

2019 ANNUAL PRACTICE REVIEW - CRITERIA ASSESSMENT FORM

- Please use the following criteria as a focus to review your clinical practice with your supervisor. *Do not return this form to NZCCA but keep with your own records.*

Practice Criteria	Evidence/Key Requirements	Comments
<p><u>Counselling Relationship</u></p> <p>Covers aspects of client welfare, establishing , maintaining and closing relationships</p>	<ol style="list-style-type: none"> 1. Informs clients regarding counselling arrangements and payment. 2. Recognises and works safely with dual role relationships. 3. Forms, maintains and closes relationships safely. 4. Recognises and maintains appropriate boundaries. 5. Refers on when appropriate. 6. Manages transference and countertransference effectively. 	
<p><u>Treaty of Waitangi</u></p> <p>This relates to working with Maori clients, colleagues and referral agencies.</p>	<ol style="list-style-type: none"> 1. Is committed to providing culturally appropriate counselling for Maori clients. 2. Works with Maori in a way that demonstrates commitment to partnership, participation and protection. 3. Seeks appropriate cultural supervision 4. Is able to describe something of the nature and importance of the Maori concepts of whakawhanaungatanga, manaakitanga, wairua, whanau, whakapapa and aroha. 	
<p><u>Confidentiality</u></p> <p>This relates to individuals, couples and group work, disclosures, records and disguise of data.</p>	<ol style="list-style-type: none"> 1. Respects client’s rights to privacy, including written, video or audio information. 2. Ensures the client’s informed consent is gained before disclosure to third parties. 3. Disguises client’s identity when using data for training, research and publication. 4. Informs clients about issues of safety to self and others that cannot be kept confidential. 	

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<p><u>Integration of Spirituality</u></p> <p>This applies to areas of self-evaluation, personal model of faith and accountability that allows counsellors to assist clients with spirituality issues when indicated in counselling practice.</p>	<ol style="list-style-type: none"> 1. Respects and values client's implicit and explicit spirituality. 2. Respects and values client's right to choose and form their own spiritual journey. 3. Takes responsibility for own ongoing spiritual formation and is transparent and accountable about how this relates to counselling practice. 4. Reflects on the integration of faith and practice. 	
<p><u>Professional Responsibility</u></p> <p>This includes the issues of boundaries, continuing education, advertising, sexual harassment and unjustified gains.</p>	<ol style="list-style-type: none"> 1. Undertakes supervision regularly and personal counselling when appropriate. 2. Is committed to ongoing education and training to maintain professional competence. 3. Refrains from counselling practice when personal problems or conflicts may cause harm to clients or others. 4. Undertakes counselling practice commensurate with level of training and experience. 5. Accurately represents professional credentials and services when advertising. 6. Recognises and maintains healthy relationships with clients, supervisors, employers and employees. 7. Maintains accurate client records and keeps records for the required length of time. 	
<p><u>Relationships with other Professionals</u></p> <p>This relates to relationships with employer, employees, acceptance of fees and consultation.</p>	<ol style="list-style-type: none"> 1. Maintains membership and involvement with a professional body. 2. Consults with other professionally competent persons about practice as appropriate. 	

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<p><u>Evaluation, assessment and interpretation</u></p> <p>This covers areas of competence, assessment of clients, informed consent and Privacy Act.</p>	<ol style="list-style-type: none"> 1. Applies the New Zealand Privacy Act and any other Acts as they relate to the counselling practice. 2. Completes and files Annual Practice Reviews with NZCCA. 3. Undertakes client assessments only as appropriate to level of training and competence. 4. Regularly appraises all aspects of counselling practice. 	
<p><u>Teaching, training and supervision</u></p> <p>This covers areas where counsellors educate, train and supervise others.</p>	<ol style="list-style-type: none"> 1. Undertakes training and education in supervision when supervising others. 2. Supervises others in a professional manner. 3. Actively appraises own performance when supervising others. 4. Maintains ongoing professional development in teaching and learning when responsible for developing, implementing, supervising and evaluating training and educational programmes. 	
<p><u>Solving Ethical and Professional issues</u></p> <p>This relates to counsellors advocating for highest professional and ethical standards for themselves and other health professionals.</p>	<ol style="list-style-type: none"> 1. Is familiar with and effectively applies the NZCCA Code of Practice and Ethics, and Codes of Practice of other professions where appropriate. 2. Takes appropriate action when there is cause to doubt the behaviour of other counsellors or professionals. 3. Is committed to ensuring the highest standards of ethical practice for self and others. 	