

## Sample Supervision Contract Outline

**This is an agreement between \_\_\_\_\_ (Supervisee) and \_\_\_\_\_ Supervisor and Agency/Setting.**

**Effective Dates:** \_\_\_\_\_

**The purpose of supervision is to (meet requirements for internship, for licensure, etc.) \_\_\_\_\_**

- **Definition of what the supervisor will provide to the setting (which will be included in a supervision contract developed within the first two weeks of the supervision period)**
  - Frequency, length, duration, and type of supervision to be provided (specify individual, group) and attendance requirement
  - Specific areas of supervisor competence (defined) including educational and supervisory experience
    - Multicultural competence
  - Supervision model(s) and theories including the developmental model
  - Theoretical orientation(s) directing interventions
  - Expectation supervisor will focus on professional development, learning and teaching, mentoring, and personal development of trainee
    - Expectation relationship will include open communication and two way feedback
    - Expectation supervision will not include therapy
    - Expectation supervision will include exploration of values, beliefs, interpersonal biases and conflicts considered to be sources of countertransference in the context of case material
  - Supervision format including role of supervisor; expectations for supervisee
  - Review of recordkeeping defined with deadlines for submission
  - Availability of supervisor and access (for emergencies, hours outside the work day)
  - Procedure for cancellation, rescheduling
  - Emergency contact procedures to follow in defined emergency situations
  - Requirement of adherence to agency, ethical, licensing, and legal codes and principles
  - Evaluation-- both formative and summative the details which are drawn from the supervision contract and which are clearly defined, measurable, and occur at designated intervals

- Evaluation measures to be provided at the onset of supervision
  - Self- and peer-assessment forms required
- Professionalism
  - Statement that the supervisor will model professionalism
  - Informed consent for supervisee regarding evaluation, confidentiality, due process, grievances for supervisee
- Supervisor bears liability in supervision and thus it is essential that supervisee share complete information regarding clients, files, and abide by supervisor final decisions as the welfare of the client is tantamount
  - Supervisor expects supervisee to express disagreements and differences in opinion with supervisor
  - Supervisor expects supervisee to discuss conflicts in the supervisory relationship
- Attention to personal factors such as values, belief systems, biases, conflicts, and predispositions
- Attention to assessment of individual learning needs at onset and throughout the training sequence
- Space and resources for trainee
- Financial arrangements clarified
- Malpractice insurance arrangement
- **Clear definition of what the supervisee is expected to provide in the supervisory setting and in setting in general**
  - Time commitments including dates of traineeship, hours required, and attendance at supervision hours designated in advance
  - Adherence to agency, ethical, licensing, regulatory and legal codes and principles
  - Adherence to specifics of code in terms of boundaries (or multiple relationships which could result in loss of objectivity or exploitation) with clients, staff, and others in the setting.
  - (Many contracts are adding No Sex With Clients but I think that is redundant—but it is an option)
  - Disclosure of previous experience including areas of competency
  - Recordkeeping including notes to be completed before supervisory session and given to supervisor to review prior to supervision. Notes to be in compliance with APA Recordkeeping guidelines or other established standard
  - Audio/ videotape requirements

- Productivity expectations (with specific itemization of each area required i.e., groups, families, adult, child, diversity factors, developmental levels, empirically supported models, consultation, etc.)
  - Attendance, cancellations, rescheduling
  - Preparation for supervision session
  - Attendance at seminars, case conferences, other meetings
  - On-call responsibility
  - Supervisee is expected to include in conceptualization theoretical framework, multicultural conceptualization, empirical and research support and background, developmental considerations, attention to differential diagnoses
  - Openness to learning as a continuous, developmental, life-long process
  - Openness and receptivity to feedback
  - Inform clients of status as supervisee and name and contact information for supervisor
- **Relationship**
    - A two-way process in which growth is enhanced, mentoring is accomplished
    - Goals to be jointly developed for supervisor and for trainee
    - Expectation that the supervisor will possess skills to facilitate a positive learning relationship, encompassing respect, encouraging autonomy, and enhancing the training experience
    - That the supervisee will be open to the facilitation of a positive learning relationship, encompassing respect, encouraging autonomy, and enhancing the training experience.
    - Attention and respect to be accorded to diversity competence within supervisory dyad and across client-trainee-supervisor

Signature Supervisee

Date

Signature Supervisor

Date