

# **A Sample Contract for Supervision**

## **SUPERVISION CONTRACT**

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

Monitor and promote welfare of clients seen by Supervisee;  
Promote development of Supervisee's professional identity and competence;  
Fulfil requirement for Supervisee certification and accreditation; and  
Fulfil ACA membership requirement.

### 2. Context and Content of Supervision:

- a. Individual supervision at Supervisor's office/email/phone on a .....basis for one hour;
- b. A variety of methods will be used within an eclectic framework.

### 3. Method of Evaluation:

Feedback will be provided each session. Records will be limited to session details and major issues relevant to the supervision of the case. A formal evaluation will be conducted every six months. Supervision notes may be shared with Supervisee at Supervisor's discretion and upon request of Supervisee. An unedited video of a one counselling session will be reviewed quarterly if supervision is conducted by phone or email. Written permission of the client will be required at these times.

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

#### a. Supervisor:

- Encourage ongoing professional education.
- Challenge Supervisee to validate approach and technique used.
- Monitor basic micro-skills and advanced skills including transference and counter-transferences.
- Provide alternative approaches for the Supervisee.
- Intervene where client welfare is at risk.
- Ensure ethical guidelines and professional standards are maintained.
- Provide consultation when necessary.

#### b. Supervisee:

- Uphold ethical guidelines and professional standards
- Discuss client cases with the aid of written case notes and video/audio tapes.
- Validate diagnoses made and approach and techniques used.
- Be open to change and alternative methods of practice.
- Consult supervisor or designated contact person in cases of emergency.
- Implement Supervisor directives in subsequent sessions.
- Maintain a commitment to counsellor education and the counselling profession.

### 5. Procedural Considerations

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

This contract is subject to revision at any time upon request by either Supervisor or Supervisee. The contract will be reviewed each six months on the approval of both the Supervisor and the Supervisee.

We agree, to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles and code of conduct of the **ACA**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Supervisee**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This contract is in effect from ..... to .....