



University of Colorado
Colorado Springs

Department of Psychology
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Phone (719) 255-4500

Supervision Contract

Revised 08/2018

Student Name:

Name of Practicum Site/Agency:

Note: List specific programs to which you are assigned for practicum work, if relevant to your site (e.g., at-home program; memory clinic):

Name of Practicum Supervisor:

Your clinical supervisor is an experienced person who over-see your clinical work and who is responsible, with you, for the quality of your clinical work. Clinical supervision focuses on the services you provide to clients including such areas as client welfare, the therapeutic relationship, assessment, diagnosis, clinical interventions, prognosis, appropriate referral techniques, and advocating for your client with other agencies in the community. This is accomplished through a set of supervisory activities that include consultation, training, and evaluation.

I. Purpose, Goals, and Objectives of Clinical Supervision

- a. To monitor and ensure the welfare of clients seen by the supervisee
- b. To structure the activities of the supervisee to ensure that he/she provides competent services
- c. To ensure that the supervisee functions within their level of competence
- d. To facilitate the supervisee's personal and professional development
- e. To promote accountability
- f. To fulfill academic requirement for the supervisee's practicum

II. Context of Services

- a. Supervision will revolve around clients seen at the site and specific programs indicated above.
- b. One hour of face-to-face individual or group supervision will be provided weekly; your supervisor will also be available on an as-needed basis.
- c. The student's client notes are all viewable by supervisors in Titanium and require both the student's and supervisor's electronic signature. The student's sessions are all recorded for review by student and supervisor.

III. Method of Evaluation

- a. Feedback will be provided to the supervisee during supervision sessions. The supervisee will be evaluated formally using the program's standard evaluation of graduate student clinical skills and professionalism at the conclusion of each semester of training (Practicum Student Self-Evaluation Form; Supervisor Evaluation of Practicum Student Form).

- b. Specific feedback will focus on the supervisee's demonstrated competencies in clinical skills, professionalism, and documentation.
- c. Supervisee will also complete an evaluation of the supervisor at the end of each semester (Student Evaluation of Practicum Supervisor Form).
Aggregated feedback is provided to the supervisor by the program DCT.
- d. Supervisors and clinical program faculty members maintain open, mutual, and reciprocal communication regarding student training issues and development of supervisee's competencies.

III. Duties and Responsibilities of Supervisor and Supervisee

Your clinical supervisor is legally and ethically responsible, with you, for the services you provide and the manner in which you conduct yourself. It is therefore *your* responsibility to keep your supervisor well informed as to your activities. Openness with and trust in your supervisor will enhance your experience of supervision and your professional growth. Your supervisor has *full responsibility* for the supervised work of the supervisee, including assessment, diagnosis, treatment planning, the prescribed course of treatment, and discharge planning.

It is your supervisor's role to do the following:

1. Provide a location and atmosphere for supervision that is safe enough for supervisees to lay out practice issues in their own way.
2. Help the supervisee explore and clarify thoughts and feelings which underlie their practice.
3. Assist supervisee in anchoring interventions in a theoretical approach.
4. Identify supervisee's personal and/or professional blind spots.
5. Bring to the supervisee's attention those personal difficulties of the supervisee that directly affect the supervisee's clinical work and recommend a course of action to address these difficulties.
6. Present and model appropriate professional behavior.
7. Intervene if client welfare is at risk.
8. Ensure that ethical guidelines are upheld.
9. Conduct activities in accordance with the agency's policy manual and clinician handbook.
10. Sign off on all client documentation (e.g., intake report, progress notes, termination summary) and any correspondence.
11. Maintain weekly supervision notes.

12. Communicate with program faculty members regarding training issues. Personal information shared by a student in supervision should be considered confidential. If the confidential information shared is determined to be relevant to training and/or client welfare, the supervisor may not be able to honor the request for confidentiality. In such cases, the supervisor will discuss the concern and the next appropriate steps with the student.

