This contract is for the Clinical Supervision of professional counselling undertaken between:

……………………………………..……..………………….and ….……………………………………………………….………………..

**The Supervision type:** Clinical Supervision **r**elating to Private Practice

1. **Goals & Objectives** of this Supervision Contract:

To provide a clear outline of the supervision relationship, monitor and encourage high quality service to clients, skill development, duty of care and ethical understanding of issues, promote self-care, and provide a platform for professional development.

1. **Context & Content of this Supervision Contract** (include frequency, duration and specific

model/s used)

**Frequency:** …………………………………………… and in conjunction with extra/additional supervision. Frequency must meet all CCAA & PACFA requirements as listed on the CCAA website as follows:

“Counsellors should receive a minimum of 10 hours of supervision each year, and more frequently if required, or if dictated by more frequent sessions. As a guide, supervision should consist of at least 1 hour of supervision to 30 hours of counselling practice or 1 hour of supervision per month. Caseloads of greater than 400 client contact hours p.a. require an extra 5 hours of annual supervision.”

**Duration:**  60 minutes

**Specific Models Used……………………………………………………………………………….…**

**(E.g.:** Psychodynamic, person-centred, process oriented, experiential, systems based, solution focused etc.)

1. **Process** (Include method of monitoring supervisee’s work and the maintenance of a Log)

Discussions of the counselling session content and experiences with questions and feedback from the supervisor regarding potential challenges, issues, directions, further education, and improvements.

Logs will be kept by both supervise and supervisor in a format acceptable to CCAA, with a signature from supervisor confirming each session of supervision.

1. **Duties and Responsibilities of Supervisee** 
   1. Maintain strict principles of ‘do no harm’, respect, and confidentiality for all clients, and discuss progress in these areas in supervision as appropriate
   2. Be punctual for all supervision sessions. Should anything prevent punctuality or attendance, contact should be as early as possible
   3. Draw on supervision sessions as needed to help encourage further learning and development, and to facilitate the best possible outcome for clients
   4. To instigate regularity of formal supervision as required by professional associations and personal practice quality maintenance.
   5. For each formal supervision session, prepare specific questions and/or concerns regarding progress with clients, any concerns, as well as positive outcomes. Include reflection on personal style, what seems to work well, and what did not seem to work well, as well as how the sessions felt from the supervisee’s viewpoint
2. **Duties and Responsibilities of Supervisor**
   1. Encourage the supervisee to provide cases and ideas for supervision sessions
   2. Seek out information and ideas related to supervisee’s needs, and present this at supervision for consideration.
   3. Provide a point of contact (when available) for issues arising which may cause discomfort or concern for the supervisee
   4. Challenge the supervisee to learn and practice new skills relevant to the area of practice
   5. Encourage development of professional practice regarding all aspects of counselling sessions including ethical advertising and promotion of the business, initial intake, following through with completion of counselling, record keeping/case note quality and relevance, and efficient, effective operation of value to clients.
3. **Criteria to be met by Supervisor and Supervisee**

Renewed

* 1. Clinical membership for the current year? Yes
  2. Current Professional Indemnity Insurance? Yes

1. **Review at** *Annual Membership Renewal*

It is understood the supervisee is fully responsible for the counselling sessions that are undertaken and any decision the supervisee makes regarding their treatment.

We agree, to the best of our ability to uphold the guidelines specified in this contract and to manage the supervision relationship and process according to the Code of Ethics of CCAA & PACFA.

Supervisor’s signature: Supervisee’s signature:

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Dated:

Terminated: