

## Alison Hood

### Certified & accredited Counsellor Supervisor

- Psychotherapy & Counselling Federation of Australia (PACFA)  
Certified Clinical Supervisor Reg. 22304
- Australian Counselling Association (ACA) Supervisor (Level 4, CoS81839)
- Australasian Association of Supervision (AAOS) Reg. 0803211
- IAAN Certified Neuropsychotherapy Practitioner



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## Supervision services terms & conditions

I am committed to providing ethical, culturally responsive and trauma informed supervision services in collaboration with qualified and accredited practitioners who maintain a regular reflective practice including engaging in formal supervision.

We will reflect together on practice issues with a focus on the relationship between therapist and client, and the impact of this relationship on the therapeutic process. While drawing on culturally responsive and trauma informed frameworks, we will attend to issues around the therapist's 'Self', the dynamics of the therapeutic relationship, transference/countertransference, patterns of attachment; adaptive emotional learnings and relevant aspects of interpersonal neurobiology.

### Codes of conduct

As a qualified and accredited counselling supervisor, I am adhere to a range of professional and ethical codes of conduct maintained by my accreditation bodies (PACFA, ACA, AAOS) and by the state government's code of conduct for unregistered health professionals:

- Psychotherapy and Counselling Federation of Australia (PACFA): <https://www.pacfa.org.au/>
- Australian Counselling Association (ACA): <https://theaca.net.au/>
- Australasian Association of Supervision (AAOS): <https://supervision.org.au/>
- NSW Health Code of Conduct for unregistered health practitioners and health organisations: <https://www.health.nsw.gov.au/phact/Pages/code-of-conduct.aspx>

### Supervision hours for accreditation

I sign ACA (Supervisor Level 4 CoS81839) and PACFA (Supervisor 22304) supervision logs annually or at upgrade time. You are responsible for keeping a record of your hours and for completing the accrediting bodies renewal / upgrade form.

### Aims of supervision

- Sustain a high quality, reflexive and ethical service for the benefit of your clients and community.
- Support intentional health and vitality practices to mitigate the risks of vicarious trauma and burnout.
- Empower ongoing personal and professional learning, growth and development.

### Content of appointments

To be discussed and agreed, and to include time for reflection on issues arising during the session. Organisational policies will be discussed and adopted as relevant. Third party reports (verbal / written) are not provided: see also **confidentiality and limits** below).

### **Talking supervision (phone or videoconferencing)**

- 50 minutes per appointment, booked and paid in advance via the website.
- Frequency of sessions to be agreed: I recommend a commitment to a minimum of monthly individual appointments, which may be supplemented by group supervision and/or supervision in the sand appointments.
- You are welcome to contact me to arrange an additional supervision session if needed between regularly scheduled appointments and I will try to accommodate your needs.
- Phone and videoconferencing appointments are provided on the basis that we both:
  - arrange a quiet, uninterrupted and private space for the duration of every session;
  - do not audiorecord or videorecord any sessions; and
  - aim to have reliable connectivity (internet/phone) for the duration of the session.

### **Supervision in the sand (inner west Sydney)**

- Appointments are discussed and arranged during an initial phone/videoconferencing appointment, which is bookable via the website.
- We will discuss the frequency of sessions, which may change during the service period.

### **Group supervision**

Please review the group supervision guidelines ([Appendix 1](#)).

### **Fees & cancellations**

- Fees for each respective service are published on the website and are payable at the time of online booking (PayPal) or on receipt of my confirmation email (EFT). Fees are subject to change.
- Discounts are available for multiple bookings (EFT advance payment).
- Individual supervision appointments: 100% fee for cancellation within 48 hours or failure to attend a scheduled appointment.
- Open membership group supervision sessions: please refer to the guidelines (Appendix 1).
- If you wish me to invoice your employer, please use the relevant online booking option to provide contact details for the accounts department.

### **Confidentiality and limits**

The processes of the supervisory relationship and contents of sessions are strictly confidential. Content of sessions will not be discussed with, or reported to, third parties unless expressly agreed by supervisee and supervisor. Confidentiality is breached only if unsafe, unethical or illegal practice(s) are identified or disclosed (see also notification of risk).

### **Notification of risk**

Supervisee to manage and notify risk in accordance with own/employer's policies & procedures. Supervisee is not responsible for notifying supervisor of risks identified between supervision appointments. You are urged to discuss in supervision. If risk is identified or disclosed during our appointment, we will discuss and agree next steps as relevant. The supervisor is a Mandatory Reporter.

### **Liability**

Supervisee will maintain relevant professional liability insurance and professional accreditation, registration and licensing. Supervisee will not be covered by professional liability insurance held by supervisor. Supervisor is not the employer of the supervisee and is not responsible for any acts or omissions of the supervisee.

### **Supervisor's supervision and ongoing training**

I have an ethical responsibility to reflect regularly on my counselling practice and engage in continuing professional development to maintain currency of practice. As part of my commitment to ethical practice, I attend clinical supervision where I discuss my services while deidentifying all information about individual clients and service participants.

### **In an emergency**

I do not provide crisis, emergency or after-hours services. In a personal emergency, please contact emergency services (000). Other contacts may include your GP, the emergency department of your local hospital, Lifeline (13 11 14), Mental Health Triage Service (13 14 65) or 1800 RESPECT (1800 737 732).

## **Appendix 1: Group supervision guidelines**

**Overall aims of group supervision:** to optimise our vitality, health and growth; and to sustain a high quality, ethical and safe service for the benefit of ourselves, our clients and our communities.

- **Key activities:** reflect on our experiences of trauma informed and culturally responsive practice; explore areas of growth and development; and cultivate ideas and perspectives that help us mitigate the risks of vicarious trauma and burnout.
- **Group culture:**
  - We will respect & nurture ourselves, each other and our community of practice, maintaining an ethical, professional stance at all times (e.g. practicing self- and collective-care; using a quiet, well-lit, private space suitable for videoconferencing; being present for the entire duration to sustain the group holding space; maintaining visual & auditory connections using camera & microphone).
  - We will practice self/other compassion; offer constructive feedback; and refrain from criticising, judging or rescuing.
  - We will uphold the key principles of trauma informed practice, including cultural responsiveness, safety, trustworthiness, collaboration, empowerment and choice.
  - We will embody and body forth the Rogerian (Person Centred Therapy) attributes of unconditional positive regard, congruence and empathy.
- **Attendance & cancellations:** to support an effective group process, please do not book unless you are committed to attending for the entire session. Sessions are nonrefundable but may be rescheduled with 7-days' notice and subject to availability. It is not possible to reschedule within 7 days unless a practitioner is available to take your place.
- **Accreditation forms:** Accreditation forms are signed annually on request: please keep track of your attendance and complete the form in full before emailing me for signature and date:
  - ⇒ **PACFA Certified Clinical Supervisor 22304**
  - ⇒ **ACA College of Supervisors Level 4 81839**
- **Confidentiality:** contents of group sessions will not be discussed with, or reported to, third parties unless expressly agreed by all members of the group in discussion with the group supervisor. Confidentiality may be breached by the supervisor only if unsafe, unethical or illegal practice(s) are identified or disclosed.

- **Liability:** group members will maintain relevant professional liability insurance and professional accreditation (PACFA, ACA). Group members are not covered by the supervisor's professional liability insurance. Group members are not employed or contracted by the supervisor. The supervisor is not responsible for group member acts or omissions.
- **Notification of risk:** group members will assess, manage and report risk in accordance with their employing organisations' policies & procedures and/or their private practice protocols. Group members are not required to notify the supervisor of identified risks or the outcomes of risk reporting. To uphold effective, ethical and self-caring therapeutic practice, early career group members are encouraged to attend regular individual supervision appointments with a trauma informed and culturally responsive supervisor in addition to group sessions.
- **Logistics:** sessions are provided by videoconferencing (Zoom) with all participants using cameras and microphones to enable a constructive and connective reflective group process.
- **Fee:** I am committed to supporting PACFA's affordable group supervision scheme. The fee is payable online at the time of booking.

➤ **Last updated 12 November 2025**