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Supervisor arrangements, including external supervisor contract	SC.001	Version 1.1
Prepared by: Stuart Hanson	Approved by: Dorian R Ramirez	Page 1 of 3



SUPERVISION CONTRACT (suggested template)

This is an agreement between _____ (Supervisee) and _____ (Supervisor).

The purpose of supervision is to: (e.g., meet requirements for training supervision) _____.

Effective Dates: _____; Frequency of Meetings: _____; Duration of supervision session: _____.

Type of Supervision: _____ Group; _____ Individual; _____ combination of both

Supervisor's definition of supervision: (clearly provide your definition to promote shared meaning)

1. Purpose, Goals and Objectives of Supervision:

- b) To fulfil requirements for training supervision;
- c) To promote development of supervisee's professional identity and competence;
- d) To (Other) AS AGREED UPON BY SUPERVISOR AND SUPERVISEE.

2. Context and Content of Supervision:

- a) The content of supervision will focus on the acquisition of knowledge, conceptualisation, and skills within the defined scope of practice.
- b) The context will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/ privacy), and all relevant legislation.

3. A supervisory record form will be used to document impressions of each supervisory session. Feedback will be provided at the close of each session. Supervision notes may be shared with supervisee.

4. Rights and Responsibilities of both parties

a) Supervisor Rights

- 1. To bring concerns/issues about Supervisee's work.
- 2. To question Supervisee about his/her work and workload.
- 3. To give Supervisee constructive feedback on his/her work performance.
- 4. To observe Supervisee's practice and to initiate supportive / corrective action as required.

b) Supervisor Responsibilities

- 1. To uphold ethical guidelines and professional standards.
- 2. To make sure supervision sessions happen as agreed and to keep a record of the meeting.
- 3. To create a supervision file containing supervision records and other documents relating to development and training.
- 4. To ensure that Supervisee is clear about his/her role and responsibilities.
- 5. To record the supervision session and to store their copy in the supervision file.
- 6. To monitor Supervisee's performance.
- 7. To set standards and assess the Supervisee against these.
- 8. To know what Supervisee is doing and how it is being done.
- 9. To deal with problems as they impact on the Supervisee's performance.
- 10. To support supervisee and the agreed personal development plan.
- 11. To complete all forms as requested by the relevant authority.

c) Supervisee Rights:

- 1. To uninterrupted time in a private venue.
- 2. To Supervisor's attention, ideas and guidance.
- 3. To receive feedback.
- 4. To set part of the agenda.
- 5. To ask questions.
- 6. To expect Supervisor to carry out agreed action or provide an appropriate explanation, within an agreed time frame.

Supervisor arrangements, including external supervisor contract	SC.001	Version 1.1
Prepared by: Stuart Hanson	Approved by: Dorian R Ramirez	Page 2 of 3



- 7. To have his/her development/training needs met.
- 8. To challenge ideas and guidance in a constructive way.

d) Supervisee Responsibilities:

- 1. To uphold ethical guidelines and professional standards;
- 2. To be prepared to discuss client cases with the aid of written case notes and/or video/audio tapes;
- 3. To validate and monitor approaches and techniques used;
- 4. To be open to change and use alternate methods of practice if required;
- 5. To consult supervisor or designated contact person in cases of emergency;
- 6. Implement supervisor directives in subsequent sessions; and
- 7. Maintain a commitment to on-going education and the profession.

5. Procedural considerations:

- a) Supervisee's written cases notes (plus agreed plans) and audio/video tapes may be reviewed in each session;
- b) Issues relating to supervisee's professional development will be discussed;
- c) Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines outlined in this contract. If concerns of either party are not resolved in supervision, (NAME OF ALTERNATE PERSON TO WHOM TO MAKE GRIEVANCE TO) will be consulted; and

6. Supervisor's Scope of Practice - Brief description of Supervisor's work, qualifications and practice

7. Finances/ Insurance

Agreement as to hourly rate for supervision: _____ to be paid by: _____

Professional liability 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 _____.

This contract is subject to revision at any time, upon the request of either the supervisee or the supervisor. A formal review, however, will be conducted every twelve months and revisions to the contract will be made only with consent of the supervisee and approval of supervisor.

We agree, to the best of our ability, to uphold the guidelines specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the ethical principles of the FMC.

Supervisor

Supervisee

DATE from which this contract is effective

DATE of revision/confirmation

Supervisor arrangements, including external supervisor contract	SC.001	Version 1.1
Prepared by: Stuart Hanson	Approved by: Dorian R Ramirez	Page 3 of 3