

Appendix 7: Supervision Agreement Form (SAF)

Introduction to Supervision Contract

This document is intended to establish parameters of supervision, assist in Postdoctoral Fellow's (supervisee) professional development towards licensure, provide clarity in supervisor responsibilities including the responsibility of the supervisor.

This contract between _____ (supervisor) and _____ (Fellow/supervisee) at Clinical Associates, PA, signed on _____ (date) serves to verify supervision and establish its parameters.

I. Competencies Expectations

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

II. Context of Supervision

- Two hour(s) of individual supervision per week.
- One hour(s) of group supervision per week.
- Review of psychological assessment reports is part of supervision process.
- Treatment notes complete for all sessions for the past week and available in the supervision session for review.
- Supervision will consist of multiple modalities including review of progress notes, discussion of live observation, instruction, modelling, mutual problem-solving, and roleplay.

III. Evaluation

- Feedback will be provided in each supervision session. Feedback will be related to competency documents.
- Summative evaluation will occur at two intervals per year.
- Forms used in summative evaluation are available at CA's administrative office/link.
- Supervisor notes may be shared with the supervisee at the supervisor's discretion and at the request of the supervisee.
- In order to successfully complete the sequence, the supervisee must attain a rating of 4 at mid-evaluation and 5 at the end of the fellowship (See grievance procedure attached).
- If the supervisee does not meet criteria for successful completion, the supervisee will be informed at the first indication of this, and supportive and remedial steps will be implemented to assist the supervisee (See grievance procedure attached).
- If the fellow/supervisee continues not to meet criteria for successful completion, the steps in place and procedures laid out in the grievance procedure will be followed.

IV. Duties and Responsibilities of Supervisor

- Oversees and monitors all aspects of patients, assessment reports, case conceptualization and treatment and planning.
- Reviews all materials developed outside of supervision session.
- Develops supervisory relationship and establish emotional tone.

- Assists in development of goals and tasks to achieve in supervision specific to assessed competencies.
- Challenges and solves problems with postdoctoral fellow.
- Provides interventions with patients/clients and directives for clients at risk.
- Identifies theoretical orientation(s) used in supervision and clinical assessment, therapy and takes responsibility for integrating theory in supervision process, assessing supervisee.
- Theoretical understanding/training/orientation(s).
- Identifies and builds upon fellow/supervisee strengths as defined in competency assessment.
- Introduces and models use of personal factors including belief structures, worldview, values, culture, transference, countertransference, parallel process, and isomorphism in psychological assessments/therapy and supervision.
- Ensures a high level of professionalism in all interactions.
- Identifies and addresses strains or ruptures in the supervisory relationship.
- Establishes informed consent for all aspects of supervision.
- Signs off on all fellow's/supervisee's case notes and assessment reports.
- The supervisor distinguishes administrative supervision from clinical supervision and ensures the fellow/supervisee receives adequate clinical supervision.
- Clearly distinguishes and maintains the line between supervision and therapy.
- Discusses and ensures understanding of all aspects of the supervisory process in this document and the underlying legal and ethical standards from the onset of supervision.

V. Duties and Responsibilities of the Fellow/Supervisee

- Upholds and adheres to APA Ethical Principles of Psychologists and Code of Conduct.
- Reviews patient/client reports and documents before supervision.
- Comes prepared to discuss client cases with files, completed case notes and prepared with conceptualization, questions, and literature on relevant evidence-based practices.
- Is prepared to present integrated case conceptualization that is culturally competent.
- Brings to supervision personal factors, transference, countertransference, and parallel process, and is open to discussion of these.
- Identifies goals and tasks to achieve in supervision to attain specific competencies.
- Identifies specific needs relative to supervisor input.
- Identifies strengths and areas of future development.
- Understands the liability (direct and vicarious) of the supervisor with respect to fellow/supervisee practice and behaviour.
- Identifies to patients/clients his/her status as supervisee, the supervisory structure (including supervisor access to all aspects of case documentation and records), and name of the clinical supervisor.
- Discloses errors, concerns, and clinical issues as they arise.
- Raised issues or disagreements that arise in supervision process to move towards resolution.
- Provides feedback weekly to supervisor on supervision process.
- Responds nondefensively to supervisor feedback.
- Consults with supervisor or delegated supervisor in all cases of emergency.
- Implements supervisor directives in subsequent sessions or before as indicated.

VI. Procedural Aspects

- 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).
- Progress reports will be submitted to the Training Director describing your development, strengths, and areas of concern.
- If the supervisor or the fellow/supervisee must cancel or miss a supervision session, the session will be rescheduled.
- The fellow supervisee may contact the supervisor at (contact #) _____ or on-call supervisor at _____. The supervisor must be contacted for all emergency situations.

VII. Supervisor’s Scope of Competence:

Include supervisor’s 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.

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

We, the _____ (fellow/supervisee) and _____ (supervisor) agree 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.

Supervisor Date:

Supervisee Date:

Dates Contract is in effect: _____