



Addictions and Mental Health Treatment Program

Practicum Manual

AY 2024 – 2025

ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM PRACTICUM MANUAL TABLE OF CONTENTS

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1.0 INTRODUCTION, ADMINISTRATION AND CURRICULUM

1.1 INTRODUCTION

This Practicum Manual (“Manual”) is provided to all students majoring in Alvernia’s Addictions and Mental Health Treatment (“AMH”) Program enrolled in Practicum courses. The purpose of this Manual is to provide a clear understanding of the objectives of Practicum; the responsibilities of the student, the agency and the University; and the policies and procedures governing Practicum.

This Manual is designed to supplement the current Alvernia University Course Catalog, the current Alvernia University Student Handbook, and the Alvernia University Policies and Procedures webpage with policies, procedures and requirements specific to Practicum for the Addictions and Mental Health Treatment Program. This Manual is not designed to contain a comprehensive listing of all policies, procedures and requirements and students are responsible for reading and following all such policies, procedures and requirements contained in the current Alvernia University Course Catalog and Alvernia University Student Handbook. Students are also responsible for reading and following all policies, procedures and requirements contained in other documents referenced in this Manual.

1.2 PRACTICUM INFORMATION

Practicum Field Experience (“Practicum”) is a significant part of a student’s preparation for professional practice. Practicums offer placement in live agency environments concurrent with classroom activity. It is through Practicum that the integration of classroom learning and experiential learning in agency settings takes place.

AMH students must complete 400 hours of Practicum field education (NOTE: Students who matriculate in fall 2024 or thereafter must complete a total of 200 total hours/6 credits of Practicum field education: AMH 404 and AMH 405). These hours are included as part of four (4) Practicum Field Experience courses representing 12 total credits: AMH 404, AMH 405, AMH 406 and AMH 407. Each of these 3- credit courses involve 100 Practicum hours at an agency. Students must complete a minimum of 24 credits in AMH courses prior to participation in Practicum.

Students may take 3 credits (100 hours) or 6 credits (200 hours) of Practicum per academic semester. Students may not exceed 6 credits/200 hours of practicum in any one academic semester. Students who complete 200 hours per semester will complete all 200 hours at the same agency, not at two different agencies. Students who complete 6 credits/200 hours of Practicum during a semester will receive the same grade for both Practicum courses.

All Practicum courses run as 15-week full academic semester courses. Practicum courses do not run in seven-week MOD format and cannot be done independently or outside of the academic semester. Students are required to complete 100 or 200 hours during the dates of the academic semester (see Alvernia’s academic calendar for

dates). All Practicum hours must be completed before the end of the relevant semester.

1.3 PRACTICUM COURSE DESCRIPTIONS

AMH 404 3 credits Practicum Field Experience 1

The student will participate in fieldwork in a behavioral health agency setting, consistent with the student's desired area of practice. Practicum field placements will occur only at facilities that have a signed agreement in place with Alvernia University. Prior to beginning field placements students must obtain all necessary background clearances. The fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical skills, self-reflection, cultural competence, ethical decision making and professionalism. This practicum involves 100-hours of fieldwork, and may be taken alone or in conjunction with another 3-credit practicum course for total of 6 credits or 200 hours. Prerequisite: 24 credits in BH.

AMH 405 3 credits Practicum Field Experience 2

The student will participate in fieldwork in a behavioral health agency setting, consistent with the student's desired area of practice. Practicum field placements will occur only at facilities that have a signed agreement in place with Alvernia University. Prior to beginning field placements students must obtain all necessary background clearances. The fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical skills, self-reflection, cultural competence, ethical decision making and professionalism. This practicum involves 100-hours of fieldwork, and may be taken alone or in conjunction with another 3-credit practicum course for total of 6 credits or 200 hours. Prerequisite: 24 credits in BH.

AMH 406 3 credits Practicum Field Experience 3

The student will participate in fieldwork in a behavioral health agency setting, consistent with the student's desired area of practice. Practicum field placements will occur only at facilities that have a signed agreement in place with Alvernia University. Prior to beginning field placements students must obtain all necessary background clearances. The fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical skills, self-reflection, cultural competence, ethical decision making and professionalism. This practicum involves 100-hours of fieldwork, and may be taken alone or in conjunction with another 3-credit practicum course for total of 6 credits or 200 hours. Prerequisite: 24 credits in BH.

AMH 407 3 credits Final Field Practicum 4

The student will participate in this final fieldwork in a behavioral health agency setting, consistent with the student's desired area of practice. Practicum field placements will occur only at facilities that have a signed agreement in place with Alvernia University. Prior to beginning field placements students must obtain all necessary background clearances. This fieldwork practicum will serve as the capstone experience for behavioral health majors, integrating previously presented professional principles and practices with Alvernia's liberal arts and Franciscan traditions. This practicum also involves 100-hours of fieldwork, and may be taken alone or in conjunction with another 3-credit practicum course

for total of 6 credits or 200 hours. Prerequisite: 24 credits in BH.

1.4 PRACTICUM COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES

The Practicum experience is a fundamental component of preparation for professional practice. Students are expected to exhibit satisfactory progress and proficiency in the following five general areas:

1. Analyze and outline the role of the practicum agency as an integral part of the community's behavioral health-care system, and describe the roles that the agency and its professional staff play in addressing behavioral health-related problems.
2. Apply applicable legal and ethical standards and therapeutic boundaries in professional practice and - with the assistance of field supervision - demonstrate sound ethical decision making and professional judgment.
3. Integrate and synthesize academic knowledge with professional practice and actively engage in therapeutic activities to enhance professional competence.
4. Demonstrate reflection, self-awareness and cultural competency in professional practice, and assess one's own values, beliefs, biases, thoughts, feelings, actions and reactions within the therapeutic process.
5. Contribute to personal, professional and civic development by exercising initiative and displaying professional conduct in the practicum setting.

