

SUPERVISION CONTRACT TIPS:

Supervision contracts are used to detail how, and under what conditions, clinical supervision will be provided. The contract represents the discussion and agreements between the Approved Supervisor and the person to be supervised/mentored. The following are some issues that should be considered in the development of a supervision contract, whether the contract will be for supervision mentoring or direct supervision of MFTs/trainees.

- Logistics - when and where will the supervision be conducted, length of supervision sessions, etc.
- Clarification of preferred therapy and supervision philosophies.
- Clarifications of supervisory relationships - describe roles and responsibilities.
- Roles of multiple supervisors - if more than one supervisor is working with the supervisee, how will cases be divided, under what conditions may the supervisors discuss the progress of the supervisee?
- Goals of the supervision - what does the supervisee want to learn or accomplish; will supervision hours count toward licensure, association membership, etc.?
- Methods of supervision - expectations about how case information will be presented (notes, videotape, etc.) to the supervisor.
- Evaluation procedures - when will formal evaluation discussions take place, will they be documented, what is the evaluation criteria?
- Any issues, rules, regulations specific to the agency/institution in which the therapy and/or supervision will be conducted. (Ex: rules about videotaping, removing case notes from the premises, etc.)
- Reporting requirements and emergency procedures for high risk or abusive clients.
- How the supervisee can reach the supervisor in cases of emergency.
- Adherence to ethical guidelines - what code(s) of ethics does the supervisee agree to abide by. (Note: In the contract, the parties can agree to abide by a certain code even if they are not members of the organization that promulgated the code).
- Information that the trainee-supervisor relationship is confidential and its limits.
- Record keeping - how records of supervision will be kept, both session notes and the log of supervision.
- Notification of clients that the therapy is being supervised and by whom.
- Payment for supervision - amount, when payments are due.
- How disagreements between the supervisor and supervisee will be brought forth and resolved.
- When the supervisory relationship will end, and conditions under which the contract may be continued.

SAMPLE SUPERVISION CONTRACT

We have decided to enter into a supervision experience together and we have gone over a number of issues in order to help us create an agreed-upon context for that experience. The purpose of this contract is to outline those issues and to serve as a resource for our work together.

Therapist/Trainee

Name _____

Address _____

Supervisor

Name _____

Address _____

Outline of Logistics

We have agreed to commit _____ (length of time or number of contacts) to some form of supervision contact, beginning _____ and continuing until _____. We have decided to divide up this time in the following ways:

In the case of a client cancellation, we have decided _____

In case of an emergency we have discussed the following procedure(s): _____

Note: If you think you, a client, or another individual is in imminent danger, first call the police department and the follow the procedure above.

Clarification of the Supervision Relationship

My supervision style

SAMPLE SUPERVISION CONTRACT

Confidentially

Plan for providing feedback to one another

Plan for handling stumbling blocks/disagreements/etc.

Additional clarifications

Identification of Goals

We have identified the following goals for our work together

Therapist Signature

Supervisor Signature

Date

Date

AAMFT Approved Supervisor Sample Contract Checklist

These areas are important for supervision contracts.

- Philosophy, preliminary information**
- Expectation to follow AAMFT Code of Ethics**
- Pragmatics/logistics** (provide a few details)
- Methods** (list your preferred methods for supervising, including evaluation criteria and process)
- Responsibilities and expectations of supervisor, trainee, others** (e.g., graduate program, agency, other supervisors)
- Agreements regarding keeping supervisor informed** (list a few details)
- Confidentiality, including trainee confidentiality and limits**
- Contact information and emergency procedures**
- Potential supplemental requirements** (list any you think of for yourself)
- Due process**
- Duration of the contract and criteria for termination**
- Inclusion of other parties** (e.g., graduate program, agency, other supervisors)
- Other**