



**CERTIFIED
PRACTISING
COUNSELLORS
AUSTRALIA**

Individual Supervision Booklet





Contents

Supervision Contract Templates	3
Individual Supervision Contract	3
Group supervision contract	8
Supervision record keeping template	12
Notes on supervision session	12
Supervision attendance record template	13
Supervision attendance record	13



Supervision Contract Templates

Individual Supervision Contract

Details of parties to the contact	Contract Between:
	Contract between: Supervisor: (name)
	Supervisee: (name)
	Line manager: (name)
Duration of contract	Commencement date
	Review date
Purpose of supervision	<p>a. To monitor and promote the welfare of those using the services of the supervisee.</p> <p>b. To promote reflective practice and on-going professional development.</p> <p>c. To monitor and promote professional competence and ethical practice.</p> <p>d. To provide support for the supervisee in their role.</p> <p>e. To support professional registration requirements.</p>
Supervisee goals	
Organisation goals	
Frequency, duration, location	Frequency
	Duration
	Time/day (renegotiated if necessary)
	Location
	Any changes must be formally notified to all parties by the person initiating the change. Requests for additional sessions must be authorised through the organisation and negotiated with the supervisor.
Postponement and non-attendance	<p>All parties agree that supervision is a priority and every effort should be made to attend scheduled appointments. If the appointment cannot be kept by either the supervisee or supervisor each agrees to notify the other in a timely manner and to reschedule another appointment at the time of postponement.</p> <p>Non-attendance without notice by the supervisee will be reported to the organisation.</p>



Routine reporting	<p>Reports will be provided (state frequency, for example 3-monthly).</p> <p>Written reports will include:</p> <ul style="list-style-type: none">• dates supervision attended• duration of each session• statement that the supervisee is/is not fulfilling the terms of the supervision contact. <p>Reports will be provided to the supervisee and the organisation.</p> <p>Face-to-face reporting can be requested by any party as needed.</p>
Supervisee responsibilities	<ul style="list-style-type: none">• Identifying and monitoring learning goals.• Demonstrating commitment to an honest and open supervision relationship.• Preparing for the supervision sessions by reflecting on practice issues to be explored and discussed.• Reflecting on areas of strength and limitations in relation to competency.• Bringing ethical issues to supervision, including potential ethical breaches.• Applying learning to practice.• Requesting review of supervision if the relationship is not working



Supervisor responsibilities

- Facilitating a structured learning experience suited to the supervisee.
- Demonstrating commitment to an honest and open supervision relationship.
- Maintaining confidentiality of supervisee, service user and employing organisation information except where there is identified risk.
- Providing constructive feedback and challenge to support on-going competence, confidence and learning.
- Monitoring practice in regard to ethics, standards and competencies.
- Supporting the supervisee to maintain their own wellbeing at work.
- Being familiar with philosophy, relevant policy of the employing organisation and requirements of the supervisee's role.
- Recording the supervision session as negotiated with the supervisee.
- Providing supervision reports as specified in this contract.
- Requesting review of supervision if the relationship is not effective.



Organisation's responsibilities	<ul style="list-style-type: none">• Supporting the supervisee to prioritise participation in supervision.• Respecting the confidentiality of supervision.• Considering training and other professional development requirements that are identified in supervision.• Notifying any changes to reporting requirements in a timely manner.• Acknowledging receipt of supervision reports.• Providing payment of the fee in a timely manner.• Supporting review of the supervision arrangement as necessary.
Confidentiality	<p>The content of supervision will be confidential to the supervisee and supervisor except in the following circumstances:</p> <p>Specify any circumstances that apply.</p>
Unsafe and unethical practice	<p>If the supervisor has concerns about any of the safety and risk to clients, the supervisee and/or the organisation and the concerns cannot be resolved within supervision in an appropriate timeframe, the supervisor will notify the employing organisation and notify the supervisee that they are taking this action.</p>
Dual relationships	<p>Specify if these apply and, if yes, how they will be managed.</p>
Personal issues	<ul style="list-style-type: none">• The supervisees' personal issues may be explored in supervision in so far as these are impacting on professional practice.• The supervisee is responsible for raising issues that may be impacting on practice.• The supervisor is responsible for supporting the supervisee to reflect on the impact of personal issues on practice and for guiding the supervisee to seek assistance to manage personal issues appropriately.