1.5 AGENCY PRACTICUM AGREEMENTS

Alvernia requires that a written Agreement be signed between the University and the Practicum Agency prior to allowing students to participate in Practicum. Students may not begin participating in Practicum at an agency unless and until there is a signed Practicum Agreement on file. Practicum Agreements may be coordinated through the Course Instructor and/or Program Director. Students are required to confirm that their chosen agency has a valid Agreement in place with Alvernia.

1.6 GENERAL CRITERIA FOR AGENCY SELECTION

Factors to be considered in selection of an agency for student placement include:

- A. Licensed by the appropriate governing body, *if applicable*. Please note that Practicum placements are NOT limited to licensed agencies.
- B. The interest and ability of the agency to provide an appropriate learning environment for the student.
- C. The commitment, expertise and time of agency personnel to provide field instruction for the student.
- D. The ability of the necessary physical facilities to accommodate a student placement.
- E. Overall congruence between the agency and the mission and values of Alvernia University and the Addictions and Mental Health Treatment Program.
- F. A commitment to the American Counseling Association (ACA) and/or another

relevant Code of Ethics and the University's Nondiscrimination Policy.

1.7 EMPLOYMENT-BASED PRACTICUMS

Students who wish to complete a Practicum in an agency in which they work may do so as long as the Practicum experience meets the educational objectives and outcomes as identified in the Practicum Manual and course syllabi. In other words, the Practicum must be a valid behavioral health experience. The course curriculum, learning objectives and requirements of employment-based Practicums are identical to non-employment-based Practicums.

Ideally, Practicum responsibilities and practicum hours should be separate and distinct from the student's current employment responsibilities where possible and practical. However, students may count hours involving their current employment responsibilities as long as they meet the educational objectives and outcomes of Practicum.

2 GUIDELINES FOR PRACTICUM

2.1 RESPONSIBILITIES OF THE UNIVERSITY

1. Ensure that students assigned to Practicum have satisfactorily completed the pre-requisite portion of their academic curriculum.
2. Ensure that students adhere to the health criteria established by the University.
3. Ensure that students provide the Agency with required personal and academic information, including proof of health insurance coverage.
4. Ensure that students have completed all required background checks, HIPPA trainings and other items, as identified in this Manual.
5. Maintain records of student's health, immunization and background clearances. Records are available by written request and permission of the student.
6. Carry professional liability insurance for all students of at least one million dollars per occurrence and three million dollars annual aggregate.
7. Provide the services of a Fieldwork Coordinator who shall act as liaison between the University, the student and the Agency, schedule visits and consultations, and be available by telephone or email to the student and the Agency as needed.

2.2 RESPONSIBILITIES OF THE AGENCY

1. Retain the ultimate responsibility that safe and effective services are provided to their patients/clients.
2. Provide orientation for students assigned to the Agency including, but not limited to, relevant agency policies and procedures, student expectations, dress and conduct codes, patient and personal safety measures and other relevant agency information.
3. Provide a qualified Practicum Supervisor to supervise and coordinate activities of the student. "Qualified" refers to academic, professional and experiential qualifications. Practicum Supervisors are not required to be licensed or credentialed.
4. Evaluate the student's Practicum performance on forms provided by the University.
5. Contact Alvernia's Field Coordinator or Practicum Instructor as necessary during Practicum to address any concerns or resolve any difficulties related to the student.
6. See that emergency care will be rendered to students during sudden illness, travel accident, or an institutional accident. The charges for such medical services shall be billed to the student or their insurance carrier.

2.3 MUTUAL RESPONSIBILITIES BETWEEN UNIVERSITY AND AGENCY

1. Adhere to proper channels of organizational structure and communication in making plans for students' Practicum experience in accordance with relevant learning objectives and the opportunities available at the Agency.
2. Evaluate the Practicum experience and share results for the purpose of ongoing quality improvement and patient/client care and safety.
3. Comply with all applicable privacy requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the confidentiality of patient/client information.

2.4 RESPONSIBILITIES OF THE STUDENT

1. Conduct oneself in an appropriate and professional manner and act in accordance with the requirements of this Manual as well as the ethical standards of the most recent version of the American Counseling Association (ACA) Code of Ethics.
2. Meet all requirements of the academic course(s) that direct Practicum as outlined in course syllabi and on Alvernia's Learning Platforms (i.e. Canvas). This includes active participation in Practicum hours and classroom sessions and satisfactorily completion of all assignments related to Practicum.
3. Proactively inform and communicate with the Practicum Instructor, Field Coordinator or Program Director regarding any problems or concerns related Practicum.
4. Follow all relevant Agency policies and procedures as instructed.
5. Work with Agency Practicum Supervisor to establish Student Learning Goals in accordance with Practicum requirements and review these goals on a regular basis. Actively engage in Practicum experiences to meet goals and complete all assigned tasks by the end of the academic semester.
6. Proactively participate in regular supervision, staff meetings, and general functioning of the agency to the extent possible and practical.
7. Dress appropriately in accordance with the Dress Code Policy outlined in this Manual and the specific requirements of the Agency.
8. Make contributions to the effective operation of the agency through the completion of all assigned tasks and duties.

