

# Professional Supervision

## CONTRACT

The following contract is between \_\_\_\_\_ (Supervisee)

and \_\_\_\_\_ (Professional Supervisor).

### 1. Purpose, Goals And Objectives Of Professional Supervision

- a. Monitor and promote welfare of clients seen by supervisee;
- b. To promote development of supervisee's professional identity and competence;
- c. Fulfil requirement of supervisee certification and accreditation; and
- d. Fulfil \_\_\_\_\_ (governing membership) requirements.

### 2. Context And Content Of Professional Supervision

- a. Individual professional supervision at professional supervisor's office, online via video, via phone, or on an as needed basis. In the case of a crisis, an appointment can be made for as soon as possible outside this time;
- b. A variety of methods will be used within a multi-faceted framework.

### 3. Method of Evaluation

Feedback will be provided each session. Records will be limited to session details and major issues relevant to the professional supervision of the case. A formal evaluation will be conducted every 6 months. Professional supervision notes (if kept) may be shared with the supervisee at the professional supervisor's discretion and upon request of the supervisee. An unedited video of a one-hour counselling session may be required, if the professional supervisor needs to view a session to continue appropriate professional supervision. This will be discussed with the supervisee before a request is made. Written permission from the client will be required at these times.

### 4. Duties and Responsibilities of Professional Supervisor-Supervisee

- a. Professional supervisor:
  - Encourage ongoing professional education
  - Challenge supervisee to validate approach and technique used
  - Monitor basic micro-skills and advanced skills, including transference and countertransference
  - Provide alternative approaches for the supervisee
  - Intervene where client welfare is at risk
  - Ensure ethical guidelines and professional standards are maintained
  - Provide consultations when necessary
  - Discuss administrative procedures and marketing strategies
- b. Supervisee:
  - Uphold ethical guidelines and professional standards
  - Discuss client cases with the aid of written case notes and video / audio recordings
  - Validate diagnoses made and approach and techniques used
  - Be open to change and alternative methods of practice
  - Consult professional supervisor or designated contact person in cases of emergency
  - Implement professional supervisor directives in subsequent sessions
  - Maintain a commitment to supervisee education and the counselling profession

### 5. Procedural Considerations

- a. Supervisee's written notes, diagnoses, action plans and video may be reviewed in sessions
- b. Issues related to the supervisee's professional development will be discussed
- c. It is understood that important issues experienced in the counselling setting will be raised and addressed in professional supervision. Failure to raise such issues in a reasonable timeframe will be considered a breach of contract.

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## CONTRACT

- The contract is subject to revision at any time, upon request by either the professional supervisor or supervisee. The contract will be reviewed each 6 months on the approval of both the professional supervisor and the supervisee.
- The price per one-hour session will be \$170 gst inclusive, or \$80 for student supervisees. Invoices with amount owing are to be sent to the supervisee, with payment due 2 days prior to the session.
- Proof of 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 supervisor \_\_\_\_\_
- Professional membership details to be provided by supervisee for search by supervisor. If not yet a member of a professional body, information to be provided by supervisee once obtained.  
Date provided \_\_\_\_\_
- Sessions are to be made by appointment only. Appointments can be made by phone or via online booking system, but only with assigned Supervisor.

### 6. Cancellation Policy

No penalties exist if supervisees cancel a session with a minimum of 24 hours notice prior to the professional supervision session. Supervisees who do not keep to appointment times and have not cancelled the session will incur a full session fee penalty. This fee will need to be paid in full prior to booking of any additional sessions. As practicing supervisees, there is an expectation by your professional supervisor to commit fully to the professional supervision process, and this includes keeping appointments. Unexpected emergencies can be discussed on an individual basis.

### 7. Contact Outside of Appointment Times

There may be occasions when you need to consult your professional supervisor outside of appointment times. This can be done by phone or email when necessary, as discussed. Fees will be determined by a case by case basis with pro-rata fees incurred. Invoices for these times will be due within 7 business days of the provided service.

### 8. Agreement

We agree, to the best of our ability, to uphold the guidelines specified in the professional supervision contract and to manage the professional supervisory relationship process according to the ethical principles and Code of Conduct of the governing professional bodies.

Please circle the frequency of professional supervision you require:

Weekly

Fortnightly

Monthly

As Needed

Date of first session: \_\_\_\_\_

### 9. Indemnity

You are not an employee or an agent of Snoozeez Pty Ltd t/a Healing Mindz and as such you will indemnify Snoozeez Pty Ltd against any action arising from any client in relation to your activities.

Supervisee \_\_\_\_\_ Date \_\_\_\_\_

Professional Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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## CONSENT FORM

### Consent Form

#### **Private information**

As part of providing a professional supervision service to you, your supervisor \_\_\_\_\_ will need to collect and record personal information from you that is relevant to your current situation. This information will be a necessary part of the assessment and treatment that is conducted.

#### **Access**

You may access the material recorded in your file upon request, subject to the requirements of your professional governing body, and the exceptions in the National Privacy Act.

#### **Confidentiality**

All personal information and notes gathered by the supervisor during the provision of the supervision service will remain confidential and secure except when:

1. It is subpoenaed by a court, or
2. Failure to disclose the information would place you and/or another person at risk, or
3. Your prior approval has been obtained to
  - a. provide a written report to another professional or agency; e.g., a GP or a lawyer, or
  - b. discuss the material with another person; e.g., a parent or employer.

#### **Fees**

The cost of a one-hour consultation (60 minutes) is \$170 gst inclusive, or \$80 for student supervisees, which is payable 2 days prior to the session, by direct deposit as outlined in the invoice. Sessions that go over one hour will be charged pro-rata.

#### **Cancellation Policy**

If, for some reason, you need to cancel or postpone your appointment, please give a minimum 24 hours notice. Otherwise, you will be charged the full session fee if the invoice has not been paid. If the invoice has been paid, you will not be refunded for the full session fee.

#### **Clients of Supervisees**

It is the supervisees responsibility to advise their clients they undertake professional supervision and that their information may be shared. The names and contact details of the client will not be shared and therefore the clients/s themselves will remain anonymous.

I, \_\_\_\_\_ (Supervisee) have read and understood the above Consent Form. I agree to these conditions for the counselling service provided by Healing Mindz.

Supervisee \_\_\_\_\_ Date \_\_\_\_\_

Professional Supervisor \_\_\_\_\_ Date \_\_\_\_\_