

BSW PROCESS RECORDING OUTLINE **85 points total**

STUDENT NAME: (1 point)

PROCESS RECORDING: #1 (1 point)

CLIENT SYSTEM: (1 point)

DATE: (1 point)

POLICY: (10

points)

PRESENTING ISSUES: (2 points)—Be as specific as possible.

PURPOSE OF CONTACT: (2 points)

PREPARATION FOR CONTACT: (2 points)

VERBATIM RECORD OF INTERVIEW	Social Work Skills Used	Self- Reflection	Analysis	Social Work Values	Social Work Knowledge	Plan	Field Instructor's Comments
<i>Describe @ least one interaction with a client from past week:</i> <i>Content of contact</i> <ul style="list-style-type: none"> Verbatim Recording Outcome 		Your feelings	Reasoning during interaction		THEORY: 5 points	5 points	
					Biological: 5 points		
					Psychological: 5 points		
					Social: 5 points		
					Spiritual: 5 points		
					Cultural/Ethnic: 5 points		
5 points	5 points	5 points	5 points	5 points			

REQUIREMENT	COMMENTS	Possible	Earned
Content of Interview: (Name, Purpose, Setting, Client's Age etc.)		20	
Content/Interview: Verbatim report (beginning, middle & end) Demonstration of Skills: *Rapport building *Engagement *Active Listening Skills *SOLER Skill *Appropriate use/silence *Setting of Boundaries * Appropriate closure of contact Inclusive of : *Content & Feelings of CI		10	
Social Work Knowledge: *Biological *Theory *Psychological *Social *Spiritual *Cultural/Ethnic		30	
Social Work Values/Ethics: *Confidentiality *Right to Self Determination *Service *Other values/standards as appropriate for the interaction.		5	
Reflection & Analysis of interview: *Student's personal thoughts & feelings *Student's impressions of the interaction with the client		10	
Written Communication Skills, Professional in use of: *Social work terminology *Proper grammar		5	
Plans: Plans for next contact, homework, follow up etc.		5	
TOTAL POINTS		30	