2.5 GUIDELINES FOR THE STUDENT-AGENCY RELATIONSHIP

The role of the student in the agency is primarily a learning role rather than a working role, even though it is inherent in the Practicum experience that the student be assigned duties and responsibilities. By accomplishing the assigned tasks, the student should learn to integrate theory and information/education with its application at agency. In order to facilitate the distinction between the roles of Addictions and Mental Health Treatment student and of agency employee, the following guidelines are offered:

1. Assignments, both in type and number, should be appropriate to the learning and experience level of the student. The assignments should complement the acquired knowledge gained through classroom instruction and progress (when appropriate) in difficulty and responsibility.
2. The assignments at the Agency should offer a range of experiences, so that each student may become familiar with the purpose and functions of the entire program and its place within the Addictions and Mental Health Treatment service delivery system.
3. While it is recognized that each Practicum will offer a unique learning experience, students should have the opportunity to develop and practice skills in the areas basic to the Agency.
4. It is essential that students observe and become actively involved in real direct service activities to the extent reasonable and appropriate. It is understood that such involvement may or may not include the actual performance of clinical duties, or participation therein, depending upon the policies of the agency, the nature and circumstances of the services involved, and the capabilities of the student.
5. Sufficient time should be allowed within the Practicum experience for the student to complete the assigned tasks, including the fulfillment of all necessary paperwork.
6. Participation by the student in staff meetings, in-service programs and conferences is encouraged so as to broaden the learning of the student and develop a deeper understanding of the functioning of the agency.

2.6 GUIDELINES FOR AGENCY PRACTICUM SUPERVISORS

The development of a structured and meaningful Practicum plays an extremely important role in the student's overall education. The following basic guidelines are offered by Alvernia University to the Agency Practicum Supervisor for student activities during their Practicum experience at the Agency.

1. **ORIENTATION TO AGENCY'S PROGRAM:** At the start of the Practicum experience students should receive an orientation to the Agency and its relevant policies and procedures. Learning and independence are also developed by encouraging the student to plan their own additional orientation to important aspects of the agency.
2. **SUPERVISION:** The Practicum Supervisor is requested to spend a *minimum* of one hour per week with the student for individual supervisory conferences, which should review and address relevant issues such as: the student's observation of, and involvement in, agency activities; progress made toward student learning goals; any ethical issues encountered; incorporation of knowledge, values and skills into professional practice; student's self-reflection and self-awareness within professional practice; and regular evaluation and feedback by the Supervisor
3. **SELF-AWARENESS:** It is essential for students to increase self-awareness, particularly their personal values, beliefs, biases, thoughts, feelings, actions and reactions, and the impact these issues have on their professional practice. Becoming self-reflective is a crucial attribute for the student to develop as part of their commitment to the Addictions and Mental Health Treatment profession and to the ethical structure that embraces the profession. The Practicum Supervisor is requested to facilitate student self-reflection and self-awareness wherever possible.
4. **CONFIDENTIALITY AND ETHICS:** Alvernia University is committed to developing ethical leaders with moral courage. As such, it is essential for students to learn, practice, and be guided by codes of ethical standards most closely associated with the Addictions and Mental Health Treatment profession and the agency. The Practicum Supervisor is requested to reinforce the importance of ethical practice throughout the Practicum. In addition, issues of confidentiality which were learned in the classroom should be reviewed as it relates to the agency's work with clients.
5. **EXPERIENCE IN AGENCY SETTINGS:** We request that the Practicum Supervisor allow the student to enhance their Practicum education experience through observations of and/or participation in relevant agency activities to the extent possible and practical. These include activities such as: intake and assessment processes; evaluations to determine appropriate diagnoses and level(s) of care; gathering of bio-psychosocial information; development and review of treatment/service planning; individual, group and/or family counseling; case management; case consultation and team meetings; development of discharge and continued care/aftercare plans.

6. **EXPERIENCE IN COMMUNITY ACTIVITIES:** The student needs to gain a greater understanding of the relationship between the Agency and its programs to the larger health and human services systems and the community. We request that the Practicum Supervisor facilitate the student's attendance at inter-agency and community meetings where possible and practical.
7. **ANALYZING PROBLEMS AND WORKING TOWARD CHANGE:** The student needs to gain experience in identifying, assessing and diagnosing problems as well as developing service or treatment plans to affect desired changes. They need to experience obtaining information and facts, analyzing situations and planning change as it relates to work with individuals, groups and families.
8. **RECORDING:** The student needs to gain experience in recording informational data, summarizing material and documenting activities. Such activities may include but not be limited to: intakes, biopsychosocial histories, service or treatment plans, individual and group notes, continued care plans, staff meeting notes, discharge or aftercare plans, etc.
9. **EVALUATION AND FEEDBACK:** The student needs to understand that feedback and evaluation are important parts of professional practice. Self-evaluation should be a continuous process for the student, and they should also receive ongoing evaluation and feedback by the Practicum Supervisor. The interim evaluation and final evaluations should be a recapitulation of previous developments discussed with the student. Forms to be completed by both the student and Practicum Supervisor are included with this manual and will be provided by the student.

3 POLICIES AND PROCEDURES

3.1 MANDATORY ONLINE HIPAA EDUCATION POLICY

POLICY:

It is the policy of Alvernia University AMH students to participate in a mandatory online Health Insurance Portability and Accountability Act (HIPAA) Education Session prior to entering clinical field work with client contact. The goal of this program is to familiarize students with HIPAA initiatives regarding patient privacy and data security and to help healthcare workers comply with the guidelines.

