



# Supervisor/Colleague Assessment of Candidate's Knowledge, Skills, & Abilities for Initial Certification Candidate Portfolio

Applicant Name: \_\_\_\_\_

Select which role best describes the primary work functions of the **candidate**.

- Clinical Practitioner/Administrator
- Researcher/Academic or Faculty/Other Non-Clinical Practitioner

You have been asked to complete this reference form by the individual named above who is applying for the BOSWC credential **Certified Oncology Social Worker (OSW-C)**. The information you provide on this form will be used to determine eligibility and evaluate the candidate's application portfolio. Individuals completing a BOSWC Attestation must be able to evaluate the applicant's knowledge, skills, and abilities as a social worker in the specialized practice areas of oncology, and oncology-related palliative and end of life care. This assessment will be kept confidential.

Please review the form before completing. This assessment is designed to be relevant for professionals working in clinical, research, education, and other settings.

- Indicate whether the professional meets the expectations for advanced practice on each competency statement (see Rating Scale below).
- No more than six (6) items may be marked as "Not Applicable."
- If you are unable to assess at least 14 of the 24 competencies, please notify the applicant.

When you have completed the form, please return it to BOSWC by email to [OSWCert@oncc.org](mailto:OSWCert@oncc.org).

**Thank you for your contribution to supporting excellence in oncology social work practice.**

## Rating Scale

|                             |   |
|-----------------------------|---|
| Meets Expectations:         | Satisfactory for advanced practice as an Oncology Social Worker           |
| Does not Meet Expectations: | Knowledge, skill, or ability is not yet at the advanced level of practice |
| Not applicable:             | Not part of the candidate's responsibilities in their current position    |
| Unable to assess:           | Have not directly observed / Have no measure of effectiveness             |

## Domain 1 - Clinical Assessment and Intervention

1. Demonstrates, teaches, provides research on, and/or articulates the skills and tools needed to assess and conduct intervention planning for patient biopsychosocialspiritual needs.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
2. Knowledgeable of and can employ various counseling modalities to assist patients with adjustment to and coping with a cancer risk, diagnosis, treatment, recurrence, survivorship, and end of life.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

3. Demonstrates capacity to work effectively with diverse clients and team members representing different races, genders, ages, and religions with a culturally aware perspective.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
4. Can facilitate discussions on goals of care and communication between patients, their family and support system members, and medical care providers.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
5. Can and does, when appropriate, document interactions with patient and family in appropriate and HIPPA complaint manner and in accordance with NASW Code of Ethics and standards.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

**Domain 2 - Care Coordination**

1. Demonstrates knowledge of resources and implements interventions to optimize patient's ability to understand and make treatment decisions.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
2. Exhibits ability to assess patient and family regarding risk and safety, suicidality, interpersonal violence, elder/child abuse/neglect, and/or substance use, and to make proper reports, interventions, and referrals.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
3. Able to effectively facilitate patient and family access to community and public resources for environmental (social determinants of health), social, emotional, spiritual, and financial needs related to a cancer diagnosis as appropriate.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
4. Possesses/Exhibits ability to coordinate patient care between service lines (e.g., med/onc, surg/onc, rad/onc), respective departments (e.g., Urology for a GU patient, Geriatrics for an elder oncology patient), and/or consult teams (e.g., Palliative Care Clinic, Wound Clinic, Psychiatry, community partners).
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

**Domain 3 - Professional Advocacy and Political Action**

1. Engages with patient advocacy groups (e.g., LLS, ACS, ACS-CAN, ACCC) or other local/regional/national advocacy efforts to improve experiences for patients with cancer.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

2. Demonstrates knowledge of biopsychosocialspiritual oncology standards of practice and ensures practice is adherent to these standards.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
3. Maintains current knowledge of state and federal health care policies and public benefits available to patients with cancer and/or cancer programs.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
4. Supports and/or participates in advocacy efforts and education related to the elevation and growth of the oncology social work role within medical, healthcare, community, research, university, and/or other settings promoting informed quality care of oncology patients.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

**Domain 4 - Patient Education and Advocacy**

1. Demonstrates ability to support and teach patients, families, and caregivers the skills needed to manage disease and symptoms.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
2. Assists interdisciplinary team with understanding of the psychosocial issues concerning patients, families, and caregivers, and the impact of cancer treatment.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
3. Participates in interprofessional consultations, treatment planning, and team meetings, patient care conferences, and tumor boards.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |
  
4. Develops and/or coordinates support programs to meet specific needs of vulnerable groups (e.g., persons of color, LGBTQ+, Veterans, persons with disabilities) or patient education, advanced care planning, and/or wellness and quality of life programs of topics such as smoking cessation workshops, relaxation skills, mindfulness meditation, guided imagery, drug use, and nutrition.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice         | <input type="checkbox"/> Unable to assess |
| <input type="checkbox"/> Does Not Meet Expectations for Advanced Practice | <input type="checkbox"/> Not applicable   |

**Domain 5 - Organizational Support and Service**

1. Participates in cancer related Quality Improvement (QI) initiatives, research, and/or academic instruction that demonstrates and promotes understanding of oncology social work contributions to patient care.
 

|   |   |
|---|---|
| <input type="checkbox"/> Meets Expectations for Advanced Practice | <input type="checkbox"/> Unable to assess |
|---|---|

- Does Not Meet Expectations for Advanced Practice       Not applicable
2. Articulates the role and function of an Oncology Social Worker to patients, families, caregivers, interprofessional team members, and the community at large.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable
3. Participates in the promotion, design, and/or conduct of research that demonstrates oncology social work contributions to colleagues, oncology team, and improvements in cancer care; and/or seeks and applies for grants to support programs at institution or agency.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable

**Domain 6 - Professional Education and Service to the Profession**

1. Mentors, supports, and/or engages in ethical social work practice as outlined in the NASW Code of Ethics.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable
2. Participates in ongoing professional development activities in Oncology Social Work through professional organizations, teaching, research, and publications; and implements newly acquired knowledge, skills, and abilities.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable
3. Demonstrates knowledge of compassion fatigue, moral distress, and vicarious trauma and the capacity to manage these concepts for self and other members of the interprofessional team.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable
4. Writes and submits reports, articles, or book chapters; and/or teaches as part academic curriculum or continuing education program to promote understanding and impact of oncology social work and biopsychosocialspiritual issues related to cancer.
- Meets Expectations for Advanced Practice       Unable to assess
- Does Not Meet Expectations for Advanced Practice       Not applicable

Justify your rating of this professional’s knowledge, skills, and abilities with supporting comments on their practice in the space below.

[text box]

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**Affirmation**

I hereby affirm that I can evaluate the applicant’s knowledge, skills, and abilities as a social worker in the specialized practice areas of oncology and oncology-related palliative and end of life care—and that my evaluations indicated above are true and honest to the best of my knowledge and belief. I hereby recommend that the applicant be certified as a Certified Oncology Social Worker (OSW-C) by the Board of Oncology Social Work Certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Degree: MSW \_\_\_ RN/APRN \_\_\_ MD/DO \_\_\_ Other (please describe) \_\_\_\_\_

I can be reached by BOSWC via the following for additional information or follow up:

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_