



# THE ASSOCIATION OF COUNSELLING THERAPY OF ALBERTA

## SUPERVISION GUIDELINES

**Please Note:** This is an ACTA draft document, and is endorsed by ACTA. This document does not have regulatory force at this time. While this document will be similar to the Supervision Guidelines ultimately adopted by the College of Counselling Therapy of Alberta (CCTA), there may be some changes to the final document. Approved by ACTA, November 7, 2019.

All Provisional members, Regular Members, and Courtesy Members must follow these supervision guidelines when giving or receiving supervision along with the College's Code of Ethics, Standards of Practice and Legislation applicable to the setting and services being provided. The College of Counselling Therapy values the life-long learning achieved through ongoing clinical supervision. From the novice to the expert, supervision is central to the growth and development of skilled and ethical Counselling Therapists, Addiction Counselors, and Child and Youth Care Counsellors.

### Standard: 12.0 Supervision

**SOP**

*"12.1 Members shall follow and abide by the College "Supervision Guidelines."*

**A. Background:**

The College defines clinical supervision as:

“ a contractual relationship in which a clinical supervisor engages with a supervisee to discuss the direction of therapy/services and the therapeutic relationship; promote the professional growth of the supervisee; facilitate self-reflection, self-assessment, and self-awareness; ensure standards; enhance

quality; stimulate creativity; support the sustainability and resilience of the work being undertaken; and safeguard the well-being of the client.”

### **B. Who Is A Clinical Supervisor?**

Clinical supervision is characterized by a formal relationship between the supervisor and supervisee(s). Clinical supervision is usually distinct from general (or managerial) supervision by a supervisor or manager in the workplace, and distinct from supervision requirements within education programs. However, within a workplace setting or education program clinical supervision may be provided by an employer/manager/work-place supervisor/ instructor or educator as long as it meets the definition, characteristics, and agreements of clinical supervision as defined in this guideline and does not pose a conflict of interest.

### **C. Characteristics of Clinical Supervision**

1. it is contractual;
2. it is purposeful (intentional);
3. records are kept;
4. there are regular meetings; and
5. there may be shared responsibility for the well-being of clients depending on circumstances and modality.

The College does not provide guidelines about peer supervision or consultation. However, Members are encouraged to seek peer supervision and consultation voluntarily, in order to discuss the direction of therapy/services regarding a particular client or clients, for reasons of professional growth, or to develop competence in a new area.

## **PROVIDING SUPERVISION**

### **D. Providing Supervision**

**SOP**

*“12.2 A Member who is providing clinical supervision must be competent in the area of practice/ modality they have agreed to supervise.”*

Clinical supervision may be individual (one supervisor per supervisee), dyadic (one supervisor to two supervisees) or in a group context (ideally, to a maximum of eight supervisees).

### **E. Requirements of clinical supervisors**

**SOP:**

*“12.2.1 is a regulated practitioner of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling, is in good standing with their College,*

*12.2.2 has extensive clinical experience, generally a minimum of five years, in the practice of counselling, and;*

*12.2.3 has demonstrated competence in providing clinical supervision, such as completing a course in supervision.”*

**A Member who provides clinical supervision must meet the following criteria:**

1. **First Year of the College (CCTA)**, General Registered Members and Provisional Members will have a grace period of one year to transition their supervision to a clinical supervisor who meets the requirements listed below.
2. **Second and third year of the College:**  
These guidelines apply to both General Registered members and Provisional members. Please note the bolded areas which indicate important distinctions.
  - a. A Clinical Supervisor:
    - i. within Alberta must be a regulated member of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling, **or a related Regulated profession**, who is in good standing with their College, Or;
    - ii. outside of Alberta must be an experienced practitioner or Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling, or a related profession, qualified to provide clinical supervision in their jurisdiction, who is a professional in good standing with their profession, and is a regulated member of their College, if there is a Regulatory College for their profession in their jurisdiction.
  - b. has five years, or more, of clinical experience within the scope of practice being supervised; and
  - c. is competent in providing clinical supervision; and
  - d. is authorized by their College to perform and supervise restricted activities as required.
3. **Fourth Year of the College and beyond,**
  - a. A Clinical Supervisor:

**REGULAR MEMBERS**

- i. within Alberta a clinical supervisor must be a regulated member of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling **or a related Regulated profession**, who is in good standing with their College,
- ii. outside of Alberta must be an experienced practitioner of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling, or a

related profession, who is qualified to provide clinical supervision in their jurisdiction, who is a regulated professional in good standing with their profession, and a regulated member of their College, if there is a Regulatory College for their profession in their jurisdiction; and

**PROVISIONAL MEMBERS**

iii. within Alberta a **clinical supervisor must be a regulated member of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling**, who is in good standing with the College,

iv. outside of Alberta a clinical supervisor must be an experienced practitioner of Counselling Therapy/Addictions Counselling/ or Child and Youth Care Counselling or a related profession, qualified to provide clinical supervision in their jurisdiction, who is a regulated professional in good standing with their profession, and a regulated member of their College, if there is a Regulatory College for their profession in their jurisdiction; and

- b. has five years, or more, of clinical experience within the modality and scope of practice being supervised within the profession of Counselling Therapy, Addictions Counselling, or Child and Youth Care Counselling; and
- c. has demonstrated competence in providing clinical supervision, such as completing a course in supervision; and
- d. is authorized by the College to perform and supervise restricted activities as required.

**G. Supervising Restricted Activities**

A Member supervising unauthorized professionals performing restricted activities must be authorized by the College to do so and follow parameters of 11.2.1 and 11.2.2.

<p><b>SOP</b></p> <p><i>“11.2.1 The supervisor shall: in the case of supervising the restricted activity of psychosocial intervention, <b>be available for consultation and to review reports from the Member performing the restricted activity.</b></i></p> <p><i>11.2.2 The supervisor shall, in the case of supervising in the restricted activity to cut a body tissue or to perform surgical or other invasive procedures on body tissue below the dermis or the mucous member for the purpose of treating minor burns and contusions; for the purpose of performing injections; or to administer a vaccine or parenteral nutrition for the purpose of administering parenteral nutrition, <b>provide direct supervision and be accessible and available when the Member is performing the restricted activity.</b>”</i></p>
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In the case of, 11.2.1, an authorized supervisor is not required to be physically present while supervising the restricted activity of psychosocial intervention of a member who is not yet authorized however they must be available for consultation and to review reports.

In the case of, 11.2.2, **an authorized supervisor must be physically present and able to intervene immediately if necessary** when supervising a member who is not yet authorized to perform these restricted activities without supervision.

**H. Frequency of Supervision**

**SOP**  
*“12.4 Members shall provide an appropriate level of supervision to those whom they are responsible for supervising, depend on the experience and apparent competence of the supervisee, the needs of the educational or practice setting (See “Supervision Guidelines”), and, in the case of College directed Supervision, the requirements of the College.”*

Supervision will be given at regular intervals in relation to client contact hours, and/or as outlined by education programs, when applicable. In the case of College directed Supervision, the College can establish individual frequency requirements. Provisional members shall receive regular supervision according to the following:

**PROVISIONAL MEMBERS REQUIREMENTS**

Profession	Total Hours Required to complete Provisional Register requirements of direct client contact hours:
Counselling Therapist	<ul style="list-style-type: none"> <li>● <u>1000 direct client contact hours</u> and</li> <li>● <u>150 clinical supervision hours</u></li> </ul> <p>* related to the practice of Counselling Therapy</p>
Addiction Counsellors	<ul style="list-style-type: none"> <li>● <u>1000 direct client contact hours</u> and</li> <li>● <u>150 clinical supervision hours</u></li> </ul> <p>* related to the practice of Addiction Counselling</p>
Child and Youth Care Counsellors	<ul style="list-style-type: none"> <li>● <u>2000 direct client contact hours</u> and</li> <li>● <u>200 clinical supervision hours</u></li> </ul> <p>*related to the practice of Child and Youth Care Counselling.</p> <p>For those in agency settings (shift work) you are required one hour of one-to-one supervision to one typical work week for the</p>

	<p>duration of the 2000 hours required while under provisional status.</p> <p>Other settings may require one hour of one-to-one supervision for every 20 hours of practice for the duration of the 2000 hours required under provisional status.</p>
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### **I. Participating in Supervision**

Members have a responsibility to participate meaningfully in supervision. This includes being open to feedback, self-reflective about their practice, and engaged in constructive learning opportunities.