PROCEDURE:

Please refer to the **Alvernia University Academic Compliance Regulations for Academic Year 2024 – 2025** for details. If you have any questions, please contact the Academic Compliance Officer at Academic.Compliance@alvernia.edu

3.2 STUDENT BACKGROUND CLEARANCES POLICY

POLICY:

The Addictions and Mental Health Treatment Program requires that students obtain the following three (3) background check clearances prior to being allowed to participate in Practicums.

1. Act 34 – PA State Police Criminal Record Check
2. Act 151 – PA Child Abuse History Clearance
3. Act 114 – FBI Clearance

The fees for these clearances are the responsibility of the student. Students should be aware that individual Practicum Agencies may require additional clearances and/or documentation, trainings or other information. Students are responsible for providing the additional information required by the Practicum Agency.

Since these clearances are mandated by the state of Pennsylvania, students **WILL NOT** be permitted to begin Practicum hours until the clearance documents are provided to Academic.compliance@alvernia.edu with the proper clearance approval. Students should retain the original copies of clearances and submit *photocopies* of clearances to Academic.compliance@alvernia.edu. The goal of this policy is to ensure compliance with Pennsylvania law and to maintain the integrity of the AMH Practicum.

PROCEDURE:

Please refer to the **Alvernia University Academic Compliance Regulations for Academic Year 2024 – 2025** for details. If you have any questions, please contact the Academic Compliance Officer at Academic.Compliance@alvernia.edu

**ALVERNIA UNIVERSITY
CRIMINAL RECORD DISCLOSURE**

Department/Program: Addictions and Mental Health Treatment Program, Practicum

Student Name: _____

Date: _____

In accordance with Alvernia University policies and procedures, the presence of a past criminal record must be disclosed by the student to the appropriate personnel at Alvernia University and the Practicum Agency site.

I hereby acknowledge that such disclosure has taken place:

Student Signature

Date

Department Chair/Program Director

Date

Practicum Agency Representative

Date

3.3 HARASSMENT POLICY

- A. BACKGROUND It is the responsibility of each person on campus to respect the personal dignity of others. Alvernia has always encouraged its students, faculty and staff to celebrate in the diversity of the University and to immediately confront any expressions of harassment within the community based on differences in sex, race, religion, disability or ethnic background. Your Academic Field Experience will be taking you outside of the Alvernia Campus Community. The Agency in which you will serve has been carefully screened by the University and the Sponsoring Agency has affirmed its complete agreement with the policy of showing no tolerance for any form of harassment. The Sponsoring Agency has agreed to hold all members of its institutional community to the same high standards of respect and dignity essential to the mission of Alvernia.
- B. DEFINITIONS Sexual Harassment is one example of forbidden harassment and has been defined by the University as unwanted sexual attention, intimidation or advances that are made:
1. Either explicitly or implicitly as a term or condition of academic or employment status or advancement;
 2. As a basis for academic or employment decisions;
 3. Which unreasonably interfere with an individual's work or academic performance; and/or
 4. Which create an intimidating, hostile or offensive work or academic environment.
- C. RESOURCES Alvernia does wish to make known to all of the participants in Academic Field Experiences that there are available resources and procedures for resolving any instances of harassment, including sexual harassment, which might be confronted by program participants within the Alvernia Community, or while in the institutional community of the Sponsoring Agency.
1. Information, Counseling and Support If you, as a participant in an Academic Field Experience, believe that you may have been the victim of harassing conduct, and you wish to seek information and/or counseling about the incident or incidences giving rise to this concern, you should immediately contact either:
 - a. The Faculty Supervisor of the Program;
 - b. The Department Chair; or
 - c. The College Dean, and request a confidential counseling session. In order that any incident may be immediately addressed, you should make this contact within ten (10) days of the occurrence.

If your concerns can be addressed at this first counseling session, and neither you nor your counselor feel that the incident rises to the level of harassment, the matter may be concluded without further action. If, however, after the counseling, you wish to proceed with a formal Complaint regarding the perceived harassment, you may take advantage of the formal Complaint procedure.

2. Formal Complaint Procedure

Any participant in an Academic Field Experience who feels he or she has been the subject of harassment of any kind may, after participating in the initial counseling session, file a Complaint in writing setting forth the material facts of the incident. To facilitate the contemporaneous investigation of the incident, the written Complaint should be filed within ten (10) days of the informal counseling session. The written Complaint should be directed to and addressed to the Provost.

Upon receipt of the written Complaint, the Provost will initiate an investigation concerning the Complaint. The investigation will include the contacting of the Sponsoring Agency, as well as others identified as being witnesses or having first hand knowledge of the alleged behavior or incident.

Following an investigation and a completion of appropriate corrective measures, if warranted, the University will so advise the person filing the formal Complaint.

3.4 NON-DISCRIMINATION POLICY

It is the policy of the Addictions and Mental Health Treatment (AMH) Program to follow the Alvernia University Non-discrimination Policy in the admission process, classroom and clinical practice settings. Please refer to the current Alvernia University Course Catalog. Policies included in the Alvernia University Catalog, Alvernia University Student Handbook and this Manual are consistently followed for all students.

3.5 FRATERNIZATION POLICY

It is the policy of the Alvernia University Academic Programs that students should NOT fraternize on a personal level with faculty, staff, patients, students or clients during assigned academic field placements on or off campus. Selected examples of fraternization include but are not limited to:

- Unethical after-hours personal contact with staff, client, patients or students
- Inappropriate touching or gestures
- Inappropriate communication (implied or direct)
- Flirting
- Communication between students and faculty/staff/patients on social media except as specifically required or allowed for a particular course.

