

## **SUPERVISION CONTRACT**

**Supervisee:**

**Purpose of supervision:** To assist in

**Frequency:**

**Length:**

**Fee:**

**Location:** 143 Mt Albert Rd, Mt Albert.

### **1.0 Confidentiality:**

All matters discussed in supervision will be kept confidential by the supervisor & supervisee, with the following exceptions:

The supervisor may discuss supervisory issues which arise with her own supervisor Jane O'Shea. The identity of the supervisee and agency will remain confidential.

### **Issues:**

When issues of a serious and urgent nature, that impact on the ability of the supervisee to continue to practice in a competent, safe and ethical way, are identified the following process will be applied:

1. The identified issues will be discussed with the supervisee
  - 1.1 The supervisor will move to break confidentiality and report to the supervisee's on line manager. The supervisor will inform the supervisee that this course of action is to be taken. If an issue arises that is not of a serious and urgent nature but has the potential to develop so, the following process will be applied:
    - 1.2. The identified issues will be discussed with the supervisee
      - 1.2.1 In partnership the supervisor and supervisee will formulate and implement a time limited plan of action to address the issues. This may include the input and involvement of the supervisee's on line manager
      - 1.2.3 At the completion of this plan there will be an evaluation and review
      - 1.2.4 If the issues persist or the supervisee is unable to commit to the above process the supervisor will move to break confidentiality and report to the supervisee's on line manager. The supervisor will inform the supervisee that this course of action is to be taken.

**Records and Notes:**

- 2.1. Any notes taken by Supervisor during supervision the supervisee can read and copy.
- 2.2. All records and notes will be kept secure at 143 Mt. Albert Rd, Mt. Albert.
- 2.3. The supervisor and supervisee will be the only people who will view the records and notes except in circumstances where:
  - Confidentiality has to be broken as outlined above in paragraph 1.1 & 1.2.4
  - Both supervisor and supervisee agree to another party viewing the records or notes.

**3.0 Expectations:**

- Supervisor of supervisee:
- To come to supervision prepared, bringing an agenda and goals
- Commit to the process; be on time and stay for the agreed length of the session
- Cell phone turned off
- For open, honest and direct dialogue

**Supervisee of supervisor:**

**4.0 Conflict Resolution Process**

**5.0 Review of Supervision**

After the first six months a review of the supervision process and relationship will be undertaken. There after it will be done at ? intervals and on request by either the supervisor or supervisee.

**6.0 Cancelled appointments and no shows.**

- If an appointment is cancelled: Within 24 hours before the session there will be no charge.
- On the day of the session there will be a charge of \$40.00

**If there is a no show the charge will be the full hourly rate.**

Sue Alpass

Date:

Supervisee

Date: