



MANUAL FOR CERTIFIED CLINICAL SUPERVISORS

CERTIFIED CLINICAL SUPERVISOR (CCS)

STATEMENT OF PURPOSE

The purpose of the Clinical Supervisor credential is to upgrade and standardize the qualifications of individuals working in the field of supervision of addictions counselors. ICRC defines Clinical Supervision as a specific aspect of staff development dealing with clinical skills and competencies for persons providing counseling. A primary purpose of clinical supervision is to enhance skill development as evidenced by provision of quality patient care. The structure of clinical supervision is typically one-to-one or small groups held on a regular basis, and methods used include intensive case review and discussion, and utilization of direct and indirect observation of clinical practice. Health professionals with the Clinical Supervisor credential are certified by Living Vines as having been adequately trained to provide supervision for counselor interns and counselors. The services of a CCS shall be within the limitations of all applicable state and local statutes. Where the statute requires that a CCS be supervised by a licensed provider, they shall be supervised.

PERFORMANCE DOMAINS

Assessment and Evaluation

- Assess the supervisee's knowledge and/or experience in the field of alcohol and other drug abuse to determine strengths and weaknesses.
- Analyze through interview, direct observation, and review of case records, the supervisee's performance of tasks related to the ADC Domains.
- Identify the supervisee's level of clinical functioning and his/her ability to utilize various therapeutic approaches.
- Assess the supervisee's leadership style, interpersonal strengths and weaknesses, and reactions to stress within the work setting in order to promote supervisee growth.

Counselor Development

- Facilitate supervisee development through the use of assessment activities, case presentation, demonstration, and dialogue.
- Build supervised clinical skills through direct clinical supervision and use of discussion, demonstration, case presentation, and related methods.
- Promote career development and educational growth with the supervisee through mutual planning and motivational techniques.
- Facilitate clinical staff resource utilization and effectiveness through the use of discussion, demonstration, and reading/writing tasks.

Professional Responsibility:

- Participate actively in professional organizations to model and encourage professional involvement by the supervisee.
- Adhere to an established code of ethics, encouraging high standards of conduct by the supervisee.
- Influence the supervisee to recognize uniqueness by gaining knowledge about such factors of human development as personality, culture, and lifestyle. • Seek to improve supervisory competence by participating in relevant professional educational activities.
- Participate in activities which promote personal physical, emotional, and spiritual well-being and professional effectiveness.
- Abide by federal, state, local, and agency rules/ regulations and other legal and liability guidelines regarding alcohol and other drug abuse treatment in order to protect supervisee rights.

Management and Administration:

- Monitor compliance with federal and state regulations, safeguarding the rights of supervisees and clients.
- Evaluate and monitor agency policies and procedures to ensure compliance with accreditation standards.
- Develop and implement quality improvement guidelines, upgrading clinical performance through a continuing quality improvement plan.
 - Orient new staff to all program components and professional expectations to facilitate adherence to program performance standards.
- Participate in staff selection, review, and evaluation processes in order to retain quality staff and recommend, in accordance with agency policy and procedures, the dismissal of substandard clinical staff
- Identify and assess program needs and formulate plans for program development and enhancing clinical services.

REQUIREMENTS FOR CLINICAL SUPERVISOR CERTIFICATION

Prerequisite:

Current credentialing as an AODA counselor at the reciprocal level ADC, AADC, CCJP, or hold a specialty substance abuse credential in another professional discipline in human services at a Master's level or higher.

Experience:

Verification of five (5) years (10,000) hours of counseling experience as an alcohol and drug abuse counselor. An Associate's degree can be exchanged for 1,000 hours. A BA/BS in a Behavioral Science can exchange for 2,000 hours. A Master's degree in a Behavioral Science can be exchanged for 4,000 hours.

Verification of two (2) years (4,000) hours of clinical supervisory experience as an alcohol and drug abuse field. These hours may be included in the 10,000 hours of counseling experience listed above. This must include 200 contact hours of face-to-face clinical supervision. 100 hours may be performed electronically in real time.