Upon receipt of a written complaint, the Department Chair will initiate an investigation. Following the completion of an investigation, appropriate corrective measures, if warranted, will be taken. Corrective measures may include:

- Verbal warning
- Written warning
- Dismissal from course
- Dismissal from academic program

3.6 DRESS CODE POLICY

Practicum students are required to maintain an appropriate and dignified professional appearance while in the agency setting in accordance with the following guidelines and subject to the specific requirements of the Agency. Students will follow all specific dress code requirements established by the Agency which may supersede these guidelines.

Hygiene: Students will maintain a clean and neat appearance which includes:

1. *Hair* - washed and combed with natural looking colors.
2. *Body* – shower and use deodorant. Body fragrances need to be subtle.
3. *Mouth* – brushed teeth and clean breath.
4. *Face* – washed with moderate makeup
5. *Nails* – clean and trimmed; moderate polish or manicures are acceptable.

Jewelry/Piercing: Moderate and moderately sized jewelry can be worn. Ear piercings should be limited to one or two small earrings worn in each ear. All other facial piercings such as nose, eyes, cheeks, lips or tongues should be removed. Jewelry accessories should be limited in both size and quantity.

Tattoos: Tattoos should be covered where possible and practical.

Dress/Attire: Students will dress according to the style of dress established by the Agency and appropriate to the circumstances, with a minimum of *Professional-Casual Dress* which includes without limitation:

- *Professional Casual Dress Males* – collared shirt or polo shirt, sweaters with collared shirts, long pants in solid kaki, blue, grey, black or other conservative colors.
- *Professional Casual Dress Females* – long slacks in conservative colors, capris, dresses, culottes, blouses, sweaters, pullovers, polo shirts.

Skin Coverage: Students will practice appropriate modesty related to the coverage of various body areas by wearing appropriate and appropriately fitting clothing, such as:

- *Males:* Skin should be covered between the base of the neck and the bottom of the foot, with the arms covered at a minimum of polo length shirt (no tank tops).
- *Females:* Skin should be covered between the base of the neck and the bottom of the foot or the top of the knee if a skirt is worn, with the arms covered at a minimum of polo length shirt coverage (no low-cut tops, tank tops or spaghetti straps).

Shoes: Students will wear moderate, professional looking shoes with closed toes and backs and with sensible heels (approximately 2" or less).

Undergarments: Undergarments will not show in any manner. Bra straps, thongs, and underwear must be completely covered by clothing at all times. Students need to be able to stretch, sit and squat without any undergarments showing. Clothing should not be extremely tight fitting on any part of the body.

3.7 DRUG TESTING POLICY

POLICY

The Addictions and Mental Health Program may require students to undergo a drug screening test for the presence of drugs or controlled substances immediately prior to participating in Practicums. The cost for this mandatory drug screening is covered by student fees. Additional drug screening may be required at any time during a student's enrollment. Indications may include but are not limited to observed chemical impairment or impaired behaviors, delay in obtaining drug screening past prescribed deadline, credible reports of drug use, and frequent absences or tardiness. Students may be responsible for the costs of drug screens required for cause. Students may also be required to participate in any mandatory and/or random drug screening protocols implemented by individual Practicum agencies.

PURPOSE

Chemical impairment compromises both the educational process and client safety. Alvernia University and our agency partners are responsible to the clients and families with whom students interact during Practicum. Early identification, evaluation and treatment are in the best interest of everyone involved.

PROCEDURE

1. Routine off-site drug screens at the beginning of a semester are performed within specific timelines as directed. The student is responsible for his/her transportation to the lab site.
 - a. Designated Penn State Health St. Joseph (PSHSJ) Laboratory locations must be utilized. Students will be provided with a listing of available locations.
 - b. A 12-panel drug screen will be performed according to national and PSHSJ Laboratory standards (includes marijuana, opiates, cocaine, amphetamines, PCP, barbiturates, benzodiazepine, methoqualone, propoxyphene, methadone). A positive result will be retested.
 - c. A photo ID is required.
 - d. Every student will sign a release to allow PSHSJ to report results directly to the Alvernia University Health and Wellness Center.
 - e. It is the student's responsibility to report any medications prescribed by their physician to the laboratory during the testing (not to the faculty) that may result in a positive screen.

POSITIVE RESULTS:

1. The student may request a third sample from another certified laboratory to rule out false-positive readings.
2. The Alvernia University Health and Wellness Center will communicate a positive student report to the Department Chairperson or his/her designee.
3. A student taking a medication on the 12-panel screen under the direction of a physician is required to obtain a written explanation and release to perform direct patient care from the prescribing physician. The Director of the Health and Wellness Center will make a decision if the student is released to perform clinical practice.

3.8 DRUG TESTING POLICY (continued)

4. The Health and Wellness Center is the referral base for chemical abuse evaluation. The student signs an agreement (refer to Chemical Impairment Policy) to participate in a treatment program and to have his/her progress monitored by the Health and Wellness Center. The Director of the Health and Wellness Center will provide written communication to the Department Chair or his/her designee regarding treatment progress.
5. The student may not participate or progress in Practicum until the evaluation and recommended treatment are completed and the student has been cleared to return by the treating healthcare provider. Refusal to obtain an evaluation results in immediate dismissal from the Addictions and Mental Health Treatment Program.
6. The student may be allowed to return to the Program after the treatment program is completed and a sufficient period of stable recovery has been established. This may require one or two semesters and may result in an extra year to complete the program of study.
7. If further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity is substantiated, the student is dismissed from the Addictions and Mental Health Treatment Program.

