

Protocol for Observation of Diagnostic Assessments with Practicum/Internship Students

Practicum Students

- The clinician should be the one completing the diagnostic assessment, but the student needs to be taking notes on what they think should be written on the psychosocial form. The clinician should provide feedback on the student's notes after the intake.
- The clinician should walk the student through all steps of the diagnostic assessment and involve them in the treatment planning process as much as possible.
- It is the clinician's responsibility to make sure the dictation is completed; however the dictation is often delegated to the student. Students who are further into their practicum experiences should be able to dictate the diagnostic assessment, but early in the experience the clinician may have to do the dictating.
- The clinician should be available to provide verbal feedback and answer any questions that the student may have after the intake process.
- The clinician is responsible for completing a transfer form at the end of the diagnostic assessment in order to identify the practicum student as the primary therapist.

Internship students

- The internship student should be completing both the psychosocial history and testing portions of the intake with the guidance of the clinician.
- The clinician should explain clearly to the client the purpose of observation. "I am going to be sitting in on your session. My attention is going to be on your therapist and the intake process. I am just going to watch, not conduct the assessment. I want to see how things are going and be a support to both you and the therapist."
- Address any concerns with the client. "Do you have any concerns or questions about my sitting in today?"
- The clinician should be observing the intern throughout the process and taking notes about their performance.
- The clinician is there to guide the intern and answer questions throughout the intake process.
- If there are any immediate needs that the intern misses (incomplete areas on the psychosocial form, assessing for abuse/neglect, etc.) or a problem that requires the clinician's intervention, the clinician should interrupt and become more active in the intake process.
- The clinician is ultimately responsible for making sure the intake process is completed thoroughly and according to the agency standards. If at any time the clinician feels that this is not happening they should step in to assist in the intake process.
- The clinician will complete the Practicum/Internship Feedback form by the end of the session and give this to the intern's supervisor.

- When giving feedback to the intern, focus on strengths and positives as well as constructive criticism.
- The clinician is responsible for completing a transfer form at the end of the diagnostic assessment in order to identify the Intern as the primary therapist.