Education:

Verification of thirty (30) hours of education to clinical supervision with a minimum of hours in each domain with the exception of the Treatment Knowledge Domain. This must include education in each of the following areas:

1. Assessment/Evaluation,
2. Counselor Development
3. Management/Administration and
4. Professional Responsibilities.

Letters of Recommendation:

Submission of three (3) letters from individuals familiar with the applicant's work as a clinical supervisor, one of whom must have supervised the applicant.

Examination:

Pass the IC&RC Clinical Supervisor examination.

Code of Ethics:

Signed code of Ethics/Affirmation Statement verifying the applicant read, understood, and will adhere to Living Vines’s code of ethics as a Clinical Supervisor. There will be a written enforcement and appeals process if a professional violates the board’s code of ethics.

Recertification:

Re-certification requires at least 6 hours of continuing education in Clinical Supervision, 3 hours of Ethics, and 3 hours of Cultural Diversity every 2 years. This may be part of the 40 hours obtained for the prerequisite credential.

Residency:

Must live or work 51% of the time in Nigeria, this applies only at the time of initial application for credential.

Current certification as a CADAC

Documentation of six (6) hours of continuing education in Clinical Supervision which must be received in the two year period.

Submission of completed recertification application, documentation..

Submitted application must include a signed copy of the ethical standards for clinical supervisors.

Applicants for recertification must be absent of any ethical violation or malpractice judgements during the two year period.

CODE OF ETHICS FOR CERTIFIED CLINICAL SUPERVISORS

Non-Discrimination:

The alcohol and other drug abuse counselor must not discriminate against patients or others based on race, religion, age, sex, national ancestry, sexual orientation, or economic condition or persons with disabilities.

Responsibilities:

The alcohol and other drug abuse counselor shall exercise competent professional judgment when dealing with clients and other professionals and, at all times, shall maintain the best interests of their patients when providing counseling.

Competence:

The alcohol and other drug abuse counselor shall provide competent professional service to a patient in keeping with Living Vines standards. Competent professional service requires thorough knowledge of alcohol and other drug abuse, skill in presentation and counseling techniques, thoroughness and preparation reasonably necessary to assure the highest level of quality care to a patient, and a willingness to maintain current and relevant knowledge through on-going professional education.

PROFESSIONAL STANDARDS:

The alcohol and other drug abuse counselor should maintain the highest professional standards and should not:

- claim either directly or by implication, professional knowledge, qualifications or affiliations that the counselor does not possess;
- lend their name to, or participate in, any professional and/or business relationship which may knowingly misrepresent or mislead the public in any way;
- misrepresent their certification to the public or make false statements regarding their qualifications to Living Vines ;
- jeopardize or compromise their professional status with a patient through the association, development and/promotion of books other products offered for commercial sale(for example, personal endorsement of products and/or techniques);
- fail to recognize the effect of professional impairment, i.e., intoxication, drug use relapse, on professional performance and the need to seek appropriate treatment for oneself;
- enter into a business relationship with any other person when to do so would be adverse to the counselor's patient.

Professional Obligations To The Public:

Although certified alcohol and other drug abuse counselors may feel a need to market themselves as competent or professional, they are to be mindful that they are discouraged from championing their own cause by denigrating others. In addition, the alcohol and other drug abuse counselor shall not engage in false or misleading communication about their own or other professionals' abilities, training, and/or experience.

Publications:

The alcohol and other drug abuse counselor who participates in writing, editing or publication of professional papers, videos/films, pamphlets or books must act preserve the integrity of the profession by acknowledging and documenting any materials and/or techniques or people (i.e., co authors, researchers, etc.) used in creating their opinions/papers,books,etc. Additionally, anywork that is photocopied prior to receipt of approval by the author is discouraged. Whenever and wherever possible, the alcohol andotherdrugabusecounselorshould seekpermission fromtheauthor/creator of such materials. The use of copyrighted materials without first receiving author approval is against the law and, therefore, in violation of professional standards.

Patient Welfare:

The alcohol and other drug abuse counselor must place the best interest of the patient first and shall always strive to provide an appropriate setting for clinical work to ensure professionalism, and provide a supportive environment for those patients having special needs.