**ALVERNIA UNIVERSITY
ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM
DRUG TEST WAIVER AGREEMENT**

I understand it is the policy of Alvernia University to require students to undergo a substance abuse test for the presence of drugs or controlled substances immediately prior to participating in Practicums. I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Alvernia University Health and Wellness Center and the Department Chairperson. I understand that if the test result is positive, I will be denied progression in the clinical components of the Addictions and Mental Health Treatment Program.

I further understand that I may be subject to random drug tests while enrolled in the Addictions and Mental Health Treatment Program. A positive drug test or refusal to submit to testing will result in dismissal from the Program.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE ALVERNIA UNIVERSITY DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR PROGRESSION IN THE ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM.

THIS DOCUMENT CONSTITUTES MY CONSENT FOR DRUG TESTING BY A LABORATORY DESIGNATED BY ALVERNIA UNIVERSITY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG TEST TO THE ALVERNIA UNIVERSITY HEALTH AND WELLNESS CENTER AND THE DEPARTMENT CHAIRPERSON.

Signature of Student

Signature of Witness

Student Name Printed

Witness Name Printed

Date

Date

3.8 CHEMICAL IMPAIRMENT POLICY

POLICY

It is the policy of the Alvernia University Addictions and Mental Health Treatment Program to address any emotional, psychological or physical problems experienced by a student that interferes with his/her safe function in the classroom or clinical practicum settings. Suspected student behaviors that are consistent with chemical impairment in the student will be confronted to provide an avenue of evaluation and treatment and to ensure client safety.

DEFINITION OF IMPAIRMENT IN THE CLINICAL PRACTICE SETTING:

Impairment is defined as the deterioration of a student's ability to comprehend or implement a client care assignment in a safe and competent manner. Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress that puts the client or family at risk for emotional or psychological harm. Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk (Scanlon, Care, & Gessler, 2001).

PURPOSE

Chemical impairment compromises both the educational process and client safety. Alvernia University and our agency partners are responsible to the clients and families with whom students interact during Practicum. Early identification, evaluation and treatment are in the best interest of everyone involved.

PROCEDURE

1. A student in a Practicum agency setting who is unable to perform competently, and/or exhibits symptoms of drug use including but not limited to the odor of alcohol, slurred speech, unsteady gait, altered thought processes or impaired behaviors will be immediately removed from Practicum.
 - a. The student will be required to submit for cause a drug screen test pursuant to the policies and procedures of the Drug Testing Policy set forth in this Manual.
 - b. The student will remain at the Agency until a staff member or Alvernia faculty member has an opportunity to assist them in finding safe transportation to a healthcare facility or to their home.
 - c. Transportation, at the student's expense, will then be accomplished by calling a family member, public transportation, or taxi.
 - d. If the student insists on leaving the Agency unattended, he/she will be asked to sign a waiver, stating that it is against Alvernia policy and is an unsafe action. The police may be notified.
 - e. The next class/clinical day, Alvernia faculty will meet the student on campus to allow an opportunity for explanation of his/her behavior.

3.8 CHEMICAL IMPAIRMENT POLICY (continued)

2. The faculty member in the classroom who is confronted with a student who is unable to participate appropriately in that classroom and/or exhibits behaviors consistent with substance use will contact Campus Security and request that when they respond the student be taken to the Health and Wellness Center for immediate evaluation.
3. Additional information is contained in the Drug Testing Policy included in this Manual.
4. **The student may not participate in Practicum until the evaluation is obtained. Refusal to obtain an evaluation results in immediate dismissal from the Addictions and Mental Health Treatment Program.**

OUTCOMES of procedures under the Chemical Impairment Policy:

- a. Evaluation **does not substantiate** a substance abuse problem. The student may be allowed to return to the classroom and clinical setting with no negative consequences. If so, Alvernia faculty will provide opportunity for the make-up of missed work and assignments.
- b. Evaluation **does substantiate** substance abuse and **student agrees** to abide by policy. The student signs an agreement to participate in a treatment program and to have his/her progress monitored by the Health and Wellness Center. The Director of the Health and Wellness Center or his/her designee is to provide communication to the Department Chair on the treatment progress. The student is allowed to continue in the program of study (except for Practicum) as long as he/she is compliant with the treatment program. A student may request a medical leave if needed to complete a treatment program. Further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity will result in dismissal from the Addictions and Mental Health Treatment Program.
- c. Evaluation **does substantiate** a substance abuse problem, but the **student refuses** to abide by policy of enrollment in a treatment program and ongoing monitoring. This will result in immediate dismissal from the Addictions and Mental Health Treatment Program.

The student has the right to appeal the application of this policy. See the Alvernia University Student Grievance Policy and Process in the Alvernia University Student Handbook.

**ALVERNIA UNIVERSITY
ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM
CHEMICAL IMPAIRMENT POLICY
SAMPLE AGREEMENT**

This is a sample agreement. Each agreement will be individualized to the specific situation.

I, _____, will receive a comprehensive substance abuse evaluation conducted by _____. I understand that payment for the evaluation, treatment, and follow-up care will be my responsibility. If no treatment is recommended, evidence of such will be provided to the Department Chairperson before I return to the clinical practice setting. If treatment is recommended, I must successfully complete the program determined by the evaluator. Written evidence of my treatment program completion, ability to return safely without impairment of the academic program and my after-care treatment and monitoring plan will be submitted to the Department Chair.

