

MONTHLY COMPETENCY

Check-In

Monthly Competency Check-In

As you are developing your counselling competencies as a new counsellor, it is helpful to regularly check in with the counselling competencies to see how you are doing.

Reading over all the competencies once a month or choosing a few competencies each month to focus on more deeply can help you to accurately focus on your progress as a therapist.

If you are a more experienced counsellor, it is helpful to know your competencies inside and out. Checking in monthly can ensure that you are practicing therapy in adherence to industry standards.

In order to check in with yourself monthly, it would be helpful to bookmark this link, or download and print the list of counselling competencies in the PDF below.

Yearly Competency Self-Assessment

For a more extensive self-evaluation, I suggest that you take the time to fill out the Counselling Competency Self-Assessment [HERE](#), and I will include in within your yearly supervision report.

Monthly Competency Check-In

Competency 1: Foundational Principles

1. How well do you integrate knowledge of therapeutic modalities, frameworks and strategies and apply them effectively into your practice?
2. How well do you integrate your understanding of developmental transitions across the lifespan into your practice?
3. How well do you integrate the knowledge of contextual and systemic factors that affect human functioning?
4. How well do you integrate your knowledge of human nature, and understand how problems develop from the viewpoint of your theoretical orientation?
5. How well do you recognize how your values and biases may affect diverse clients?
6. How well do you integrate your knowledge and adapt your approach when working with diversity? (Share an example in reference to age, gender,

ethnicity, levels of ability, language, spiritual beliefs, educational achievement or sexuality.)

Competency 2: Collegial Relations

1. How well do you communicate clearly and effectively with other helping professionals?
2. How well do you show respect and maintain healthy boundaries?
3. How effectively do you deal with potential or actual conflict?
4. How well do you honour your commitments and act with integrity?
5. How aware are you of client vulnerability and your influence as a therapist?
6. How well do you collaborate when appropriate with other professionals for mutual client care?
7. How well do you consult with culturally relevant colleagues when appropriate?

Competency 3: Professional Practice and Ethics

1. How well do you adhere to provincial and federal counselling laws and regulations?

2. How well do you operate within your scope of practice, employing therapy within your level of skill and knowledge?
3. How well do you consult with and work under supervision when you are expanding your scope of practice?
4. How well do you adhere to legal and [ethical standards of counselling practice](#)?
5. How well do you demonstrate professional and ethical conduct with colleagues and clients?
6. How well do you maintain wellness practices, supervision and professional development?
7. How well do you demonstrate time management skills?
8. How well do you modify your professional behaviour in response to constructive feedback?
9. How well do you protect client confidentiality?
10. How well do you manage the collection, use retention and destruction of client records in accordance with counselling policies and provincial laws?
11. How well do you demonstrate sound business practices, including liability insurance, billing procedures, ethical marketing, and confidentiality with dealing with third party billing procedures?

12. How well do you identify where advocacy for the client may be required and respond when appropriate?

Competency 4: Counselling Process

1. How well do you explain and evaluate your personal fit with a client within your scope of practice?

2. How well do you describe client confidentiality to your client?

3. How aware are you of the responsibilities of the client and therapist in the therapeutic relationship?

4. How well do you establish rapport with your clients?

5. How well do you operate in an authentic and nonjudgmental manner?

6. How well do you demonstrate unconditional positive regard and a nonjudgmental manner with your clients?

7. How well do you create a safe counselling environment that fosters feelings of acceptance?

8. How well do you demonstrate active listening skills (ie. validation, probing (delving deeper) techniques, paraphrasing clarification, and encouragement of emotional expression) with your clients?

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9. How well do you employ micro-attendance (attention) skills, including effective verbal and non-verbal communication?
 10. How well do you maintain personal and professional boundaries?
 11. How would you rate your ability to maintain clear, concise and accurate client records, including documentation of client intake, case notes, assessment, treatment outcomes, and referral, collaboration with other professionals?
 12. How well do you monitor your client's progress and evaluate the efficacy of treatment?
 13. How well do you validate your client's progress and attend to your client strengths, vulnerabilities, resilience, and supports?
 14. How well do you deal with client and therapist resistances, including transference and countertransference?
 15. How well do you perform suicide, homicide, abuse and neglect screening, assessment, safety planning, and adhere to legal and ethical reporting procedures?
 16. How well would you rate your knowledge of DSM categories, and your ability to recognize the presence of mental health issues, and refer to appropriate professionals?

17. How well do you maintain objectivity, and recognize when your subjectivity affects the therapeutic process, and take appropriate action to regain a therapeutic perspective?

18. How well do you respond to disruptions in the therapeutic alliance in a timely fashion including client emergencies, litigation, hospitalization, third party interference, premature endings, and insufficient funds?

19. How well do you demonstrate skill and sensitivity in terminating counselling relationships?

20. How well do you develop and implement method to assess effectiveness of yourself and your interventions and treatments?

21. How well do you demonstrate the ability to facilitate group counselling?

Competency 5: Applied Research

1. How would you rate your ability to review, evaluate, critique and apply research in the areas of counselling practice?

2. How well do you use research findings to increase your effectiveness as a therapist?

3. How often do you read current literature relevant to your practice area and apply the information to your practice?

4. How well do you assess your working hypothesis and the effectiveness of your therapeutic approach?