

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Descriptions

#### **CNSG 8001 Entering an Occupation in Mental Health: Beginning One's Counselling Practice**

Entering a new occupation requires an understanding of the practices, procedures and professional context of one's chosen profession. This course provides students with orientation to the counselling profession and addresses challenges and concerns encountered as one begins working within the mental health field. Topics covered will include:

- Beginning work with clients
- Intake and assessment procedures and processes
- Assessing and working with suicidal clients and developing a framework for crisis response.

This course requires participants to complete 27 hours of instruction and 51 hours of clinical practice.

#### **CNSG 8002 Introduction to Advanced Counselling Practice**

Theories, models of practice and relevant research inform how one understands and goes about providing counselling to a client group with a broad range of mental health problems. This course examines contemporary trends in counselling practice, how these trends are informed by theories and models of practice and how they are informed by research conducted within a variety of mental health occupations. Topics include but are not limited to:

- Orientation to clinical assessment, intervention and evaluation of services
- Counselling clients dealing with depression and anxiety
- Introduction to working with clients impacted by domestic abuse
- Addictions – assessment and implications for counselling
- Working with clients and relationship problems
- The use of medications and implications for counselling
- Work with health and community services
- Diversity as a lived reality and considerations for counselling practice, and
- Occupational health and hazards.

This course requires participants to complete 57 hours of course instruction and develops the foundation required for students to successfully complete their required clinical practice hours (CNSLG 8005).

#### **CNSG 8003 Advanced Counselling Practice:**

Complex realities of clients' lives create a need for counselors to understand difficult and challenging social, health and mental health issues prevalent within contemporary

society. In this course the students develop skills and learn strategies for working with clients dealing with:

- Eating disorders
- Family violence
- Separation and divorce and its impact on family members including children.

This course also addresses special considerations related to assessment and interventions that must be considered when working with these complex issues. Opportunity will be provided to observe counselling sessions in which these issues are being addressed. Residents will be assigned clients with these issues once the resident has completed the required course work.

To successfully complete this course, participants must complete 18 hours of course instruction and a minimum of 42 hours of observation of clinical practice in these areas of clinical concern.

### **CNSG 8004 Advanced Counselling Practice 2: Special Topics**

This course provides participants opportunity to develop more advanced and specialized training in areas of special interest. Topics addressed include but are not limited to:

- Advanced training in working with clients dealing with addictions
- Living with Attention Deficit Hyperactivity Disorder (ADHD)
- Conducting assessments required by Child Welfare and the judicial system
- Utilizing psychometrics effectively within clinical practice.
- Special attention is given to the development of the knowledge and skills required to work with couples and family systems.

This course involves a minimum of 30 hours of course instruction. Additional topics may be covered as need and interest is indicated.

### **CNSLG 8005 Counselling Certification Requirements: Practice Hours**

Residents are required to successfully complete 50 weeks of supervised counselling practice to receive certification. During this time, residents will provide a minimum of 960 hours of face-to-face counselling. This counselling will include individual, couple, family and group counselling. Successful completion of these hours will be based upon evaluations conducted at regular intervals over the duration of one's residency. Successful completion of these hours must be ratified in order for the student to be eligible to receive a certificate of completion for the post-graduate counselor residency training program.

### **CNSLG 8006 Clinical Supervision**

All participants will receive individual and group supervision by a fully qualified supervisor registered to practice under the Health Providers Act of Alberta. A minimum of 160 hours of supervision is provided during this program and confirmation of participation in this supervision is required to receive certification.

## **CNSLG 8007 Preparation for Occupational Certification/Professional Licensure in Psychology, Social Work, Marriage and Family Therapy**

Professional licensure for counsellors is a requirement for psychology, social work, and marriage and family therapy. This course helps participants prepare for professional exams by:

- Assisting participants in developing a professional case study required by their licensing body prior to their oral exam.
- Providing opportunity to participate in a mock oral exam. Participation in the mock oral is not mandatory but is highly recommended.

All participants must submit a copy of their case study to the Centre in order to successfully complete this course. A minimum of 6 hours of instruction plus additional time to write the case study and prepare for the final oral exam is required for this course.

