

Supervision

Templates

Examples only

Supervision Contract

Supervisee:

Supervisor:

Type of Supervision:

Topics to be Covered:

Frequency of Supervision:

Period of the Contract:

Date for Review of the Contract:

Confidentiality

Confidentiality of the supervisee (and her/his Clients) will be respected by the supervisor at all times. The only exception to this will be if the supervisor considers information provided represents a significant risk to the safety of the supervisee or the client. If so, the supervisor will draw it to the attention of the supervisee and if the risk is not removed, will notify the appropriate person or agency. The supervisor will also discuss the matter with her own supervisor and inform the supervisee of any discussions had or actions taken as a result.

Conflict

Should any conflicts arise, supervisor and supervisee will initially try to resolve them within the relationship. If they can not be resolved, the supervisor/supervisee will enlist the assistance of an agreed mediator.

Expectations and Responsibilities

Supervisee will:

- Think actively about sessions in order to identify matters for discussion;
- Be prepared for the session by bringing any written material for the session;
- Present issues as openly as possible during the session;
- Advise in an appropriate and timely manner if unable to attend a supervision session; and
- Initiate the next appointment following cancellation.

Supervisor will:

(See attached responsibilities list.)

Cancellation

This supervision contract can only be cancelled with the agreement of both parties.

Signed:

Supervisee

Supervisor

Date:

Supervisor's Responsibility

- To provide a safe place where processes are open and shared.
- To be trained and competent.
- To help the supervisee explore and clarify thinking.
- To share appropriately experience, information and skill.
- To challenge practice when judged unethical or not competent.
- To challenge professional or personal 'unawareness'.
- To be aware of the organisational context, policies and practices.
- To make supervision a priority in the work schedule.
- To advise in an appropriate and timely manner if unable to provide a supervision session.
- To provide culturally safe supervision.
- To be committed to the process.
- To make a contract, keep it and renegotiate if necessary.
- To maintain availability.