

SUPERVISION CONTRACT

This Supervision Contract is to be effective the _____ day of _____ 20_____, between _____, the Supervisor, and _____, the Supervisee.

GOALS OF SUPERVISION

- monitor client welfare
- complete licensure requirements
- provide growth opportunities for the supervisee to become a competent and independent practitioner after licensure

THE SUPERVISOR:

- will provide the Supervisee with (1) one hour per week of face-to-face supervision (either individual or group)
- will monitor the supervision hours to make sure that at least half of the supervision hours are individual
- will make sure that any group supervision will not have more than six supervisees
- will provide ongoing feedback to the supervisee and written evaluations several times a year
- will intervene when client welfare is a concern
- will review ethical codes and licensure laws
- will ensure that the supervisee is operating within the established ethical codes and licensure laws
- will encourage professional growth
- will maintain case notes of the supervision sessions on a weekly basis
- will maintain contact with the site where the supervisee is gaining the licensure hours; contact can be by visits to the site and/or phone calls; a separate release form is attached to this contract
- will assign research and reading on clinical issues
- **will not sign off on any hours if the supervisee did not attend supervision for that week**

THE SUPERVISEE

- will purchase malpractice insurance at his/her own expense, and have evidence of that insurance prior to seeing clients
- is expected to come to supervision prepared to discuss all cases and be prepared to focus on ethical/legal/reporting issues
- is expected to learn to conceptualize cases and discuss treatment strategies
- is expected to keep a log of all activities, including direct and indirect hours
- is expected to uphold ethical guidelines and licensure laws
- is expected to complete assignments from supervision sessions
- **will not** conduct any type of counseling by email or text. They are only to be used for administrative issues such as scheduling/changing appointments.

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COMPENSATION FOR SUPERVISION

The Supervisor will provide the Supervisee with a written bill during the first week of every month for the prior month's supervision sessions. Payment is expected at that time.

Session fees:

\$ ___ for individual sessions (may include two supervisees)

\$ ___ for group sessions

CONFIDENTIALITY

All supervision sessions are under the same rules of confidentiality as the clinical sessions. Any breach of confidentiality may result in the termination of the supervision contract.

**If a text is sent to the Supervisor, the Supervisee is not to use any names or identifying information. If email is used to contact the Supervisor, use initials to identify the client.

EMERGENCIES

The Supervisee may contact the Supervisor at the following numbers in case of an emergency: Do not use text or email to contact supervisor in case of emergency

Home: _____ Cell: _____

TERMINATION

This contract may be terminated at any time by either party without cause. If the Supervisor has any concerns about the competence of the counselor, the Supervisor may refuse to sign off on any hours or may assign remediation strategies prior to signing for any hours.

Otherwise, this contract will terminate when the Supervisee completes the required hours and meets all expectations for licensure.

Supervisor's signature

Supervisee's signature

Date

Date