### **Certification Requirements**

In order to obtain a Certificate of Completion, residents must successfully complete the following:

- Five courses of instruction (CNSLG 8001, 8002, 8003, 8004 and 8007)
- Participate in clinical supervision (CNSLG 8006) and
- Successfully complete hours of supervised counselling required for professional certification/licensure (CNSLG 8005).

Evaluations will be conducted at regular intervals during one's residency with the Centre's Clinical Evaluation Form being completed at 60 days into the residency and at the end of one's residency. A resident's overall performance in the program will be graded either pass/fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### **CNSG 8001 Entering an Occupation in Mental Health: Beginning One's Counselling Practice**

##### **1.0 Introduction**

Entering a new occupation requires an understanding of the practices, procedures and professional context of one's chosen profession. This course provides students with orientation to the counselling profession and addresses challenges and concerns encountered as one begins working within the mental health field. Topics covered will include but are not limited to:

- Beginning work with clients
- Intake and assessment procedures and processes
- Assessing and working with suicidal clients and developing a framework for crisis response.

This course requires participants to complete 27 hours of course instruction and 51 hours of clinical practice.

##### **2.0 Course Objectives**

Knowledge Objectives:

Upon completion of this course, residents will be able to:

1. Conduct a first counselling session with a client.
2. Identify key elements of the client's process in making the decision to seek counselling.
3. Define elements of a suicide risk assessment and identify an appropriate course of action.
4. Conduct a suicide assessment.
5. Identify key community resources a counsellor would utilize when intervening with a suicidal or high-risk client.

Skill Objectives:

Upon completion of this course, residents will be able to:

1. Complete all tasks associated with a first session with a client.
2. Conduct a telephone screening session with a new client.
3. Assess, stabilize and make an appropriate referral for high-risk clients.
4. Assess the client's readiness/appropriateness for ongoing counselling

Attitude Objectives:

Upon completion of this course, residents will be able to:

1. Believe in the potential for client change.

2. Recognize one's own internal resources and one's capacity for growth and development.
3. Increase their awareness of administrative systems within counselling agencies and/or mental health services.
4. Understand their role in contributing to a supportive professional work environment.

### 3.0 Course Structure

<b>COURSE INSTRUCTION CNSLG 8001</b>			
<b>MODULE NUMBER</b>	<b>TOPIC</b>	<b>REQUIRED READINGS</b>	<b>COMMENTS</b>
Module #1	Orientation	Selected sections of Counselling Manual which will be made available on the first day of Orientation	Orientation is provided on the first 3 days of a Residency. Orientation begins at 9:00 a.m. and ends at 5:00 p.m. 21 hours of course instruction.
Module #2	Orientation to Call Centre	Call Centre Manual	Call Centre Manual will be provided at Orientation. 3 hours of course instruction.
Module #3	Suicide Prevention and Crisis Response	Counselling Manual Section on Suicide, Crisis and Child Abuse	3 hours of course instruction.
<b>COUNSELLING PRACTICE HOURS CNSLG 8001</b>			
To be scheduled in consultation with Call Centre Coordinator	Observation Shifts in Call Centre		To be scheduled during Week #2 or #3. 3 hours of Counselling Practice.
To be scheduled in consultation with Call Centre Coordinator	Call Centre Hours		10 3-hour Call Centre shifts. 1 shift/month; 30 hours of Counselling Practice.
To be scheduled in consultation with Call Centre Coordinator	Crisis response sessions – on Call		12 1.5 hour Crisis - Quick Response sessions. 1 session per month; 18 hours of Counselling Practice.

### 4.0 Required Readings

Required readings as noted above. Other readings will be provided at each class.

### 5.0 Assignments

The counselling practice hours outlined above constitute the assignment for this course.

### 6.0 Attendance

Residents are required to attend 27 hours of course instruction and schedule and provide 51 hours of counselling practice as outlined above. Records of attendance will be kept for all course instruction and all counselling practice hours.

