

Understanding the Basic Principles of Supervision

Clinical Reporting Worksheet

Date _____

Supervisor _____ Student _____

Rate relevant behaviours only:

- 5 = Very good
- 4 = Good
- 3 = Satisfactory
- 2 = Poor
- 1 = Fail

	1. Meets clinical reporting deadlines (as per policy, supervisor's request, professional standards, etc.).
	2. Formats clinical reports correctly.
	3. Provides complete, accurate identifying information about client.
	4. Provides background information that is relevant, accurate, complete, well organized and in proper chronological order.
	5. Provides accurate test results and scoring.
	6. Formats diagnostic data appropriately or as expected.
	7. Makes full use of protocols and other raw data; attaches copy to report or client file.
	8. Records clinical observations accurately and in proper places.
	9. Describes client's level of function based on current diagnostic information; includes baselines when appropriate.
	10. Writes goals and objectives in relevant behavioural terms.
	11. Sets goals and objectives appropriate for client's age, disorder or problem, and severity.
	12. Summarizes progress for each objective.
	13. Provides concise but complete clinical impressions, including nature and severity of disorder or problem.
	14. Carefully integrates clinical impressions and information from other sections.
	15. Makes recommendations that are appropriate for client's age, problem and severity level based on available data.
	16. Uses proper terminology, spelling, punctuation and syntax (grammar).
	17. Produces reports free of unnecessary words, repetition and meandering.
	18. Exercises caution in making statements outside own area of expertise.
	19. Reports all information using vocabulary appropriate for recipient of report.

Comments

Adapted from Ruder, McCabe Smith, Trammell & Landes, p. 116.