

SDSU/UCSD Joint Doctoral Program in Clinical Psychology

Contract for Supervision

This is an agreement between the supervisee: _____

and supervisor: _____ for practicum at the following site(s)

_____.

Both parties agree to the following:

1. This supervisory arrangement is made to establish and develop competency in _____.

To the degree to which each party exercises control, it is the responsibility of both the supervisor and supervisee to ensure that the terms and conditions of the proposed supervision meet all requirements consistent with the above stated purpose of the supervised experience.

2. The term of supervision will be from _____ to _____.
3. Supervisee is expected to work _____ hours per week in professional activities being supervised, with _____ hour(s) of individual supervision per week from the supervisor and _____ hour(s) of delegated supervision or group supervision per week. The primary supervisor shall retain responsibility for oversight of the delegated work. (Delegated supervision may entail assigning a portion of the supervisee's work to the oversight of someone with specialty competency in an area of supervisee interest such as assessment or a treatment modality or an ethnic population, as examples. Group supervision may involve additional supervisees of the same discipline or a treatment team, as examples.)
4. Supervisor's only payment will be through their agency. Supervisees will not be paid.
5. Both parties have reviewed and consent to written policies and practices concerning client record keeping and access to records, documenting of supervised activities, documenting of supervision, confidentiality of client information and exceptions to confidentiality, handling of client emergencies and terminations, client billing and reporting of identity and supervised status of service provider, the indication of supervised status on all documents and reports, informing clients of provider's supervised status, and obtaining appropriate client informed consent.
6. Malpractice insurance to cover the supervisee's professional services rendered under supervision will be procured, maintained in full force and funded by the SDSU/UCSD Joint Doctoral Program in Clinical Psychology. Copies of the certificate of such insurance, notice of any and all renewals, changes, modifications and/or restrictions and denials of coverage with respect to the insurance shall be provided by the purchaser of the policy to both supervisor and supervisee upon request.
7. Both parties agree to keep one another informed of all the facts about any alleged injury from the care or treatment of any patient and, subject to the terms of the malpractice policies, cooperate with each other in the conduct of the defense of any such claim.
8. Both parties agree to keep one another informed of changes, which may affect any of the terms of this Contract. Modifications to this Contract may be made with agreement of both parties, and this Contract may be terminated by either party with 2 weeks notice (except where earlier termination is reasonably necessary due to emergency circumstances). Any dispute arising

between the parties regarding the enforcement or application of this Agreement must first be submitted to mediation by the Practicum Committee.

The Supervisor agrees to the following:

1. The supervisor will avoid any dual or multiple relationships with the supervisee, which could reasonably be expected to lead to exploitation or loss of objectivity. (Dual relationship means a situation where a psychologist and client have both a professional relationship and a nonprofessional relationship such as a personal friendship, business or financial ties, mutual club or social group activities, family or marital ties, or sexual relationship.) If a dual or multiple relationship does exist, the supervisor is responsible for explaining how the said relationship does not hamper objectivity or exploit the supervisee and the means developed to prevent/resolve any problems, which may arise from the said relationship.
2. The supervisor is responsible for the professional services provided by individuals under his/her supervision. The supervisor will assign to the supervisee only such tasks as the parties agree that the supervisee is competent to deliver by reason of the supervisee's training and experience. The supervisor will assign activities and delegate supervision in a manner consistent with the purpose(s) of this supervision contract, applicable state and federal law and the requirements of any applicable third-party payer program.

Proposed supervisee activities are as follows:

Proposed delegated supervision or group supervision is as follows:

The supervisor will be available to the supervisee under the following circumstances and to the following degree:

The back-up supervisor in case of emergency or absence of primary supervisor is:

The supervisor will document supervision in the following manner:

3. The supervisor will continually evaluate the appropriateness of the services rendered and the professional development of the supervisee. Formal evaluation of the supervisee will occur at the end of December and June. The supervisor will evaluate the supervisee using forms provided by the SDSU/UCSD Joint Doctoral Program in Clinical Psychology Practicum Committee. The supervisor's evaluation will be reported to the SDSU/UCSD Joint Doctoral Program in Clinical Psychology and the supervisee's program mentor.
4. The supervisor proposes the following nature/style/manner of providing supervision to the supervisee:

5. Appropriate space, equipment, and support services will be provided to supervisee.
6. The supervisor will maintain good standing on the faculty of the SDSU/UCSD Joint Doctoral Program and in their respective clinical positions. It is understood that the supervisory relationship must be terminated during any time the supervisor's license or other required credential(s) are suspended or subject to other disciplinary sanctions, and that under such circumstances the supervisor will notify the practicum committee of such action.
7. The supervisor will ensure the supervisee uses a title indicating the appropriate training status.
8. Supervision will normally take place at the same site the supervisee's services are delivered. Exceptions to this arrangement are as follows:

The Supervisee agrees to the following:

1. The supervisee will document supervised activities in the following manner:
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2. The supervisee will follow all ethical codes, legal requirements, and office policies.
 3. The supervisee will perform their duties in a timely and complete manner as outlined below:
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4. The supervisee will inform all clients of the supervised status of the treatment provider and obtain client consent prior to the commencement of services. The supervisee will ensure the supervised status is documented on all written reports and billing.
 5. The supervisee will consider the supervised experience as a learning opportunity and seek the benefit of the supervisor's instruction and oversight.
 6. Time away from practicum is to be kept to a minimum to ensure adequate training hours and service coverage, and allowable time is at the discretion of individual supervisors. For planned leave, students must make a formal request to their primary supervisor at least 30 days in advance. For unplanned leave, students must inform the supervisor as soon as possible that they will be absent. In general, JDP Practicum students will be allowed a maximum of the equivalent of

five practicum weeks off per year for all personal absences (i.e., vacation, sick leave, conferences, etc.). For example, a 2-day per week practicum placement would allow 10 practicum absences per year, and a 3-day per week practicum would allow 15 practicum absences per year. Time off for internship interviews should be arranged separately with the practicum supervisor.

For this practicum, the student is permitted ____ practicum days off.

I have read the above, had an opportunity to discuss related questions, and agree to the provisions set forth.

Signatures:

Supervisor

Date

Supervisee

Date