Once Call Centre and Quick Response hours are scheduled, the Call Centre Coordinator must be consulted before any changes are made to one's schedule for the Call Centre and Quick Response. All Call Centre and Quick Response hours must be recorded in the Calgary Counselling Centre's data base (SNAP) to be counted in the required counselling practice hours. Missed sessions will not be counted towards counselling practice hours and absenteeism will noted and considered in the evaluation process.

### **7.0 Grading System**

The grading system is Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### CNSG 8002 Introduction to Advanced Counselling Practice

##### 1.0 Introduction

Theories, models of practice and relevant research inform how one understands and goes about providing counselling to a client group with a broad range of mental health problems. This course examines contemporary trends in counselling practice, how these trends are informed by theories and models of practice and how they are informed by research conducted within a variety of mental health occupations.

This course requires participants to complete 57 hours of instruction and develops the foundation required for students to successfully complete their required clinical practice hours (CNSLG 8005).

##### 2.0 Course Objectives

###### Knowledge Objectives:

Upon completion of this course, the resident will be able to:

1. Identify key theories that inform client directed outcome informed counselling practice.
2. Identify effective engagement strategies that support the integration of client outcome information and client feedback.
3. Demonstrate familiarity with a variety of ways to work with clients presenting with a range of concerns common within counselling practice.
4. Identify a personal understanding of occupational health and describe a plan for maintaining their health and wellbeing.
5. Define an ethical decision-making model based upon the Code of Ethics for their counselling profession/discipline.

###### Skill Objectives:

1. Engage with a variety of clients with different presenting concerns and facilitate a counselling process that supports client change.
2. Use research strategies to inform counselling practice.
3. Identify ethical and legal issues that are reflected in their work with clients.
4. Consider issues of diversity in working with clients.
5. Recognize indications of personal stress and act to effectively manage stress.

###### Attitude Objectives:

Upon completion of this course, the resident will be able to:

1. Appreciate that the client is at the heart of the counselling process and is the expert on his/her life.
2. Value the complexity of the counselling process.

3. Maintain a critical stance with regard to ethical considerations present within one's counselling practice.
4. Respect and value diversity in counselling practice.

### 3.0 Course Structure

<b>COURSE INSTRUCTION CNSLG 8002</b>			
<b>MODULE NUMBER</b>	<b>TOPIC</b>	<b>REQUIRED READINGS</b>	<b>COMMENTS</b>
Module #1	Theory & Research: Exploring What Works in Counselling/Client Directed Outcome Informed Counselling Practice	Counselling Manual Section on Counselling and Philosophy	3 hours of course instruction
Module #2	Theory & Research: Client Readiness for Change: Implications for Counselling Process Session #1	Counselling Manual Section on Counselling Strategies	3 hours of course instruction
Module #3	Theory & Research: Client Readiness for Change: Implications for Counselling Process Session #2	Counselling Manual Section on Counselling Strategies	3 hours of course instruction
Module #4	Counselling Clients with Anxiety and Depression Session #1	Provided by Instructor	3 hours of course instruction
Module #5	Counselling Clients Anxiety and Depression Session #2	Provided by Instructor	3 hours of course instruction
Module #6	Counselling Clients Anxiety and Depression Session #3	Provided by Instructor	3 hours of course instruction
Module #7	Counselling Clients Addictions Session #1	Provided by Instructor	3 hours of course instruction
Module #8	Counselling Clients Dealing with Addictions Session #2	Provided by Instructor	3 hours of course instruction
Module #9	Psychiatric Consultations & Psychopharmacology: Implications for Counselling Practice	Provided by Instructor	3 hours of course instruction
Module #10	Diversity & Implications for Counselling: Working	Provided by Instructor	3 hours of course instruction



	with an Interpreter		
Module #11	Wellness within a Counselling Agency/Counselling Practice Session #1	Provided by Instructor	3 hours of course instruction
Module #12	Creativity and Counselling Client Systems	Provided by Instructor	3 hours of course instruction
Module #13	Counselling Children Session #1	Counselling Manual Section on Children's Programs	3 hours of course instruction
Module #14	Counselling Children Session #2	Counselling Manual Section on Children's Programs	3 hours of course instruction
Module #15	Counselling Couples Session #1	Provided by Instructor	3 hours of course instruction
Module #16	Counselling Couples Session #2	Provided by Instructor	3 hours of course instruction
Module #17	Integrating Research into Clinical Practice Session #1	Provided by Instructor	3 hours of course instruction
Module #18	Integrating Research into Clinical Practice Session #2	Provided by Instructor	3 hours of course instruction
Module #19	Wellness within a Counselling Agency/Counselling Practice Session #2	Provided by Instructor	3 hours of course instruction

#### **4.0 Required Readings**

Required readings as noted above. Other readings will be provided at each class.

#### **5.0 Assignments**

There are no written assignments for this course. It is expected that residents will participate in all aspects of the training and demonstrate their learning within their counselling sessions. Understanding and ability to apply the material covered in this course will be assessed in the evaluation process conducted as part of CNSLG 8006 Clinical Supervision.

#### **6.0 Attendance**

Residents are required to attend 57 hours of course instruction. Records of attendance will be kept.

#### **7.0 Grading System**

The grading system is Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### CNSG 8003 Advanced Counselling Practice:

##### 1.0 Introduction

Complex realities of clients' lives create a need for counselors to understand difficult and challenging social, health and mental health issues prevalent within contemporary society. In this course the students develop skills and learn strategies for working with clients dealing with:

- Eating disorders
- Family violence
- Separation and divorce and its impact on family members including children.

This course also addresses special considerations related to assessment and interventions that must be considered when working with these complex issues. Opportunity will be provided to observe counselling sessions in which these issues are being addressed. Residents must complete required course work prior to working with clients dealing with issues related to domestic abuse, eating disorders or separation and divorce.

To successfully complete this course, participants must complete 18 hours of course instruction and a minimum of 42 hours of observation of clinical practice in these areas of clinical concern.

##### 2.0 Course Objectives

Knowledge Objectives:

Upon completion of this course, the resident will be able to:

1. Identify key principles and theories that inform the Calgary Counselling Centre's approach to counselling clients dealing with domestic abuse, eating disorders, separation and divorce.
2. Identify effective engagement strategies one can use when working with clients dealing with domestic abuse, eating disorders and separation and divorce.
3. Demonstrate familiarity with a variety of ways to work with clients presenting with the aforementioned concerns.
4. Identify ethical, legal, and health considerations that need to be considered when working with clients impacted by domestic abuse, eating disorders or going through a separation and/or divorce.
5. Identify different roles a counsellor may need to assume when working with the aforementioned issues.
6. Demonstrate familiarity with the group counselling process and define special considerations one needs to address when working with clients dealing with domestic abuse, eating disorders or separation and divorce.

7. Demonstrate their understanding of the Reflecting Team process and how a Reflecting Team may be used effectively in group counselling.
8. Identify community services involved in working with clients dealing with domestic abuse, eating disorders and separation and divorce and how to work with these services when necessary.
9. Recognize the potential effects of working with clients dealing with domestic abuse, eating disorders and separation and divorce on oneself and one's work with clients and define a responsible course of action.

**Skill Objectives:**

Upon completion of this course, the resident will be able to:

1. Engage with clients dealing with domestic abuse, eating disorders or separation and divorce and facilitate a counselling process that supports client change.
2. Use research strategies to inform counselling practice.
3. Identify ethical and legal issues that may be present when working with clients dealing with domestic abuse, eating disorders or separation and divorce.
4. Define how ethical and legal issues may affect one's roles and responsibilities when working with clients dealing with the previously mentioned issues.
5. Participate on a reflecting team in a manner that is consistent with the Teams purpose.
6. Consider issues of diversity in working with clients dealing with the aforementioned issues.
7. Recognize indicators of personal stress and act to effectively manage stress.

**Attitude Objectives:**

Upon completion of this course, the resident will be able to:

1. Appreciate the strengths and value of clients dealing with complex and challenging issues and the capacity for clients to make positive changes in their lives.
2. Value the complexity of the counselling process.
3. Maintain a critical stance with regard to ethical considerations present within one's counselling practice.
4. Respect and value diversity.

