

UHCL Counseling and Mental Health Center Supervision Agreement

Supervisee:

Training Level: Intern

Supervisor:

Semester:

General Goals of Supervision

Supervision is a vital component of every training experience. In supervision, the trainee should feel free to discuss difficulties and challenges as well as strengths and accomplishments and we strive to make supervision at Counseling and Mental Health Center (CMHC) a safe place to do that. The goals of supervision are to enhance clinical skills, promote self-awareness/emotional competence and professional development, ensure the welfare of the clients, protect the supervisee, and evaluate the preparedness of the trainee to enter the profession.

Supervisor's Role and Responsibilities

Ethics

- Demonstrate respect for clients, the supervisee, and other staff members, acknowledging diversity in values, culture, and experience.
- Adhere to the APA Ethical Principles of Psychologists and Code of Conduct (www.apa.org/ethics/) and TSBE Rules and Regulations (www.tsbep.state.tx.us/) for Psychologists in Texas.
- Adhere to the policies and procedures of CMHC.

Duties

- Participate in two hours of weekly supervision for interns and 1.5 hours of supervision for practicum counselors regularly, punctually, and without interruption. Reschedule supervision if missed or arrange substitute supervision if out of the office. Supervision should take place in person except in the case of a rare emergency.
- Establish parameters of supervisory role (e.g. style, issues covered, etc.).
- Utilize a developmental training model to support and challenge supervisees at their individual developmental levels.
- Negotiate and establish clear training goals for supervision and foster meeting those goals.
- Monitor the supervisee's caseload and assist with caseload management. Review clients for appropriateness and supervisee's training level.
- Monitor the supervisee's record keeping in a timely manner (crisis notes as soon as possible, and case notes within 5 business days). Sign all notes, giving feedback on notes as needed.
- Facilitate case conceptualization (through the use of psychological theories and research) and development of treatment plans with supervisee.

- Regularly review video of trainee sessions – both content they select and sessions selected by you. Review at least one full recorded session per semester, and review segments of recorded work on a weekly basis.
- Gather feedback from other senior staff working with the trainee to incorporate into supervision and evaluations.

Supervisory Relationship

- Provide ongoing feedback on supervisee's progress, professionalism, and competence, as well as early feedback about concerns in these areas.
- Serve as crisis/emergency consultant for supervisee.
- Serve as a professional role model for supervisee by promoting self-awareness, providing trust and support, and being effectively challenging.
- Take primary responsibility for the supervisory relationship and attend to any difficulties that may take place either directly or through consultation.
- Assist supervisee in balancing agency demands.
- When asked to serve as a reference for supervisee, provide honest, straightforward information.

Supervisee's Responsibilities

Ethics

- Demonstrate respect for clients, the supervisor, and other staff members, acknowledging diversity in values, culture, and experience.
- Adhere to the APA Ethical Principles of Psychologists and Code of Conduct (www.apa.org/ethics/) and TSBEPRules and Regulations (www.tsbep.state.tx.us/) for Psychologists in Texas.
- Adhere to professional and behavioral standards and expectations listed in the CMHC Policy and Procedures Manual, the Training Manual, and the Confidentiality Contract

Duties

- Establish clear training goals for supervision.
- Videotape and store video sessions in accordance with CMHC secure video recording procedure.
- Inform ALL clients of trainee status and name of supervisor and provide them with a business card of the supervisor.
- View some session video each week in preparation for supervision. A minimum of two full sessions of video recordings should be viewed outside of supervision per semester, one before mid-semester evaluations, and one before end of semester evaluations.
- Prepare for supervision by reviewing clients, formulating questions for supervision and selecting relevant portions of session recordings to share with supervisor. Update and print out weekly Summary of Supervision form to bring to supervision.
- Participate in two hours of weekly supervision regularly, punctually, and without interruption.
- Keep supervisor informed of all cases.

- Maintain adequate records regarding services provided. Write and sign notes in a timely fashion (Progress notes within three business days, Intake reports within 24 hours, Crisis notes within 24 hours). Practicum trainees must complete all notes before leaving for the week.
- Inform supervisor of all collateral contact before it has been sent (e.g. sending a letter or report outside the agency) and obtain the supervisor's signature on all external or formal documents.
- Inform supervisor when emailing a client and follow CMHC email procedures.

Supervisory Relationship

- Be open to receiving feedback from supervisor regarding strengths and areas for growth.
- Be open to discussing progress or difficulties in maintaining caseload, completing paperwork, or other areas of training.
- Follow leave policies, and inform supervisor of circumstances that may impact performance.
- Engage in ongoing self-awareness about your own strengths, weaknesses, struggles, culture, and behaviors and discuss these openly in supervision.
- Monitor your own stress level and personal reactions and situation that may impact your work and process these with your supervisor.

Supervisee Must Notify Supervisor or Senior Staff Member IMMEDIATELY If:

- There are any mental health emergencies requiring immediate action
- There are any high risk situations (e.g. suicidal ideation, gestures, or attempts or a significant history of attempts; threat of violence; emotional, cognitive, physical, or developmental compensation).
- There have been any suspected or known ethical errors (e.g. breach of confidentiality).
- There have been any allegations of unethical behavior from clients, colleagues, client's friends or family members, or others.
- There are any legal issues (e.g. possible reporting obligations to suspected abuse).

Supervisee Must Notify Supervisor of the Following Issues as soon as possible:

- Any contact from client's family members, academic personnel, or others requesting information about clients.
- Unexpected terminations, no-shows, or psychiatric consultations.
- Impasses or disputes with clients.
- Clinical errors and related countertransference issues
- Contact with client outside of the context of treatment.

Confidentiality

- Some aspects of supervision will not be confidential (e.g. supervisor will regularly discuss supervisee's work and progress as needed with other staff members for training and evaluation purposes). Note: If a practicum student is supervised by

an intern the supervision will also be discussed in the supervision of supervision seminar for interns.

- Supervisor will keep confidential personal material only if it is not relevant to the supervisee's work or how it impacts the team/work environment.

Multiple Role Relationships

- Supervisor will avoid any dual or multiple role relationship with supervisee which could lead to exploitation or loss of objectivity.
- Adhere to guidelines in CMHC Training Manual regarding senior staff and trainee relationships.

Evaluation Procedures

- Supervisor and supervisee each complete a mid-semester evaluation form providing written and verbal feedback. Both are signed and copies are given to supervisor, supervisee, and training director.
- Supervisor and supervisee each complete an end of semester evaluation form providing written and verbal feedback. Both are signed and copies given to supervisor, supervisee, and training director.
- Supervisees must notify supervisor and training director at the beginning of the semester of any additional paperwork (hour logs, etc.) required by the home academic department. CMHC does not complete additional evaluations of trainees other than our own internal documents.

Policy for Trainee Competency Problems/Deficiencies

- If there are concerns about supervisee's progress, ethics, professionalism, or competence, supervisor will consult with training director to follow appropriate Due Process procedures. Refer to CMHC Training Manual for more information.

Complaint Procedures and Due Process

- All complaints and due process issues will follow the procedures explained fully in the CMHC Training Manual.

Supervision Goals Discussed (may be amended over course of supervision):

Supervisor Signature:

Date:

Supervisee Signature:

Date: