

### **Supervision Agreement**

This document is intended to establish parameters of supervision, assist in supervisee professional development, and provide clarity in supervisor responsibilities including the responsibility of the supervisor to protect the client. This contract between \_\_\_\_\_(supervisor) and \_\_\_\_\_(supervisee) at the UNCG Psychology Clinic, signed on \_\_\_\_\_(date) serves to verify supervision and establish its parameters.

#### Competencies Expectations

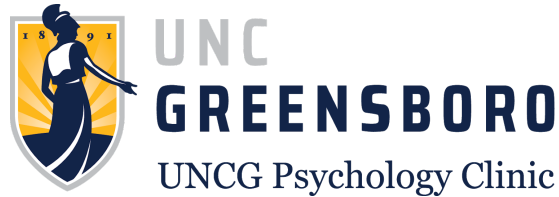
- A. It is expected that supervision will occur in a competency-based framework
- B. Supervisees will self-assess clinical competencies (knowledge, skills, and
- C. values/attitudes)
- D. Supervisors will compare supervisee self-assessments with their own assessments based on observation and report of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

#### Context of Supervision

- A. \_\_\_\_\_hour(s) of individual supervision per week
- B. \_\_\_\_\_hour(s) of group supervision per week
- C. Review of videotapes and/or audio tapes is part of supervision process
- D. GIOs need to be complete for all sessions for the past week and available in the EHR for review; case notes documenting all contacts with clients also need to be complete
- E. Supervision will consist of multiple modalities including review of tapes, progress notes, instruction, modeling, mutual problem-solving, and role-play. Group supervision may also be used.

#### Evaluation

- A. Feedback will be provided in each supervision session. Feedback will be related to competency domains.
- B. Summative evaluation will occur at \_\_\_\_ (number) intervals per academic year, at the end of the first semester and then at the end of the practicum rotation
- C. Forms used in summative evaluation are available at \_\_\_\_\_.
- D. Supervision notes will be completed in the shared Excel file and supervisees will have access to them. In order to successfully complete the sequence, the supervisee must attain a minimum rating of Competent in each evaluation domain.
- E. 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



- F. If the supervisee continues not to meet criteria for successful completion, the steps in place and procedures laid out will be followed

#### Duties and Responsibilities of Supervisor

- A. Upholds and adheres to APA Ethical Principles of Psychologists and Code of Conduct
- B. Keeps current on and adheres to UNCG Psychology Clinic policies and procedures
- C. Oversees and monitors all aspects of client case conceptualization and treatment planning
- D. Regularly reviews video/audio tapes, including review of a full session at least once per semester
- E. Organizes and structures supervision meetings and adjusts expectations and style in an effort to meet the needs of each individual supervisee.
- F. Assists in development of goals and tasks to achieve in supervision specific to assessed competencies
- G. Challenges and problem solves with supervisee
- H. Provides guidance in the selection and implementation of ESTs and directives for clients at risk
- I. Identifies theoretical orientation(s) used in supervision and in therapy and takes responsibility for integrating theory in supervision process and assessing supervisee theoretical understanding and development
- J. Identifies and builds upon supervisee strengths as defined in competency assessment
- K. Demonstrates professionalism in all interactions
- L. Identifies and addresses strains or ruptures in the supervisory relationship
- M. Provides timely feedback on GIOs, testing/assessment reports, and other clinical paperwork and signs off on finalized documents within two weeks of submission by students
  - a. Supervisors agree to log into the EHR at least twice per week to remain current on reviewing documentation
- N. The supervisor distinguishes administrative supervision from clinical supervision and ensures the supervisee receives adequate clinical supervision
- O. Clearly distinguishes and maintains the line between supervision and therapy
- P. 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

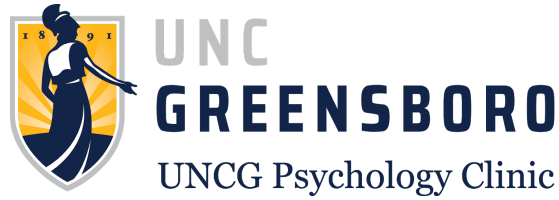
#### Duties and Responsibilities of the Supervisee

- A. Upholds and adheres to APA Ethical Principles of Psychologists and Code of Conduct
- B. Keeps current on and adheres to UNCG Psychology Clinic policies and procedures
- C. Reviews client video/audio tapes before supervision

- D. Completes session notes and reports within expected timelines, 48 hours for session notes and two weeks for evaluation reports and termination/transfer summaries.
- E. Engages in timely checking of voicemail, at least once per day, and timely response to clients voicemails, within 24 hours.
- F. Comes prepared to discuss client cases with files, completed case notes and prepared with conceptualization, questions, and literature on relevant evidence-based practices
- G. Is prepared to present integrated case conceptualization that is culturally informed
- H. When personal situations arise that may impact their clinical work, students bring these situations to the attention of the supervisor for discussion
- I. Identifies goals and tasks to achieve in supervision to attain specific competencies
- J. Regularly reflects on areas of strength and growth and engages in self-evaluation
- K. Understands the liability (direct and vicarious) of the supervisor with respect to supervisee practice and behavior
- L. Identifies to 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
- M. Discloses errors, concerns, and clinical issues as they arise
- N. Tracks training hours consistently and alerts supervisor to any issues related to client caseload.
- O. Raises issues or disagreements that arise in supervision process to move towards resolution
- P.
- Q. Responds non-defensively to supervisor feedback
- R. Consults with the primary (or other) supervisor in all cases of emergency before a client leaves the clinic. Informs assigned clinical supervisor of risk concerns when consultation occurred with a different supervisor
- S. Implements supervisor directives in subsequent sessions or before as indicated

#### Procedural Aspects

- A. Although only the information which relates to the client is strictly confidential in supervision, the supervisor will treat supervisee disclosure with discretion. If the supervisor deems it necessary to share a supervisee's disclosure with other faculty members, they will inform the supervisee first and explain the rationale.
- B. 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).
- C. If the supervisor or the supervisee must cancel or miss a supervision session, the session will be rescheduled whenever possible.



**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 annually and more frequently as indicated. Revisions will be made only with consent of the supervisee and approval of the supervisor. We,

\_\_\_\_\_ (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.

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Supervisor

Date

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Supervisee

Date

Dates Contract is in effect: \_\_\_\_\_