**3.0 Course Structure**

<b>COURSE INSTRUCTION CNSLG 8003</b>			
<b>MODULE NUMBER</b>	<b>TOPIC</b>	<b>REQUIRED READINGS</b>	<b>COMMENTS</b>
Module #1	Introduction to Counselling Clients Impacted by Domestic Abuse Session #1	Domestic Abuse Reading Package	3 hours of course instruction
Module #2	Introduction to Counselling Clients Impacted by Domestic Abuse Session #2	Domestic Abuse Reading Package	3 hours of course instruction
Module #3	Introduction to Counselling Clients	Domestic Abuse	3 hours of course

	Impacted by Domestic Abuse Session #3	Reading Package	instruction
Module #4	Introduction to Counselling Clients dealing with an Eating Disorder Session #1	Eating Disorder Reading Package	3 hours of course instruction
Module #5	Introduction to Counselling Clients dealing with an Eating Disorder Session #2	Eating Disorder Reading Package	3 hours of course instruction
Module #6	Separation & Divorce: Considerations for Counselling Practice	Provided by Instructor	3 hours of course instruction
<b>COUNSELLING PRACTICE HOURS</b>			
Counselling Practice Hours	Participation on a Reflecting Team: Family Violence Group Counselling		42 hours of counselling practice

#### **4.0 Required Readings**

Required readings as noted above

#### **5.0 Assignments**

There are no written assignments for this course. It is expected that residents will participate in all aspects of the training and demonstrate their learning within their counselling sessions. Understanding and ability to apply the material covered in this course will be assessed in the evaluation process conducted as part of CNSLG 8006 Clinical Supervision.

#### **6.0 Attendance**

Residents are required to attend 18 hours of course instruction. Records of attendance will be kept. Participation on a Reflecting Team is a required part of the training and counselling practice hour requirements. Residents are expected to be present and participate on the Reflecting Team for all of the sessions for which the Reflecting Team is being utilized. Records for participation on Reflecting Team are maintained.

#### **7.0 Grading System**

The grading system is Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### CNSG 8004 Advanced Counselling Practice 2: Special Topics

##### 1.0 Introduction

This course provides participants opportunity to develop more advanced and specialized training in areas of special interest. Topics addressed include but are not limited to:

- Advanced training in counselling clients dealing with addictions
- Living with Attention Deficit Hyperactivity Disorder (ADHD)
- Conducting Parenting Capacity Assessments
- Utilizing psychometric assessment within clinical practice.
- Counseling couples and family systems.

This course involves a minimum of 30 hours of course instruction. Additional topics may be covered as need and interest is indicated.

##### 2.0 Course Objectives

Knowledge Objectives:

Upon completion of this course, residents will be able to:

1. Define Motivational Interviewing and how it is utilized in counselling clients dealing with addictions.
2. Identify a variety of psychometric measures used within counselling practice, define the instruments purpose, how to administer the test, score the instrument and effectively use the results in one's counselling practice.
3. Identify purpose and function of a parenting assessment, key elements of a parenting capacity assessment, the importance and function of each element in the assessment process, the processes utilized in completing each element of a parenting capacity assessment and important considerations to remember when working with those contracting the assessment.
4. Define Attention Deficit Hyperactivity Disorder (ADHD), the assessment process and special considerations to remember in the counselling process.
5. Understand the difference in counselling couples and families, and the complexity therein. Students will be provided a framework for assessment and counselling couples and families.

Skill Objectives:

Upon completion of this course, residents will be able to:

1. Utilize Motivational Interviewing techniques in their counselling in ways that support client change.
2. Complete a parenting capacity assessment utilizing the Centre's guidelines and demonstrate knowledge and skill in working with all parties involved in the

- assessment process including the clients, Child and Family Service personnel and those involved with the judicial system.
3. Assess and effectively counsel clients living with ADHD and when appropriate work with family members and other parties the client identifies as being important in his/her life.
  4. Assess and effectively counsel couples and families, as distinct from counselling individuals.