<p><b>SOP</b> <i>“12.5 Members providing or receiving clinical or work supervision shall participate meaningfully in such a way as to promote the purpose and effectiveness of clinical supervision.”</i></p>
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### **J. Supervision Agreement**

Members providing and receiving clinical supervision must have a written and signed supervision agreements in place between or among the parties involved that includes:

1. the purpose of the supervision, plan for supervision and/or expectations of the relationship;
2. contract details, (duration and frequency of supervision);
3. format (individual, dyadic, or group); modality (psychodynamic, cognitive behavioural, systemic, other); and method (self-report, videotape, live observation, thematic, other);
4. location or medium of meeting (face-to-face; electronic);
5. expectations of supervisor and supervisee(s);
6. expectations regarding the sharing of client information and informing clients about supervision;
7. provisions regarding the confidentiality of information shared between/among supervisor and supervisee(s);
8. process for providing evaluation and/or feedback;
9. process for resolving conflicts;
10. remuneration, if any;
11. process for renewing or terminating the agreement; and
12. making explicit what, if any, responsibility the supervisor will take for the well-being of the client in the therapy.

### **K. Record of Supervision**

Members who are providing supervision must keep a detailed record of the clinical supervision provided that includes:

1. The name of supervisee(s);
2. Dates of attendance;
3. Number of hours provided, and fees paid;

4. Issues discussed and any directions given.

## PRACTICING WITH CLINICAL SUPERVISION

### L. Provisional Members

Provisional Registered Members shall practice under Clinical Supervision as per the College guidelines.

### M. Continuing Competency Program

All Registered Members shall receive Clinical Supervision each year, as a requirement of renewing their Registration as per the Continuing Competency Program guidelines.

### N. Record of Supervision

Members shall maintain a record of the supervision received, that includes:

1. the name and contact information of the clinical supervisor;
2. the supervision agreement or a description of its terms;
3. dates and number of hours of clinical supervision received;
4. format (individual, dyadic, or group); and
5. the issues discussed at meetings or in correspondence with the clinical supervisor.

### O. College Directed Supervision

Background: The College, if deemed necessary, may impose requirements of additional supervision as a condition on a Member's practice permit as directed by a College committee (e.g. Registration, Quality Assurance and Discipline Committee)

This may occur when, but is not limited to:

- A Member wishes to resume practice after a period of non-practice;
- Addressing gaps in knowledge, skill or judgment identified through the Continued Competency Program or discipline process; or
- Addressing a Member's fitness to practice. The Member could continue to practice with supervision, which would provide monitoring and oversight.

When directed by the College or a College committee, Members must practice under Supervision and abide by the Supervision requirements set by the College, including but not limited to:

1. Informing their supervisors why supervision was imposed by the College;
2. informing clients about the supervision arrangement;
3. informing clients how to contact the clinical supervisor with any concerns they may have about the supervisee;
4. participating meaningfully in supervision;
5. Continuing to meet with their supervisor on a regular basis, until they have been notified by the College that they have met all of the requirements.

## SEE ALSO

**Standards of Practice:**

Professional Impairment - Fitness to Practice 4.0

Respect for Rights 8.2

Development of New Competencies 10.7; 10.8

Restricted Activity 11.0

Informed Consent 15.0

Confidentiality 16.0

Inter-professional Communication 17.1

Research and Education 30.1

**Code of Ethics:**

A27 When supervising students or trainees, take responsibility for clarifying their respective roles, responsibilities, boundaries, and parameters of the supervision agreement.

A28 When supervising students or trainees, ensure all professional responsibilities to the client are being met during the supervised practice period, and intervene, when necessary, to ensure that this obligation is met protecting the best interest of the client at all times.

D1 Recognize limitations, assess learning needs, and pursue life-long continuing education, supervision, or consultation to maintain current knowledge and enhance professional competencies.

D5 Receive feedback openly, engage in constructive learning opportunities, and reflect honestly.