

# Sample Supervision Contract

This contract serves as verification and a description of the counseling supervision provided by \_\_\_\_\_ (Supervisor), to \_\_\_\_\_ (Supervisee).

## I. Purpose, Goals, and Objectives

- a. Monitor and ensure welfare of clients seen by supervisee
- b. Promote development of supervisee's professional therapist identity and competence
- c. Fulfill academic requirement for supervisee's practicum
- d. Fulfill requirements in preparation for supervisee's pursuit of counselor licensure (when applicable)

## II. Context of Services

- a. One (1) clock hour of individual supervision weekly
- b. supervision will revolve around therapy conducted with \_\_\_\_\_ (population to be served)
- c. Individual supervision will be conducted at \_\_\_\_\_ on \_\_\_\_\_ (day of week), from \_\_\_\_\_ to \_\_\_\_\_ (time), where monitor/VCR is available to review videotape
- d. Interpersonal process recall, progress notes, and tape review will be used in supervision

## III. Method of Evaluation

- a. Feedback will be provided by the supervisor during each session, and a formal evaluation, using a standard evaluation of clinical skills, will be conducted at the conclusion of the supervision period. A narrative evaluation will also be provided as an addendum to the objective evaluations completed.
- b. Specific feedback provided by supervisor will focus on supervisee's demonstrated therapy skills and clinical documentation
- c. Supervisees will evaluate supervisor at the end of the supervision period, using a standard evaluation form. A narrative evaluation will also accompany the objective evaluations.
- d. Supervision notes will be shared with supervisee at supervisor's discretion and at the request of the supervisee.

## IV. Duties and Responsibilities of Supervisor and Supervisee

### a. Supervisor

- i. Examine client presenting complaints and treatment plans
- ii. View videotapes of supervisee's counseling sessions outside of regularly scheduled supervision sessions
- iii. Sign off on all client documentations
- iv. Challenge supervisee to justify approach and techniques used
- v. Monitor supervisee's basic attending skills

- vi. Support supervisee's development as a therapist
- vii. Present and model appropriate directives
- viii. Intervene when client welfare is at risk
- ix. Ensure that ethical guidelines are upheld
- x. Maintain weekly supervision case notes

**b. Supervisee**

- i. Uphold ethical guidelines
- ii. View counseling session videotapes in preparation for weekly supervision
- iii. Be prepared to discuss all client cases; have client files, current and completed client case notes, and counseling session videotapes ready to review in weekly supervision sessions
- iv. Justify client case conceptualizations made and approach and techniques used
- v. Complete case notes and place in appropriate client files
- vi. Consult with field placement staff and supervisor in cases of emergency
- vii. Implement supervisory directives in subsequent sessions

**V. Procedural Considerations**

- a. Supervisee's written case notes, treatment plans, and videotapes will be reviewed and evaluated in each session.
- b. Issues related to supervisee's professional development will be discussed.
- c. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract.
- e. In event of emergency, Supervisee is to contact Supervisor at (    ) \_\_\_\_\_ or at home (    ) \_\_\_\_\_.

**VI. Supervisor's Scope of Competence**

**VII. Terms of the Contract**

This contract is subject to revision at any time, upon the request of either the supervisor or supervisee. A formal review of the contract will be made at the end of the supervision period.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

This contract is effective from \_\_\_\_\_ (start date) to \_\_\_\_\_ (finish date).

(Date of revision or termination)

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Adapted from C. J. Osborn and T. E. Davis (1996). The supervision contract: Making it perfectly clear. *Clinical Supervision* 14(2), 121-134.