**Attitude Objectives:**

Upon completion of this course, residents will be able to:

1. Strive to enhance the effectiveness of the counselling process by being mindful of the client's readiness for change and by matching their ways of working with the client's stage of change.
2. Recognize the importance of the parenting assessment process in the lives of children and their families and the need to work with other service providers in a professional manner.
3. Maintain a critical stance with regard to ethical and legal concerns that arise in the counselling and assessment process.
4. Respect and value diversity.

**3.0 Course Structure**

<b>COURSE INSTRUCTION CNSLG 8004</b>			
<b>MODULE NUMBER</b>	<b>TOPIC</b>	<b>REQUIRED READINGS</b>	<b>COMMENTS</b>
Module #1	Advanced training in counselling clients dealing with addictions Session #1	Addictions Reading Package	All residents are expected to view the CD's and recorded session materials for this module. 3 hours of course instruction.
Module #2	Advanced training in counselling clients dealing with addictions Session #2	Addictions Reading Package	All residents are expected to view the CD's and recorded session materials for this module. 3 hours of course instruction.
Module #3	Psychometrics in counselling practice	Psychometrics in Reading Package; Scoring Manuals/Materials as assigned	3 hours of course instruction.
Module #4	Parenting Capacity Assessments Session #1	Parenting Capacity Assessments Reading Package	3 hours of course instruction.
Module #5	Parenting Capacity Assessments Session #2	Parenting Capacity Assessments Reading Package	3 hours of course instruction

Module #6	Counselling clients living with Attention Deficit Hyperactivity Disorder	ADHD Reading Package	3 hours of course instruction
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### **3.0 Required Readings**

Required readings as noted above

### **4.0 Assignments**

Observe all recorded materials required for this course.

Complete 1 parenting capacity assessment and submit to supervisor for review. It is expected that residents will participate in all aspects of the training and demonstrate their learning within their counselling sessions. Understanding and ability to apply the material covered in this course will be assessed in the evaluation process conducted as part of CNSLG 8006 Clinical Supervision.

### **5.0 Attendance**

Residents are required to attend 30 hours of course instruction. Records of attendance will be kept.

### **8.0 Grading System**

The grading system is Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### CNSLG 8005 Counselling Certification Requirements: Practice Hours

##### 1.0 Introduction

Residents are required to successfully complete 50 weeks of supervised counselling practice to receive certification. During this time, residents will provide a minimum of 960 hours of face-to-face counselling. This counselling will include individual, couple, family and group counselling. Successful completion of these hours will be based upon formal evaluations conducted at regular intervals over the duration of one's residency. Successful completion of these hours must be ratified in order for the student to be eligible to receive a certificate of completion for the post-graduate counselor residency training program.

##### 2.0 Course Objectives

###### Knowledge Objectives

Upon completion of this course, residents will be able to:

1. Identify the following aspects of the counselling process:
  - a. Key engagement strategies
  - b. Purpose, goals, content and process of assessment
  - c. Case conceptualization
  - d. Interventions and techniques utilized in the counselling process
  - e. Factors to consider in the termination and /or transfer process
2. Define time management strategies and describe how these are utilized in managing one's professional practice.
3. Describe administrative responsibilities associated with counselling practice.
4. Identify Agency culture and define how he/she will respect and engage with the Agency.
5. Demonstrate familiarity with a range of resources available to clients.
6. Describe the importance of diversity in counselling practice.
7. Describe a plan for managing stress and maintaining his/her health and wellbeing during the residency program.

###### Skill Objectives

Upon completion of this course, residents will be able to:

1. Engage effectively with a wide range of clients
2. Conduct a broad-based psychosocial assessment and utilize this in developing counselling goals with the client
3. Articulate a case conceptualization and plan for counselling
4. Terminate and/or transfer a client effectively.
5. Use time management strategies to effectively organize and maintain one's caseload and agency responsibilities.



6. Identify resources available for clients and assist clients in accessing these resources.
7. Consider and work effectively with issues of diversity throughout the counselling process.
8. Attend to one's own wellbeing throughout the residency program.

