



**Ministry of Public Health
General Directorate of Preventive Medicine
Mental Health & Substance Abuse Department**

*Technical supervision check list for psychosocial counselors
Working in PHC & Hospital*

Name of MH Supervisor:Implementing NGOs:
HF/Name..... District:
Province: Date:..... Time:

Check if the PSC performs the steps and tasks:

1) AWARENESS RAISING ACTIVITIES		
To be asked	YES	NO
• Giving awareness to patients sitting in the waiting rooms	YES	NO
• Giving awareness to people outside the clinic	YES	NO
• The awareness was done in a participative way (patients showed interest and actively asked question)	YES	NO
• Attracting people/patients to come for counselling (they agree to come; make an appointment)	YES	NO

2) CONDUCTING A COUNSELLING SESSION		
STEP/TASK	YES	NO
STARTING THE SESSION		
• Greeting	YES	NO
• Relating to the session before (if it is follow-up)/ directly engaging into the problem of the client	YES	NO
COUNSELLING SKILLS		
• Is the PSC exploring the feelings of the client	YES	NO
• Does the client have an insight experience during the session (the client has understood something)	YES	NO
• The PSC is making feeling conscious during the session (naming feelings)	YES	NO
• Is the PSC supportive (not judgmental)	YES	NO
• Is the PSC problem-solving oriented	YES	NO
• PSC is asking questions in a personal and detailed way	YES	NO
• PSC is staying with the problem	YES	NO
• PSC is addressing sensitive topics	YES	NO
• PSC is able to create a good and supportive atmosphere	YES	NO
• PSC is using communication skills		

2) CONDUCTING A COUNSELLING SESSION

STEP/TASK	YES	NO
- Being attentive (body and language)	YES	NO
- Responding to the body language of the client	YES	NO
- Eye contact	YES	NO
- Encouraging the client to speak	YES	NO
- Open questions	YES	NO
- Closed questions	YES	NO
- Leading questions	YES	NO
- Paraphrasing	YES	NO
- Summarizing	YES	NO
- Empathetic	YES	NO
- Communication skills are used adapted to the situation	YES	NO
PSYCHOEDUCATION		
• Providing General psycho-education	YES	NO
• The psycho-education is understood by the client	YES	NO
• PSC explained psychodynamics	YES	NO
• PSC explained the homework	YES	NO
• PSC explained the connection between psychosocial stressor and symptoms	YES	NO
HOMEWORK		
• The PSC is agreeing with the client on homework	YES	NO
ENDING		
• The client is leaving the session in a better mood	YES	NO
• The PSC and the client agree on further work together	YES	NO
INDIVIDUAL SESSION & GROUPS		
• The PSC is conducting regular individual sessions	YES	NO
• The PSC conducting open groups	YES	NO
• The PSC conducting close group	YES	NO

3) DOCUMENTATION & SUPERVISION

STEP/TASK	YES	NO
DOCUMENTATION OF THE COUNSELLING WITH THE CLIENT		
• Filling in the register book	YES	NO
• Filling in the client's	YES	NO
• Filling in the client's file	YES	NO
• Filling in the client's file correctly	YES	NO
SUPERVISION		

3) DOCUMENTATION & SUPERVISION

STEP/TASK	YES	NO
• Attending group supervisions	YES	NO
• Continuous supervision with supervisors on phone	YES	NO

4) TEAMWORK WITH MD

STEP/TASK	YES	NO
• Regular meetings with MDs and nurses	YES	NO
• Attending morning sessions	YES	NO
• Referral out clients to the MDs	YES	NO
• Referral in of clients by the MDs	YES	NO
• Discussing cases with MDs	YES	NO

5) KNOWLEDGE

STEP/TASK	YES	NO
• The PSC is using best practices according to the manual (if not, please specify the knowledge gap and describe your intervention!)	YES	NO

6) SUPERVISOR'S COMMENTS

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Signature: