



BEHAVIOUR ANALYST – SUPERVISOR’S WORK APPRAISAL FORM

INSTRUCTIONS FOR COMPLETING THE WORK APPRAISAL FORM

In accordance with [H – Authorized Supervised Practice](#) of the *Behaviour Analyst Supervised Practice: Entry Level Route Registration Guidelines*, supervised registrants are required to submit work appraisals quarterly during their period of authorized supervised practice. Work appraisals are due 10 days after the end of each reporting period. Please see the reporting schedule included with the supervised registrant’s notice of eligibility letter.

The work appraisal form must be filled out by the supervised registrant’s College-approved supervisor and signed by both the supervised registrant and the supervisor. Supervised registrants and supervisors should retain a copy of this form for their records. The College will accept forms submitted by the supervised registrant or by the supervisor. Completed forms must be sent via e-mail to workappraisals@cpbao.ca with the subject line "Behaviour Analyst Supervisor’s Work Appraisal Form - Last Name of Supervised Registrant, First Name of Supervised Registrant".

Supervisors and supervised registrants are encouraged to review Appendix H – Entry to Practice Competencies for ABA, in the *Behaviour Analyst Supervised Practice: Entry Level Route Registration Guidelines*. Supervisors and supervised registrants may also wish to review the *Supervision Resource Manual* for psychology for additional guidance.

SUPERVISED REGISTRANT INFORMATION

Due Date:

Name of Supervised Registrant:

Name of Supervisor:

Reporting period:

to

(start date)

(end date)

Total number of hours worked by the supervised registrant under supervision of the supervisor in this reporting period:

SUPERVISION INTERRUPTIONS Explain if the supervision was interrupted at any time during this reporting period (e.g. sick leave, vacation, etc.):

AREAS TO BE ADDRESSED

The supervisor and supervised registrant should jointly rate the extent to which each of these areas has been addressed by indicating whether, and how fully, the following topics were addressed during this particular reporting period. It is recognized that the focus of discussion within supervision meetings may vary each week; however, over the course of supervised practice, supervisors and supervised registrants are encouraged to ensure that all topics are covered. Use this rating tool to guide the progress of supervision and identify future supervision needs and goals.

Supervisor and Supervised Registrant	1 <-----> 5 (Select option from drop down)
Engaged in detailed examination of treatment data and feedback/discussion re clients' goals and treatment approach	
Engaged in discussion of ethical and professional issues	
Engaged in discussion of jurisprudence in relation to practice	
Engaged in discussion to identify supervised registrant's strengths and areas that need improvement	

DESCRIPTION OF RATING CATEGORIES IN PROFESSIONAL PERFORMANCE

The following is a description of the supervisor's ratings to be used by the supervisor when completing the work appraisal form.

U: Unacceptable, remedial action required

A rating of **U** during this reporting period means that the supervised registrant has never or has rarely demonstrated knowledge and skills in this area.

NOTE: If any professional dimensions have been rated U, or any significant liabilities are reported, provide details below and indicate any corrective or remedial steps being taken by the supervised registrant, or recommended to the supervised registrant by the supervisor.
Consequences:

A: Acceptable level for supervised practice

A rating of **A** during this reporting period means that the supervised registrant has demonstrated a beginning awareness of knowledge and skills in this area.

AR: Almost ready for autonomous (unsupervised) practice

A rating of **AR** during this reporting period means that the supervised registrant regularly demonstrates knowledge and skills in this area.

Ready Ready for autonomous practice

A rating of **R** during this reporting period means that the supervised registrant consistently demonstrates knowledge and skills in this area and is competent at an entry level for autonomous (unsupervised practice) practice.*

**A supervised registrant must attain the “R” rating in all categories on the final work appraisal forms from their supervisor at the conclusion of their period of authorized supervised practice in order to receive their Certificate of Registration as a Behaviour Analyst Authorizing Autonomous Practice.*

DESCRIPTION OF DIMENSIONS OF PROFESSIONAL PERFORMANCE

To assist supervisors and supervised registrants in understanding what is meant by a rating of “R” or “Ready for autonomous practice”, which can also be conceptualized as “competent” or “entry level autonomous practice”, the following indicators of professional performance have been developed:

1. Overall awareness/knowledge of Ontario jurisprudence and ethics

To attain a rating of **R** in this area, the supervised registrant must consistently:

- Demonstrate a good knowledge of Ontario jurisprudence and apply this knowledge appropriately, seeking consultation when needed.
- Demonstrate knowledge and skills in an ethical decision-making process.
- Identify potential ethical and legal issues and address them proactively.
- Actively seek consultation when treating complex cases and when working with individuals with unfamiliar symptoms.
- Demonstrate knowledge and skills in dealing with informed consent and confidentiality in a specific situation (i.e., taking into account family registrants, third parties such as insurance companies and mandatory reporting obligations).
- Demonstrate an understanding of one’s responsibilities to client, public, profession, and colleagues.
- Demonstrates adherence to the [Standards of Professional Practice, 2024](#) and the [BACB® Code of Ethics for Behavior Analysts](#).

2. Awareness of limits of competence

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Demonstrate an awareness of they need to consult with others with regard to client groups, client issues, or client complexity.
- Demonstrate an understanding of the limits of competency and the importance of referring clients to other professionals when necessary.

3. General maturity of professional attitude

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Demonstrate an awareness of their personal and professional stressors and challenges that may interfere with the effectiveness of their professional work and take appropriate steps in response to these challenges.
- Demonstrate efficiency in accomplishing tasks without prompting or reminders.
- Demonstrate excellent time management skills regarding appointments, meetings, and continuity of care during leave.

4. Interpersonal Relationships

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Demonstrate effective communication skills by establishing and maintaining rapport with clients and colleagues.
- Demonstrate the ability to establish and maintain trust and respect in the professional relationship.
- Demonstrate professional and appropriate interactions with treatment teams, peers, and supervisees.
- Demonstrate the ability to handle differences openly, tactfully, and effectively.
- Engage in self reflection regarding one's motivation, personal resources, values, personal biases, and other factors that may influence the professional relationship (e.g. boundary issues).
- Acknowledge and respect differences that exist between self, clients, and colleagues in terms of race, ethnicity, culture, and other individual difference variables.

5. Assessments

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Assess behaviour and its functions using direct and indirect methods, and accurately interpret results (e.g., stimulus preference assessment, functional behaviour assessment, experimental functional analysis, staff performance assessment).
- Determine client goals based on factors such as client preferences, supporting environments, risks, constraints, and social validity.
- Consider other interventions and professional involvement and potential effects on recommendations.
- Collaborate with colleagues in the best interests of the client and stakeholders.
- Discuss assessment results, goals, service options and progress with clients/mediators/caregivers.
- Select appropriate interventions based on assessment results, supporting environments, risks, constraints, social validity, clinical experience, and supported by currently accepted scientific evidence.

6. Interventions

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Design, implement, and systematically monitor the effectiveness and acceptability of skill-acquisition and/or behaviour reduction programs.
- Deliver ABA interventions directly to individuals who present with a range of skills, levels of functioning, and ages.
- Conduct mediator (e.g., caregivers, direct support professionals) training using ABA procedures.
- Plan for and identify unwanted effects of the recommended interventions.
- Implement a full range of scientifically validated, behaviour analytic procedures (e.g., reinforcement, extinction, incidental teaching, and use of naturalistic teaching methods).
- Utilize ABA procedures through direct, caregiver mediated and/or group intervention formats.
- Train staff and/or caregivers as they deliver behavioural services.
- Review the applicable literature on scientifically validated procedures.
- Design and implement procedures targeting generalization of behaviour change.
- Work collaboratively with professionals from other disciplines in the best interests of the client and relevant parties.
- Design appropriate data collection and analysis forms/procedures to make data-based decisions to help monitor or modify intervention procedures.

7. Supervision Activities

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Acknowledge the importance of only assigning tasks/responsibilities to support/frontline team registrants that such persons can reasonably be expected to perform competently, ethically, and safely.
- Acknowledge that a supervisor cannot assign any task that they themselves are not competent to perform.
- Assign, together with the supervisor, team registrants to implement behaviour plans and/or train caregivers to implement behaviour plans.

