



PORȚIA BELL HUME BEHAVIORAL HEALTH AND TRAINING CENTER
A Non-Profit Community Mental Health Organization
Administrative Office: 1333 Willow Pass Road, Suite 101, Concord, CA 94520
(925) 825-1793 www.humecenter.org

Community Behavioral Health Training Center
Course No. 4-3: Supervisory Process
Track II

Location: Portia Bell Hume Behavioral Health and Training Center – Concord
1333 Willow Pass Road, Suite 101, Concord, CA 94520

Didactic Seminar Day and Time:

Tuesday, November 19, 2019
9:00 AM to 4:30 PM

Preceptor Groups:

These are practice sessions for what participants learn in the didactic seminars. The group will meet for four (4) meetings on a weekly basis for 1.5 hours. These Preceptorship Groups will take place at The Hume Center in Concord. Date, location and time will be communicated by the Registrar. Six (6) hours of Continuing Education (CE) credit will not be given for Hume Center staff who regularly take part of these forums referred to as Clinical Supervisors Peer Consultation group which is part of The Hume Center's organizational structure.

Preceptor:

Meji Singh, Ph.D.

Total C.E. Units: 6 Units (6 hours on 11/19/19)

Registration Fees:

Continuing Education Credit	Fee
3 units (includes lunch, coffee, refreshments and reading materials)	\$100.00
3units (4 Preceptor Group Sessions)	\$100.00
Total Units: 6	
Total Fee	\$200.00

Discounts: For Hume Center Associated Personnel, six units of C.E. credit: \$80.00

Course Participants: Persons with Supervisory responsibility in relationship to the clinical staff.

Course Description:

Supervisory Process in Community Behavioral Health organization is a very complex process with multiple functions of the supervisor. Supervisory Process is the blood stream of an organization. People relate to people and the Supervisor represents the organization. A smooth functioning and effective Supervisory Process can result into high investment of the workers in the work of the organization leading to high morale, productivity and the best quality of the delivery of Behavioral Health services. The overall functions of a supervisor are the following:

- 1) **Enabling function:** No matter how experienced and well trained a clinician is, it is well-nigh impossible to consistently maintain objective and comprehensive understanding of the reality the patient creates in relationship to the clinician. Behavioral Health Consultation knowledge and skills of the supervisor can be helpful.
- 2) **Mentoring Functions:** The supervisor needs to maintain the state of the art knowledge and skills that are quite up to date to make sure that the supervisee has the knowledge and the skills required to do their job effectively.
- 3) **Administrative Functions:** A supervisor is a liaison between the organization and their supervisee to communicate information on time and with clarity. The supervisor is responsible for their supervisees in the following ways: making assignments and finalizing work schedules including time off, ensuring they do their job with utmost efficiency and deliver the best quality of services, maintaining appropriate record keeping such as clinical evaluation, progress notes and all related paperwork. They perform their work according to the highest possible professional conduct and maintain good relationship with their colleagues and everyone who has a stake in the wellbeing of the patient and delivery of services. The supervisor conducts periodic Performance Review which includes professional development plans and opportunities for promotion.

This course will address the above functions in the didactic presentations. The Preceptor Groups will help them to present their supervisory work so that they can achieve the objectives of the course.

Program:

9:00am – 4:30pm

9:00am – Registration, Refreshments and Socialization

9:30am – First Session

11:00am – Break

11:15am – Second Session

1:00pm – Lunch

1:30pm – Continuation

3:00pm – Break

3:15pm – Review of Learning, Evaluation and Future Implication

Objectives:

By the end of the Preceptor groups, the course participants will have acquired the beginning knowledge and skills related to the three functions listed above to be a supervisor; enabling, mentoring and administrative functions.

Learning Methods:

1. Brief didactic seminars
2. Observation
3. Participation
4. Preceptor groups

Evaluation of Course Participants:

At the end of the Didactic Seminar, an evaluation will be given along with the Preceptor's feedback.

Course Evaluations

1. There will be two written course evaluations after the didactic seminar day – one for the Board of Psychology and one for the Training Center followed by an oral evaluation and review of learning
2. Similar written and oral evaluations will be done at the end of the Preceptor Group Sessions
3. To evaluate the faculty, the participants will fill out a written evaluation and verbal feedback

Faculty:

R.K. Janmeja (Meji) Singh, Ph.D

Meji received a Lifetime Achievement Award from California State Psychological Association. The Surgeon General of the United States Army awarded him a Certificate of Appreciation as a Consultant for developing a Liaison Psychiatry Program and Preventive Services at Letterman Army Medical Center in Presidio, San Francisco. Oxford Symposium recognized him with an Award for Outstanding Contribution to School-based Family Counseling. The United States Congress recognized him for his Fifty Years of Community Service as a Licensed Psychologist.

He was an Adjunct Professor of Psychology for the Doctoral Program in School Psychology at U.C. Berkeley (1991-2007). He was the Founding President of Portia Bell Hume Behavioral Health and Training Center (1993-2001). He was the Dean and Professor of Integrative Psychology at Rosebridge Graduate School of Integrative Psychology (1986-1996). Assistant Director, Center for Training in Community Psychiatry and Mental Health Administration, Berkeley, California (1966-80). Deputy Commissioner for Preventive Services at Genesee County Community Mental Health Services (1968-70) For three years he worked for the State Hospitals for mentally ill and for thirty years in Community Mental Health Programs. He has provided Organizational Development Consultation and Behavioral Consultation to hundreds of organizations across the United States.

Selected Readings

1. Supervisory Process
2. Beyond Camelot
3. Administrator as a Change Agent