

SAMPLE LEARNING CONTRACT - BSW

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

Student Name: Joan Smith Practicum Course: SOWK 3601 Field Placement Setting: ABC Addiction Treatment Centre Field Supervisor: Rick Hendry Faculty Liaison: Rhonda Peabody		
ETHICAL AWARENESS AND PROFESSIONAL VALUES		
Learning Objectives:	Learning Tasks and Activities:	Evaluation Measures:
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.	<p>Read the CASW Code of Ethics and the Guidelines for Ethical Practice (2005).</p> <p>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>).</p> <p>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.</p>	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.
ORGANIZATIONAL CONTEXT OF PRACTICE		

Learning Objectives:	Learning Tasks and Activities:	Evaluation Measures:
<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>
COMMUNITY CONTEXT OF PRACTICE		
Learning Objectives:	Learning Tasks and Activities:	Evaluation Measures:
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”) – 211easternontario.ca</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>

	Conduct research and literature review on systemic barriers to addictions treatment, particularly for those who are marginalized.	
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>	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.
SOCIAL WORK KNOWLEDGE AND SKILLS		
Learning Objectives:	Learning Tasks and Activities:	Evaluation Measures:
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. 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.	<p>Learn the standards and procedures for record-keeping and communication within the agency through training with supervisor/staff members.</p>	<p>Review my case notes/records with supervisor, and receive and respond appropriately to feedback on my documentation.</p>
GENERAL		
Learning Objectives:	Learning Tasks and Activities:	Evaluation Measures:
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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