

## ***CONTRACT FOR CLINICAL SUPERVISION***

### ***Definitions***

"Clinical Social Work" is the professional application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, and impairment, including emotional and mental disorders. It is based on knowledge of one or more theories of human development within a psychosocial context. Its goal is to enhance and maintain the psychosocial functioning of individuals, families, and small groups (NASW National Council on the Practice of Clinical Social Work).

"Supervision" is the relationship between supervisor and supervisee that promotes the development of responsibility, skill, knowledge, attitudes, and ethical standards in the practice of clinical social work. The priority in the supervision process is accountability for client care within the parameters and ethical standards of the social work profession.

"Individual supervision" is defined as one supervisor meeting with a maximum of two supervisees.

### ***Supervisory Context***

During supervision, the supervisee provides information to the supervisor regarding the assessment, diagnosis, and treatment of each client. In a reciprocal dialogue, the supervisor provides oversight, guidance, and direction in assessing, diagnosing, and treating clients, and evaluates the supervisee's performance. The supervisor balances the establishment of a safe place in which the supervisee can discuss mistakes with the need to intrude into the supervisee's work to ensure quality service.

### ***Learning Plan***

The goals of supervision are to provide on-going assessment of strengths and limitations, assure practice according to sound theory, ethical, legal, and administrative regulations. The supervisor will help the supervisee develop clinical assessment and treatment skills, review therapeutic techniques,

explore treatment options, and address dilemmas created by conflicting demands.

### ***Format and Schedule***

Supervision will be provided individually in a face-to-face session \_\_\_ times per \_\_\_\_\_. Supervisee will present case material, receive feedback from the supervisor, mutually analyze material presented, and demonstrate skill.

The supervisor may obtain information on the supervisee's performance by verbal report (case presentation), observation (being physically present), role-play, and/or review of written case records.

### ***Supervisor Responsibilities***

1. Assist the supervisee in developing clinical assessment and treatment skills.
2. Review therapeutic techniques.
3. Explore treatment options.
4. Address dilemmas created by conflicting demands.
5. Periodic review of documentation, patient contact, and case discussion for the purpose of training and quality improvement.
6. Refer to supervisee's on-site supervisor for reassignment if the relationship between the client and supervisee is not working.
7. Maintain an active file of on-going clinical supervision.
8. Conduct supervision in the agreed-upon format as a process distinct from personal therapy or didactic instruction.
9. Provide periodic evaluation of supervisee.

10. Identify practices posing danger to the health and /or welfare of the supervisee's clients and/or the public.
11. Identify supervisee's inability to practice with skill and safety due to illness, excessive use of alcohol, drugs, narcotics, chemicals, or any other substances, or as a result of any mental or physical condition.

### ***Supervisee's Responsibilities***

1. In concert with supervisor, develop goals, learning needs, and learning plan, identifying personal strengths and limitations. Identify weaknesses in supportive counseling, conducting groups, case management, crisis intervention, screening and development, documentation, and program development.
2. Attend supervision as scheduled, arriving on time, and notifying supervisor at least 24 hours in advance of absences. If 24-hour notice is not given, the supervisee is responsible to pay the session fee.
3. Inform the client that the supervisee is getting supervision and how the supervisor can be contacted.
4. Prepare for supervision by identifying an issue(s) where more guidance is needed and bringing the client's clinical record.
5. Seek feedback and evaluation from the supervisor.
6. Seek additional resources and references from supervisor.
7. Maintain documentation on supervision.

### ***Accountability***

Supervision creates a hierarchical relationship. The supervisor has the authority to enforce recommendations and can use sanctions such as a personnel evaluation, reporting to the regulatory body, refusal to recommend for credentials, and others. The supervisor may need to take the

actions necessary within her scope of authority to lead a social worker out of the profession.

### ***Evaluation***

The supervisor will provide a biannual narrative report outlining the strengths and /or weaknesses of the supervisee. The report will be discussed with the supervisee and maintained by the supervisor.

### ***Documentation and Reporting***

A written contract is signed by the supervisor and supervisee(s). Supervisor will document the date of contact, names of cases/groups discussed, progress toward learning goals, specific recommendations which may include additional consultation for the supervisee or supervisee's client, suggested readings, and/or educational activities. Supervisee will document date of contact, questions/issues brought to the supervisor, supervisor's recommendations, and follow-up action plan with rationale. The client record should document the client's knowledge that supervision is taking place, the nature of information that is shared, and verification that the client has the name, address, and phone number of the supervisor.

### ***Conflict Resolution***

In the event of a conflict between the supervisor and supervisee, the supervisor will obtain consultation. Supervisee will have access to an appeals or mediation process. The supervisee will have a resource for consultation in the event that s/he believes that the supervisor is professionally impaired or has violated ethical guidelines.

### ***Client Notification***

The supervisee will notify each client that supervision is taking place, the nature of information shared, and the supervisor's name and contact information.

***Duration and termination***

Supervision will be done \_\_\_\_ per \_\_\_\_ and will continue until the supervisee is licensed, terminates employment, or is reassigned.

***Compensation***

The supervisee agrees to pay \$80.00 per one-hour session. If the session is shared by another supervisee, each supervisee will pay \$40.00. Payment will be in cash or by check and will be made when services are rendered. If 24-hour cancellation is not given by the supervisee, supervisee will be responsible for paying the session fee.

My signature below indicates that I have read and understand this contract and agree to its terms.

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Supervisee

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Supervisor

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Date