Danielsen Institute

Individual Supervision Agreement - Psychology

**Supervisor:**

**Supervisee:**

**Introduction**

This document is intended to establish parameters of supervision and clarify expectations of both parties to support optimal client care and training.

I. **Competencies Expected**

1. Competencies are detailed in your Training Goals and Training Plan**.** In addition, you and supervisor may identify and work on personal learning goals related to your professional development.
2. Supervisees will self-assess clinical competencies (knowledge, skills, values/attitudes, and capacities).
3. Supervisors will make assessments based on observation including video or audio tapes, work samples, and supervisory or training interactions.

II**. Context of Supervision**

1. \_hour(s) of individual supervision per week; hours of group supervision per week.
2. Review of videotapes or audiotapes is a required part of supervision process.
3. Supervision will involve multiple activities organized around 3 key supervision tasks: client care (includes clinical administration), professional development of the supervisee, and evaluation related to professional advancement and gatekeeping. Supervisory activities will include review of tapes, progress notes, discussion of live observation, instruction, modeling, mutual problem-solving, and role-play.

**III. Evaluation**

1. Clinical and training feedback will be provided in each supervision session. Feedback to the supervisor should also occur in each supervisory session.
2. Summative evaluation will occur twice per year, once at mid-year and once near the end of the training year, utilizing the Training Goals and rating scale provided at Orientation. Requirements for completion are listed in your Training Goals and Training Plan.
3. Supervisory evaluations and program evaluations will also occur twice per year.
4. Any difficulties will be addressed in a supportive and timely manner as detailed in the Policies and Procedures Manual.

**IV. Duties and Responsibilities of Supervisor**

1. Oversees and monitors all aspects of clinical work and professional conduct for shared cases.
2. Offers guidance and collaboration regarding treatment planning, process and outcome monitoring, and intervention strategies.
3. Takes the lead in cultivating, sustaining, and repairing the supervisory relationship.
4. Works with the supervisee to build competencies and capacities described in Training Goals.
5. Encourages focused/deliberate practice around individual learning goals.
6. Oversees risk assessment and risk management.
7. Take responsibility to identify and engage intercultural and social justice concerns in treatment and supervision/training.
8. Introduces and discusses relevant research, theory, and clinical wisdom.
9. Supports the supervisee in developing strengths and areas of interest.
10. Models and supports the use of self, self-care, and on-going learning.
11. Acts in an ethical and professional manner.
12. Provides frequent training feedback in a clear and reasonable manner to promote supervisee success.
13. Receives and responds to feedback in an open manner, and seeks to grow as a supervisor.

V**. Duties and Responsibilities of the Supervisee**

1. Comes prepared to discuss all aspects of clinical cases, including conceptualizations, interventions, questions, ethical issues, transference and countertransference, cultural and social justice considerations, spiritual and existential issues, and research/clinical literature.
2. Reviews client video/audio tapes with supervisor.
3. Identifies strengths, areas for growth/future development, and seeks input for deliberate practice.
4. Understands the liability (direct and vicarious) of the supervisor with respect to supervisee practice and behavior, and acts accordingly.
5. Informs clients of status as supervisee, the supervisory structure (including supervisor access to all aspects of case documentation and records), and name of the clinical supervisor.
6. Discloses errors, concerns, and clinical issues as they arise.
7. Raises issues or disagreements that arise in supervision process and works towards resolution.
8. Provides regular feedback to supervisor on supervision process.
9. Engages and responds non-defensively to supervisor feedback.
10. Consults with supervisor or delegated supervisor in all cases of emergency.
11. Acts in an ethical and professional manner.
12. Implements supervisor guidance and directives.

**Procedural Aspects**

1. Although only the information which relates to the client is strictly confidential in supervision, the supervisor will treat supervisee disclosures with discretion. There are limits of confidentiality for supervisee disclosures including ethical and legal issues, or indication of harm to self and others. Supervisors share information related to professional development and professional functioning with other staff.
2. Progress reports will be submitted to your school as required (if applicable).
3. If the supervisor or the supervisee must cancel or miss a supervision session, the session will be rescheduled or a backup supervision hour will be arranged.
4. The supervisee may contact the supervisor at (contact #) or on-call supervisor at 617-353-3047.
5. A supervisor must be contacted for all emergency situations, and the primary supervisory must be notified as soon as possible.
6. Other procedures are detailed in The Policies and Procedures Manual, emails, or memos.

**Supervisor’s Scope of Competence**

Supervisor’s license and jurisdiction:

Graduate school and area of focus:

Areas of competence and training: see attached CV and/or discussed in person

We, the supervisee and supervisor, agree to the commitments described above and also to follow other applicable guidelines such as professional Ethical Principles and Code of Conduct, applicable laws/regulations, and Boston University or Danielsen Institute policies and procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date