

**Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling**
4052 Bald Cypress Way Bin C-08
Tallahassee, FL 32399-3258
Email: MQA.491@flhealth.gov
Fax: (850) 413-6982



Supervision Plan for Registered Clinical Social Work Intern Form

Registered Intern's Name: _____ File #: _____

Qualified Supervisor's Name: _____ License #: _____

Place of Employment: _____

Job Description: _____

Please accept this form as a letter to the Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling that I have agreed to provide 900 hours of graduate level clinical practicum experience to the registered intern identified on this form. I state that I have been approved as a qualified supervisor in Florida. I understand that I am required in accordance with Rule 64B4-3.0085, Florida Administrative Code, to supervise the practicum experience modeled after the requirements of the Council on Social Work Education (addendum).

Qualified Supervisor Signature

Date

Please complete this form and return to the address provided. The addendum page is provided for your information only, please do not return with this form.

**Supervision Plan for Registered Clinical Social Work Intern Form – Addendum
Council on Social Worker Education (CSWE) 900-hour Practicum Required Subjects**

1. Florida Laws and Rules

- a. Chapter 456, Florida Statutes: Health Professions and Occupations: General Provisions
- b. Chapter 491, Florida Statutes: Clinical, Counseling, and Psychotherapy Services
- c. Rule 64B4, Florida Administrative Code: Board of Clinical Social Work, Marriage and Family Therapy, Mental Health Counseling
- d. Social Work Code of Ethics - Including Boundary Issues
- e. Chapter 394, Florida Statutes: Baker Act
- f. Chapter 415, Florida Statutes: Adult Protective Services
- g. Chapter 397, Florida Statutes: Substance Abuse Services; Marchman Act
- h. Chapter 396, Florida Statutes: Myer's Act

2. Confidentiality

- a. The importance of confidentiality and record keeping for mental health professionals.
- b. The standards of practice for mental health professionals in Florida.
- c. Disciplinary actions that may be taken against mental health professionals who violate state laws.
- d. Issues that may arise in the psychotherapist-client relationship.
- e. Legal and ethical boundaries established for supervision in the mental health professions.

3. Treatment Planning / Care Plan / DSM-V

- a. The comprehensive set of staged, integrated program placements and treatment interventions for each disorder.
- b. The various diagnostic categories that allow clinicians and investigators to diagnose, communicate about, study, and treat individuals with mental disorders.

4. Types of Therapy; Certification in Specialized Areas

- a. The most common types of therapy and benefits as it pertains to the individual needs of the client.
- b. Specialty certifications that are often not given separate recognition by state licensing boards.
- c. Ethical and legal aspects of teletherapy.

5. Continuing Education

- a. The importance of continuing education to maintain licensure as a clinical social worker.
- b. The expected courses for completion as well as the timeline for course completion.

6. Process Recording / Note Keeping

- a. The process-recording model and discuss its importance in the clinician-client interaction.
- b. The importance of note-keeping as it pertains to meeting with clients.

7. Termination / Referring Out / Local Resources

- a. Reasonable termination notice and providing the client with information regarding the termination of clinical services.
- b. Ways to provide treatment recommendations and education to the client and the importance of the client continuing treatment.
- c. *Records and Information* - The client should understand how to request a copy of clinical records and be informed that a copy will be sent to the new provider upon receipt of a written authorization signed by the patient.
- d. *Follow-up Letter* - The pertinent information should be provided to the patient in writing so that instructions, recommendations, and resources may be later reviewed.
 - 1) Retain a copy of the letter in the patient's record.
 - 2) Two copies should be sent to the new clinician: one copy by certified mail; one copy by regular mail.
 - 3) The differences in state-specific requirement regarding this process.
- e. Assisting the patient in finding appropriate resources for alternative treatment, including but not limited to: patient's insurance panel, local community health services, and hospital emergency departments.