

Supervision Contract

This document is intended to establish the parameters of supervision, assist in supervisee professional development (*whether licensure, post-licensure, or developmental supervision*), and provide clarity in supervisor responsibilities.

This contract between _____ (*supervisor*) and _____ (*supervisee*) at _____ (*supervision site*), signed on _____ (*date*) serves to verify supervision and establish its parameters.

Competencies Expectations

1. It is expected that supervision will occur in a competency-based framework.
2. Supervisees will self-assess clinical competencies (knowledge, skills, and values/attitudes).
3. Supervisors will compare supervisee self-assessments with their own assessments based on observation and report of clinical work, supervision, and competency instruments.

Context of Supervision

_____ hour(s) of individual supervision per week.

_____ hour(s) of group supervision per week.

- Treatment notes complete for all sessions for the past week and available for review.
- Supervision will consist of multiple modalities, including but not limited to review of digital materials, progress notes, live observation, instruction, modeling, mutual problem-solving, and roleplay.

Evaluation

- Feedback will be provided during each supervision session.
- Summative evaluation will occur _____ times per year on these dates: _____ (*specify dates*).
- Supervisor notes may be shared with the supervisee at the supervisor's discretion and at the request of the supervisee.
- If the supervisee does not meet criteria for successful supervision completion, the supervisee will be informed at the first indication of this, and supportive and remedial steps will be implemented to assist the supervisee.

Duties and Responsibilities of Supervisor

- Oversee and monitor all aspects of client case conceptualization and treatment planning.
- Assist in development of goals and tasks specific to assessed competencies.
- Challenge and problem-solve with supervisee.
- Provide interventions and directives for at-risk clients.

- Identify theoretical orientation(s) used in supervision and in therapy.
- Take responsibility for integrating theory in supervision process and assessing supervisee theoretical understanding, training, and orientation(s).
- Identify and build upon supervisee strengths as defined in competency assessment.
- Introduce and model belief structures, worldview, values, culture, transference, countertransference, parallel process, and isomorphism.
- Ensure a high level of professionalism in all interactions.
- Identify and address strain in the supervisory relationship.
- Establish informed consent for all aspects of supervision.
- Sign off on all supervisee case notes.
- Distinguish administrative supervision from clinical supervision.
- Discuss and ensure understanding of all aspects of the supervisory process in this document and the underlying legal and ethical standards from the onset of supervision.

Duties and Responsibilities of the Supervisee

- Uphold and adhere to ethical principles and codes of conduct.
- Arrive to supervision sessions prepared to discuss:
 - client cases with files and completed case notes.
 - literature on relevant evidence-based practices.
 - culturally-competent, integrated case conceptualizations.
 - personal factors, transference, countertransference, and parallel process.
- Identify goals and tasks to attain specific competencies, needs relative to supervisor input, strengths, and areas of future development.
- Understand the liability of the supervisor with respect to supervisee's practice and behavior.
- Disclose errors, concerns, and clinical issues as they arise.
- Raise issues or disagreements that arise in the supervision process.
- Provide feedback to supervisor on supervision process.
- Respond non-defensively to supervisor feedback.
- Consult with supervisor or delegated supervisor in all client-related emergency situations.
- Implement supervisor directives in subsequent sessions or by date indicated.

Procedural Aspects

Although only the information which relates to clients 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 and/or indication of harm to self and/or others.

Progress reports will be submitted to _____ describing supervisee's development, strengths, and areas of concern.

If the supervisor or the supervisee must cancel supervision, the session will be rescheduled.

The supervisee may contact the supervisor by phone: _____ or
email: _____.

The supervisor must be contacted for all emergency situations.

The supervisor may contact the supervisee by phone: _____ or
email: _____.

Supervisor's Scope of Competence:

Supervisor's training: _____

Licensure (including number and state(s)): _____

Areas of specialty and expertise: _____

Previous supervision training and experience: _____

Areas in which supervisor has previously supervised: _____

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

We, _____ (*supervisee*) and _____ (*supervisor*) agree to follow the directives outlined in this supervision contract and to conduct ourselves in keeping with our Ethical Principles and Code of Conduct, laws, and regulations.

Dates contract is in effect, from _____ to _____.

Supervisor Signature: _____

Supervisee Signature: _____