I give permission to the Director of the Alvernia University Health and Wellness Center to release information regarding my evaluation and treatment to the Department Chair.

It has been explained to me that the grade of "I" or "W" may be awarded for courses interrupted by my treatment. I understand that my failure to successfully complete my treatment and after-care program and/or further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity will result in dismissal from the program.

Signature of Student

Signature of Witness

Student Name Printed

Witness Name Printed

Date

Date

3.9 DISMISSAL POLICY

POLICY

Students may be dismissed from Practicum by Alvernia for violations of the provisions outlined in this Practicum Manual. Students may also be dismissed from Practicum by the Practicum Agency for cause as determined by the Agency. Dismissal from Practicum may result in failure of the Practicum course(s) and dismissal from the Addictions and Mental Health Treatment Program. Examples of behaviors which warrant dismissal include, but are not limited to the following:

1. Any actions that constitute risk of harm or actual harm to the wellbeing of others in the classroom or clinical setting, including without limitation: students, faculty or staff of the University and clients or staff at the Practicum Agency. "Harm" includes physical, mental or emotional harm which endangers the rights or safety of others.
2. Violations of policies and procedures outlined in this Manual, the Alvernia University Catalog, Alvernia University Student Handbook, or as communicated by the Agency.
3. Violations of the most recent version of the American Counseling Association Code of Ethics. Examples of violations include but are not limited to: impairment of professional competence, inappropriate relationships with clients and other boundary violations, confidentiality violations, lack of cultural competence, and lack of respect for diversity.
3. Failure to respect the rights of others as evidenced by disrespect toward faculty, instructors, professional staff, colleagues or clients including without limitation; verbal, physical or mental abuse, harassment, or discrimination.
4. Unsatisfactory performance in the Practicum setting for any reason which includes but is not limited to the following: inability to relate and interact appropriately with others; inability to use appropriate professional judgment; inability to perform in an appropriately professional manner; inability to function appropriately within the classroom or Practicum setting, and failure to demonstrate the appropriate knowledge, values, and skills necessary for professional practice.
5. Physical, mental or emotional problems which impair performance or safety in the classroom or in the Practicum setting. Examples of problems which may cause impairment include without limitation unresolved personal issues and untreated or unstable mental health conditions.
6. Substance abuse. Substance abuse shall include any use of illegal drugs or prescription drugs for which the student does not have a valid prescription as well as the misuse or abuse of legal drugs or legally prescribed prescription drugs.
7. Dishonesty, lying, cheating, or plagiarizing in course work or in the Practicum setting.

3.8 DISMISSAL POLICY (continued)

8. New criminal activity or conviction while participating in Practicum or previous criminal activity or conviction that was unreported. Students are required to immediately inform Alvernia University of any and all such criminal convictions.
9. Persistent inability or unwillingness to perform assigned activities, meet deadline dates on classroom or Practicum assignments, or excessive tardiness or absenteeism.

PURPOSE

Inappropriate behaviors and functional impairment compromise both the educational process and the rights and safety of others. Alvernia University and our agency partners are responsible for safeguarding the wellbeing of the individuals with whom students interact during Practicum.

PROCEDURES FOR DISMISSAL

If a student has met criteria for dismissal, the following procedures will be followed:

1. The student will be formally notified of the intent to dismiss the student from the Addictions and Mental Health Treatment Program, including the reason(s) for dismissal, by the Department Chair.
2. The student will be referred to the Academic Success Center to discuss an alternate academic plan.
3. The student will have the right to file a grievance of the dismissal. The grievance procedures are outlined in the current Alvernia University Student Handbook.

4.0 PRACTICUM FORMS

Alvernia University
AMH 404, 405, 406 407: Practicum
Student Learning Goals (4 pages)

Student Name: _____

Agency Name: _____

Agency Supervisor Name: _____

INSTRUCTIONS

- List the Learning Goals that the you and the Agency Supervisor have agreed you will work toward for each of the five main Course Learning Outcomes identified below. Use more space or attach an additional sheet if necessary.
- Each Course Learning Outcome should have multiple Learning Goals related to *Knowledge, Skills, and Attitudes & Values*. (Refer to your textbook, Chapter 6, pages 146-154 for information related to setting Learning Goals)
 1. *Knowledge Goals* focus on learning and understanding new information and ideas, and often build on your previous classroom learning.
 2. *Skills Goals* focus on things you want and need to learn to do as a professional
 3. *Attitude & Value Goals* focus the attitudes and values that are important to the profession and which you want and need to improve in yourself.
- Learning Goals should be specific, realistic, measurable, and achievable within the time frame of the Practicum.
- You and the Agency Supervisor should assess your progress in meeting your Learning Goals on a regular basis

LEARNING OUTCOME #1

Analyze and outline the role of the practicum agency as an integral part of the community's behavioral health-care system, and describe the roles that the agency and its professional staff play in addressing behavioral health-related problems.

Knowledge Goals

Skills Goals

Attitudes & Values Goals

LEARNING OUTCOME #2

Demonstrate reflection, self-awareness and cultural competency in professional practice, and assess one's own values, beliefs, biases, thoughts, feelings, actions and reactions within the therapeutic process.

Knowledge Goals

Skills Goals

Attitudes & Values Goals

LEARNING OUTCOME #3

Experience personal, professional and civic development through engaged learning, and by exercising initiative and displaying professional conduct in the practicum setting.

