

# Supervision Contract

<b>Supervisor</b>		<b>Supervisee:</b>
<b>Email</b>	<a href="mailto:jcriswell@foundationsft.com">jcriswell@foundationsft.com</a>	
<b>Address</b>	320 N Judd Pkwy Suite 214, Fuquay Varina NC 27526	
<b>phone</b>	919-285-4802	

**Purpose.** This agreement outlines expectations and procedures for clinical supervision provided by Jamie Criswell, an LMFT and AAMFT Supervisor Candidate. Supervision is being provided in order to assist the supervisee in obtaining the client and supervision experience necessary for licensure or degree completion.

**Supervision Sessions.** Individual supervision will normally occur \_\_\_per month for \_\_\_\_ hours at the Foundations Family Therapy office. The day, time or location may be changed upon mutual agreement of the supervisor and supervisee. Both supervisor and supervisee will provide at least a 24 hour notice if they are unable to meet.

**Fees.** Supervision is provided at the rate of \$50 per hour, or \$25 per hour for group (3-4), or \$15 per hour (5-6 supervisees). Rates may change with a 30 day notice. Payment will be made by cash, check or credit cards at each supervision session. If a payment is not made, additional supervision sessions will not be provided until payments are made for past and current sessions. Supervision of one or two supervisees is counted as individual supervisions; group supervision (3-6) may also be offered. Like clients, except in cases of emergency, supervisees must give 24 hour notice of cancellation of supervision or remit the full fee for the scheduled time.

**Ethical guidelines.** The most current American Association for Marriage and Family Therapy (AAMFT) Code of Ethics will guide the conduct of the supervisor and supervisee. This applies regardless of supervisee affiliation with AAMFT.

**Methods.** Supervision will include raw data of the supervisee’s performance through direct observation, co-therapy, videotape or audiotape. This complies with the AAMFT Supervisor’s Handbook. All supervision will be done in-person; telephonic supervision will only be conducted for brief consultation or emergencies.

**Site Supervision.** The supervisee will follow the administrative policies and procedures of the employer/agency.

Red flag cases that require immediate supervisory help will first be referred to the site supervisor, and the supervisee will follow the employer/agency protocols for client safety and mandatory reporting. If the site supervisor is unavailable or the supervisee is uncertain of immediate steps to take, contact the

supervisor at the numbers below. This supervisor will maintain a close working relationship with the site supervisor to ensure full support of the supervisee. All red flag incidents must be reported via phone call to the supervisor within 24 hours of the incident occurring.

**Record-Keeping.** The supervisee is required to maintain written documentation of all client contact and supervision hours. Providing the supervisor with copies of employer/agency-mandated reports is acceptable. Client case/session notes will comply with professional standards. Case notes and documentation should be kept confidential and up-to date. Notes should be completed within 24 hours of a completed session.

**Evaluation.** The supervisee will complete and utilize the case presentation outline for each case presentation. Feedback will be given on that form. A written evaluation by the supervisor will be completed about every 6 months to document supervisee's performance, strength and growth areas. The supervisee will be provided a copy of the evaluation at the beginning of the supervisory contract. At the conclusion of the supervision contract, the supervisee will be given the opportunity to complete an evaluation of the supervisor.

**Supervisor Responsibilities.** The supervisor is committed to providing an atmosphere of trust, encouragement and support for the supervisee's professional development. The supervisor will provide honest feedback and will ensure that the supervisee is aware of strength and growth areas throughout the supervisory relationship. The supervisee is allowed to choose his/her own therapy model, but will be expected to pursue and display competency and adherence to at least two therapy models (one for individuals and one for couples/families). The supervisor will provide supervision within the context of the supervisee's chosen model. The supervisor will provide documentation of licensure and supervisor credentials, as well as supervisor mentor's credentials at the supervisee's request. The supervisor will complete all forms and documentation required for supervisee licensure.

**Supervisee Responsibilities.** The supervisee will be prepared and on time for case presentations and supervision sessions. The supervisee will be open to feedback and committed to professional growth and development. The supervisee will provide documentation of licensure, liability insurance and any credentials at the supervisor's request. The supervisee will complete a supervision plan, clearly indicating supervision goals and professional credentials being pursued. The supervisee must provide a copy of the informed consent he/she uses with clients. The supervisee must receive supervision at a ratio of one hour for each 15 hours of client contact.

**Case materials.** Client case files and video/audio tapes will be properly safeguarded at all times. Recordings are for supervision only and are not a part of a client case file. All recordings will be erased once they have been reviewed in supervision or are no longer needed. All case files will be maintained in a secure way and for the time frame required by law or in accordance with employer/agency directives.

**Red Flag Issues.** The supervisee will notify the supervisor of any red flag issues within 24 hours. Red Flag issues include actual or suspected spouse abuse, child abuse, suicide, harm to self or others, any

legal actions that could involve the supervisee or supervisor, any exploitative contact with a client, or breaches of confidentiality. Immediate actions will be taken by supervisee in accordance with employer/agency protocols to ensure safety of the client and compliance with mandatory reporting regulations. These cases will be reviewed at the next supervision session.

**Emergency Contact.** In emergencies, the supervisor can be reached at 919-395-5123. If the supervisor is not available please call 919-285-4802 and speak with Melissa Staley.

**Disputation.** If differences of viewpoint or power struggles arise in supervision, and/or boundary issues become problematic, we will commit ourselves to try to resolve the issues in a professional and mutually beneficial manner. The supervisee may contact my supervisor mentor, David Mikkelson at 910-916-1505. The supervisee can also refer any matter to the NC MFT Licensure Board at 877-209-6600.

**Duration.** This contract is expected to remain in effect until \_\_\_\_\_, and may be extended by mutual agreement. Neither party will prematurely terminate the contract without sufficient and reasonable cause, and will provide as much advance notice as possible.

I acknowledge that I have read and had the opportunity to receive feedback on any questions, and enter into this agreement.

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Supervisee Date

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Supervisor Date