



Program Information and Applicant Checklist

The Santa Clara County Behavioral Health Department is proud to once again offer a training program focused on enhancing clinical supervision practices across our system. This program has been offered to clinical supervisors in the Behavioral Health Services Department (BHSD) since 2015. The training program is, in part, the result of the collaborative efforts from the Santa Clara County Mental Health Department Clinical Supervision Workgroup. The workgroup has released guidelines delineating clinical supervision core skills and recommendations on enhancing the practice of clinical supervision. The recommendations of this group included a training program as a means to promote and strengthen clinical supervision best practices. The Clinical Supervision Training program will run for nine (9) months with two main components: (1) a didactic component and a (2) consultation component. For information on the development of this program and clinical supervision guidelines, please [reference documents on the BHSD website](#).

Program Description

The program will begin in February 2017 and end October 2017. This clinical supervision training program aims to enhance the skill set of current practicing supervisors and prepare new clinical supervisors with up to nine (9) days of instruction (one day per month totaling approximately 72 hours [54 CEUs]) and up to nine 1.5-hour (total of 13.5 hours) group peer consultation sessions approximately two weeks following the training. Peer consultation enhances and supports the adult learning process and integration of training concepts into practice for each participant of the program. The trainings and consultation sessions will generally take place at Learning Partnership, 1075 East Santa Clara Street, 2nd Floor, San Jose, CA 95116. The training schedule included with this packet is subject to change pending the availability of the invited presenters. Please note, at this time the Learning Partnership is only able to offer CEUs for LMFT, LCSW, LPCC, LEP, RN, and CCAPP.

The topics selected are intended to give clinical supervisors a strong foundation to (a) provide clinical supervision; (b) address the needs of the larger behavioral health system to enhance best practices in clinical supervision; and (c) respond to the needs and the concerns of staff and clinical supervisors who contributed to a survey and focus groups. The didactic component of the program will be taught by local and nationally recognized faculty who are considered experts in their topic area. The consultation sessions will be facilitated by local facilitators who are experienced both in facilitation and clinical supervision.

Minimum Requirements for Admission

The program is open to clinical supervisors practicing in the Family and Children's Division or the Adult and Older Adult Division who are able to commit to the requirements of the program and have the support of their employer to do so. Please see requirements below:

1. Applicant is a licensed mental health professional and/or Certified or Licensed Alcohol and Drug Counselor,



2. A significant function of the applicant is to provide clinical supervision (or will be able to provide clinical supervision by the beginning of the program),
3. Applicant is employed by the behavioral health department or a contract agency,
4. Applicant has been employed at their agency for 12 months or longer by the start of the program,
5. Applicant has completed (within the last 2 years and can submit certificate of completion) **OR** plans to complete the following courses by June 30, 2017 (must show documentation of enrollment):
 - a. Basics of/General clinical supervision training (minimum requirement for all clinical supervisors)
 - b. Facilitating Reflective Practice (2-day course)
6. Letter of Recommendation from applicant's supervisor or manager. At minimum, the letter should include:
 - a. Reasons applicant is being recommended
 - b. How the supervisor/manager and agency plans to support the applicant to successfully attend and complete the program, including their on-going attendance; and
 - c. Applicant's level of commitment to the agency.

The commitment expectation to the program is:

1. Applicant will attend trainings every month;
2. Applicant will meet monthly in peer groups of no more than 8 to provide opportunity to discuss clinical supervision successes, challenges, and other support needs. The meetings are generally scheduled two weeks after the trainings focused on shared reflection, practice of skills, and integration of concepts.
 - a. Configuration of participants in each group is assigned in a manner that promotes cross-agency and experience level collaboration.
3. Applicant will be expected to share new knowledge within their agency/clinic;
4. Successful program completion requires participants have no more than three (3) absences (of these, no more than two should be a training).

