

## Supervision Contract

This is a supervision contract between (insert supervisor's name)  
and.....from.....  
until its review (or ending) on.....

We both:

- Are members of Christian Counsellors' Association Australia
- Abide by their Code of Ethics and Practice
- Have Indemnity Insurance for our work

### ***What is supervision?***

An essential component of ethical and competent counselling practice, providing opportunity for both personal and professional development. Supervision allows for structured reflection on clinical practice, encourages the development of skills, knowledge, awareness and ethical judgment, within a supportive relationship. Feedback is an essential part of the supervisory process.

### ***Practicalities:***

We will meet for ..... hour every.....at.....at a time to be arranged at the end of each supervisory session. Ours is a non-smoking environment and we have agreed that each of us will ensure that there are no unnecessary interruptions (mobiles, phone, people). The cost of supervision is fixed at (insert cost).

### ***Procedures:***

***We have agreed that the following arrangements will take place in the following situations:***

1. Cancellation of session: 24 hours notice or half fee in lieu.....
2. Non-attendance at supervision session: half fee in lieu.....
3. Where there are disagreements, disputes, conflict areas between supervisor/supervisee/s that are not reconciled by communication between the parties, the Supervisor's Professional Association will be called upon to advise.
4. If there is need for extra supervision either party may request an additional session, to be arranged a mutually agreed-upon time.
7. Keeping of supervisory notes is the responsibility of both parties, to be kept in a secure manner.
8. Emergencies: you are free to phone me if there is an emergency on the following number (**insert number**). Monitored between (insert time) unless advised. What will you (supervisee) do if I (the supervisor) am not available?

### **Emergency Contacts:**

---

---

**Guidelines:**

The following guidelines/ground rules will guide our time together:

- 1. Confidentiality: Information discussed within the supervisory session, whether relating to client or supervisee disclosures will not be divulged to any other party without written consent, subject to the usual legal requirements.
- 2. Openness/honesty: we acknowledge that an effective working alliance cannot be achieved without honest discussion. This applies to both supervisor and supervisee.
- 2. Using feedback to learn: the supervisee agrees to provision of feedback by the supervisor.

**Roles and Responsibilities:**

We have agreed that as supervisor I will take responsibility for:

- Time keeping
- Managing the overall agenda of sessions
- Giving feedback
- Monitoring the supervisory relationship
- Creating a safe place
- Monitor ethical issues of counselling and supervision
- Provide written feedback on one recorded counselling session (video or DVD) per contract.

We have agreed that as supervisee you will responsible for:

- Preparing for supervision, including providing an agenda
- Presenting in supervision
- Your learning (objectives/goals); applying learning from supervision
- Feedback to self and to supervisor
- Keeping notes of supervisory sessions

**Evaluation and Review:**

We have agreed that informal evaluation of:

- Supervisee
- Supervisor
- Supervision

Will take place every sixth session. Formal Evaluations will take place every year or as requested by either supervisor or supervisee.

The criteria against which evaluation of supervisees will take place are in Appendix 1.

**Formal Evaluation**

Formal reports will be sent to supervisee’s mail address. They will be kept on file for two years following termination of supervision.

The process for formal evaluation of supervisees (written) will be:

- 1. self evaluation by supervisee
- 2. evaluation by supervisor

**Re-negotiation of Contract:**

At any time either party (supervisor and/or supervisee) can initiate discussion around re-negotiation of the contract or any part of it. This will be done in advance so that there is preparatory time available.

Signed: .....(Supervisor)

Signed: .....(Supervisee)

## **Appendix: 1: AREAS FOR EVALUATION IN SUPERVISION**

### **1. The helping relationship:**

- Is the supervisee able to establish an effective relationship?
- Does the supervisee engage with clients?
- Does the supervisee use power appropriately?

### **2. Awareness of Self:**

- Is supervisee aware of themselves and their own strengths/limits?
- Is the supervisee reflective?

### **3. Skills/Competencies:**

- Does the supervisee have the skills of self-presentation?
- Is the supervisee able to appropriately listen, respond and clarify?
- Identify discrepancies and effectively challenge the client?

### **4. Understanding the Helping Process:**

- Does the supervisee understand what is happening between self and client?
- Is the supervisee aware of the stages of helping?

### **5. Assessment:**

- Has the supervisee a method of assessing clients?
- Is the supervisee able to make clear and accurate holistic assessment?

### **6. Contextual Issues:**

- Is the supervisee aware of contextual issues in helping?
- Is the supervisee aware of individual differences?

### **7. Ethics/professionalism:**

- Has the supervisee got a clear code of ethics to which they subscribe?
- Is the supervisee ethically and culturally sensitive to what happens in helping?

### **8. Theory:**

- Does the supervisee have a theory that guides their work?
- Is the supervisee congruent in theory and practice?
- Has the supervisee sufficient knowledge to back up practice?

### **9. Attitudes, Beliefs, Values:**

- Is the supervisee flexible?
- Is the supervisee tolerant and able to stay with painful issues?
- Is the supervisee able to learn from supervision?
- Does the supervisee deal positively with feedback?