

## SAMPLE LEARNING CONTRACT - BSW

Significant contributions to this learning contract were made by Savannah Ramandi Logan, BSW student (Fall 2021).

<p>Student Name: Joan Smith Practicum Course: SOWK 3601 Field Placement Setting: ABC Addiction Treatment Centre Field Supervisor: Rick Hendry Faculty Liaison: Rhonda Peabody</p>		
<b>ETHICAL AWARENESS AND PROFESSIONAL VALUES</b>		
<b>Learning Objectives:</b>	<b>Learning Tasks and Activities:</b>	<b>Evaluation Measures:</b>
To recognize how my life experiences have shaped my values and behaviours, and how my personal values and behaviours impact and influence others.	Maintain a reflective journal during my field placement where I will note the following: thoughts/reactions; questions; areas in which I foresee being challenged; placement activities, interventions and outcomes; supervisory feedback; etc.	Will present a minimum of 2 journal entries for discussion in supervision.
To apply the CASW Code of Ethics (2005) in practice situations in my field placement setting.	Read the CASW Code of Ethics and the Guidelines for Ethical Practice (2005).  Learn and read about the relevant laws and regulations that impact practice in my field setting (i.e., <i>Personal Health and Information Act (PHIPA)</i> , <i>Mental Health Act</i> , <i>The Child and Family Services Act</i> ).  Identify the types of ethical dilemmas encountered by workers in the program(s), and how they are responded to, through participation in staff meetings and supervisory sessions, and/or interviews with staff members.	Select a minimum of 2 values outlined in the Code of Ethics (2005) and demonstrate ability to apply them to placement experiences through discussion with supervisor and/or staff by end of placement.
<b>ORGANIZATIONAL CONTEXT OF PRACTICE</b>		

<b>Learning Objectives:</b>	<b>Learning Tasks and Activities:</b>	<b>Evaluation Measures:</b>
<p>To summarize how the agency developed, its purpose and services, organization and funding model.</p>	<p>Review the agency's website and promotional material.</p> <p>Read the agency's vision/mission/mandate.</p> <p>Meet with staff in each program to learn about the services and service criteria.</p> <p>Read the policies and procedures manual(s).</p> <p>Participate in an orientation session for new volunteers/students.</p> <p>In supervisory meeting, discuss funding and organization model with Field Supervisor.</p>	<p>Provide a tour to an incoming student and/or volunteer.</p> <p>Provide an agency summary to peers/Faculty Liaison in a Practicum Seminar.</p> <p>Introduce services to an incoming client or client(s) and/or community partner.</p>
<p>To identify the agency's methods for evaluating its effectiveness, and summarize the results of agency evaluations.</p>	<p>In supervisory meeting(s), inquire about the evaluation processes utilized in the program including: how is data captured; what questions are the agency seeking to answer and why; what data is required and how is it obtained.</p> <p>Read the logic model(s) in place for the agency's programs.</p> <p>Obtain training on, and use, the client data base/information system to understand what data is imputed and how it is collected.</p> <p>Understand the types/results of surveys provided to clients/staff.</p>	<p>Write a brief summary of the strengths/limitations of the agency's program evaluations and/or programs/services based on my findings. Articulate my understanding and discuss in supervision.</p>

	<p>Read summaries of any focus groups held with service users.</p> <p>Read available external evaluation(s) of the program.</p> <p>Read program annual reports/statistics.</p>	
To identify the risk factors that contribute to substance use/addiction, including the structural, environmental, social, family and individual risk factors.	<p>Conduct research and literature review.</p> <p>Meet and discuss with supervisor, staff members, and clients (as appropriate).</p>	<p>Prepare a brief presentation based on research to deliver to peers/Faculty Liaison in Practicum Seminar.</p> <p>Articulate in my journal 2-4 ways to advocate for better policies and services to reduce risk factors.</p>
<b>COMMUNITY CONTEXT OF PRACTICE</b>		
<b>Learning Objectives:</b>	<b>Learning Tasks and Activities:</b>	<b>Evaluation Measures:</b>
To identify the range of community resources available for those facing addiction, including gaps/disparities in services.	<p>Identify the resource and referral agencies utilized by the agency/program(s) through discussion with staff/orientation.</p> <p>Book an on-site visit with the Service Access to Recovery (SAR) to learn about addictions assessment and referral services in Ottawa, and the range of treatment options available.</p> <p>Review the Directory of Ottawa Community Services (AKA “Big Blue Book”) – <a href="http://211easternontario.ca">211easternontario.ca</a></p> <p>Access information on self-help groups/informal networks available in Ottawa (i.e., AA/NA).</p>	<p>Create or update a resource directory for staff/client use in agency.</p> <p>Identify gaps/disparities in services in the City of Ottawa and identify/discuss potential strategies for reducing barriers in supervision.</p> <p>Provide referrals to community resources (when appropriate).</p>

