



SUPERVISION CONTRACT

This contract is for the supervision of the counseling practice and/or supervision practice and/or other (identify the activity) _____ of _____ **Supervisee** _____ by Ken Gardner **Supervisor**

1) Goals and Objectives

- Promote the development of the Supervisee's professional competencies
- Promote the welfare of the clients seen by the Supervisee
- Assist the Supervisee to provide "best practice" intervention (as a clinician, counselor or supervisor)
- Assist the Supervisee to fulfill "best practice" guidelines as defined by the Supervisee's professional association and other similar/associated professional associations guidelines and codes of ethics.
- To provide clinical and educational direction

2) Context and Content

- The **Supervisor** will provide individual supervision to the **Supervisee** on the following basis (check the appropriate box)
 - Intermittent supervision – will be scheduled as required/requested by Supervisee for the following possible time frames _____
 - Monthly supervision for 1 hour – or _____ hours
 - Bi-weekly supervision for 1 hour –or _____ hours
 - Weekly supervision for 1 hour – or _____ hours
 - Other _____
- The **Supervisor** will supervise using a developmental model of supervision. The Play Therapy Dimensions Model will be utilized for those individuals engaging in play therapy intervention with children and families. All approaches to therapy will be honored. The **Supervisor** is trained in multiple approaches to child and play therapy and adult therapy models.

3) Process

- a) Feedback will be provided at each supervision session (verbally and/or in writing)
- b) The Supervisor will keep case notes of each supervision session.
- c) The Supervisor requests each Supervisee to fax or email the following prior to supervision session: A summary of a case, a case question, a case process issue, a summary of another issue etc. The summary will be the focus for supervision and should be provided at least 2 days in advance of the supervision session.
- d) The Supervisee may use the Case Conceptualization Form when presenting a case in supervision (to be provided by the Supervisor).

4) Duties and Responsibilities

Supervisor will:

- Encourage ongoing professional development
- Understand the Supervisee's general case load and current job responsibilities
- Challenge the Supervisee to validate approach and techniques used
- Monitor basic micro skills
- Offer alternative approaches for the Supervisee
- Make specific recommendations
- Intervene where client welfare is at risk
- Ensure ethical guidelines and professional standards are maintained
- Obtain consultation when necessary
- Ask the Supervisee to provide follow-up information after a supervision session
- Provide supervision for specific issues and or cases
- Review video

Supervisee will:

- Uphold ethical guidelines and professional standards
- Discuss client cases with the aid of written case notes and video/audio tapes
- Validate approach and techniques used
- Be open to change and consideration of alternative methods of practice
- Consult supervisor or designated contact person in cases of emergency. The designated contact person's name is _____.
- Maintain a commitment to education related to field of practice and to the clinical profession
- Provide follow-up information to the Supervisor after a supervision session (i.e., provide a summary of how you integrated the Supervisor's suggestions/recommendations)

5) List Supervisee work to be supervised (you may list specific cases, specific areas of interest for discussion, activities such as workshop preparation, video review, report review, case note review etc.)

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

6) Supervisee Qualifications and “Schedule A”

The Supervisee agrees to verify the following:

a) Qualifications (please list all current professional designations)

b) “Schedule A” – The supervisee agrees to fill out Schedule A as a part of their overall contract and disclosure of practice (see attached).

7) Fee Schedule

a) The Supervisee agrees to pay the Supervisor ___\$180.00___ per hour.

b) **Fees will be applied to the following:** telephone consultation (including all long-distance calls), reading case material, reviewing videos, research done on behalf of the Supervisee and any other activity related to the Supervision process.

c) Payment can be made in the following ways: Visa, Master Card or e-transfer.

d) There is a 48-hour cancellation policy. If notice is not provided, you will be billed for the supervision session.

I have read, understand and agree to the above.

Signed by

Supervisor Print Name
Signature

Date

Supervisee Print Name
Signature

Date