

Professional Supervision Contract FOR ASSOCIATE NZCCP MEMBERS

Name of Supervisee:		
Profession of Supervisee:		
Phone:		Email:
Work covered by supervision: [e.g. work settings - for organisations and/or private practice. Note any areas not covered in this supervision]		
Name of Supervisor:		
Profession of Supervisor:		
Phone:		Email:
Date of start of supervision covered by this contract		
Expected supervision frequency and session length		
Expected frequency of review of supervision	Yearly	

Conduct of Supervision¹:

1. A supervisor for an Associate Member must be a New Zealand Registered Clinical Psychologist, with a Diploma in Clinical Psychology, and be a member of an approved professional body. The supervisor must be in supervision themselves and have a commitment to training in supervision.
2. At least one hour of supervision every two weeks for a psychologist in full time work is expected.
3. The supervisor will be asked to provide a supervision report to NZCCP about the supervisee which must cover 20 hours of supervision over a period of at least 12 months of clinical practice.
4. The supervisee is responsible for ensuring that their professional practice is ethical and competent. Both supervisor and supervisee are responsible for their own professional conduct and competence.
5. Supervisors are expected to address professional, cultural, ethical, and educational issues, and personal issues that relate to and affect the supervisee's work performance. Any specific additional duties or expectations (and actions that may arise) related to this supervision should be made explicit and listed in the "Other Specific Terms of Contract" section below. This may include, but is not limited to, obligations to the supervisee's training institution, an employer, or the Psychologists Board.
6. Supervisees are expected to have reviewed their current work and clarified their priorities and needs before the supervision session.
7. The format and activities for supervision sessions will be defined by the supervisee and supervisor at the start of supervision. The inclusion of some direct observation (audio tape, video, screen etc.) and written work review (e.g. clinical notes, reports, etc.) is strongly encouraged.
8. Both supervisor and supervisee have a responsibility to keep notes on the supervision process pertaining to their respective roles.
9. The supervisor guarantees confidentiality in the supervisory relationship within the normal ethical constraints of a practicing psychologist. Exceptions to maintenance of confidentiality are:
 - Concerns for the wellbeing of a client or the supervisee.
 - Concerns for the safety of others
 - The supervisor's own clinical supervision/consultation

¹ For more information see NZ Psychologists Board *Guidelines on Supervision* at www.psychologistsboard.org.nz

- Disciplinary actions or actions required by legal requirements.

Any other limitations to confidentiality, and the circumstances in which these limitations may apply, are should be listed in the *Any Other Specific Terms of Contract* section below.

If disclosure was deemed necessary, the supervisee will be advised of the nature and reason for any disclosure prior to the disclosure or, where that is not possible, as soon as practicable thereafter. Both parties must agree to any disclosures not covered by the above reasons.

10. If a problem related to supervision occurs, resolution should initially be sought by discussing the problem and seeking solutions within the supervisory relationship. If it is not possible to satisfactorily resolve the issue, either party may ask for mediation provided by a mutually agreed third party. Any agreed course of action should be made explicit and (if appropriate) added to the supervision contract. If this does not resolve the issue, the Psychologists Board may be involved if appropriate.
11. In the event of a concern arising for the supervisor regarding issues of safety or propriety either the supervisor or the supervisee should promptly contact the psychologist’s employer or the Psychologists Board if appropriate.

Goals for Supervision

The supervisor and supervisee shall discuss and define goals for supervision. Other goals and topics may be included in supervision as needed. The defined goals and objectives for the next 12 months are:

General Goals

• Maintain a high standard of client care and professional practice
• Deepen knowledge, skills, and competence in professional theory and practice
• Foster effective and satisfying function within the organizational/work context
• Support achievement of a healthy, productive and satisfying working life

Specific Goals

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Any Other Specific Terms of Contract:

<p>Financial and cancellation considerations</p> <ul style="list-style-type: none"> • Supervisee and supervisor should give as much notice as possible of the need to reschedule an appointment. In general, any session that is not attended by the Supervisee or that is cancelled within twenty-four hours of the arranged time will be charged for at the full rate. • The Supervisee agrees to pay the agreed fee for each session on invoice unless alternative arrangements have been made in advance. If at any stage an outstanding debt is not paid following reminder, legal recourse including use of a debt collector may be sought.
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The parties hereby agree to the terms and conditions set out in this agreement.

Supervisee:.....Date:..... Supervisor:..... Date:.....