

**Direct contact (active role)**  
**Indirect contact (non active role)**  
**Receiving individual supervision**  
**Receiving group supervision**  
**Other activities**

## **Time2Track**

### **1. Evaluation/Assessment**

#### **-Test administration (direct contact)**

Tests administration (psychological, personality, cognitive, psychoeducation, etc...) with the client

#### **-Intake & any other assessment interviews (direct contact)**

Intake interviews (clinical interview before test administration or the first few intake sessions before psychotherapy - usually more than one session)

#### **-Feedback to client (direct contact)**

Providing feedback to a client (alone or with family) after any evaluation process

#### **-Interaction with someone from the client's entourage – collecting information or feedback**

Any interaction (collecting information or feedback) with a family member or someone from the client's entourage (parent, partner/spouse, educator/teacher, another professional that the client has consulted or is consulting, etc.) \*Always with authorization

#### **-Observation of evaluation (indirect contact – non active role)**

Observing or listening to audio or video recordings of one's own interviews or those of a peer (in the same room, behind the mirror, or watching a recording), school observation

#### **-Case discussion (*not with supervisor*) – Evaluation**

Discussing a student's case (student's caseload) with a colleague (not the supervisor)

#### **-Practicing, correction, or interpretation of a test**

Familiarizing with a test, rehearsing test administration, correction of a test or questionnaire, interpretation

#### **-Planification & preparation – Evaluation**

Planning and preparing for an evaluation-assessment, including any activity related to pre-evaluation (background information from previous assessment, reviewing school records, reading medical file, reading previous reports or previous intake information, etc)

#### **-Writing notes and reports – Evaluation**

Writing reports and progress notes

## 2. Intervention

### **-Psychotherapy – Intervention (direct contact)**

Individual, couple, family, or group intervention - psychotherapy

### **-Co-psychotherapy (direct contact)**

Individual, couple, family, or group co-intervention or psychotherapy: in the presence of another practitioner, therapist, or psychologist

### **-Intervention with someone from the client's entourage – Intervention (direct contact)**

Session with a family member or someone from the client's entourage (parent, partner/spouse, educator/teacher, another professional that the client has consulted or is consulting, etc)

### **-Observation of psychotherapy-intervention (indirect contact, non active role)**

Observing or listening to audio or video recordings of one's own interviews or those of a peer (in the same room, behind the mirror, or watching a recording), school observation

### **-Case discussion (*not with supervisor*) – Intervention**

Discussing a student's case (student's caseload) with a colleague (not the supervisor)

### **-Planification & preparation – Evaluation**

Planning and preparing for an intervention session

### **-Writing notes and reports – Intervention**

Writing reports and progress notes

## 3. Receiving Supervision

### **-Receiving individual supervision**

Individual supervision one on one (only the supervisor and the supervisee); pair of supervisees evaluating a client together (only the supervisor and the pair of supervisees - SACP)

### **-Receiving individual supervision - in a group**

Receiving individual supervision (student's case) in a group. Other students are present, but the supervision is on the student's case

### **-Receiving group supervision**

Observing and participating to colleague's supervision (colleague's case or supervision material that applies to the entire group)

### **-Incorporating my supervisor feedback in my notes – reports**

### **-Planification & preparation – Receiving Supervision**

Preparing for meetings to receive supervision

## **4. Offering Supervision**

### **-Offering supervision to a supervisee (direct contact)**

Meeting with a supervisee or a group of supervisees

### **-Observation of a supervisee (indirect contact)**

Observing or listening to audio or video recordings of the supervisee (in the same room, behind the mirror, or watching a recording)

### **-Planification, preparation & reviewing – Offering Supervision**

Preparing supervision meetings, writing supervision notes, reading supervisee's clinical notes, reviewing supervisee's scoring/interpretation of questionnaires and tests, reviewing supervisee's reports

## **5. Consultation**

### **-Consultation (direct contact)**

Consultation to trainees, colleagues, or partners (cases that are not or were never in student's caseload); case discussion with another professional or team member who will work with the client in the future; actively assisting one's supervisor in their role as a consultant (Note about the difference between consultation and supervision: as opposed to supervision, consultation advice can be rejected by the consultee. Supervision implies an ongoing relationship between the supervisor and supervisee)

### **-Case discussion – Consultation (indirect contact)**

Participation in clinical case discussion or meetings for cases that are not in the student's caseload; interdisciplinary meetings

### **-Providing training to colleagues or partners**

Providing training to colleagues or program development

## **6. Administration**

### **-Administration and record keeping**

Preparing an invoice, payments, forms (consent forms, authorization to communicate information), transmission of information, etc

### **-Stats & administrative meetings**

Statistics, reading or writing of administrative documents, administrative meetings, evaluating supervisors and environments

## **7. Research**

- Reading on a clinical topic (evaluation, intervention or supervision)**
- Receiving training on a clinical topic (evaluation, intervention or supervision)**
- Preparation through reading and researching before a training activity**