

## **Supervision Contract for Internship**

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 agreement-upon context for that experience. The purpose of the contract is to outline those issues and to serve as a resource for our work together.

### **Therapist/Trainee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### **Supervisor:**

Name: Laurie Ponsford-Hill, PhD, RMFT, CCC, RCAT , RSW, AccFM, RP

Address: The Counselling House, 600 Princess St, Suite 301, Woodstock, ON N4S 4H4

and 111 Waterloo St, Suite 103 London, ON N6B 2M4

### **Outline of Logistics**

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

ways: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

**Site Description:** Private Practice: individual, couple, marital, and family therapy. Providing either distance therapy, on-line or by phone or in person therapy at one or more of our locations, or a combination of distance and in person.

**Purpose of supervision:** To provide close monitoring and supervision of client contact aimed at protecting the welfare of the supervisees client's while providing a structured environment through which the supervisee has the ability to further develop counselling and psychotherapy skills. Assess and develop the core competencies, goals, cultural competence, self of the therapist, ethical considerations, administration.

**Conditions of Supervision:** Agreed upon supervision of specific hours between the two parties will occur on a basis which meets requirements of the supervisee. Supervision will include identification of learning needs, discussion of cases, role plays, learning of therapeutic techniques viewing and discussing record keeping, viewing and discussing recorded sessions, discussion of group therapy sessions,

debriefing, reviewing treatment plans, co-therapy, direct live observation in session. Supervision provided will follow the standards set by your specific school and/or association/registering body for clinical supervision. Supervision provided will be based on an integrative approach.

**Supervision Fees:** will be at a rate of \$170.00 per hour for individual supervision and \$170.00 per two hour block for dyadic supervision sessions.

**No Payment for supervision:** Each client will pay a minimum of \$30.00 or an amount determined through client negotiation as a sliding scale rate paid to The Counselling House by registering on-line for each individual/couple and or family session. A minimum of 10 clients per week is required weekly in order to cover costs associated with supervision. However, if costs of supervision exceed charges to clients referred then the total accumulated amount for supervision will be paid by the supervisee at the mid point and at the end of the internship. If the amount exceeds the expense of supervision then the supervisee agrees to attend group supervision to make up the difference in the added income.

**Supervisor Responsibility:**

Working with supervisee to frame out schedules and supervision times

Prepare supervisee with information, continued earning opportunities, recommended and/or required readings

Outline policies for scheduling, cancellation, documentation, storage and security

Assist with the design of a group counselling component if group hours are required by the student

Provide ongoing evaluation and provide evaluations as required, and submit confirmation of hours

Emergency plan supplied.

**Supervisee Responsibility:**

Being on time to participate in supervision and responsible for the scheduling of times

Be responsible for acquiring clinical psychotherapeutic contact hours and maintaining a ratio of 5 client contact hours per 1 hour of supervision

Complete training, use continued learning opportunities, and reading suggestions

Contact supervisor as outlined for emergency situations, detailed notes, and seek guidance in difficult client scenarios

Provide own liability insurance/workplace insurance coverage for psychotherapy practice

Agree to abide by the CRPO, CCPA, OAMHP, OCSWSSW and/or CATA code of ethics or other \_\_\_\_\_

Provide to clients a counselling student status, consent forms signed as acknowledgement by each case and provide consent forms for recording of clients for observation

Steps in Resolving Conflict between Supervisee and Supervisor: Discussion time scheduled if there are issues and, in the event issues cannot be resolved the institution in which the student is involved in will be notified by the student for intervention or conclusion of supervision

Expectations of practicum hours/ hours of supervision to be successfully completed is to be provided to the supervisor depending upon specific needs as per organizational requirements

Supervisee will at the outset inform supervisor of specific institutional requirements to be fulfilled in supervision.

**Identification of Goals:**

Please identify the following goals for our work together that you would like to achieve

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Valid until mutual agreement of supervision contract

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Supervisee

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Date

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CRPO, CCPA, CATA, AAMFT, OCSWSSW Supervisor

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Date