



## **Individual Supervision Contract**

This is an agreement between: Cultivating Connections, LLC and \_\_\_\_\_  
(Supervisee)

**Effective Date:** \_\_\_\_\_ **Termination Date:** \_\_\_\_\_

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

- To fulfill requirements of training supervision.
- To promote development of supervisee's professional identity and competence.
- Promote the development of professional responsibility, skills, knowledge, attitudes, and the application of ethical and legal standards in the practice of clinical social work.
- The priority in the supervision process is accountability for client care within the parameters of practice and ethical standards of the social work profession.
- Additional priorities include increasing supervisees' awareness of the way they use themselves in the helping process, countertransference responses, documentation and reporting responsibilities, access and referral to available community service resources, identification and engagement with social justice issues, meeting social worker wellness and other self-care needs and more.

### **2. Context and Content of Supervision:**

- During supervision, the supervisee provides information to the supervisor regarding clinical assessment, intervention, diagnosis, and treatment of each client. In a reciprocal dialog, the supervisor provides oversight, guidance, and direction in assessing, diagnosing, and treating clients, and evaluates the supervisee's performance.
- The supervisor balances the establishment of a safe place in which the supervisee can discuss issues with the need to provide feedback related to the supervisee's work to ensure quality service.
- The content of supervision will focus on the acquisition of knowledge, conceptualization, and skills within the defined scope of practice.
- The context will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/privacy).

- The supervisee will present case material, receive feedback from the supervisor, mutually analyze material presented, and demonstrate skills.
- The supervisor may obtain information on the supervisee's performance by verbal report, formal case presentation, observation, role-play, or review of written case records.

### **3. Rights and responsibilities:**

#### **Supervisor:**

- Assist the supervisee in developing clinical assessment, intervention, diagnosis, and treatment skills.
- Review and discuss therapeutic theories and techniques.
- Discuss, review, and explore treatment options and respond to crisis situations.
- Address dilemmas created by conflicting demands.
- Review documentation, patient contacts, and case discussions for the purpose of training and quality improvement.
- Refer to supervisee's on-site supervisor for resolution of challenges within the agency, if needed.
- Maintain documentation of on-going clinical supervision and provide documentation of supervision at the time of licensing application (or before if supervision is terminated before all required hours are completed)
- Conduct supervision in the agreed-upon format as a process distinct from therapy or didactic instruction.
- Identify practices posing danger to the health and/or welfare of the supervisee's clients and/or the public, including impairment of the worker and support addressing those issues.
- Uphold ethical guidelines and professional standards.
- Make sure supervision session happen as agreed and to keep a record of the meeting.
- Ensure that supervisee is clear about his/her role and responsibilities.
- Set standards and assess the supervisee against these.
- Provide any needed assistance with completion of necessary paperwork for LCSW exam/application.

#### **Supervisee:**

- Uninterrupted time in a private setting.
- Supervisor's attention, ideas, and guidance.
- Receive feedback.
- Set part of the agenda.
- Ask questions.
- Expect supervisor to carry out agreed action or provide an appropriate explanation within an agreed time frame.
- To have his/her development and training needs met.

- Challenge ideas and guidance in a constructive way.
- Identify abilities and learning needs related to social work/clinical practice, supportive counseling, and therapy, conducting groups, case management, crisis intervention, screening and evaluation, documentation, and program development.
- Attend supervision as scheduled. Notify supervisor at least 24 hours in advance of absences. (*Consequences of absences may lead to termination of contract/supervision services.*)
- Missing (2) appointments may lead to termination of contract at the discretion of supervisor (fees still apply).
- Inform the client that the supervisee is under supervision.
- Prepare for supervision by identifying any issue(s) where more guidance is needed and by being ready to speak from the client's clinical record.
- Seek feedback, resources, and support from the supervisor when challenges arise that require advisement.
- Maintain documentation of supervision and of hours accrued towards independent licensure.
- If the supervisee is in an agency setting and will be receiving supervision on these cases, the supervisee is responsible for securing written permission from the agency supervisor and for providing this documentation by the commencement of supervision.
- Uphold ethical guidelines and professional standards.
- Be prepared to discuss client cases with the aid of written notes.
- Validate diagnosis, interventions, approaches, and techniques used.
- Be open to change and use alternate methods of practice if required.
- Maintain a commitment to on-going Social Work education and Social Work profession.

#### **4. Procedural Considerations:**

The supervisor will strive to address any challenges or concerns with the supervisee directly and openly, with the goal of promoting growth and professional development and the best possible care for clients. However, supervisor does not have authority to enforce some recommendations and can employ sanctions such as an evaluation, report to a regulatory body, agency supervisor or administrator, refusal to recommend for credentials, and others. The supervisor may take actions necessary within this scope of authority of situations arise which put the supervisor, worker, clients or others in jeopardy. The supervisor also reserves the right to seek consultation related to any matter concerning the supervisee and/or his or her cases in order to resolve concerns that may arise during the course of supervision.

- Issues relating to supervisee's professional development will be discussed.
- Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines outlined in this contract may lead to termination of supervision.

- In the event of an emergency, supervisee is to contact supervisor. If supervisor is not available, contact Direct Supervisor.

**5. Cost/Finances**

Agreement of hourly rate for supervision per session: \$60, to be paid by the end of each month.

Practice responsible for payments: \_\_\_\_\_

Proof of Malpractice/liability insurance will be arranged by supervisee prior to first scheduled session.

**These signatures below indicate that the undersigned have read this agreement and affirm its terms.**

\_\_\_\_\_  
(Supervisee Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Supervisor Name)

\_\_\_\_\_  
Signature

*This contract is subject to revision at any time, upon the request of either the supervisee or supervisor. A formal review, however, will be conducted every six months and revisions to the contract will be made only with the consent of the supervisee and approval of supervisor. Cultivating Connections, LLC reserves the right to terminate contact at any time.*