video.
- 6/17: Evaluated the effectiveness of the First Time Offender's group.