Confidentiality:

Confidentiality of patients is always essential to a healing relationship between counselor and patient. Before accepting engagement, the counselor will generally determine the patient's needs and expectations regarding confidentiality and will advise the patient the degree to which and the circumstances in which confidentiality is assured and the limits of confidentiality.

As such, alcohol and other drug abuse counselors have the responsibility to be aware of and in compliance with all applicable State and Federal guidelines, regulations, and statutes and agency policies regarding confidentiality.

Patient Relationships:

The alcohol and other drug abuse counselor shall not:

- engage in any sexual activity or date a patient receiving treatment either from the individual counselor or from the counselor's agency;
- counsel their own family members;
- counsel patients when the counselor's own objectivity may be limited by a third party relationship (i.e., counseling a best friend's spouse, business partner's best friend, etc.)

Professional Integrity:

An alcohol and other drug abuse counselor should:

- Never knowingly make a false statement to Living Vines or any other disciplinary authority;
- Promptly alert colleagues informally to potentially unethical behavior so said colleague
- Be willing to take corrective action;
- Report violations of professional conduct of other counselors to the appropriate licensing/disciplinary authority when there is knowledge that another counselor has violated professional standards and has failed to take corrective action after formal intervention.

FINANCIAL ARRANGEMENTS:

The alcohol and other drug abuse counselor should not accept fees or gratuities for professional work from a person who is entitled to, and is reliant upon, such services through an institution and/or agency.

PROFESSIONAL PROMOTION:

The alcohol and other drug abuse counselor should strive to maintain and promote the integrity of certification with Nigeria, nationally and internationally, and the advancement of the alcohol and other drug abuse counselor profession

How To Apply

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

- 1.. A valid email address is required to apply. The address must be written or typed legibly on the first page of the application where indicated. All correspondence regarding the application will be sent to the provided email address. If you do not have an email address, contact the Living Vines office for assistance.
3. Complete all parts of the application. Print legibly or type application.
4. Attach all required documentation to support employment and education (i.e., current job description, official transcripts, copies of training certificates, letters of attendance/participation).
5. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual counseling duties and responsibilities.
6. Sign, date and notarize the Counselor's Code of Ethics.
7. Verify the completeness of the application by using the "Application Checklist" included in the front of the application.
8. Completed application materials and the application fee must be emailed to livingvinesmentalhealthfoundation@livingvines.com or mailed to, Living Vines 3rd Avenue, 312 rd, C close, House 1, Festac Town, Lagos, Nigeria .
9. After the application is approved, the applicant has paid the exam fee and passed the exam, the applicant will be sent an invoice for the initial certification fee or upgrade fee. Once the fee is paid and the applicant receives the certificate in the mail, he/she will be officially certified and will be required to renew the certification in two years.
10. Applicants have one year to complete the application process.

Review of Materials

Upon receipt, the application and materials will be screened by Living Vine for completeness and correctness. The results may be one of the following:

Application Approved

The application meets all certification standards, and the applicant must pass the examination, if he or she has not already done so, in order to meet the requirements for certification.

Application Pending

Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing by email of the problem(s). **Within one year of the application date, corrected materials must be submitted to ICB or the applicant will need to restart the application process.**

Certification Level	Degree/Credential Requirement	Required Work Experience	Supervised Practical Experience	Training/Education	Required Examinations
CSADC	<p>High School/GED</p> <p>Must first hold and maintain the CRADC</p> <p>Certified Reciprocal Alcohol and Other Drug Counselor</p>	<p>5 years (10,000 hours) of paid AOD qualified work experience in the past seven years</p> <p>2 of the 5 years - clinical supervisor of AOD counselors</p>	300 Hours	<p>350 clock hours/CEU's</p> <p><u>190 hours</u> – AOD Specific (Examples on page 11 Category I/ Counselor I) •</p> <p>45 hours AOD Treatment Services for Women and/or their Families</p> <p>45 hours AOD Treatment Services for Adolescents and/or their Families</p> <p><u>6 hours</u> Professional Ethics and Responsibility</p> <p><u>30 hours</u> Clinical Supervision</p> <p><u>124 hours</u> *Performance Domains</p>	ICRC Supervisor (CS) Examination

Transition is the term used when describing a counselor’s movement from one certification level to another. After establishing your international certification, the counselor may transition to a more appropriate level when he or she meets the requirements for that certification level. An applicant must be a CRADC in order to transition to the CSADC level. When transitioning, qualifying work experience and training hours are cumulative based on the certification required, Application for transition does not suspend the counselor’s CEU requirement for the current level of certification.

