

Supervision Agreement

This Supervision Agreement is effective as of _____ (date) by Hope Charles, (known as **the Supervisor**) and _____ (known as **the Supervisee**).

Types of Supervision

A collaborative approach between the Supervisor and Supervisee is used. This is individual Supervision with a combination of teaching, supervising, and consulting done for the Supervisee, based off your current developmental needs of the COUC 692 Masters level student.

Frequency of Supervision

Supervision will take place with the Supervisee after every 15 hours of psychotherapy with clients, as required by the state of Florida.

Background of Supervisor

The Supervisor is a licensed Mental Health Counselor, has completed a master's degree from a CACREP accredited University, along with training in Supervision. I have a year of experience providing clinical supervision. I use a Discrimination model for supervision and lean towards a Person-Centered approach for my preferred theoretical approach.

Nature of confidentiality in Supervision

In review of the Supervisee's client, supervision will remain confidential, in accordance with the ACA Code of Ethics. Clients are to be informed that their sessions will be reviewed by the Supervisor to further assist the Supervisee with additional support. Clients are also required to sign an informed consent acknowledging that they are aware of these things.

Rights of Supervisor

The Supervisor has the right to offer the Supervisee feedback on sessions and case notes. The Supervisor also has the right to relay any concerns as it relates to skillset and competencies. The Supervisor can review sessions of the Supervisee at any point to ensure the clients are receiving the proper interventions, treatment plan, and ongoing care.

Responsibilities of Supervisor

- The Supervisor will assist the Supervisee with teaching, consultation, and supervision, after every 15 hours of psychotherapy with clients.
- Ensure ethical standards are being met.
- Ensure Supervisory Session notes are stored and signed.
- Ensure client's notes are protected and maintained.
- Ensure the Supervisee has an established development plan.
- Ensure Supervisee has performance reviews yearly.
- Supervisor is prohibited from serving as the Supervisor of a friend or family member, as stated in the ACA Code of Ethics.
- The Supervisor has the right to terminate this agreement if they believe the Supervisee is not fulfilling their responsibilities at any point.

Rights of Supervisee

The Supervisee has the right to receive feedback on sessions and case notes from the Supervisor. The Supervisee also has the right to request additional support and resources to enhance skillsets

and competencies. The Supervisee can request supervision, upon scheduled request to ensure client's needs are being taken care of properly, while in session.

Responsibilities of Supervisee

- The Supervisee must inform their client that they are under supervision as stated in the ACA Code of ethics.
- Supervisee is responsible for the submission of on-time, properly documented client case notes.
- Supervisee must have their own therapist as a means of self-care. This must be funded by the Supervisee.
- Supervisee must inform the Supervisor when they believe themselves to be impaired and unable to function in their role effectively.
- Ensure ethical standards are being met.
- Ensure Supervisee Session notes are accurately completed in a timely manner.
- Ensure Client Session notes are completed in a timely manner.
- Ensure they sign off on their quarterly performance reviews.
- The Supervisee has the right to terminate this agreement if they believe the Supervisor is not fulfilling their responsibilities at any point.

Appropriate Description of Supervisory Model and Approach

The Supervisor will provide supervision based upon an eclectic Supervision Model which combines Humanistic-Relationship Psychotherapy Model and the Discrimination Process Model.

Nature of Record Keeping

Electronic client records are kept for a period of seven years after their last termination session. After this time, records will be archived and destroyed. This is following the ACA Code of Ethics and the state requirements in accordance with the State of Florida.

Process of Evaluation

The Supervisee is evaluated through a self-rated assessment, a collaborative review between the Supervisee and Supervisor, and a developmental review given by the Supervisor upon the completion of the Supervision Agreement.

Emergency Procedures

Should an emergency take place during a session, the Supervisee is to first reach out to the Supervisor for support. If the emergency calls for police assistance, 911 is to be called, and the Supervisor must be notified immediately.

Financial

Supervision will be free for all COUC 692 students, for the Summer 2025 Semester only. After that time, supervision will be at a rate of \$50 per hour for Graduate students and \$75 for professionals.

I _____ (Supervisee) agree to the above. _____ Date

I _____ (Supervisor) agree to the above. _____ Date