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## Agreement for Professional Supervision Services

### Introduction

This agreement has been created to address the legal, ethical, practical, and clinical issues of the supervision relationship. It can be added to or modified as the supervision process unfolds over time and across cases, and these addenda are indicated on the last page. This agreement is intended to articulate and clarify the complex mutual responsibilities of the parties involved, the procedures of the supervision, and the personal development needed to become a capable and responsible professional. This agreement does not guarantee a recommendation or letter of reference for RPT status with the Association for Play Therapy or a recommendation to any other credentialing agency. The individual listed agrees to this supervision with the understanding that Kim Feeney does not have full access to treatment plan and progress notes and assume no liability for the clinical decisions made by the individual seeking supervision. Under this agreement, the supervisee is encouraged to follow the recommendations made by Kim Feeney and other supervisors and to seek other consultation in specific cases as needed. However it is required that the supervisee follow the laws and ethics that govern his/her profession, follow the guidelines set forth by the board governing his/her state certification/or licensure and abide by the federally mandated HIPAA regulations.

### Parties

We, \_\_\_\_\_, (hereinafter called the “supervisee”) and Kim Feeney, LISW, RPT-S, (hereinafter called the “supervisor”), agree that the supervisor will provide professional supervision services as outlined below.

### Meetings and communication

The supervisee agrees to meet with the supervisor in person as mutually arranged or at these locations and times:

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It is the supervisee’s responsibility to initiate meetings as often as necessary to meet the goals of supervision, to meet his or her training needs, provide high levels of care to the clients involved, and to address other needs that may arise. It is recommended that supervision take place at least on a monthly basis so that the supervisor make keep abreast of clients and Issues of the supervisee. Besides our face-to-face meetings, we may use postal mail, telephone, video, e-mail, or other means to communicate. If we use e-mail messages or wireless phones to discuss cases or other confidential information, they must be encrypted. Electronic recordings will require the written consent of the

clients involved. Because we need to be able to reach each other easily and because emergencies may arise, the following arrangements for contact are made.

Supervisee: \_\_\_\_\_

Supervisor: Contact As Needed by Text or Phone at 563-349-9595.

When the supervisor is unavailable due to vacation or other events, the supervisor will assure adequate availability of a substitute supervisor.

### **Frequency and Financial Concerns**

The supervisee agrees to pay for services provided, up until the time either of us informs the other (in person or by written means) of his or her plans to end the relationship. The supervisee agrees to pay the fee of \$ 125 per session for individual supervision, starting on or about \_\_\_\_\_ .

The supervisee agrees to pay \$ 75 for monthly group supervision. Once a commitment to a group has been made.

### **Records and Confidentiality**

1. We both agree to keep records of our meetings, which will document the following:

The dates we met face to face or otherwise communicated.

The cases involved by name or case number.

Other relevant issues, such as ethical, legal, procedural, interpersonal, or organizational ones.

The recommendations and assignments given by the supervisor and assumed by the supervisee.

Discussion of the supervision process, procedures, and progress.

2. We will maintain these records in the same ways as we maintain clinical case records (as to confidentiality, availability, security, etc.).

3. We are both aware that these records are not privileged.

### **Supervisee's responsibilities**

1. Presentations to clients and informed consent.

The supervisee agrees to not misrepresent or advertise himself or herself in any way that might imply a competence or credential he or she does not have.

The supervisee agrees to explain to clients his or her professional achievements, status, or title, and to make it clear that he or she is being supervised. The supervisee will explain the supervision process and the supervisor's activities, profession, and credentials.

The supervisee will obtain informed consent of clients to the information and record sharing involved in this supervision. Where direct observation and/or audio or video recordings will be made, the supervisee will obtain fully informed consent. Consent forms will be completed as appropriate.

2. Risk management.

The supervisee will inform the supervisor of any problems with any clients or cases as soon as possible.

Any interactions with a client that raise any level of concern about risk to the client, family, peers, or others must be discussed with the supervisor immediately.

The supervisee will abide by the appropriate national code of ethics for his or her profession and its guide-lines and other similar materials, as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.

The supervisee will abide by the current rules and regulations of this state's professional licensing board.

The supervisee will adhere to the policies and procedures of the employers of the supervisor and supervisee.

The supervisee will obtain and maintain his or her own professional liability insurance coverage.

### 3. Supervisee's education.

The supervisee recognizes that a major value of supervision is the learning of professional roles and associated behaviors.

The supervisee agrees to use his or her best abilities to remain responsive to suggestions and recommendations.

The supervisee agrees to bring to the attention of the supervisor any deficits the supervisee recognizes in his or her ability to perform the clinical functions involved in therapy or other clinical activities with clients.

The supervisee agrees to complete readings and other educational assignments made by the supervisor. The supervisee may be asked to summarize or in other ways demonstrate the learning of the contents of these materials.

### 4. Clinical procedures.

The supervisee agrees to meet with clients and perform psychotherapeutic or other clinical functions in a professional, reliable, and responsible manner.

The supervisee agrees to implement to the best of his or her ability the recommendations made by the supervisor for the handling of each case.

The supervisee agrees to develop adequate, appropriate, and current written treatment plans.

## **Supervisor's responsibilities**

### 1. Sensitivity, responsiveness, and flexibility.

The supervisor agrees to try always to bear in mind issues of diversity, particularly their many dimensions and influences, and to be sensitive and respectful of all differences among the client(s), the supervisee, and himself or herself.

The supervisor agrees to attend to the boundaries, balances, and potential multiple relationships between the supervisor and supervisee. In all cases, the interests of the supervisee will be held primary.

The supervisor agrees to maintain awareness of the sometimes fine line between doing supervision and providing psychotherapy. If the supervisor should decide that the supervisee can benefit from psychotherapy, he or she will make referrals.

### 2. Monitoring and risk management.

The supervisor agrees to abide by the appropriate national code of ethics for his or her profession and its guidelines and other similar materials as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.

The supervisor agrees to abide by the current rules and regulations of this state's professional licensing board.

The supervisor will maintain current professional insurance coverage and include the supervisee as required by law, regulation, or the insurer.

**3. Supervisor's education.**

The supervisor agrees to continue to learn about supervision.

The supervisor agrees to remain current in the model(s) and methods of assessment, therapy, legal and ethical issues, and similar clinical concerns.

**4. Administrative responsibilities.**

The supervisor will maintain appropriate and necessary records of the experiences and services provided to and by the supervisee for licensure or certification, and will ensure that the criteria are met.

The supervisor will provide evaluations, letters of recommendation, and similar documents about the supervision and supervisee as requested by the supervisee.

Modifications to this agreement can be made with consent of both parties and shall be in writing.

I, the supervisee, have read the supervisor's office policy statements as well as the supervision statement above. I agree to act according to everything stated there, as shown by my signature below. I understand that this agreement can be terminated if either party does not live up to his or her responsibilities as outlined above. I agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

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Signature of the supervisee indicating agreement      Date

I, the supervisor, have discussed the issues above with the supervisee. I hereby agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

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Signature of the supervisor indicating agreement      Date

Copy accepted by supervisee    Copy kept by supervisor