Certified Clinical Supervisor (CCS)

Scope of Practice

DOMAIN 1: Counselor Development

A. Develop a supportive and individualized supervisory alliance
   1. Utilize recognized supervision techniques (individual and group)
   2. Implement counselor skill building techniques
   3. Provide, solicit, and receive feedback in a positive manner
   4. Administer clinical supervision models
   5. Understand and utilize relationship-building techniques
   6. Utilize conflict resolution skills
   7. Understand and implement supportive teaching and training methods
   8. Demonstrate critical thinking techniques
   9. Models of behavior change
   10. Implement appropriate communication techniques (in-person and remote)
B. Maintain a constructive supervisory learning environment
   1. Identify, respect, and utilize adult learning styles in supervision provided
   2. Implement motivational techniques
   3. Utilize teaching and training technique best practices to deliver supervision
   4. Understand and implement leadership styles that best support each situation
   5. Recognize, and respect, the supervisors and supervisee's capacity to manage stress
   6. Observation techniques
   7. Identify and implement educational opportunities and professional development for the supervisor and the supervisee
   8. Respect the strengths, challenges, and limitations of the supervisee and supervisor/supervisee relationship
   9. Utilize recognized assessment techniques and instruments
   10. Understand and implement population adapted evidence-based practices
C. Educate supervisees on concepts of person-centered care (e.g., attunement, humility, self-appraisal)
   1. Ensure supervisee's use of different approaches and identification of needs based upon the individual
   2. Monitor and discuss appropriate relationships and boundaries with clients, team members, community partners etc.

3. Discuss and support supervisee with identifying and processing transference and countertransference
4. Implement empathy and compassion in supervisor/supervisee relationship
5. Ensure regular self-appraisal of personal biases for the supervisee and supervisor

D. Provide timely and specific feedback to supervisees
1. Utilize effective and appropriate communication skills
2. Facilitative interpersonal skills
3. Observation techniques
4. Support creation, implementation and maintenance of an individualized development plan for the supervisee
5. Identify the counselor's job tasks and ensure the supervisee understands them
6. Ensure appropriate therapeutic modalities are used in services delivered by the supervisee

E. Create a professional development plan with supervisees
1. Discuss career development interventions and strategies skills
2. Implement assessment practices and tools skills
3. Support the supervisee with using time management techniques
4. Navigate and support completion of learning assignments plan
5. Identify and discuss supervisee's strengths, challenges, and limitations
6. Coach the supervisee towards development and achievement of goals

F. Implement a variety of direct supervisory activities
1. Various supervisory techniques and modalities
2. Substance use disorder evidence-based practices
3. Ethical standards and professional codes of conduct
4. Consequences of ethical violations
5. Counseling versus clinical supervision boundaries
6. Clinical observation
7. Teaching modalities
8. Stress management (e.g., self-care, compassion fatigue, vicarious trauma, burnout)
9. Reporting and documenting

G. Educate supervisees regarding evidence-based practices
1. Substance use and co-occurring disorders evidence-based best practice
2. Curriculum-based care
3. Emerging trends and current research
4. Maintain qualifications and competence

CCS Scope of Practice is based upon IC&RC Clinical Supervisor domains

5. Understanding and implementing a variety of treatment modalities

H. Assist supervisees with developing a personal wellness plan

1. Stress response (e.g., compassion fatigue, moral injury, vicarious trauma, burnout, secondary stress) management
2. Fitness for duty
3. Case load management
4. Problem solving
5. Conflict resolution
6. Collaborative relationships
7. Time management

DOMAIN 2: Professional and Ethical Standards

A. Adhere to ethical, legal, and professional codes of conduct

1. Scope of practice
2. Policies governing counselor/client and supervisor/supervisee relationships
3. Ethical standards
4. Professional standards and codes
5. Confidentiality standards
6. Consequences of violations of applicable policies, standards and codes
7. Procedures and obligations for reporting violations
8. Impact of establishing dual relationship

B. Follow due process guidelines when responding to grievances

1. Clinical supervisor standards
2. Professional standards and codes
3. Regulatory standards
4. Quality improvement standards
5. Consequences of violations of applicable policies, standards, and codes
6. Procedures and obligations for reporting violations

C. Pursue personal and professional developments

1. Counseling career progression within work setting and profession
2. Training and education required to reach career goals
3. Assessment activities necessary to identify an appropriate career development track
4. Personal and professional strengths and challenges
5. Networking strategies

D. Verify supervisees inform clients about the limits of confidentiality.

1. Applicable regulatory standards
2. Applicable confidentiality standards

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3. Client's rights and responsibilities
4. Informed consent policies and procedures

E. Verify that supervisees inform clients about supervision practices and obtain documented informed consent

1. Purpose and value of consultation
2. Importance of informed consent
3. Client's rights and responsibilities
4. Documentation requirements
5. Regulations regarding informed consent

