

## TUV BSW Process Recording Form – Example

**This is an example of a process recording. The purpose is to enhance the student's ability to recall the details of their interactive work with clients. It gives the opportunity to write clearly and concisely the thoughts, actions and feelings during an interaction. It gives the chance to discuss theoretical concepts, skills and values in supervision.**

**Select and record a specific interaction, typically 10 to 15 minutes in length. It will be most meaningful if you present a point where you struggled in the interaction. The student completes the first 3 columns of the table, and the Field Supervisor completes the 4<sup>th</sup> column.**

**Make a copy of the process recording, and bring both copies to the supervision meeting. This way, you and your Field Supervisor will each have a copy, making discussion easier.**

Content/Dialogue	Intern's Feelings	Intern's Assessment	Field Supervisor's Comments
Record verbatim (word for word) dialogue for the most significant part of the interaction.	Record your feelings and or emotions as the dialogue was taking place.	Analyze skills, interventions and theory used during dialogue.	Comments on strengths and weaknesses. Offers suggestions for professional development.
<i>The Verbatim Interview: Type in your interview in verbatim-form to accurately reflect the continual dialogue between you and the client.</i>	<i>Provide your own Process Recording reflections regarding the interaction(s) between you and the client. Pay close attention to your subjective state, how you and the client are experiencing each other, and any other observations.</i>	<i>Identify the Skill(s) and the Rationale(s) you used for each time you spoke with the client. Analyze your strengths and weaknesses in the interview. Indicate portions of the interview where you believe you a different response would have better facilitated the process and content of the interview.</i>	<i>The field supervisor provides feedback right opposite the interaction or feelings.  Comments on possible meanings of client responses.  Alternative responses, techniques, interventions and roles.  Suggestions for further reflection, skill development and</i>

learning.

**Student: Ms. Able Learner**

**Field Instructor: Ms. Helper**

**Date: 9/21/15**

**Process Recording Number: 1**

**Introduction:** (Discuss background information, such as location, reason for the session. Include goals and objectives, and provide demographics and situation of client.)

*The introduction is usually completed prior to the interview. Describe the purpose and goals of the interview. Provide non-identifying information regarding the client such as non-identifying name, age, presenting problems and/or concerns. Describe how you prepared for the interview. Describe what you believe the client is expecting from the interview.*

**This is an example of an introduction:**

*This is the first meeting with a 65-year-old Caucasian female (CF) who is living in the skilled nursing facility. The client was referred because she has been dealing with depression and regularly reports feeling alone. I reviewed her file to prepare for the session. This is our first session. I expect to get acquainted with her and set a goal to explore in future sessions. This process recording takes place after a discussion that is several minutes long. The client disclosed that her children came to visit and brought their children.*

**Below is an example of the process recording content.**

<b>Content/Dialogue</b>	<b>Intern's Feelings</b>	<b>Intern's Assessment</b>	<b>Field supervisor's Comments</b>
Record verbatim (word for word) dialogue for the most significant part of the interaction.	Record your feelings and or emotions as the dialogue was taking place.	Analyze skills, interventions and theory used during dialogue.	Comments on strengths and weaknesses. Offers suggestions for professional development.
CF: I had a tough childhood. I did not have a mom.	How did we get on this subject? Does she want to talk about her childhood?	Her family visit should have been positive. I recognize family events can trigger unresolved issues in a person's life. I will see where this goes.	Initially you assumed CF's response to her children's visit should have been positive. After reflection you recognized some of the distortions in her thinking may affect her thinking and impact her mood. Good

Me: Did you mom pass away when you were a child?	I warmly elicited information to better understand client's feelings about family. She has trouble focusing on the interview due to her children's visit.		observation.
CF: Yeah, when I was 4. Then my father married a witch.			
Me: You are talking about your stepmother?			
CF: Yeah, I hate her!	Exploring CF's past experiences may contribute to her mental health in the present.	She may have difficulty adjusting to change, and this may be a lifelong difficulty.	Good observation.
Me: Why do you hate her?			
CF: Well I guess she wasn't all bad. She helped us out, especially when my father lost his job. I always felt like she was trying to take my mom's place.	I feel we got off track here. We discussed the visit from her children.		This is not an uncommon occurrence with clients. We will discuss how to redirect in supervision.

**Evaluation:** (Discuss your thoughts and feelings about this session.)

*This is the place for post interview analysis. What changes will you make in your interviewing style the next time you meet with the client?*

**Example of Evaluation:**

*I was thinking about what I should say next instead of listening to CF. I will keep working on this so I will not miss information or seem inattentive. I also would like to be able to direct the conversation better in the future.*

**Questions for Supervision:** (List any questions you would like to discuss in supervision.)

*These should be specific questions about the interaction including your feelings, skills and techniques.*

**Example of Questions for Supervision:**

*How can I show empathy appropriately?*

*How do I listen to clients and not be occupied on what I should say next?*

*Throughout this exchange I was not in touch with my feelings. Is there a way for me to become more aware of them?*