

Supervision Contract

1. Introduction to Supervision Contract

This document is intended to establish parameters of supervision, to assist the supervisee in their professional development, to provide clarity in the process and responsibilities of the supervisor and supervisee in supervision in order to protect the client.

This contract is between Linda Witchell, Awaken the Change (Supervisor)

and _____ (Supervisee)

Address: _____

Email address: _____

Telephone No. _____

2. Theoretical Framework

I will supervise you using an integrative approach. This will be primarily based on the 'Seven-eyed Model or Process Model' by Peter Hawkins and Robin Shohet (Supervision in the Helping Professions 1989). Other research and evidenced based information will be brought to supervision as necessary.

3. The Purpose of Supervision

- To facilitate good practice
- To teach and evaluate personal and professional development
- To maintain professional and ethical standards
- To reduce any risk to client and supervisee
- To enable reflection on practice
- To build collaboration and support
- To monitor progress

4. Context of Supervision

It is agreed that supervision will be either:

- **Individual Supervision**

Face to face in Bournemouth, Dorset / via telephone / Skype / Zoom / Vsee (delete as appropriate)

Individual supervision will be monthly @ £60 per hour.

Trainees will pay a reduced price of £50 per hour.

Group or Peer supervision

Face to face in Bournemouth, Dorset.

Group supervision will consist of 2 – 5 supervisees who meet regularly on an agreed date and time, usually monthly for 1 – 2 hours depending on the number of supervisees present. Group work requires an agreement on the ways of working, confidentiality and respect between group members.

Payment will be £ _____ per hour by each member and will be payable on the day of supervision.

5. Duties and Responsibilities of the Supervisor

- Oversees and monitors all aspects of client casework as presented through the supervisee.
- Develops and maintains a respectful and collaborative supervisory relationship
- Practices effective supervision that includes describing supervisor's theoretical orientations for supervision and therapy
- Assists the supervisee in learning through setting and attaining goals
- Provides an ongoing summative evaluation to supervisee
- Informs supervisee when the supervisee is not meeting competence criteria and implements remedial steps to assist the supervisee's development.
- Discusses the supervisee and case at own supervision without disclosing the supervisee's name or any identifying details
- Following personal supervision, reports concerns about supervisee's competence where there is a serious risk of harm and a duty to report
- Reschedules to meet the requirements of this contract if the supervisor must cancel or miss a supervision session
- Maintains secure notes of the clinical supervision and services provided that are kept for 8 years then destroyed.
- Provides a report on progress and/or attendance if requested following an additional payment of £1.00 by the supervisee for this service

6. Duties and Responsibilities of the Supervisee

- Adheres to the supervisee's professional membership code of conduct.
- Maintains an up to date professional insurance to cover practice.
- Implements supervisor directives, and discloses any issues, concerns, and errors as they arise
- Informs clients that as part of their work they undertake supervision
- Attends supervision and is prepared for the meeting to discuss client cases with own notes
- Informs supervisor of relevant information from client including client progress, risk situations, self-exploration, supervisee emotional reactivity or countertransference to client(s), errors and concerns
- Integrates supervisor feedback into practice and provides feedback to supervisor on client and supervision progress
- Seeks out and receives immediate supervision on emergency situations. Supervisor contact information: 07982258376_ linda@awakenthechange.co.uk
- If it is necessary to cancel or reschedule a session at least 24 hours' notice will be given unless there is an emergency and contact is difficult. If notice of cancellation is not given a cancellation fee of £20 maybe requested before or at future appointments
- If the supervisee must cancel or miss a supervision session, the supervisee will reschedule the session.
- If the supervisee agrees to group/peer supervision the supervisee will attend and pay for a minimum of 4 consecutive group supervision sessions. This is to ensure group continuity.
- Any group/peer supervision will require all supervisee members to agree with group boundaries including confidentiality.

I agree to adhere to the ethical standards of my workplace and profession and to abide by the

Supervisee's professional body

_____(Code of Conduct)

I understand that personal factors are relevant to supervision and are valued.

I have read the above agreement and agree to operate in compliance with it.

I also agree to Linda Witchell keeping secure records about our supervision sessions and contacting me via email.

Signed: _____(Supervisee)Date: _____

Signed: _____(Supervisor) Date: _____