

Supervisee's Details

Name: _____

Phone (will be used for session reminders): _____

Email (will be used for session reminders): _____

Address: _____

Emergency Contact Name: _____ Emergency Contact Ph: _____

Relationship to you: _____

Clinical Supervision Contract

This is a supervision contract between Clinical Supervisor **Gabrielle Prosser** and Clinical Supervisee (name) _____ Starting on: _____

Supervision is going to occur: ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Bi-Monthly ☐ As Required

Supervision will occur for: ☐ 60mins ☐ 90mins (*Supervision fee amounts listed in fee section below*)

Supervision will occur at/via: ☐ Hope and Healing Office ☐ Online (Zoom only) ☐ Phone

Payment will be made by (please select one option):

- ☐ Credit/Debit Card (Surcharges apply – see fees section for details)
- ☐ Direct Deposit – invoice sent on day of supervision, 7 day payment terms.
- ☐ Invoice to Employer*

***If invoicing to employer**, please provide any and all details that your employer requires on the invoice (e.g. your employers ABN? any specific Program Name or Code? Contact Name? Business address etc.)

***If invoicing to employer**, please provide a contact person and email address for invoices to be sent:

Please read the following information and sign on the back page to confirm that you understand the function and purpose of supervision, and have read, understand and agree to the terms and conditions.

Fees

- 60min session is \$180.00*
- 90min session is \$270.00*
- Credit card surcharges apply if paying by credit card. These surcharges are automatically issued through the secure health database, Halaxy, which is used for processing credit card payments. There is no capacity to change these surcharges which are unfortunately quite high fees. For a

\$180.00 payment, the Halaxy surcharge is (approx.) \$5.00. If you choose to pay by credit card, you are responsible for paying these fees, to avoid this, you can opt to pay by direct deposit.

- Direct Deposit is a payment method that does not incur any fees or surcharges.
- There are no onsite eftpos facilities.
- Cancellation fees apply – please see supervision procedures for cancellation policy

*Fees are subject to increases and changes, any upcoming fee changes will be written at the bottom of all invoices in red or an email will be sent out and one months notice of fee changes will be provided.

Supervision Function and Processes

- Is an interpersonal process with the goal of supporting the supervisee's learning and development across domains relevant to their practice as a professional.
- Supervision provides three functions which are education, support and accountability. Throughout supervision these three functions will be covered regularly to ensure the supervisee is getting the most learning and benefit out of their supervision sessions.
- Education relates to a supervisees knowledge's and skills for practice. It offers a space to explore case studies; to critically reflect on practice – what has been going well and areas for further growth and learning; to look at expanding knowledge for practice; and all other areas of day to day practice in which learning opportunities are present.
- Support relates to assisting the supervisee to navigate the complexities of being human and working with humans. This offers a space for exploring the intersection between the personal and professional worlds and how to navigate that. This is an opportunity to explore boundaries, self care, vicarious trauma and avoiding burn out.
- Accountability allows individuals to explore the professional and legal responsibilities of working in the human services field. Looking at responsibilities in the role, policies and procedures, professional standards, work outcomes, record keeping, time management and all of the other formalised processes that are essential to the human services field.
- Supervision always has a focus on the supervisee's practice where the welfare of the client and the quality of the service they receive is central.
- It is an ongoing process that encourages critical reflection, learning and growth.
- Supervision is an interpersonal process, therefore effective supervision rests in the development of an 'alliance' between supervisor and supervisee. To do this the supervisee will be supported in a safe and trusting environment with agreed goals and processes.

Confidentiality and Privacy

- The supervisor must maintain confidentiality in all matters relating to the staff, clients and employing body, and is bound by the professional ethics and codes of their profession. Where there are issues regarding clinical risk or performance management, information may need to be shared with other relevant parties. Should information need to be shared, the supervisor will advise the supervisee in advance of this occurring, what information will be shared, with whom and for what purpose.
- Where an employer is paying for supervision they will be notified of non-attendance at supervision sessions or cancellation of supervision through the issuing of an invoice for the cancellation fee. It is up to you to organise with your employer who will pay the cancellation fee.
- It is essential that the supervisee ensure the confidentiality of clients in the supervisory relationship, when bringing case studies to supervision, any identifying information such as names, addresses, phone numbers, needs to be removed prior to supervision.
- The supervisee's information is stored in a secure online system, Halaxy, and is used for the purpose only of taking notes, keeping a record of supervision, generating invoices and processing payments. Only Gabrielle Prosser has access to these records.
- A full copy of the Hope and Healing Social Work and Counselling Privacy Policy can be downloaded from the website www.hopeandhealing.com.au.

Supervision Procedures

We agree to abide by the following arrangements for supervision

1. **Cancellation Policy:** Supervision sessions require a minimum of two business days' notice for cancellation to avoid fees being charged. Cancelling with one to two business days' notice incurs a fee equal to 50% of the session fee. Cancellations made with less than one business days' notice, or failure to attend a scheduled supervision session without prior cancellation, will incur the full supervision session fee. For the purpose of this policy, business days are Monday to Friday and exclude public holidays. Notice periods are calculated from the scheduled start time of the supervision session, for example, a Monday 8:30am supervision session must be cancelled before 8:30am on the preceding Friday to avoid the full cancellation fee. This fee must be paid before any further supervision sessions can be scheduled.
2. **Late Attendance for Online Sessions Process:** If you have not arrived on Zoom for your scheduled online session time and have not advised that you are running late, a text or email will be sent to you after 5mins to confirm if you are still attending. If no response is received, and attendance has still not occurred after 10mins, the online session will be treated as non-attendance and the session will be terminated and billed as per the cancellation policy above.

3. If you require evidence of attending supervision for your professional body or workplace, you can request a statement of attendance that will list all attended supervision sessions in your identified timeframe, anything more than this is unable to be provided.
4. Where there are disagreements, disputes, conflict areas between the supervisee/supervisor we will attempt to resolve them directly, where this cannot be resolved the supervision contract can be terminated. In instances where supervision has been contracted by an employer, the supervisee/supervisor can discuss the disagreements, disputes or conflict with the employer if they are unable to resolve it interpersonally.
5. If there is a need for extra supervision, the supervisee will make contact with the supervisor to seek further sessions. If the employer is paying for supervision, it is the responsibility of the supervisee to ensure that their employer is willing to pay for additional sessions prior to booking one and to provide written proof to Hope and Healing Social work and Counselling of the agreement to pay for additional sessions.
6. Hope and Healing Social Work and Counselling does not provide a crisis response service however should a situation arise that you need some extra guidance on, you can email gabbey@hopeandhealing.com.au to book in the next available supervision session.
7. At any time, either party can re-negotiate this contract.

Roles and Responsibilities

As a supervisor, Gabrielle Prosser will take responsibility for:

- | | |
|--|--|
| ☐ Time keeping | ☐ Giving feedback |
| ☐ Monitoring the supervisory relationship | ☐ Creating a safe space |
| ☐ Monitor ethical issues of supervision | ☐ Keeping notes of sessions |

As a supervisee _____ is responsible for:

- ☐ Preparing for supervision, e.g. bringing case studies, discussion points, etc.
- ☐ Managing the agenda
- ☐ Applying learning from supervision to practice
- ☐ Providing feedback to the supervisor to ensure most appropriate learning is obtained
- ☐ Keeping personal notes as needed

Supervisee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