	<p>Conduct research and literature review on systemic barriers to addictions treatment, particularly for those who are marginalized.</p>	
To assess the impact of social policies on clients and/or service delivery within the agency.	<p>Learn and read about the relevant policies (i.e., organizational, local, regional, and national) that impact practice in my field setting.</p> <p>Read the policies and procedures manual(s) for service delivery within the agency.</p> <p>Identify how the agency policies are developed, and how they impact practice through discussions with supervisor/staff team.</p>	<p>Identify and discuss at least 1 social policy issue as it relates to clients and/or the delivery of services within the agency with field supervisor and/or other staff.</p>
<b>SOCIAL WORK KNOWLEDGE AND SKILLS</b>		
<b>Learning Objectives:</b>	<b>Learning Tasks and Activities:</b>	<b>Evaluation Measures:</b>
To demonstrate direct practice knowledge and skills for working with individuals who are facing substance use/addiction.	<p>Discuss with supervisor which theories, models and perspectives are applied within the agency, and read suggested manuals/literature (e.g. trauma-informed approaches).</p> <p>Review literature on best practices for addictions treatment with relevant groups (e.g. women, youth); review evidence-based models for addiction treatment.</p> <p>Review any educational films, audiotapes, or videos used in training staff.</p>	<p>Individually facilitate a minimum of 3 assessments/intakes and/or counselling sessions during placement.</p> <p>Identify 4-6 basic skills of rapport building within my own practice and be able to label them in supervision and reflect on their impact/effectiveness.</p> <p>Complete a process recording of a session with a client and analyze the interview with respect to process/content with supervisor, and/or review case notes of a session with supervisor and discuss process/content.</p>

	<p>Review all documents used in client files (i.e., assessment documents, confidentiality and consent forms, etc.) and discuss their use with supervisor and/or staff members.</p> <p>Observe assessments/intakes/individual counselling sessions conducted by a staff member.</p> <p>Facilitate assessments/intakes/individual counselling sessions under the supervision of a staff member.</p>	
To demonstrate group facilitation knowledge and skills.	<p>Read literature on the theory behind group dynamics and the process of working with groups.</p> <p>Discuss with supervisor/staff members the purpose, topics, and materials used for the groups offered in the agency, and read relevant manuals/literature.</p> <p>Observe group sessions facilitated by other staff member(s).</p> <p>Co-facilitate or facilitate group session(s) under the supervision of a staff member.</p>	<p>Develop the group materials and facilitate a minimum of 3 groups during the field placement and receive feedback from supervisor and/or staff members, and clients (as appropriate).</p> <p>Identify 2-3 skills of group facilitation as observed in practice of others and label and discuss impact/effectiveness in supervision.</p> <p>Identify skills of group facilitation in my own practice, label and discuss impact/effectiveness in supervision.</p>
To practice case-noting/recording skills.	Learn the standards and procedures for record-keeping and communication within the agency through training with supervisor/staff members.	Review my case notes/records with supervisor, and receive and respond appropriately to feedback on my documentation.
<b>GENERAL</b>		
<b>Learning Objectives:</b>	<b>Learning Tasks and Activities:</b>	<b>Evaluation Measures:</b>
To implement self-care strategies to ensure	Use journal to maintain awareness of stressors (i.e.,	Articulate in my journal 2-4 stress triggers encountered in

competent, effective practice as a helping professional.	noting triggers for and symptoms of stress as they arise).  Consult with supervisor, staff members, Practicum Seminar group, and literature to identify a range of self-care strategies.	practice and the strategies/action plan used to address these stressors.  Write a self-care plan to maintain balance and prevent stress.
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