#### Attitude Objectives

Upon completion of this course, residents will be able to:

1. Recognize and appreciate clients' capacity to change.
2. Accept their strengths and limitations as a counsellor and strive to enhance their effectiveness as a counsellor.
3. Recognize and carry out his/her organizational responsibilities.
4. Fulfill their occupational roles and responsibilities e.g. upholding ethical standards, licensure requirements, etc.
5. Maintain a critical stance towards legal and ethical issues that arise in one's counselling practice.
6. Respect and value diversity.
7. Appreciate the importance of maintaining one's own health and wellbeing as a helping professional.

### 3.0 Course Structure

<b>COUNSELLING PRACTICE HOURS CNSLG 8005</b>			
<b>TYPE OF COUNSELLING</b>	<b>NUMBER OF HOURS REQUIRED</b>	<b>REQUIRED READINGS</b>	<b>COMMENTS</b>
Individual, Couple and Family Counselling	816 hours	As required to counsel assigned clients.	An <b>average</b> of 17 hours of fact to face individual, couple and family counselling per week
Group Counselling	144 hours	Group Program Manual(s).	A minimum of 3 groups must be facilitated over the course of one's residency. If a resident does more than 144 hours of group work, overage in hours will be deducted from the resident's outstanding individual, couple and family counselling requirements.

#### 4.0 Required Readings

Residents are expected to review the literature as necessary to prepare for counselling clients. Articles and/or materials reviewed may be discussed during supervision and supervisors may request articles be made available to supervision group members according to the Centre's requirements and policies.

### **5.0 Assignments**

Complete counselling hours as defined above. It is Centre policy to record counselling sessions for the purpose of maintaining professional accountability. Residents are encouraged to video or audio record all counselling sessions. Client consents must be signed prior to recording a counselling session. A minimum of 12 counselling sessions must be recorded and reviewed by the resident. A recorded counselling session reflection sheet is to be completed for each of these twelve sessions and provided upon request to the resident's supervisor.

### **6.0 Attendance**

Residents are expected to attend and be on time for all scheduled counselling sessions. All counselling sessions must be entered into the Daily Schedule.

### **7.0 Grading System**

Counselling practice will be reviewed weekly as part of clinical supervision (CNSLG 8006). Formal evaluations will take place 60 days after commencement of one's residency, mid-way through one's residency and upon completion of one's residency. The grading system is Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### CNSLG 8006 Clinical Supervision

##### 1.0 Introduction

All participants will receive individual and group supervision by a fully qualified supervisor registered to practice under the Health Providers Act of Alberta. A minimum of 160 hours of supervision is provided during this program and confirmation of participation in this supervision is required to receive certification.

##### 2.0 Course Objectives

Knowledge Objectives:

Upon completion of this course, residents will be able to:

Skill Objectives:

Upon completion of this course, residents will be able to:

1. Engage in the supervisory process in ways that are useful and helpful for his/her professional development.
2. Demonstrate their ability to apply what they have discussed and learned in supervision in their counselling practice.
3. Maintain records of supervision.

Attitude Objectives:

Upon completion of this course, residents will be able to:

1. Appreciate the importance of utilizing the supervisory process in one's professional development as a counsellor.
2. Respect and value multiple perspectives in supervision and strive to incorporate these perspectives in ways that enhance the effectiveness of his/her counselling with clients.

##### 3.0 Course Structure

CLINICAL SUPERVISION CNSLG 8005			
TYPE OF SUPERVISION	NUMBER OF HOURS REQUIRED	REQUIREMENTS	COMMENTS
Individual supervision	60 hours	Generally, 1 hour of individual supervision/case consultation is scheduled weekly (50 hours). Residents are expected to provide their supervisor with the files for each client discussed during the supervision process.	Individual supervision hours are based on a ratio of 1 hour of individual supervision/17 hours of individual, couple and family counselling.

Group supervision	100 hours	<p>2 hours of group supervision/consultation is scheduled weekly.</p> <p>Residents are expected to do a minimum of 1 live-supervision session per month or twelve live-supervision sessions over the course of one's residency. Video or Audio recorded sessions are only to be used when there is a late cancellation or no-show for the live supervision session.</p> <p>Case presentation forms are to be completed for each live supervision session.</p>	
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#### **4.0 Required Readings**

Residents are expected to review the literature as necessary to prepare for counselling clients. Articles and/or materials reviewed will be discussed during supervision and will be made available to supervision group members according to the Centre's requirements and policies.