F. Educate supervisees on various ethical decision-making models

1. Ethical decision-making models
2. Ethical codes and guidelines, relevant laws, and regulations
3. Procedures to report ethical violations
4. Identifying ethical dilemmas and violations

G. Verify supervisees maintain complete, accurate, and timely documentation

1. Clinical documentation standards
2. Legal issues related to patient care
3. Applicable record keeping standards
4. Crisis intervention techniques
5. Critical incident reporting standards

H. Seek supervision or consultation to evaluate ongoing training needs

1. Importance of ongoing supervision
2. Individual development plan
3. Remaining open to feedback
4. Modeling appropriate clinical, professional, and personal behavior

DOMAIN 3: Program Development and Quality Improvements

A. Recognize the balance between fidelity and practical application when implementing new clinical practices.

1. Applicable professional standards and roles
2. Applicable roles within multi-disciplinary team
3. 12 core functions and substance use disorder counseling competencies
4. Management practices

B. Advocate for ongoing quality improvement (e.g., trend analysis, gaps in care, utilization review)

C. Support the organization's quality improvement plan

D. Build and maintain relationships with referral sources and other stakeholders

DOMAIN 4: Performance Evaluation

  A. Communicate practice expectations and performance metrics
  B. Assess supervisees' performance
    1. Performance evaluations
    2. Observation (e.g., direct, virtual, audio)
    3. Record audit
    4. Organizing data
  C. Self-assess for evaluator bias (e.g., leniency, overemphasis on one area of performance, favoritism, stereotyping)
    1. Supervisor accountability
    2. Indicators of potential bias
    3. Referral protocols
  D. Adhere to professional standards of ongoing supervisory documentation (e.g., completeness, clarity, accuracy, security)

DOMAIN 5: Administration

  A. Ensure comprehensive orientation is provided to new employees
    1. Organizational culture and environment
    2. Applicable confidentiality standards
    3. Communicating administrative procedures and policies
    4. Technological applications
    5. Interpreting applicable policies, standards, and codes
  B. Involve the supervisees in designing and scheduling their activities to maintain clinically effective service delivery.
    1. Management practices
    2. Grievance policies
    3. Problem solving/conflict resolution theories
    4. Planning and coordinating resources
    5. Staff schedules and clinical activities
    6. Community resources
  C. Identify Human Resources processes, (e.g., hiring, disciplinary action, performance review, and termination)
    1. Human resources policies and procedures
    2. Professional standards of performance and ethics
    3. Credentialing or certification standards
    4. Career development interventions and strategies
    5. Communicating standards and expectations

6. Providing effective feedback
7. Correlating job requirements to actual job description

D. Ensure workforce is trained to meet service delivery needs.
    1. Required competency standards
    2. Training assessment tools
    3. Barriers to workforce development
    4. Techniques to assess service delivery needs
    5. Documentation procedures, policies, and standards
    6. Critical incident identification and reporting
    7. Matching training requirements to work requirements
    8. Assessing workforce training needs
    9. Regulatory compliance (e.g., fraud, waste, abuse, documentation)

DOMAIN 6: Treatment Knowledge

A. Utilize knowledge of the tenets of substance use disorders in supervision
    1. Alcohol and other substances
    2. Pharmacology
    3. 12 core functions
    4. Mutual support philosophies and traditions
    5. Evaluating various populations for specific needs (e.g, social determinants of health)
    6. Co-occurring and process disorders
    7. Integrated behavioral and physical healthcare
    8. Interdisciplinary care coordination
    9. Diagnostic and Statistical Manual (DSM)
    10. Treatment models and their applications
    11. American Society of Addiction Medicine (ASAM) patient placement criteria
    12. Continuum of care
    13. Pharmacological interventions and medication assisted treatment (MAT)
    14. Reading and understanding research
    15. Communicating treatment expectations
    16. Using treatment methods to support long term recovery
    17. Impact of stigma

B. Apply the principles of substance use treatment in supervision
    1. Progression of substance use disorder
    2. Resources on substance use disorder research
    3. Recovery support programs
    4. The process of recovery

5. Relapse prevention/Maintaining recovery

6. Harm reduction C. Select assessment and evaluation tools for the population or individual served

C. Identify the use of pharmacological interventions and interactions

1. Medication assisted treatment (MAT)

2. Drug interactions

3. Neuropharmacology

4. Assessing motivation of patient for pharmacological intervention

5. Integrating pharmacological interventions into treatment

6. Providing medication education and information

7. Patient safety concerns (e.g., overdose, withdrawal, impairment)

Additional clarification items:

A. This stated scope of work does not supersede any reimbursement expectations from various funding sources.