Timeline Information

Tuesday, October 11, 2016	Release of Applications
Monday, November 14, 2016	Application Due Date (3 p.m.)
Monday, December 19, 2016	Program acceptance letters e-mailed to applicants
February 2017	Program begins
October 2017	Clinical Supervision Training Program Awards

FAQ's

- *What courses will be offered?*
 - *While dates and times will be released later in the year, here are the general topics we have hosted in the Clinical Supervision Training Program:*
 - *Compassion Fatigue*



- Decision Making and Legal & Ethical Dilemmas in Clinical Supervision
 - Group Supervision
 - Models of Supervision (Competency, Critical Events, Developmental, Reflective)
 - Supervising to Multi-Cultural Factors
 - Supervising to Outcomes
 - Supervising to the Treatment of Co-Occurring Disorders
 - Supporting Transitions and Recovery in Clinical Supervision
 - TCP in Clinical Supervision
 - The Supervisory Relationship and Non-Disclosures
 - Using Measurement Tools in Supervision / Supervising to Multiple EBPs
- Trainings will be from 8:30 am – 4:30 pm or 9 am – 4:30 pm, unless otherwise indicated on the schedule.
- **May I miss more than 3 sessions?**
 - Completion of the program is predicated upon attending all sessions in full as they further develop your competency in clinical supervision. If there will be more than 3 misses the program will be considered incomplete. This includes the need to come late and/or leave early on a frequent basis. We recommend for you to look over the materials and application, consider your situation and desire, talk it over with your manager and perhaps colleagues, and then decide if this course work is for you at this time.
 - We understand that conflicts may arise and encourage you to let us know ahead of time if something is planned or occurred to prevent you from attending.
- **How do I register for the trainings?**
 - If accepted into the program, we will register you at that time. It is recommended you have a sccLearn account associated with the email you have applied to this program.
- **What is the “Foundations of Clinical Supervision” or Basics of/General Supervision training? I’m not sure if I have taken that course or where to find it.**
 - In order to provide clinical supervision to license-track individuals, the BBS requires coursework in clinical supervision, as does CCAPP and the Board of Psychology. As of 01/2016:
 - Per BBS: to supervise IMF or PCCI “...a 6-hour supervision training within the two-year period immediately preceding supervision and every renewal period when supervising, NOTE: If the supervisor has never taken this course, it must be taken within 60 days of commencement of supervision...”;
 - Per BBS: to supervise ASW “...complete a minimum of 15 contact hours in supervision training...”
 - Per Board of Psychology: to supervise psychology interns “Primary supervisor must complete six (6) hours of supervision coursework every two years (1387.1(b) CCR)...”
 - Per CCAPP – for LAADC: “Completion of the following trainings from a CCAPP approved provider:...20 Hours in Clinical Supervision”
- **If I apply, am I part of the program? What if I don’t meet all of the requirements? I am licensed, but do not yet qualify to do clinical supervision per BBS regulations. Can I apply?**
 - Application for all does not guarantee admission to the program. We will review all applicants and determine admission based the listed qualifications. We want to support those wanting to become clinical supervisors and those with less experience, though we



do give priority to those who are and have been providing clinical supervision. We review each application and consider all things on their application (e.g.: role requirements, experience, personal statement, licensure status, manager's recommendation, etc.). We will accept all completed applications and give each one careful consideration.

- *How many people will be accepted into the Training Program?*
 - How many apply to the program influences how many can be accepted.
- *Can we send the application, certificates, and letter of rec separately?*
 - Yes, they can be sent separately. Please do be sure and send in all requirements in before the deadline to ensure you have completed the application process. This includes certificates of attendance for the 2-day Reflective Practice and the general clinical supervision courses (or confirmation of enrollment to the prerequisites).

Application Information & Submission

To apply to be part of this training program please submit the following on or before **3 p.m., November 14, 2016:**

- Completed and signed Santa Clara County Clinical Supervision Training Program Application
- Letter of recommendation from agency/clinic supervisor or manager
- Copies of prerequisite training certificates and/or confirmation of enrollment

Submit via e-mail, fax, or mail to:

Amanda Vierra/Larry Powell
725 E. Santa Clara St., Ste 301
San Jose, CA 95112
Fax: (408) 271-9025

Amanda.Vierra@hhs.sccgov.org and Larry.Powell@hhs.sccgov.org

For additional information or questions regarding the program, you may call Amanda Vierra at (408) 794-0678 or Larry Powell at (408) 794-0677.