Knowledge Goals

Skills Goals

Attitudes & Values Goals

LEARNING OUTCOME #4

Integrate and synthesize academic knowledge with professional practice through experiential education, and actively engage in therapeutic activities to enhance professional competence.

Knowledge Goals

Skills Goals

Attitudes & Values Goals

LEARNING OUTCOME #5

Apply applicable legal and ethical standards and therapeutic boundaries in professional practice and - with the assistance of field supervision - demonstrate sound ethical decision making and professional judgment.

Knowledge Goals

Skills Goals

Attitudes & Values Goals

Practicum Supervisor's Signature

Date

Student's Signature

Date

One copy goes to the Practicum Supervisor, one copy to your Practicum Instructor, and retain the original for your personal information.

Alvernia University
AMH 404, 405, 406 407: Practicum
Weekly Hours Log

Student Name: _____

Practicum Site: _____

Supervisor Name: _____

Hours should be initialed by Practicum Supervisor or another authorized agency representative and turned in on a weekly basis.

Date	# of hours	Brief Description of Activities	Supervisor's Initials

❖ **TOTAL # OF HOURS FOR THE WEEK:** _____

❖ **TOTAL # OF HOURS FOR THE SEMESTER SO FAR:** _____

Alvernia University
AMH 404, 405, 406 407: Practicum
Interim Evaluation

Student Name: _____

Agency Name: _____

Supervisor Name: _____

	Exceeds Expectations		Problematic		
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
PUNCTUALITY	5	4	3	2	1
RESPONSIBILITY	5	4	3	2	1
FOLLOWS INSTRUCTIONS	5	4	3	2	1
WORKS WELL WITH SUPERVISION	5	4	3	2	1
RESPECTFUL INTERACTING w/ OTHERS	5	4	3	2	1

COMMENTS (use more space if necessary):

In order to help keep abreast of the student's progress, we respectfully request the practicum supervisor complete this form upon completion of approximately half of the required number of practicum hours (50 or 100). At the end of the practicum experience, the practicum supervisor should complete the Final Evaluation Form.

 Practicum Supervisor Signature Date

 Student Signature Date

Alvernia University
AMH 404, 405, 406 407: Practicum
Final Evaluation (2 pages)

Student Name: _____

Agency Name: _____

Supervisor Name: _____

This form is to be used to evaluate the overall performance of the student. Your evaluation will contribute toward the determination of a grade, and serve to point out the student's strengths and weaknesses. Please evaluate the student in comparison to other undergraduate students you may have supervised. We encourage you to review this evaluation with the student.

This form allows for a 5-point numerical ranking of each characteristic considered: **5** (exceptional/top 5%); **4** (excellent); **3** (above average); **2** (average or satisfactory); **1** (below average); and **0** (unsatisfactory). In all cases where there are any questions, please make comments in addition to your rankings. In cases where you do not have enough information or where the student did not have sufficient experience for you to evaluate a characteristic, please indicate **(N/A)**.

1. Evaluate the extent to which the student demonstrated personal qualities conducive to good professional functioning:
 - _____ A. Individual initiative
 - _____ B. Adherence to professional values and ethics
 - _____ C. Responsibility and dependability
 - _____ D. Sound judgment
 - _____ E. Self-awareness
2. Evaluate the extent to which the student demonstrated an increasing integration of professional skills:
 - _____ A. Skills when working with individuals
 - _____ B. Skills when working with more than one person (family/group/etc.)
 - _____ C. Ability to communicate effectively with others
 - _____ D. Ability to plan, organize and follow through on tasks
 - _____ E. Ability to write/document in a clear and appropriate fashion
3. Evaluate the extent to which the student engaged effectively in client contacts:
 - _____ A. Ability to build relationships with clients from varying backgrounds
 - _____ B. Ability to listen and respond appropriately to clients
 - _____ C. Ability to empathize with clients appropriately
 - _____ D. Ability to individualize treatment/service plans or interventions
 - _____ E. Ability to deal appropriately with client resistance or ambivalence

4. Evaluate the extent to which the student demonstrated ability to work within the agency itself:
 - _____ A. Understanding of the mission, purpose and functions of the agency
 - _____ B. Appropriate interactions with Supervisor
 - _____ C. Appropriate involvement in staff meetings
 - _____ D. Effective work with other agency staff
 - _____ E. Use of supervision for professional direction and functioning
5. Evaluate the extent to which the student demonstrated an awareness of the community context in which your agency operates:
 - _____ A. Understanding of the network of social services and support systems available to the community
 - _____ B. Ability to make and receive appropriate referrals
 - _____ C. Ability to interpret the agency appropriately to those outside of it
 - _____ D. Ability to plan for and coordinate service with people from other agencies.
6. Evaluate the extent to which the student demonstrated ability to integrate classroom knowledge and direct practice:
 - _____ A. Demonstrated use of knowledge/skills gained from school to work with clients, agency personnel and others
 - _____ B. Showed awareness of a biopsychosocial perspective in assessing and addressing problems
 - _____ C. Demonstrated cultural competency when dealing with clients.
 - _____ D. Demonstrated self-awareness when dealing with client issues that differed from the student's own worldviews, values and beliefs.
7. Provide your overall evaluation of the student (0-5): _____

Additional comments (use additional space if necessary):

indicate the **total practicum hours** that the student spent at your agency: _____.

Please make a copy of for your files and give the original evaluation to the student.

Practicum Supervisor Signature

Date

Student Signature

Date