

① Personal Information:

Name: _____
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____
 Phone: _____ E-Mail: _____

② Checklist of Competencies

This checklist is for the candidate and the Faculty Program Consultant to evaluate the progress and accomplishments of the candidate. It is understood that this is a joint, subjective assessment and that the candidate will have had opportunities to practice and demonstrate some of the competencies more than others.

Some general observations and comments for using this scale are:

- be aware that perfect inter-rater reliability is not possible since various trainers and FPC's will interpret the scale differently.
- 7's should be rare and indicate that no improvement can be made.

Rating Scale:

1. *Showed no competence: major improvements needed.*
2. *Significantly below average: stress working on this in future training.*
3. *Somewhat below average competency; stress working on this in the future training.*
4. *Average competency: adequacy achieved with improvements needed.*
5. *Somewhat above average competency: satisfactory competency with improvements needed.*
6. *Significantly above average competency: slight improvement needed.*
7. *No area needing improvement: absolutely flawless competency.*

On a scale of 1 to 7, (one being the least and seven being the most), indicate your joint assessment number.

I. Curriculum

- a. Taught entire chart with examples
- b. Discussed and recommended CT/RT/LM books
- c. Knows Certification competencies
- d. Successfully set up a role-play
- e. Understands the interrelationship of RT and CT
- f. Demonstrated own role-play competence and repertoire of questions
- g. Knows when and why lectures and activities are effective
- h. Knows how to process activities

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II. Outline of Practicum

- a. Reviewed differences in expectations between Basic and Advanced Practicum
- b. Developed outlines for each
- c. Assisted with Certification presentation
- d. Addressed those not ready for Certification
- e. Developed strategies for handling difficult situations
- f. Created own materials

III. Professionalism

- a. Understands the Certification Process
- b. Remains a current member
- c. Signed the Faculty Agreement
- d. Knows ethics and liability issues
- e. Knows marketing, fees and recruitment issues
- f. Understands the logistics of Practica
- g. Explored options for further involvement

Additional comments: (please refer to the above letter and category)

As the Faculty Program Consultant, I verify that the candidate has completed at least 24 hours of preparation with me and that at least twelve of those hours have been spent actively observing a practicum. We have completed this Checklist of Competencies together.

Faculty Program Consultant

Candidate

Date

Date