

SUPERVISION CONTRACT

This is an agreement between _____(Supervisee)
and _____ Supervisor (and Agency/Setting).

Effective Dates:_____

The purpose of supervision is to:

(e.g., function as assessor/ therapist _____)

meet requirements for internship, for licensure/
certification/registration_____

other _____

[The following comprises a statement of what the supervisor will provide in a supervision contract, which can be modified within the first two weeks of the supervision period.]

A. Qualifications

- The supervisee presents her/ his resume to Dr. Young, with reference names for verification of education, any credentials, and any relevant work experience.
 - Dr. Young presents his curriculum vitae to the supervisee for review.
 - This first step sets the tone for a collaborative relationship in the supervisory relationship and, at the same time, assures the supervisee that Dr. Young will undertake the supervision from a base of competence that he will transmit to and promote in the supervisee.
 - Dr. Young must assure that each supervisee has the appropriate background, training, and experience for the work that he or she does.
 - He encourages each supervisee to engage in ongoing professional development beyond any training that he offers.
 - The supervisee is prohibited from seeking candidates for psychological services in her or his name, deciding on fees, or making any public pronouncements about himself or herself in terms of psychological services.
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B. Sessions

- One one-hour session per week on average for three months.
- More frequent at beginning, then taper off.
- Then on as need basis.
- But not less than one every 2-3 weeks.
- Session notes and discussions are confidential.
- Supervisee is to keep detailed log of session dates and contents, and provide Dr. Young copies for his files after each session.
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C. Content

- At first, on ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/ privacy), and all relevant legislation.
- Then safety, suicide, emergencies/ crises, risk factors, etc.
- [Note: all clients must be given Dr. Young's cell number, and also that of supervisee, for emergencies.]
- Then assessment, testing, report writing.
- Then diagnosis, including malingering.
- Then therapy, especially behavioural-cognitive, and evidence-based.
- Record keeping and storage, e.g., privacy, legal and professional requirements.
- Clinical notes: format, requirements.
- The supervisee is prohibited from signing any written report or communication on her or his own.
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D. Supervision Format to Start

- Discussion.
- Assigned readings.
- Role play.
- If possible, see Dr. Young in session.
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E. Case Conferences

- Dr. Young will see each client at least once at the beginning, as required.
- His role is to have face-to-face contact with his clients seen by any supervisee to ensure adequate planning for effective delivery of services.
- And that all procedures, e.g., in assessment, in therapy, carried out by each supervisee are planned in consultation with him.
- Dr. Young sees supervisee in one or more of his/ her sessions.

- For all cases, clinical notes are to be given to Dr. Young for review and signature.
- In-depth discussion of difficult cases.
- The supervisee must report to Dr. Young all difficulties encountered with clients.
- Whenever the supervisee has any doubt about her or his capacity to undertake or discharge effectively the assigned responsibilities, the supervisee must communicate this immediately to Dr. Young, e.g., with a very difficult client, with a case of probable malingering, in case of suicidal ideation that appears serious.
- Strategies and advice for particular clients discussed in session are to be copied into the clients' files, when they relate to difficulties beyond the usual.
- Dr. Young bears liability in supervision, and thus it is essential that the supervisee shares complete information regarding clients/ files, and abides by Dr. Young's final decisions, because the welfare of the client is cardinal.
- The supervisee informs clients of her/ his status as a supervisee, and her /his relevant qualifications, and provides the name and contact information for Dr. Young.
- This is accompanied by explaining to each client the detailed contents of the form developed for this purpose, and then asking for signature.
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F. Themes

- Theory.
- Practice.
- Assessment, including testing.
- Therapy.
- Legal aspects.
- Special topics (children, diversity, etc.).
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G. Evaluation

- Reciprocal.
- How can Dr. Young improve?
- How can supervisee improve?
- Notes taken by Dr. Young about supervisee will constitute basis for decisions about the supervisee's continued work, along with any compliments and complaints by clients and third parties.
- Dr. Young expects the supervisee to express disagreements and differences in opinion with him.
- He expects the supervisee to discuss conflicts in the supervisory relationship.
- Everything pertaining to these evaluations is confidential.
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H. Finances/ Insurance

- Agreement as to hourly rate of assessment/ therapy to start:

 - Agreement as to hourly rate of assessment/ therapy after three months:

 - Any extras, e.g., for training (note that payment for training will be partial):

- Malpractice/ liability insurance will be arranged by supervisee:
- Yes _____ No _____
- (If yes, proof of such must be provided as soon as possible.)
- Date proof provided, with copy to Dr. Young _____

I. Relationship

- A two-way process in which competence is enhanced, mentoring is accomplished, etc.
- Goals to be jointly developed for Dr. Young and for the supervisee.
- Expectation that Dr. Young will possess skills to facilitate a positive learning relationship, encompassing respect, encouraging autonomy, and enhancing the supervisory experience.
- Expectation that the supervisee will be open to the facilitation of a positive learning relationship, encompassing respect, encouraging autonomy, and enhancing the supervisory experience.
- Attention and respect to be accorded to diversity within supervisory dyad and across client-trainee-supervisor triad.
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Signature Supervisee Signature

Date

Signature Supervisor Signature

Date

NOTES (e.g., modification to contract, expectations, etc. [append pages as needed]).

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York University, Toronto, Canada; Based on template by Carol Falender, Ph.D. and also
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