



*State of Oregon*

*Board of  
Licensed Social  
Workers*



*Guidelines  
for Supervisors  
of CSWAs Seeking  
Licensure*

Website: [www.Oregon.gov/BLSW](http://www.Oregon.gov/BLSW)

Oregon State Board of Licensed Social Workers  
3218 Pringle Road SE, Suite 240  
Salem, OR 97302-6310

Email: [Oregon.BLSW@state.or.us](mailto:Oregon.BLSW@state.or.us)  
Ph: (503)378-5735 F: (888)252-1046



Published by:  
The Oregon State Board of Licensed Social Workers  
3218 Pringle Road SE, Suite 240  
Salem, OR 97302-6310  
January 2002

Revised December 2015

Additional Copies Available to be  
Printed from the Board Website: [www.Oregon.gov/BLSW](http://www.Oregon.gov/BLSW)

This Booklet May Be Reproduced.

## TABLE OF CONTENTS

INTRODUCTION .....	1
MINIMUM EXPECTATIONS .....	2
SUPERVISION .....	3
EFFECTIVE AND RESPONSIBLE SUPERVISION .....	4
CONTENT OF SUPERVISION .....	6
Orientation .....	6
Supervision Hours.....	7
Professional Content .....	8
Practice Content .....	8
ABOUT THE FORMS .....	9
Six-Month Evaluation Report .....	9
Plan Change Packet .....	10

## ACKNOWLEDGMENT

The Board is most grateful for the assistance received from two of its former Board members; Ronni Batterman, LCSW, and Carol Ormiston, LCSW. Also, a special thank you to Susie Snyder, LCSW, for her contribution to this effort.

Board members assisting in the preparation of this booklet include: Carol Zancanella, LCSW; Donna Henderson, LCSW; Ebony Sloan Clarke, LCSW ; Roger Kryzanek, LCSW; William D. Young, Public Member; Kathy Outland, LCSW; Virginia Martin, LCSW; Wm. "Pat" MacKenzie, LCSW; and Agnes Sowle, Public Member.



# Guidelines for Supervising Clinical Social Work Associates (CSWAs) Seeking Licensure

## INTRODUCTION

The State Board of Licensed Social Workers was created by the 1979 Legislature and authorized by ORS 675.510-675.600. The Board is composed of four Regulated Social Workers and three public citizens with an interest in social work. Members are appointed by the Governor to four-year terms and are eligible for one reappointment.

The mission of the Board is to protect the citizens of Oregon through the licensing and regulation of Social Workers. This is done, in part, by certifying Clinical Social Work Associates (CSWAs) working toward licensure through a two-year Plan of Supervision which is monitored by the Board through Six-month Evaluation Reports from supervisors.

Upon completion of the requirements, the CSWA becomes licensed as a Licensed Clinical Social Worker (LCSW) by taking a national examination and a self-test on Oregon law and rules.

The Board audits LCSWs continuing education annually as part of license renewal; exercises disciplinary authority when necessary through Letters of Reprimand, Stipulated Agreements and Revocation of Licenses. The Board adopts rules, has the authority to deny, suspend, revoke, or refuse to renew a certificate or license. The Board holds monthly meetings which are open to the public.

The purpose of this booklet is to provide supervisors of CSWAs with a general guideline for supervising MSWs seeking to become licensed.

## MINIMUM EXPECTATIONS

The minimum qualifications for supervisors include:

- *Must be licensed in the State of Oregon as an LCSW.*
- *Must be licensed for two years prior to assuming supervision of CSWA.*
- *Must maintain license by biennial renewal and continuing education.*
- *Must have documented at least six hours of formal continuing education hours in the areas of techniques of supervision in the five years preceding accepting an Associate's supervision plan.*

CSWAs must complete their approved Plan of Supervision within five years. They must receive a minimum of two hours per month of face-to-face supervision for two cumulative years, for a minimum total of 100 hours of supervision. Group supervision is optional and cannot exceed 50 hours of the total supervision. When a Plan is approved by the Board, the CSWA is required to provide the supervisor with a copy of the Board-approved signed Plan of Supervision.

The supervisor must complete a written evaluation (on forms provided by the Board) every six months and verify the hours of supervision. If supervision is ended by either party, the supervisor is responsible for completing a final evaluation for that time period and forwarding it to the Board as soon as possible, but no later than 30 days after termination. These evaluations will be filed with the Board and the CSWA will be informed of the Board's review and acceptance of the report. If a CSWA requires a Plan Change anytime during the Plan, they must submit the necessary forms and obtain prior Board approval for that change. All Plan Changes are reviewed under rules in effect at the time of the change. Examples of reasons for Plan Changes: a new supervisor, change of practice setting, adding or stopping group supervision, a leave of absence from your job.

## SUPERVISION

Supervision is an administrative and educational process involving a partnership among the Board of Licensed Social Workers, the Supervisor (LCSW) and the Clinical Social Work Associate being supervised. This partnership is aimed at enhancing the CSWA's professional development and meeting the licensing requirements, while being mindful of the responsibilities toward clients and community. The ultimate goal of supervision is to help CSWAs attain professional competence so that they can enter the field of social work as an LCSW.

When a CSWA contemplates supervision from outside the agency practice site, the CSWA is responsible for securing written agreement to the supervision plan from the agency administrator. The supervisor is responsible for clarifying supervisory role responsibilities and the content of supervision. The supervisor is also responsible for addressing issues that might arise during such supervision with the agency administrator, including questions related to client confidentiality.

Although a Plan of Supervision often includes three-way supervision, the Board recognizes the difficulties inherent in supervising individuals who are not employed by the same agency as the supervisor and the advantages of supervising CSWAs who are employed by the same agency. In every case, however, the supervisor is responsible for exploring any resistance to supervision with the CSWA. Should these joint efforts be unsuccessful, the supervisor is responsible for deciding whether the supervisor/CSWA relationship should be modified or terminated. When the CSWA's agency is paying for the supervision, this decision should be discussed with the agency administrator.

## THE SUPERVISORY RELATIONSHIP AND PROCESS OF SUPERVISION

Supervision is a collaborative process resulting in the professional growth of the CSWA. Since the practice of clinical social work necessitates a purposeful use of self in the service of others, it is sometimes difficult, even impossible, to separate evaluation of a social worker's professional activity from assessment of personality traits. In the supervisory process, discussion of the CSWA's personality and personal life is relevant only when these directly affect professional development and quality of practice.

Supervisor and CSWA should be clear regarding their respective roles and should strive to achieve mutual acceptance of their shared responsibilities. Specifics related to fulfilling these responsibilities (e.g.: scheduling of supervision meetings, expectations of prior preparation, content) should be agreed prior to beginning the supervisory relationship. Flexibility and adaptability in the supervisory process, including the willingness to obtain third party support and guidance, are essential to successful supervision.

Both parties, with the supervisor carrying the major responsibility, should examine the CSWA's learning needs, patterns, capabilities, and any learning problems, in order to develop an educational evaluation. Included in this process should be recognition of the needs and reactions of both parties related to authority and dependency.

The rationale for an educational evaluation is that it provides a guide to mutually determine the goals of supervision, a vehicle for the supervisor to responsibly share knowledge and experience, and an opportunity to select supervisory measures appropriate to the Associate's needs and abilities. This evaluation should be fluid and responsive to changes in the Associate's performance, in work responsibilities, or in the supervisory process.

A climate of mutual respect and trust must develop for both to share relevant thoughts, experiences, and emotional reactions. The supervisory relationship should permit freedom to challenge, differ, experiment, and make and share mistakes.

The supervisor should present a responsible and reliable professional model and simultaneously guard against any tendency to mold the CSWA in his/her image or to encourage compliant submission to suggestions.

The supervisor is also responsible for stimulating the CSWA toward an increased capacity for critical self-evaluation in order to promote learning from experience. In addition, supervisory emphasis on conceptual thinking will encourage transfer of learning to new or unanticipated experiences.

Both supervisor and CSWA share responsibility for stimulating the latter to enhanced self-awareness and to an increasingly responsive and disciplined self in all professional relationships. Comfort in the supervisory relationship is essential for both to freely examine their use of self in this and other professional relationships.

Both supervisor and CSWA shall recognize that commitment to the client and the profession supersedes commitment to the agency. There are occasions when such commitment may present practical and serious concerns to either or both parties. In such instances sharing of concerns and problems within the supervisory relationship and within administrative relationships leads to clarification of the issues and modification or elimination of the problems or ethical concerns. Should these results not follow, confidential consultation with a carefully selected LCSW, with a committee of a professional social work organization, or written inquiry to the Board may be helpful in determining the individual's ethical responsibility and appropriate course of action.

Clear, objective, and substantive evaluation of the CSWA's performance on an ongoing basis is an essential part of the supervision plan. Periodic written evaluations, following joint participation in an oral conference, are useful to both parties in reassessing supervisory goals, content, and measures. It is helpful to the CSWA to specify areas of focus and to recognize professional advances in knowledge and skill.

## CONTENT OF SUPERVISION

The purpose of supervision is to enhance the CSWA's professional development; the ultimate goal is the attainment of professional competence and self-reliant functioning resulting in licensure. Therefore, the content of supervision may vary from person to person, depending on the professional needs and interests of each CSWA.

The following outline is offered as only a guide and may vary if the supervisor is not a member of the CSWA's agency. The outline is based on the expectation that early in the supervisory experience there has been a mutual agreement as to the goals of supervision, expectations of the CSWA's performance and professional development.

The order of the following items does not suggest either their timing or their relative degree of importance:

### *ORIENTATION*

1. Purposes of supervision and the necessity for a supervisory plan (contract) including mutually determined goals, responsibilities of supervisor and CSWA, and broad delineation of supervisory content as well as practical arrangements.
2. Agency history and mission.
3. Specific services offered by the agency, including any conditions under which services are offered.

