

## SUPERVISION CONTRACT

This is an agreement between \_\_\_\_\_ (Supervisee)  
and \_\_\_\_\_ (Supervisor).

The purpose of supervision is to: meet requirements for LCSW or LPC licensing.

Effective Date: \_\_\_\_\_

Frequency of Meetings: \_\_\_\_\_

Duration of supervision session: \_\_\_\_\_

Type of Supervision: \_\_\_\_\_ Group; \_\_\_\_\_ Individual; \_\_\_\_\_ combination of both

Supervisor's definition of supervision: **Clinical supervision is a formal and disciplined working alliance that is generally, but not necessarily, between a more experienced and a less experienced worker, in which the supervisee's clinical work is reviewed and reflected upon.**

### 1. Purpose, Goals and Objectives of Supervision:

- a. To fulfill requirements for training supervision.
- b. To promote development of supervisee's professional identity and competence.
- c. To provide reflective space and emotional support.
- d. To provide assistance with professional development.
- e. To ensure that services to clients is safe, ethical and competent.

### 2. Context and Content of Supervision:

- a. The content of supervision will focus on the acquisition of knowledge, conceptualization and skills within the defined scope of practice.
- b. The context of supervision will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/privacy), and all relevant legislation.

### 3. Evaluation of Supervisee:

- a. A supervisory record form will be used to document impressions of each supervisory session.
- b. Feedback will be provided at the close of each session.
- c. Supervision notes may be shared with supervisee.
- d. A quarterly progress report will be filled out by Supervisor to evaluate Supervisee and by Supervisee to evaluate self.

### 4. Rights and Responsibilities of both parties:

- a. Supervisor rights:
  - i. To bring concerns/issues about Supervisee's work to Supervisee's attention.
  - ii. To question Supervisee about his/her work and workload.

- iii. To give Supervisee constructive feedback on his/her work performance.
- iv. To observe Supervisee's practice and to initiate supportive/corrective action as required.
- b. **Supervisor Responsibilities:**
  - i. To uphold ethical guidelines and professional standards.
  - ii. To make sure supervision sessions happen as agreed and to keep a record of the meeting.
  - iii. To create a supervision file containing supervision records and other documents related to development and training.
  - iv. To ensure that Supervisee is clear about his/her role and responsibilities.
  - v. To create a record of the supervision session and to store my copy in the supervision file.
  - vi. To monitor Supervisees performance.
  - vii. To set standards and assess the Supervisee against these.
  - viii. To know what Supervisee is doing and how it is being done.
  - ix. To deal with problems as they impact on the Supervisee's performance.
  - x. To support Supervisee and the agreed personal development plan.
  - xi. To complete forms as requested by the State of New Jersey Social Work Board or the New Jersey Professional Counselor Examiners Committee.
- c. **Supervisee Rights:**
  - i. To uninterrupted time in a private venue.
  - ii. To Supervisor's attention, ideas and guidance.
  - iii. To receive feedback.
  - iv. To set part of the agenda.
  - v. To ask questions.
  - vi. To expect Supervisor to carry out agreed action or provide and appropriate explanation, within an agreed time frame.
  - vii. To have his/her development/training needs met.
  - viii. To challenge ideas and guidance in a constructive way.
- d. **Supervisee's Responsibilities:**
  - i. To uphold ethical guidelines and professional standards.
  - ii. To inform all clients that they are being treated under supervision and that details of treatment may be discussed with a Supervisor.
  - iii. To obtain written permission from each client to discuss details of their treatment with Supervisor.
  - iv. To be prepared to discuss client cases with the Supervisor, with the aid of written case notes and/or video/audio tapes.
  - v. To validate diagnoses, interventions, approaches and techniques use.

- vi. To be open to change and use alternate methods of practice if required.
  - vii. To consult Supervisor or designated contact person in cases of emergency.
  - viii. To implement Supervisor's directives in subsequent sessions.
  - ix. To maintain a commitment to on-going education in the counseling profession.
5. **Supervisor's Scope of Practice:** Supervisor practices as an LCSW in private practice, supporting clients ages 3 through adult, primarily utilizing play therapy, hypnotherapy, and cognitive behavioral therapy.
6. **Finances/Insurance:**
- a. **Agreement as to hourly rate for supervision:**
    - i. \$\_\_\_\_\_ per hour.
    - ii. To be paid by cash, personal check or credit card at the time of supervision.
  - b. **Malpractice/Liability insurance will be arranged by the Supervisee. Proof of insurance must be provided to the Supervisor.**

This contract is subject to revision at any time, upon the request of either the supervisee or the supervisor. A formal review, however, will be conducted every three months and revisions to the contract will be made only with consent of the supervisee and approval of supervisor.

We agree, to the best of our ability, to uphold the guidelines specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the ethical principles of the NASW or ACA.

Supervisor signature: \_\_\_\_\_

Supervisee signature: \_\_\_\_\_

This contract is in effect from DATE \_\_\_\_\_

Date of revision or termination: DATE \_\_\_\_\_