Always remember: Your clinical supervisor is legally and ethically responsible, with you, for the services you provide and the manner in which you conduct yourself. It is therefore your responsibility to keep your supervisor well informed as to your activities. Openness with and trust in your supervisor will enhance your experience of supervision and your professional growth. If there is a problem, it should be discussed with your supervisor. If this does not resolve the problem, you should consult with the Director of Clinical Training (Leilani Feliciano, Ph.D.; email: lfelicia@uccs.edu)

It is your role as supervisee to do the following:

1. Be punctual, both at sessions with clients as well as at supervision. In the event that you are delayed or unable to attend a supervision session, it is your responsibility to notify your supervisor and make alternate arrangements.
2. Be prepared, both for sessions with clients as well as for supervision. You are expected to (a) have reviewed therapy session recordings in advance of weekly supervision and follow any specific instructions from the supervisor; (b) have client records current and completed (progress notes, etc.) ready to review; and (c) have an agenda of cases and/or issues that you need to have addressed.
3. Share with your supervisor your learning goals for the practicum experience. This will require self-reflection and self-evaluation regarding your current level of clinical skill.
4. Be receptive to guidance and instruction from your supervisor, that is, be attentive to feedback and suggestions from your supervisor and follow through on such instruction promptly. It may be necessary to take notes during supervision in order to execute all instructions.
5. Inform your supervisor of any difficulties you are having in delivering services to clients, completing documentation, or coordinating with other agencies or providers.
6. As you establish a working relationship with your supervisor, we hope you will become increasingly able to share issues and concerns you may have that impact your clinical work. Be open to feedback from others and discuss any tendency you may have toward defensiveness.
7. Select a theoretical model from which you will work. Formulate client case conceptualizations from this approach. Be ready to discuss the theoretical reasons for your interventions and techniques.

8. Due to ethical concerns, you should not engage in dual relationships with clients, that is, student clinicians should not socialize with clients nor provide services to individuals they know from other contexts, such as friends or acquaintances. In the event that someone you know is receiving services from an agency in which you provide professional services, you are expected to remove yourself from situations where that client's treatment and progress are being reviewed. It is your responsibility to alert your supervisor to such situations.

9. You are responsible for ensuring that all clients are informed of the supervised nature of your work, and of the ultimate professional responsibility of the supervisor (complete the Client Rights and Consent to Treatment).

10. You are responsible for ensuring that evaluative letters and reports concerning clients are co-signed by your clinical supervisor **before** they are sent out. You are also responsible to have an active Authorization for Release of Information form present in the client's record before presenting the letter/report to your supervisor for signature.

11. You must advise your clinical supervisor of all important changes in a case (i.e., client starting a new medication, client becoming involved in a legal case). New intakes must be reviewed with your supervisor at the earliest opportunity to confirm diagnosis and treatment planning. Any changes to the treatment plan must be reviewed with and approved by your supervisor **before** they are presented to the client. Consult with your supervisor about discharge planning well in advance of closing the case. Also consult regarding the implementation of any strategy that has the potential for a negative outcome, such as the client deciding to terminate treatment prematurely, **before** such an intervention is conducted.

12. Your supervisor should be informed immediately about clients who are suicidal, homicidal, or threatening to harm others. Notify your supervisor about clients who are involved in any legal issue. This is necessary because providers are often asked to testify in such situations and having time to prepare adequately is important. Notify your supervisor *immediately* whenever you receive a summons to testify or you are told that you will be subpoenaed to testify. *Do not under any circumstances release client information to an attorney or court or anyone else without a proper Authorization for Release of Information signed by the client and your supervisor's signature on the document being released.*

13. Seek supervision whenever you are uncertain about a situation. Make every attempt to reach your clinical supervisor before taking action with that client. If your supervisor cannot be reached, contact another clinical supervisor. You may also consult informally with more experienced clinicians in the agency, but your clinical supervisor **must** be kept abreast of any and all emergencies. In the event of an emergency, the supervisee is to follow the guidelines for emergency situations in the agency's policy manual.

14. Implement supervisory directives in subsequent therapy sessions.
15. Uphold ethical guidelines in all client-related activities.
16. Be familiar with and follow the agency or site policy manual and clinician handbook.
17. Complete professional tasks (clinical documentation, reports, contacting clients) within time frames specified by the agency's clinician handbook.

V. Terms of the Contract

This contract serves as verification and a description of the clinical supervision provided by _____ (“Supervisor”) to _____ (“Supervisee”), enrolled in clinical practicum in the Psychology program at the University of Colorado at Colorado Springs.

Supervisee Signature

Date

Supervisor Signature

Date

This contract is effective from _____ (start date) to _____ (finish date).

VI. Supervision Goals (please list supervision goals next; Use “NA” if not applicable to your site)

1.

2.