**Supervision Contract**

**Introduction to Supervision Contract**

This document is intended to establish parameters of supervision, assist in supervisee counselling practice, and provide clarity of supervisor responsibilities including the responsibility of supervisor to protect the client.

This contract between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisee), signed on \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_, 20\_\_\_ serves to verify supervision and establish its parameters.

A copy of this contract will be held by both the supervisor and supervisee. This contract will change as and when necessary and with prior consultation between both parties.

**Competencies Expectations**

* It is expected that supervision will occur in a competency-based framework.
* Supervisee will self-assess clinical competencies (knowledge, skills and values/attitudes).
* Supervisor will compare supervisee self-assessments with their own assessments based on observation and report of counselling practice, supervision and competency-instruments.

**Context of Supervision**

* Supervision sessions will be held monthly in individual, dyadic and/or group sessions.
* A minimum of 2-4 hours will be available each month.
* Client files including session notes and treatment planning will be available to review during the supervision session.
* Supervision may consist of multiple modalities including review of tapes, progress notes, discussion of sessions, instruction, modeling, mutual problem-solving and role-play.
* A receipt will be provided upon payment of supervision services.

**Evaluation**

* Feedback will be provided throughout the supervision process.
* Supervisor will complete a Supervisor Evaluation upon the completion of the supervisee’s supervision requirements.
* If the supervisee does not meet the competency-based criteria, the supervisee will be informed at the first indication of this and supportive and remedial steps will be implemented to assist the supervisee.
* If the supervisee continues not to meet competency-based standards of practice, the steps in place and procedures laid out by the supervisor will be followed.
* Supervisee can request a copy of their supervision records in the event of transfer of supervisor.

**Procedural Aspects**

***Confidentiality***

* Although only the information which relates to the client is strictly confidential in supervision, the supervisor will treat supervisee disclosures with discretion.
* There are limits of confidentiality for supervisee disclosures. These include ethical and legal violations, indication of harm to self and others (and others as specific to the setting), and court-ordered requests for records and information.

***Conflict***

* Every effort should be made to resolve any conflict, within supervision.
* In exceptional circumstances, where this cannot be achieved, the supervisee has the recourse to the supervisor’s supervisor and/or regulatory body/counselling association.

***Recording Mechanisms***

* Reporting forms will be reviewed and signed. A copy will be sent to the supervisee’s Regulatory/Licensing Body and recorded in the supervisor and/or supervisee’s file(s).
* If the supervisor or supervisee must cancel or miss a supervision session, a minimum of 48 hours’ notice is recommended.
* The supervisee may contact the supervisor at the following phone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Supervisor must be contacted for all emergency situations.

**Supervisor’s Scope of Competence:**

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**Rights and Responsibilities of Supervisee**

1. Upholds and adheres to a strict Standard of Practice and Code of Ethics.
2. Receives supervisor’s attention, ideas and guidance and responds non-defensively to supervisor feedback.
3. Sets part of the agenda and prepares to present client cases, session notes, records and treatment planning.
4. Brings to supervision personal factors, transference, countertransference, and parallel process and is open to discussion of these.
5. Identifies goals and tasks to achieve in supervision to attain specific competencies.
6. Identifies specific needs relative to supervisor input and asks questions.
7. Expects supervisor to carry out agreed action or provide an appropriate explanation, within an agreed time frame.
8. Identifies strengths and areas of future development and to have his/her practice development needs met.
9. Understands the liability (direct and vicarious) of the supervisor with respect to supervisee practice and behaviour.
10. Provides information to clients of his/her status as supervisee, the supervisory structure (including supervisor access to all aspects of case documentation and records), and name of the supervisor.
11. Discloses errors, concerns and counselling-practice issues as they arise.
12. Raises issues or disagreements that arise in supervision process to move towards resolution.
13. Provides feedback to supervisor on supervision process and maintains a copy of the supervision records in a secure location.
14. Consults with supervisor in all cases of emergency.
15. Maintains membership in “good standing” with respective regulatory body/counselling association to include holding professional liability insurance.
16. Implements supervisor directives in subsequent sessions or before as indicated.

**Rights and Responsibilities of Supervisor**

1. Oversees and monitors all aspects of client cases, record keeping and treatment planning.
2. Challenges and problem solves with supervisee and asks questions about practice and client cases.
3. Provides supervisee with constructive feedback on his/her counselling competencies.
4. Observes supervisee’s practice and initiates supportive/corrective action as required.
5. Ensures supervision sessions happen as agreed, keeps records of meetings and signs off on the monthly reporting forms.
6. Creates a supervision file for each supervisee containing their supervision records and other documents relating to their counselling practice.
7. Ensures that supervisee is kept up-to-date with current regulations in the counselling profession.
8. Ensures a high level of professionalism in all interactions.
9. Identifies and addresses strains or ruptures in the supervisory relationship and deals with problems as they impact the supervisee’s performance.
10. Supports supervisee and the agreed personal and professional development plan.

The contract may be revised at the request of supervisee or supervisor. The contract will be formally reviewed at quarterly intervals, annually, and more frequently as indicated. Revisions will be made only with consent of supervisee and approval of supervisor.

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(supervisee) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor) to follow the directives laid out in this supervision contract and to conduct ourselves in keeping with our Ethical Principles and Code of Conduct, laws and regulations.

Signed by: Date:

(Supervisee)

Signed by: Date:

(Supervisor)