

## Instructional Concepts of Clinical Writing

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| <b>Instructor:</b> Dr. Bitá Sharifzadeh, OPQ #<br>10884-07<br><br><b>Email for existing clients:</b><br>info.elite@dbn.life | <b>Class Instruction:</b><br><br>The length of time will depend on the student's availability.<br><br><b>CEC #: XXX</b> |
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### Course Syllabus

#### **Problem and Need:**

The Instructional Concepts of Clinical Writing course is an introduction to clinical writing. The course is an essential stepping stone for future professionals as they embark on their clinical practice. The course is also geared towards seasoned therapists who struggle to write notes in an efficient, succinct manner. This course will present practical solutions for the therapist who feels overwhelmed, challenged and defeated by the note-taking process.

The Instructional Concepts of Clinical Writing course will prepare students for standardized documentation, serving to ease communication among professionals in the field and the individuals who benefit from their services. First, students will acquire strong procedural knowledge of the clinical interview setting the foundation for much of their writing. Additionally, they will review the standardized components of SOAP notes. Lastly, students will develop their report and letter writing skills through their exposure to a variety of commonly used templates.

#### **Course Clientele:**

All clinical practitioners are encouraged to take this course as it outlines the basics of documenting evaluation sessions and regular therapy sessions. Therapists looking for tips and tricks to facilitate this often daunting process will find this course useful.

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## **Learning Objectives:**

By the end of this course, students will achieve the following outcomes:

1. Organize and apply the components of the initial clinical interview to gather relevant information pertaining to the clinical picture.
2. Summarize the concepts that characterize SOAP notes and demonstrate the ability to produce standardized clinical notes.
3. Recall and apply the conventions that standardize psychological reports and letters to produce uniform documentation for third parties.

## **Course Format:**

The course is 2 hours and will be available online on the [DBN Elite](#) website. The course must be completed within 6 months of purchasing it.

## **Course Evaluation:**

The course is pass/fail, no numeric grade will be provided. A passing grade is 75%.

-Final Exam (100%): The course evaluation will be a cumulative exam that consists of 30 multiple-choice questions and true or false designed to assess your knowledge of clinical writing. The final exam will be available to you once you have completed the lecture.

## **Content:**

| <i>Topics Covered</i>  | <i>Suggested Readings/Resources</i> |
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| <b><i>Initial Assessment</i></b><br>- Clinical assessment<br>- Mental status evaluation<br>- Hypothesis building | Wright (2020): pages 11-38          |
| <b><i>Writing Reports</i></b><br>- Report format   | Wright (2020): pages 99-132         |

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| <p><b><i>Writing Letters</i></b></p> <ul style="list-style-type: none"><li>- Letter to physician</li><li>- Letter requesting accommodation</li><li>- Letter requesting leave of absence</li></ul> <p><b><i>SOAP Notes</i></b></p> <ul style="list-style-type: none"><li>- Subjective</li><li>- Objective</li><li>- Assessment</li><li>- Plan</li></ul> | <p>Cameron &amp; Turtle-Song (2002): pages 286-292</p> |
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## **Recommended Readings and Resources**

Cameron, S. & Turtle-Song, I., (2002). Learning to Write Case Notes Using the SOAP Format. Journal of Counselling & Development, 80, 286-292.  
<http://faculty.coe.uh.edu/arbona/courses/PHLS7393/Readings/Case%20%20notes%20%20Cameron%2002.pdf>

Wright, J.A. (2020). Conducting Psychological Assessment: A guide for practitioners. Hoboken: Wiley