AOD Counselors may transition by:

1. Completing and submitting the transition application to Living Vines for review and approval
2. Paying appropriate transition fee
3. Passing required examination(s)

Living Vines will not review previously submitted files to verify an applicant’s experience, training or education when the applicant is applying for a transition. The applicant is responsible for completing the entire application in order to provide this information. “You have it on file”, will not be accepted in lieu of the submitted information and such applications will be considered incomplete.

All work experience, supervision and education submitted when transitioning from one credential to another must be from the date which the applicant first established their current certification. Requirements obtained before that is not applicable.

FEES

Application Fee	\$ 85.00
Examination Fee.....	\$175.00
Transition to Another Classification.....	\$ 40.00
Biennial Certification Fee (CSADC).....	\$200.00

Work Experience

Living Vines defines qualified work experience as paid, supervised work experience in a position where at least ***51% of the applicant's time is spent providing direct, primary alcohol and other drug counseling.*** Volunteer work and unpaid internships are not applicable. The applicant minimally must have primary responsibility for providing drug and alcohol counseling to an individual and/or group, preparing treatment plans, documenting client progress and is clinically supervised by an individual who is knowledgeable in AOD counseling.

Supervision

Clinical supervision is the process of assuring the AOD counselor is provided monitoring and feedback to assure quality AOD services are being delivered. The applicant must submit documentation of on-the-job clinical supervision in the 12 core skill areas of counseling. No single core skill area is to be performed for fewer than ten (10) hours. Supervised hours are understood to be face-to-face supervision. Hours that the counselor spends providing AOD counseling services are NOT counted as supervision.

Education

CSC requires a Master's degree in a human behavioral science or relevant field with at least 12 semester hours specific to AOD topics.

Documentation that applicant has obtained a diploma, or a degree or certificate of completion from an institution accredited by Nigerian Education Department

- All required education may be alcohol and other drug specific as long as they include the specified number of hours of education pertaining to specialized alcohol and drug treatment services for women and adolescents
- Performance domains are defined as: Screening, Assessment & Engagement, Treatment Planning, Collaboration & Referral, Counseling & Education, Ethical & Professional Responsibilities, Counselor Development, Program Development & Quality Assurance, Performance Evaluation, Administration and Treatment Knowledge.
- Sources of education are college courses, seminars, conferences, in-services and home study courses. Education does not have to be Living Vines approved for initial applications.
- 1 college semester hour = 15 clock hours, 1 college trimester hour = 12 clock hours, 1 college quarter hour = 10 clock hours. A 3 semester hour college course equals 45 clock hours/CEUs.

Appeal Process

When applicants are denied certification, question the results of the application review, question examination results or are subject to an action by Living Vines that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of Living Vines, the applicant (complainant) still thinks an action taken is unjustified, he or she may request an appeal.

The complainant may appeal the decision within 30 days of receipt of the notice of denial or any other action deemed unjustified, by sending a certified letter to the Executive Director of Living Vines, 312 road, 3rd Avenue C close, House 1, Festac Town Lagos Nigeria

If applicants wish to appeal their examination scores, they must submit a written request to Living Vines within 30 days of the postmark of the examination score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures do not permit access to examination questions, answer keys or other secure materials by applicants.

Certification and Examination

All exams are computer based and scheduled by appointment only. Testing candidates will need to have a current email account in order to set the exam appointment. Walk-in examinations are not allowed.

Applicants must pass the ICRC examination.. Passing the reciprocal examination will allow the counselor to transition to a reciprocal level of certification. Applicants need not retake examinations when transitioning from one certification level to another. Applicants must have their applications approved before they are eligible to test.

Once the application has been approved, the applicant will receive an examination letter and pre registration test code sheet via email. To be scheduled for the examination, the applicant must return the completed pre-registration test code sheet with payment of the non-refundable examination fee. Living Vines is not responsible for delays in your exam process if the proper forms are not submitted.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to Living Vines no less than thirty days prior to the examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, Living Vines will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the alcohol and drug counselor does in practice. The knowledge and skill bases for the questions in the examination are derived from the actual practice of the counselor in alcohol and other drug counseling.

Multiple sources were utilized in the development of questions for the examination. The examinations are comprised of multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed three (3) hours to complete examinations.

Official examination results are distributed upon immediate completion of the exam. Living Vines will email the individual within 7-10 business days with official instructions of the next steps in the certification process. Applicants failing the examination will be given opportunities to retest provided the application is in good standing. Applicants must notify Living Vines of their intent to be seated for that examination by completing a pre-registration test code sheet and paying the appropriate examination fee. Applicants are required to pay the exam fee each time they take the exam.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score or fails to complete the application within one year from the date in which the applicant first applied. In such a case, the applicant will be required to submit a new application and fees.

Certification Time Period

Once the application receives approval and the applicant has passed the examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued. Only after receiving the official certificate in the mail can one be deemed certified.

ICB certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration date) will appear on the counselor's certificate along with a certification number.

Certified counselors must display their certificates at their primary work site. Certified counselors are responsible for renewal of their certification.

Certification Maintenance and Recertification

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, Living Vines requires all certified AOD counselors to renew their certification every two years. Certified AOD counselors have the responsibility to maintain and renew their credential, and any failure to act is their responsibility. Counselors must notify Living Vines, via email, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified AOD counselors will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to ICB by their expiration date. Forms for the documentation of CEUs are available on our website and must be completed, signed and submitted with proof of attendance. CEUs should not be submitted until notification of expiration.

Continuing Education Policy

Forty (40), ICB approved continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. CEUs are not transferable to any other certification period. An average of 20 CEUs should be obtained each year. CEUs obtained prior to the initial date of certification are not eligible for maintaining certification. Certified AOD counselors may receive CEU credit only once for a training event, even if it is repeated during different certification periods. A CEU is equivalent to one clock hour. Excluded is non-program time such as breaks, social hours, registration time and meal times. One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification **must** be recognized by Living Vines.

Validation of Continuing Education

Certified AOD counselors must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion for ICB recognized or petitioned trainings
- Transcripts or other official grade reports for college or university courses

AOD Counselor and Core Function Skills

Screening - The process by which a client is determined appropriate and eligible for admission to a particular program.

Intake - The administrative and initial assessment procedures for admission to an AOD program area.

Orientation - The process of describing the following to the client:

- General nature and goals of the program
- Rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program
- In a nonresidential program, the hours during which services are available
- Treatment costs to be borne by the client, if any
- Client's rights

Assessment - The procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and need for the development of a treatment plan.

Treatment Planning - The process by which the counselor and the client:

- Identify and rank problems needing resolution
- Establish agreed upon immediate and long-term goals
- Decide on a treatment process and the resources to be used

Counseling - The utilization of special skills to assist individuals, families or groups in achieving objectives through:

- Exploration of a problem and its ramifications
- Examination of attitudes and feelings
- Consideration of alternative solutions
- Decision making

Case Management - Activities bringing services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.

Crisis Intervention - Provision of services, which respond to the needs of someone suffering from alcohol and other drug problems during acute emotional and/or physical distress.

Client Education - Provision of information to individuals and groups concerning alcohol and other drugs and the available services and resources.

Referral - Identifying the needs of a client that cannot be met by the counselor or agency and assisting the client in using the support systems and community resources available.

Reports and Recordkeeping - Charting the results of the assessment and treatment plan and writing reports, progress notes, discharge summaries and other client related data.

Consultation With Other Professionals - In regard to client treatment/services, communicating with professionals to assure comprehensive, quality care for the client