

# Supervision Contract

Supervision should be collaborative, supportive, thought-provoking, and a safe experience. Not only is it a requirement for clinical licensure, but it is also a valuable opportunity to strengthen your practice.

This document is intended to establish parameters for supervision, assist in the supervisee's professional development (whether licensure, post-licensure, or developmental supervision), provide clarity in the supervisor's responsibilities including the ultimate responsibility of the supervisor to protect the client.

This contract between \_\_\_\_\_ (supervisor) and

\_\_\_\_\_ (supervisee, RCSWI#) at \_\_\_\_\_ (site of

supervision), signed on \_\_\_\_\_ (date) serves to verify supervision and establish its parameters.

## **Definitions**

"Clinical Social Work" is the professional application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, and impairment, including emotional and mental disorders. It is based on knowledge of one or more theories of human development within a psychosocial context. Its goal is to enhance and maintain the psychosocial functioning of individuals, families, and small groups (NASW National Council on the Practice of Clinical Social Work).

"Supervision" is the relationship between supervisor and supervisee that promotes the development of responsibility, skill, knowledge, attitudes, and ethical standards in the practice of clinical social work. The priority in the supervision process is accountability for client care within the parameters and ethical standards of the social work profession.

"Individual supervision" is defined as one supervisor meeting with a maximum of two supervisees. "Group supervision" is defined as one supervisor meeting with three or more supervisees.

## **Supervisory Context and Competencies Expectations**

Supervision may consist of multiple modalities including review of progress notes, discussion of live observation, instruction, modeling, mutual problem-solving, and role-play. 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 clinical work, supervision, and/or competency-instruments.

## **Format and Schedule**

Supervision will be provided individually in face-to-face and/or remote sessions weekly or as agreed upon between the supervisor and supervisee. Supervisee will present case material, receive feedback from the supervisor, mutually review material presented, and demonstrate skill. 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).

## **Supervisor Responsibilities**

1. Orient supervisee to supervision and the supervisory process, including setting goals, planning, and identifying criteria for success.
2. Share relevant resources with the supervisee, review therapeutic techniques, and teach evidence-based skills as part of supervision.
3. Take a strengths-based approach with a focus on both successes and challenges.

4. Help support ethical practice and work with supervisee toward professional growth and competence.
5. Comply with all documentation and correspondence/external communication requirements specified by State Licensing Board and professional organizations, (such as NASW), including documenting supervision and signing off on clinical records and external correspondences.
6. Maintain an active file of ongoing clinical supervision.
7. Conduct supervision in the agreed-upon format as a process distinct from personal therapy or didactic instruction.
8. Identify practices posing danger to the health and /or welfare of the supervisee's clients and/or the public.

### **Supervisee's Responsibilities**

1. In concert with the supervisor, develop goals, learning needs, and learning plan, identifying personal strengths and limitations. Identify weaknesses in supportive counseling, conducting groups, case management, crisis intervention, screening and development, documentation, and program development.
2. Be open and honest (sharing successes, deficits, and mistakes) and willing to accept constructive feedback
3. Attend supervision as scheduled, arriving on time, and notifying the supervisor at least 24 hours in advance of absences. If 24-hour notice is not provided, the supervisee is responsible to pay the session fee prior to scheduling the next meeting.
4. Inform the client that the supervisee is receiving supervision and how the supervisor can be contacted.
5. Prepare for supervision by identifying an issue(s) where need for more guidance is identified and bringing the client's clinical record.
6. Seek feedback and evaluation from the supervisor.
7. Seek additional resources and references from the supervisor.
8. Maintain documentation for supervision.

### **Accountability**

Engaging in supervision means to respect the time and space of clinical supervision, by adhering to agreed appointments and allocated times. Privacy will be respected by both parties to this agreement and all efforts will be made to reduce and eliminate interruptions of supervision sessions. Any party to this agreement that wishes to change meeting times, dates, or length shall notify the other party at least 48 hours prior to the scheduled meeting date. A replacement time will be agreed upon by both parties.

### **Documentation and Reporting**

A written contract is signed by the supervisor and supervisee(s). Supervisor will document the date of contact, names of cases/groups discussed, progress toward learning goals, specific recommendations which may include additional consultation for the supervisee or supervisee's client, suggested readings, and/or educational activities. The supervisee will document the date of contact, questions/issues brought to the supervisor, supervisor's recommendations, and follow-up action plan with rationale. The client record should document the client's knowledge that supervision is taking place, the nature of information that is shared, and verification that the client has the name, address, and phone number of the supervisor.

### **Conflict Resolution**

In the event of a conflict between the supervisor and supervisee, the supervisor will obtain a consultation. Supervisee will have access to an appeal or mediation process. The supervisee will have a resource for

consultation in the event that s/he believes that the supervisor is professionally impaired or has violated ethical guidelines.

**Duration and termination**

Supervision will be twice per month for four (4) hour(s) or as arranged (one hour per 15 hours of psychotherapy) and will continue until the supervisee is licensed, terminates employment, or is reassigned. **Monthly investment in supervision will be at a rate of \$300 monthly payable in advance in full at the beginning of each month.**

**Compensation**

Acceptable forms of payment are cashier’s check, money order, or PayPal.

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

**My signature below indicates that I have read and understood the Supervision Contract and have agreed to abide by its terms.**

Supervisor: \_\_\_\_\_

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

Supervisee: \_\_\_\_\_

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