

APPENDIX IV

Sample Supervision Contract for Education and Training Leading to Licensure as a Health Service Provider

I. Goals of Supervision

- A. Monitor and ensure welfare and protection of patients of the Supervisee.
- B. Gatekeep for the profession to ensure competent professionals enter.
- C. Promote development of Supervisee's professional identity and competence.
- D. Provide evaluative feedback to the Supervisee.

II. Structure of Supervision

- A. The primary supervisor during this training period will be _____, who will provide _____ hours of supervision per week. The delegated supervisor(s) during this training period will be _____, who will provide _____ hours of supervision per week.
- B. Structure of the supervision session: supervisor and supervisee preparation for supervision, in-session structure and processes, live or video observation ___times per ___ (time period).
- C. Limits of confidentiality exist for supervisee disclosures in supervision. (e.g., supervisor normative reporting to graduate programs, licensing boards, training teams, program directors, upholding legal and ethical standards).
- D. Supervision records are available for licensing boards, training programs, and other organizations/individuals mutually agreed upon in writing by the supervisor and supervisee.

III. Duties and Responsibilities of Supervisor

- A. Assumes legal responsibility for services offered by the supervisee.
- B. Oversees and monitors all aspects of patient case conceptualization and treatment planning, assessment, and intervention including but not limited to emergent circumstances, duty to warn and protect, legal, ethical, and regulatory standards, diversity factors, management of supervisee reactivity or countertransference to patient, strains to the supervisory relationship.
- C. Ensures availability when the supervisee is providing patient services.

- D. Reviews and signs off on all reports, case notes, and communications.
- E. Develops and maintains a respectful and collaborative supervisory relationship within the power differential.
- F. Practices effective supervision that includes describing supervisor's theoretical orientations for supervision and therapy, and maintaining a distinction between supervision and psychotherapy.
- G. Assists the supervisee in setting and attaining goals.
- H. Provides feedback anchored in supervisee training goals, objectives and competencies.
- I. Provides ongoing formative and end of supervisory relationship summative evaluation on forms available at _____ (website or training manual).
- J. Informs supervisee when the supervisee is not meeting competence criteria for successful completion of the training experience, and implements remedial steps to assist the supervisee's development. Guidelines for processes that may be implemented should competencies not be achieved are available at (website or training manual).
- K. Discloses training, licensure including number and state(s), areas of specialty and special expertise, previous supervision training and experience, and areas in which he/she has previously supervised.
- L. Reschedules sessions to adhere to the legal standard and the requirements of this contract if the supervisor must cancel or miss a supervision session.
- M. Maintains documentation of the clinical supervision and services provided.
- N. If the supervisor determines that a case is beyond the supervisee's competence, the supervisor may join the supervisee as co-therapist or may transfer a case to another therapist, as determined by the supervisor to be in the best interest of the patient.

IV. Duties and Responsibilities of the Supervisee

- A. Understands the responsibility of the supervisor for all supervisee professional practice and behavior.
- B. Implements supervisor directives, and discloses clinical issues, concerns, and errors as they arise.
- C. Identifies to patients his/her status as supervisee, the name of the clinical supervisor, and describes the supervisory structure (including supervisor access to all aspects of case documentation and records) obtaining patient's informed consent to discuss all aspects of the clinical work with the supervisor.

D. Attends supervision prepared to discuss patient cases with completed case notes and case conceptualization, patient progress, clinical and ethics questions, and literature on relevant evidence-based practices.

E. Informs supervisor of clinically relevant information from patient including patient progress, risk situations, self-exploration, supervisee emotional reactivity or countertransference to patient(s).

F. Integrates supervisor feedback into practice and provides feedback weekly to supervisor on patient and supervision process.

G. Seeks out and receives immediate supervision on emergent situations. Supervisor contact information: _____.

H. If the supervisee must cancel or miss a supervision session, the supervisee will reschedule the session to ensure adherence to the legal standard and this contract.

A formal review of this contract will be conducted on: _____ when a review of the specific goals (described below) will be made.

We, _____ (supervisee) and _____ (supervisor) agree to follow the parameters described in this supervision contract and to conduct ourselves in keeping with the American Psychological Association Ethical Principles and Code of Conduct or the Canadian Psychological Association Code of Ethical Conduct.

Supervisor _____ Date _____

Supervisee _____ Date _____

Dates Contract is in effect: Start date: _____ End date: _____

Mutually determined goals and tasks by Supervisor and Supervisee to accomplish (and updated upon completion).

Goal 1:

Task for Supervisee

Task for Supervisor

Goal 2:

Task for Supervisee

Task for Supervisor