Termination	Any party may terminate this contract with one month's notice.	
Payment details	Contact person for billing	
	Billing address	
	Agreed fee per supervision session	
	Signature	Date signed
Supervisee		
Supervisor		
Manager		
Contact details	Telephone	Email
Supervisee		
Supervisor		
Line Manager		



Group supervision contract

Date of agreement	Clinician	
Clinical supervisor	Team leader	
Review date		
Clinical supervision will address the following areas		
Clinical supervision will take the following form and frequency (For example 1:1 meeting, team meeting)		
Record of clinical supervision <ul style="list-style-type: none">• Who will record it?• Where will the records be kept?• Who has access to this information?• What will happen to the clinical supervision notes when the clinician leaves their position?• Notes will be maintained/archived in line with record management policies.		
Additional information		
Clinical supervision meetings (if applicable) The clinician will prepare for each meeting by:		
The clinical supervisor will prepare for each meeting by:		
Should a meeting need to be rescheduled we agree to:		
Other considerations		
Name	Signed	Date
Name	Signed	Date
Name	Signed	Date



Group supervision contract

Between	and
Supervisor:	
Supervisees	

- We agree that supervision will be for the period from _____ to _____ on a basis, with a review date of _____
- We will record the dates and summary points of supervision sessions.
- We will work to agreed purposes in supervision sessions.
- We understand that where supervision identifies personal issues affecting work performance personal counselling will be agreed to.
- We agree that issues presented in supervision remain confidential to all except that:
 - a. I (the Supervisor) may discuss issues with my own individual supervisor
 - b. if I (the Supervisor) have concern about the safety of your work with clients I will (in this order):
 - i. let you know at the time that I notice the concern and together with you, record actions and time frame required to rectify the situation
 - ii. re-check that the situation has resolved
 - iii. communicate unresolved concerns or safety issues to your line manager.
- I (the Supervisor) am responsible for providing you with:
 - a. a safe non-threatening environment in which to openly reflect upon and develop your professional practice
 - b. feedback in order for us to discuss your strengths and any areas that may need further development
 - c. References to appropriate resources – books, articles, etc.
- We (the Supervisees) are responsible for:



- a. being on time and committed to the times set for supervision
- b. informing our supervisor of:
 - i. any other supervision I may be having
 - ii. any serious concerns about client safety straight away
 - iii. any personal issue big enough to impact on my work
 - iv. anything that may impact upon our supervision relationship
 - v. any training needs I am aware of.
- Evaluation of our process will occur as part of each session, and formally in the completion of a supervision review annually.

Signed (Supervisor)
Signed (Supervisees)
Date



Group supervision contract

Supervisor	
Supervisees	
Organisation	
Start date	Review date
Purpose of supervision	
Supervision arrangements	
Time, date, location, duration, postponement and non-attendance	
Confidentiality agreement	
Record keeping	
Who keeps records, where kept, who has access, how to access	
Reporting	
Who prepares, who receives, how often, content of reports, access for group members	
Agreed expectations of group members	
Attendance and punctuality, sharing time, honesty and openness, safety, session structure, facilitation role, model of feedback, conflict resolution, what to bring, personal issues etc.	
Signed by all	
Date	



Supervision record keeping template

Notes on supervision session

Present	Apologies	
Date		
Topic	Discussion (NB: Note any specific guidance given by supervisor)	Agreed action
Agenda items for next session (If appropriate, e.g. follow up of actions)	Preparation required	
Signed	Date	
Signed	Date	

Supervision attendance record template

Supervision attendance record

[illegible]