

# Clinical Supervision Checklist

The Checklist is a comprehensive list of requirements for documentation, education, and resources integral to the clinical supervision process. Both supervisors and clinicians should use this tool to document that all areas are covered by the end of the supervision process. The checklist can be found in **Appendix B**.

## School Clinician Certificate Clinical Supervision Checklist



Registration/Certification and Reports	Date Completed	Clinician Initials
Manitoba School Clinician Provisional Certification Number		
Manitoba School Clinician Certificate Interim Report		
Manitoba School Clinician Certificate Final Report		
Mentorship and Supervision	Date Completed	Clinician Initials
Supervision Framework		
Roles and Responsibilities		
Report Forms and Definitions		
Supervision Contact Form		
Meetings and Schedule		
Tracking Hours		
Students/School Case Competency Assessment		
Caseload/Workload Flow and Forms		
School Assignments		
Scheduling Visits		
Service Delivery Models		
Referral Process		
Assessment: Process, Tools, and Reports		
Consultation: Process and Templates		
Direct Intervention: Process and Therapy Plans		
Documentation		
Professional Development		
Introduction to Learning Activity		

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# Administrative Supervision Checklist for Clinician Orientation

This is a recommended checklist to guide student services administrators in the school division clinical staff on-boarding process. The following topics are recommended for inclusion in orientation both verbally and in written documentation, to facilitate clear and consistent expectations and communication, and to support new staff integration. The checklist can be found in **Appendix C**.

## Administrative Supervision Checklist for Clinician Orientation



This is a recommended checklist to guide student services administrators in the school division clinical staff on-boarding process. The following topics are recommended for inclusion in orientation both verbally and in written documentation, to facilitate clear and consistent expectations and communication, and to support new staff integration.

	Date Completed	Clinician Initials
School division HR orientation		
HR: Payroll, health benefits, pension		
IT Set up: Laptop, e-mail address, VPN, phone, iPad		
Processes: Leave requests, expense claims		
Identification: Photo, business cards, keys		
Tour of office/space		
Administrative assistants introduction		
Workplace health and safety, office alarm		
Schedule reporting and expectations (e.g. start/end, lunch)		
Absence reporting		
Meeting schedule		
Annual performance review process		
Materials and resources inventory and locations (e.g. assessment)		
Resources/equipment sign-out process		
Digital/online accounts and subscriptions (e.g. Q-Global)		
Divisional policies		
Service delivery model		
MEELC Inclusion Support Branch Train the Trainer Professional Development		
Online staff/student platform		
Referral process		
School assignments		
Scheduling visits		
Assessment: Process, template, timelines		
Consultation: Process, templates, timelines		
Documentation: Contact notes, progress summary		
Filing: clinical file format, location, document sharing protocol		
Professional development process and expectations		

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