#### **5.0 Assignments**

All residents are required to do a minimum of 12 live-supervision sessions over the course of their residency. Recorded sessions may only be used when there is a late cancellation or no-show. A case presentation form is to be completed and copies provided to the resident's supervisor and supervision group members for each live supervision session. Client files must be made available to the supervisor for all cases discussed in supervision.

#### **6.0 Attendance**

Residents are expected to attend and be on time for all supervision sessions. Residents must keep a log of all supervision received noting the time of supervision, duration, the type of supervision received and the Client I.D. numbers for clients discussed in supervision.

#### **7.0 Grading System**

Formal evaluations will take place 60 days after commencement of one's residency, mid-way through one's residency and upon completion of one's residency. Evaluation forms required by licensing bodies will be completed in addition to the Centre's clinical evaluation forms. Ultimately, the grading system will be Pass/Fail.

# Calgary Counselling Centre

## Post Graduate Counsellor Residency Training Program

### Course Outline

#### **CNSLG 8007 Preparation for Occupational Certification/Professional Licensure in Psychology, Social Work, Marriage and Family Therapy**

##### **1.0 Introduction**

Professional licensure for counsellors is a requirement for psychology, social work, and marriage and family therapy. This course helps participants prepare for professional exams by:

- Developing a professional case study.
- Participating in an oral exam. Participation in the oral exam is not mandatory but is highly recommended.

All participants must submit a copy of their case study to the Calgary Counselling Centre in order to successfully complete this course. There are 6 hours of instruction provided in this course. Additional time to write the case study and prepare for the oral exam will also be required.

##### **2.0 Course Objectives**

Learning Objectives:

Upon completion of this course, residents will be able to:

1. Identify key elements in a case study.
2. Define core components of the professional oral exam.

Skill Objectives:

Upon completion of this course, residents will be able to:

1. Write a case study suitable for submission to a licensing body's examination committee.
2. Use case study and professional knowledge to respond to questions presented during the oral examination process.
3. Approach the oral exam in a manner that allows him/her to demonstrate their knowledge and skill as a counsellor.
4. Use the experience to prepare for employment interviews

Attitude Objectives:

Upon completion of this course, residents will be able to:

1. Recognize the importance of the professional licensing exam process.
2. Approach the professional licensing exam with realistic expectations of him/herself and his/her preparation.
3. Prepare for employment.

### 3.0 Course Structure

COURSE INSTRUCTION CNSLG 8007			
MODULE NUMBER	TOPIC	REQUIRED READINGS	COMMENTS
Module #1	Preparing a Case Study	Readings provided by the course instructor.  Related readings provided by Professional Licensure body.	Each professional body has their own requirements, which they will make available to those preparing for their professional licensure exams. It is the responsibility of the resident to be familiar with the regulations for the particular discipline. 3 hours of course instruction.
Module #2	Oral Exam	Related readings provided by Professional Licensure Body. The Code of Ethics and related ethical decision-making model/s must be reviewed in preparation for one's oral exam.	3 hours of course instruction.

### 4.0 Required Readings

Required readings as noted above.

### 5.0 Assignments

All residents are required to complete a case study that they will submit to their professional licensing body prior to their oral examination. A copy of the case study must be provided to the Centre. The case study will be kept on file in the resident's personnel file.

### 6.0 Attendance

To successfully complete this course, residents must attend a minimum of 3 of the 6 hours of course instruction provided in this course. If a person decides to waive the oral exam a waiver form must be signed by their supervisor and the Director of Education and Training.

### 7.0 Grading System

The course instructor will review each person's case study and provide feedback for revisions. The examination panel for the oral examination process will indicate whether or not the person is ready to participate in their occupational/professional oral examination. Recommendations will be provided for further preparation for the professional licensing body's oral examination process. Grading system is Pass/Fail for both modules.