

SAMPLE Clinical Supervision Service Agreement

Purpose and Definitions

The intention of this agreement is to establish parameters through which the supervisor will provide clinical supervision to the supervisee to meet requirements for clinical practice and independent clinical licensure in accordance with:

1. NJAC 13:44G (Regulations relating to the State Board of Social Work Examiners) OR
2. NJAC 13:34-10 (Regulations relating to the Board of Marriage and Family Therapy) AND
3. All applicable laws governing the practice of social work or professional counseling in the state of New Jersey AND
4. Practice and ethical standards established and disseminated through the National Association of Social Workers (NASW) and the National Board for Certified Counselors (NBCC)

According to the NASW National Council on the Practice of Clinical Social Work, "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

The State of New Jersey defines "clinical social work" as the professional application of social work methods and values in the assessment and psychotherapeutic counseling of individuals, families, or groups. Social work regulations require that all LSWs engaged in clinical social work practice shall have clinical supervision in accordance with the standards (Source: NJAC 13:44G: <http://www.njconsumeraffairs.gov/regulations/chapter-44g-state-board-of-social-work-examiners.pdf>).

"Supervision" describes the relationship between a clinical social work supervisor and social work supervisee or student intern that promotes the development of professional responsibility, skills, knowledge, attitudes, and the application of ethical and legal standards in the practice of clinical social work. The priority in the supervision process is accountability for client care within the parameters of practice and ethical standards of the social work profession. Additional priorities include increasing supervisees' awareness of the way they use themselves in the helping process, countertransference responses, documentation and reporting responsibilities, access and referral to available community service resources, identification and engagement with social justice issues, meeting social worker wellness and other self care needs and more.

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 issues with the need to provide feedback related to 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.

Schedule, Fees and Format

Supervision will be provided to an individual/group on a weekly basis in accordance with the regulations and will continue until this contract is terminated mutually with at least two weeks notice, or when the supervisee is licensed, terminates employment, is reassigned or if either party elects to formally discontinue supervision for any other reason.

The hourly rate for supervision is determined by practice level and supervision needs and will be \$_____ per hour. Payment is due at the time services are rendered and can be made by cash, check or credit card. If the supervisee is unable to attend a scheduled session, s/he agrees to give 24 hours' advance notice. Supervisees who do not give appropriate advance notice, except in the case of extenuating circumstances, will be required to pay the session fee.

The supervisee will present case material, receive feedback from the supervisor, mutually analyze material presented, and demonstrate skills. The supervisor may obtain information on the supervisee's performance by verbal report, formal case presentation, observation, role-play, or review of written case records.

Supervisor Responsibilities

The supervisor will...

1. Assist the supervisee in developing clinical assessment, intervention and treatment skills.
2. Review and discuss therapeutic theories and techniques.
3. Discuss, review and explore treatment options and respond to crisis situations.
4. Address dilemmas created by conflicting demands.
5. Review documentation, patient contacts, and case discussions for the purpose of training and quality improvement.
6. Refer to supervisee's on-site supervisor for resolution of challenges within the agency, if needed.
7. Maintain documentation of on-going clinical supervision and provide documentation of supervision at the time of licensing application (or before if supervision is terminated before all required hours are completed).
8. Conduct supervision in the agreed-upon format as a process distinct from therapy or didactic instruction.
9. Provide periodic evaluation of supervisee as required by regulations.
10. Identify practices posing danger to the health and/or welfare of the supervisee's clients and/or the public, including impairment of the worker and support addressing those issues.

Supervisee Responsibilities

The supervisee will...

1. Participate in the development of goals and professional development plan with attention to personal strengths and limitations.

2. Identify abilities and learning needs related to social work/clinical practice, supportive counseling and therapy, conducting groups, case management, crisis intervention, screening and evaluation, documentation, and program development.
3. Attend supervision as scheduled, notify supervisor in advance of absences and pay all fees at the time of service unless alternative arrangements are made.
4. Inform the client that the supervisee is under supervision and provide access to the supervisor's contact information.
5. Prepare for supervision by identifying any issue(s) where more guidance is needed and by being ready to speak from the client's clinical record.
6. Seek feedback, resources and support from the supervisor when challenges arise that require advisement.
7. Maintain documentation of supervision and of hours accrued towards independent licensure.
8. If the supervisee is in an agency setting and will be receiving supervision on these cases, the supervisee is responsible for securing written permission from the agency supervisor and for providing this documentation by the commencement of supervision.

Accountability

Supervision creates a hierarchical relationship. The supervisor will strive to address any challenges or concerns with the supervisee directly and openly, with the goal of promoting growth and professional development and the best possible care for clients. However, the supervisor does have authority to enforce some recommendations and can employ sanctions such as an evaluation, report to a regulatory body, agency supervisor or administrator, refusal to recommend for credentials, and others. The supervisor may take actions necessary within this scope of authority if situations arise which put the supervisor, worker, clients or others in jeopardy. The supervisor also reserves the right to seek consultation related to any matters concerning the supervisee and/or his or her cases in order to resolve concerns that arise in the course of supervision.

Documentation and Client Notification

This written agreement is signed by the supervisor and supervisee. Supervisor will document the dates of contact, names of cases/groups discussed, specific recommendations which may include additional consultation for the supervisee or supervisee's client, suggested readings, and/or educational activities. Supervisee will also document date of contact, questions/issues brought to the supervisor, supervisor's recommendations, and follow-up action plan. The client record should document the client's knowledge that the supervisee is receiving supervision, and the contact information for the supervisor must be made available to the client.

These signatures below indicate that the undersigned have read this agreement and affirm its terms.

Supervisee _____

Supervisor _____

Date of supervision commencement _____