4. Organizational structure, including responsibilities of various positions and lines of authority and communications.
5. Understanding of budgetary process and fiscal responsibilities.
6. Accountability of agency and of CSWA.
7. Authority and limitations of agency.
8. Basic policies and practices related to functioning as a social work professional of the agency.
9. Organizational processes of program planning and policy making.
10. Community network of human services resources.
11. Role of social work in the community network and the responsibility of the profession to develop community awareness of gaps in human services resources.
12. A copy of the Board approved Plan of Supervision is reviewed and the CSWA and supervisor roles regarding Plan Changes, Six Month Evaluation Reports, tracking of face-to-face and practice hours.
13. Location of supervision must be in a professional, confidential setting.
14. If electronic supervision is planned, review Board rules regarding use of electronic media and confidentiality and ensure that guidelines can be met.

It is the responsibility of both the CSWA and the supervisor to ensure that the responsibilities of each, as outlined on the Plan of Supervision, are reviewed and understood.

### *SUPERVISION HOURS*

The Board requirements are that the supervision must occur a minimum of two times per month for at least one hour per a meeting. At least 50 hours of the 100 supervision hours total must be completed in individual supervision. After the CSWA has completed 75 hours of supervision, they may choose to request to take the exam. Once a CSWA's Plan of Supervision hours are completed, supervision must continue for a minimum of 1 hour per a month until the CSWA has passed the exam and completed their LCSW licensure requirements. Supervision should take place in a professional setting where confidentiality is ensured.

## *PROFESSIONAL CONTENT*

1. Application of social work goals, values, ethics, and professional behavior in fulfilling responsibilities to clients, agency, and community.
2. Requirements of the licensing laws.
3. CSWA's identification with the profession and with agency purposes and practices.
4. Personal management of time and effort.
5. Strategies of clinical decision-making.
6. Determination of priorities to fulfill multiple role responsibilities.
7. Interpretation and application of agency policies and practices in specific situations.
8. Responsibility for, and contribution to, staff morale, including competitive behavior toward other staff members, difficulties in relating constructively to administrative personnel, or any wish for special consideration.
9. Behavior in administrative relationships.
10. Coordination of tasks with those of other staff members, both professional and support staff.
11. Ethical and cultural considerations in public relations and clinical practice.
12. Contribution to ongoing evaluation of program, policies, and practices.
13. Support in dealing with stresses, related to agency limitations, changes in agency function or administration, new role responsibilities, and/or demands of specific responsibilities.
14. Ongoing evaluation of CSWA's performance with periodic formal evaluation of (a) performance and (b) supervisory goals, relationship, and measures.

## *PRACTICE CONTENT*

1. Stimulation of CSWA's commitment to optimum service and to personal professional development.
2. Assessment and identification of presenting problems.
3. Application of social work values and ethics in specific situations, especially when competing values are involved.
4. Stimulation of spirit of inquiry.

5. Enlargement and application of knowledge of human behavior and of the social environment.
6. Termination of the treating relationship.
7. Development and management of the professional relationship and recognition of differences in its use in different social work methods.
8. Maintaining clinical/professional boundaries.
9. Development of assessment diagnosis and treatment plans and skills.
10. Develop ability to formulate and implement appropriate therapeutic interventions and/or treatment approaches.
11. Develop ability to identify and assess strengths and weaknesses of the Associate and its impact on delivery of services to the client.

## **ABOUT THE FORMS**

Once a Plan of Supervision has been approved by the Board, an approval letter, a copy of the approved Plan, and instructions on submitting supervision evaluations are provided to the CSWA to review with the Supervisor. The following forms can be found on the Board’s website: [www.oregon.gov/BLSW](http://www.oregon.gov/BLSW) under the “Forms” section. They are to be used throughout the process and consist of the following:

- *SIX-MONTH EVALUATION REPORT*

It is important these reports be submitted in a timely manner and represent a complete six-month reporting period. Reports are due within 30 days of the reporting period. It will be necessary for the CSWA to have and maintain a good recordkeeping system for tracking the face-to-face client hours as well as the clinical work hours. This information is required as part of the Six Month Evaluation Report. The supervisor should complete the Six Month Evaluation, not the supervisee. These reports may be mailed, emailed or faxed.

- *PLAN CHANGE PACKET*

Examples of reasons for Plan Changes: a new supervisor, change of practice setting, adding or stopping group supervision, a leave of absence from your job, etc. This Packet consists of two sections: a Plan Change and a Plan of Supervision. All Plan Changes require prior Board approval. Plan Changes should be submitted to the Board as soon as possible, allowing time for the Board to review and approve. Hours under a new Plan cannot be counted until the Board has approved the Plan Change. If the CSWA makes any changes or modifications to his/her Plan; e.g., change in employment or change in supervisor, he/she must submit the change for prior Board approval.

The CSWA must work with the supervisor for a minimum of six months unless a change in supervision is required by a reason outside of the control of the CSWA, or the CSWA has completed the requirements of the Plan.

The Board hopes this information is helpful to you. Your comments would be appreciated for any future revisions. It means a great deal to the profession to have qualified supervisors and your willingness to serve in this capacity is truly appreciated. If you have any questions, please feel free to call the Board office.

