

Practicum Checklist for Student Clinicians

Prior to start of clinical practicum:

- ❑ Contact your supervisor via email and/or phone call (not text). In this contact, **introduce yourself**. Share your resume so they have background knowledge on your clinical and educational experience. **Include questions such as: What are your clinic hours and what time should I report in/out? What is appropriate dress code? Where should I park and how should I locate you on day 1? Ask for a preferred method of contact (at this point, if supervisor indicates text is OK, feel free to use that method).**
- ❑ Meet with Kristy if you would like to do some pre-clinic preparation using clinical simulations. Many times, student clinicians are nervous about a new setting/population. I am available to meet with you to do some clinical prep by doing related clinical simulations. This may help alleviate some anxiety surrounding new populations/settings and also prepare you for what to expect.

First week of clinical practicum:

- ❑ Your first week will set the tone for your placement. Goals should include building a strong foundation with your clinical supervisor that will promote open communication with your supervisor as well as mutual trust so you, as the student, accept feedback and make progress. Ways to do this include being transparent and open about your clinical expectations as a student and advocating for yourself to have access to all the tools you need to provide therapy.
 - ❑ Ask for the documentation, such as evaluations, treatment plans, goals, progress reports, etc of the clients you will begin observing and serving. This way, while you observe sessions the first weeks, you can begin generating an idea of how to plan for sessions.
 - ❑ Ask for a map and/or tour of the site. This will help you build independence with navigating the site. While discussing this, specifically identify where you find evaluations, treatment material and any tools needed to do the job.
 - ❑ Ask for a list of colleagues, teammates, etc. you will collaborate with during your time there. Experiencing interprofessional collaboration is key to your clinical education. Identifying from the beginning who you may communicate and work with will support your development with interprofessional practice.
 - ❑ Identify time weekly that you and your supervisor can meet; uninterrupted. You may have to get creative (i.e. written "meeting" via email or virtual meetings via videoconferencing) depending on your supervisor's clinical model and productivity. Be open to exploring ways to connect while also confirming time from the start that you can meet. This is imperative to a successful rotation as you need dedicated time with your supervisor for feedback, pre and de-brief, discussion and more.

- ❑ Share important dates with your supervisor including start/end dates, any school holidays, dates for mid-term/final evaluation, etc. Provide verbally and in writing.
- ❑ **Be an active observer.** Your first few weeks will include observation. Do not do this passively; but rather, actively engage in observations.
 - ❑ From day 1, take data from each session, as if you were the clinician who would write the daily note. Documentation is an important skill to develop and by practicing it from day 1 you will build on that and will also better prepare yourself to treat the patients.
 - ❑ From week 1, identify clients you feel you could begin treating in the next week or two. Review them with your supervisor at the end of your first week and agree on expectations for when you can begin integrating into the sessions.
 - ❑ Engage your supervisor in discussions about clients. Pre-brief and de-brief so you can be well-informed.

Second week of clinical practicum:

- ❑ You are likely still engaging in active observations of sessions. Continue to take data and notes as if you were completing daily notes and identify clients you will begin treating.
- ❑ Work on treatment plans for the clients you and your supervisor have identified for you to treat. Your supervisor will likely want to review your treatment plan prior to sessions. Discuss with your supervisor the preferred method for this.

Third week of clinical practicum:

- ❑ Continue active observations, data collection
- ❑ **Integrate into the sessions you and your supervisor identified. You can do a part of the session.**
- ❑ De-brief sessions with your supervisor to begin gaining feedback and input from your supervisor on your clinical skills.
- ❑ Possibly begin treating the sessions you and your supervisor identified.

Fourth week of clinical practicum and on:

- ❑ You have likely treated a partial or whole session(s) by this week. Continue with those sessions and **take over any partial session fully.**
- ❑ Build up the amount of treatment you are doing each week.
- ❑ Discuss including assessment experience along with any other clinical skills such as counseling, instrumentals, parent/caregiver/family coaching/education/training.
- ❑ Continue open communication on important dates (i.e. midterm evaluation, final evaluation, summer break, last day/week of clinic, etc). While Kristy communicates this as well, it is helpful for supervisors to have reminders and for you to practice communicating this type of information.
- ❑ Use the "Skills Checklist" to ensure you and your supervisor are covering as many skills development in this setting as possible to support your growth as a clinician.