

Work Sample Guidelines

Work Sample Outline

- I. Introduction (.5 page)
- II. Biopsychosocial approach (.5 page)
- III. Formulation of problem(s) (.5 page)
- IV. Assessment(s) used
- V. Structure of therapy (.75 page)
- VI. Course of Treatment (1 page)
- VII. Termination and treatment outcomes (.5 page)
- VIII. Reflections on issues within therapy or ethical concerns (.5)
- IX. How was clinical approach informed by an understanding of intellectual disability or dual diagnosis? (.75 page)
- X. Citation of two works (2 journal articles, 2 books, 1 article and 1 book) (.25 page)

The work sample should be no more than 5 pages double-spaced and should be in APA style. The citations do not count toward the page limitation. The work sample should include the following elements:

- The initial portion of the sample should include:
 - Identifying information regarding the person that presents person's characteristics
 - Description of the practice setting (private practice, clinic, etc.)
 - Referral information: John Doe was referred for counseling by XXX in order to address signs and symptoms of depression; John Doe was self-referred to develop his coping with the recent death of his mother, etc.
 - A brief description of the clinician's theoretical orientation and how it is tied into the approach to counseling.
- Relevant Background information including the nature of the person's intellectual and/or developmental disability as these might impact upon the treatment arrangement or format for work. Relevant biopsychosocial background should be noted. For instance, was the person previously diagnosed with a mental health disorder and on a therapeutic medication regimen when began therapy? Has the person had previous experience with therapy? Has the person been previously hospitalized?
- Structure/format for therapy or intervention
 - How is the applicant conceptualizing the presenting problem?
 - What are the goals/expected outcomes for treatment?
 - How treatment was structured including the length and type of treatment (e.g. once-weekly person supportive psychotherapy)
 - What techniques will be used, rationale for choice of approach, response by the person?
 - The development of a treatment contract
 - Alternate therapies that were considered and rejected
 - The justification for rejecting or adopting each therapy

- Characterize the course of the treatment. Landmark “events” or salient issues that arose during the course of the treatment and how these were addressed within treatment. Was the person hospitalized or go into crisis during the course of treatment?
- Ethical issues that arose and how these were addressed during treatment
- What was the reason for termination (if the case is closed) and how was termination handled? Did the client reach the goals/expected outcomes? If not, why not? Were alternatives discussed upon termination such as continuation with another therapist, another modality, or maintenance treatment?
- Any reflection regarding the unique challenges of the person in terms of intellectual disability or other developmental disorder that affected the course of treatment? In other words, were there any modifications/adaptations in approach, use of assignments, etc. that would characterize this as a specialty practice?
- Citation of at least two journal articles within the past 5 years regarding treatment of people with a dual diagnosis.

If the work sample reflects the efforts of a team, the candidate should clarify and highlight the role that he or she played in the clinical efforts or process, and the candidate’s unique contributions to the work sample.