**SUPERVISION CONTRACT**

This is an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Supervisee) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor (and Agency/Setting).

Effective Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of supervision is to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following outlines what the supervisor will provide. This should be reviewed after one month to ensure clarity for all parties.

**A. Qualifications**

The supervisee presents a resume outlining education, credentials, and relevant work experience.

The CV of the supervisor is also available for the supervisee to review

**B. Sessions**

One one-hour session per week on average for three months.

More frequent at beginning, then taper off. Eventually on an as-needed basis.

But not less than one every 2-3 weeks.

Session notes and discussions are confidential.

Documentation will be kept by both parties and reviewed every 6 months or so

**C. Content**

To begin – introductions, overview of standards, ethics, confidentiality, risk and safety, legislation, codes of practice etc.

How to do assessments

Diagnosis.

Therapy, especially (particular models here)

* Report writing – format, requirements, review

Keeping records.

The supervisee is prohibited from signing any written report or communication on

her or his own.

**D. Supervision Format to Start**

Discussion.

Assigned readings.

Role play.

Observation of the supervisor and in turn, being observed/video-taped with discussion

In-depth discussion of difficult cases.

**Important to Note:**

The supervisee must report all difficulties encountered with clients.

Whenever the supervisee has any doubt about her or his capacity to undertake

or discharge effectively the assigned responsibilities, the supervisee must

communicate this immediately to the supervisor

Strategies and advice for particular clients discussed in session are to be copied

into the clients’ files, when they relate to difficulties beyond the usual.

The supervisor takes responsibility for the supervisees cases when undertaking supervision and so it is important the supervisee shares complete information regarding clients/ files, and abides by the supervisor’s final decisions, because the welfare of the client is most important.

The supervisee informs clients of her/ his status as a supervisee, and her /his

relevant qualifications, and provides the name and contact information of the supervisor

This is accompanied by explaining to each client the detailed contents of the form

developed for this purpose, and then asking for signature.

**F. Themes**

Theory.

Practice.

Assessment, including testing.

Therapy.

Legal aspects.

Special topics (children, diversity, particular problems/issues, etc.).

**G. Evaluation**

Reciprocal.

How can the supervisor improve?

How can supervisee improve?

It is expected that the supervisee will express disagreements and differences in

opinion to the supervisor directly

Everything pertaining to these evaluations is confidential.

**H. Finances/ Insurance**

Rate of supervision to start:

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Rate for supervision after three months:

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Any extras, e.g., for training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Malpractice/ liability insurance carried by supervisee?

Yes\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_

(Date copy received\_\_\_\_\_\_\_\_\_\_\_.)

**I. Relationship**

A two-way process

Goals to be jointly developed

Expectation that the supervisor has skills that will facilitate a positive learning

relationship, encompassing respect, encouraging autonomy, and enhancing the

supervisory experience.

Expectation that the supervisee will be open to the facilitation of a positive

learning relationship, encompassing respect, encouraging autonomy, and

enhancing the supervisory experience.

Attention and respect to be accorded to diversity in all areas

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Supervisee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Supervisor Date

**NOTES** (e.g., modifications, if required or special arrangements to note).

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