- Observe, together with the supervisor, interventions and assessments carried out by team registrants and/or mediators and monitor intervention fidelity.
- Together with the supervisor, has sufficient direct contact with the client and/or their caregivers to ensure adequate service delivery by team registrants.
- Confirm, together with the supervisor, that team registrants have and maintain competence to perform the tasks assigned to them, considering numerous factors, including skills, education, and experience.
- Provide, together with the supervisor, ongoing direction and guidance to team registrants to ensure services are being delivered correctly and effectively.
- Together with the supervisor, regularly review data and documentation produced by team registrants (behaviour plans, assessment outcomes, client progress).
- Maintain detailed supervision notes of progress, key decisions, and next steps.

8. Record Keeping

In order to attain a rating of **R** in this area, the supervised registrant must consistently:

- Maintain complete records of all client contacts that include pertinent information.
- Ensure, together with the supervisor, the security of all records (hard copy and electronic) and maintain current knowledge of risks and associated risk mitigation strategies.
- Ensure, together with the supervisor, that all records are secure and accessible to the applicant for the required retention period.
- Demonstrate knowledge of and follow applicable guidelines (e.g., organizational requirements) for the creation, storage, transportation, and disposal of records and data.

RATING PROFESSIONAL PERFORMANCE

Rating Categories for Professional Performance	Supervisor's evaluation of supervised registrant's current level of professional performance (see key above) (Select option from drop down)			
	U* If yes, please provide details (e.g., type of client, presenting issues; professional issues?)	A	AR	R
Overall awareness/knowledge of Ontario Jurisprudence and ethics				
Awareness of limits of competence				
General maturity of professional attitude				
Interpersonal Relationships				
Assessments				
Interventions				

Supervisory Activities (if applicable)	
Record Keeping	

GOALS OF SUPERVISION

Outline the main goals or objectives of supervision during this period: (Use the various steps in the College's registration process as a basis for defining the goals for the supervision period and developing a supervision/learning plan)

To what extent were these goals or objectives achieved?

Identify areas in which the supervised registrant's growth is most evident:

SUPERVISED REGISTRANT'S AREAS NEEDING FURTHER DEVELOPMENT

Areas (if any) in which the supervised registrant needs further development are:

Action being undertaken by supervised registrant in reference to the above (when required):

Identify future learning needs (if any):

REGISTRATION MILESTONES

Supervised registrant has successfully completed the:

Jurisprudence and Ethics Course and Assessment in Applied Behaviour Analysis (JECAABA): YES/NO

Ontario Examination for Professional Practice in Applied Behaviour Analysis (OEPPABA): YES/NO

Outline supervised registrant's progress in completing/preparing for the JECAABA and/or OEPPABA:

SUMMARY STATEMENT

Summarize in point form the supervised registrant's supervised professional activities corresponding to this reporting period (for example, number and nature of clients, workshops attended by the supervised registrant, research activities, etc.).

Supervisor Statement:	Supervised Registrant Statement:
I have shown the supervised registrant all my ratings and have discussed them with the Applicant:	The supervisor has shown me all their ratings and has discussed them with me.
Signature:	Signature:
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Date:	Date:

SUPERVISION LOG

For the period beginning:		And Ending:	
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Supervisor Statement:	Supervised Registrant Statement:
I have reviewed all log entries with the supervised registrant:	I have reviewed all log entries with my supervisor:
Signature:	Signature:

Date:	Time Spent:	Nature of contact with supervisor (be specific):
<p><i>Sample:</i></p> <p>July 8, 2024</p>	<p>1.5 hrs</p>	<ul style="list-style-type: none"> - reviewed detailed data for clients BG and DF for past 2 weeks - reviewed graphs for all clients for month of June - developed plan and safeguards for FA f(or SIB) for new client AS - discussed prep for jurisprudence exam re consent & confidentiality and how we document in our Centre

Date:	Time Spent:	Nature of contact with supervisor (be specific):