

## **SUPERVISORS**

Counselors may be responsible for the acts of those who perform work under their supervision. This can include everything from interns providing therapy or administrative assistants helping with record-keeping and billing.

Supervising counselors must continually assess their supervisees' competence and make sure they are managing them appropriately. Supervision should cover everything from the informed-consent process being done correctly to the termination of a clinical relationship.

### **SUPERVISORS MUST HAVE TRAINING IN SUPERVISION**

Supervisors also:

Establish timely and specific processes for providing feedback, and provide information about these processes at the beginning of supervision

Outline the nature and structure of the supervisory relationship in writing before supervision begins

Document their experience with the supervisees, including supervision dates, discussions they've had and other relevant facts. Such information will help if ethical dilemmas arise later

### **THE IMPORTANCE OF SUPERVISION**

It's a socializing process to help teach and educate new professionals. But supervision is not just for beginners. Supervisors play a critical role in the ethical practices of counselors over the lifetime of the professional.

The role is to support, challenge, and encourage—to reflect on their work and help counselors continue to grow.

The supervisory relationship is a hierarchical relationship with evaluation as a key component with no choice. Evaluation and choice are key differences between supervision on consultation.

### **PURPOSE OF SUPERVISION**

Supervisors review supervisees' work in order to improve competency and effectiveness so clients can receive the highest quality of service possible, and prevent any harm.

### **DIFFERENCE BETWEEN SUPERVISION AND ADMINISTRATIVE SUPERVISION**

The main difference is the purpose.

Clinical supervision is focused on the supervisee's actions in the counseling work and organization activities. This is ruled by ethical codes and standards for the profession.

Administrative supervision is focused on the supervisee's actions in the organization. This is ruled by the laws, rules, and regulations from legislation.

## **SUPERVISION IS A BALANCING ACT**

Needs of supervisees: helping them be and become the most competent and skillful in their services to clients (mentoring, teaching, training, etc). Help supervisees prevent burnout and handle compassion fatigue.

Needs of clients: Assuring that clients are receiving the best service and care possible. Assure the health and welfare of the clients. Monitoring carefully so as to do no harm (monitoring the case/gate keeping functions).

## **QUESTIONS TO CONSIDER:**

What are the needs of my supervisees?

What are the needs of their clients?

What are my needs?

What are the organization's needs?

## **SUPERVISOR AS GATE-KEEPER**

Challenges:

Competence to understand client's problems and not to underestimate the seriousness of client's problems

Appropriately addressing and managing potential/actual dual/multiple relationships with a focus on appropriate boundary crossings vs. inappropriate boundary violations.

Demonstrate, manage, and expect clear communication and adherence to confidentiality requirements (expectations and exceptions as required by law).

Be aware and discuss with supervisees personal issues that could affect their counseling work and encourage good self-care

Ensure good, ethical, and appropriate documentation

## **QUESTIONS FOR SUPERVISORS TO ANSWER:**

What is harm? How can a supervisee harm a client?

What is enough supervision?

How do I know what my supervisees are doing with their clients?

What do I want the supervisor/supervisee relationship to be like? My approach?

What do I want my supervisees to get out of this experience with me? To remember? To learn? To take away?

## **INFORMED CONSENT**

Make certain that clients understand that the supervisee [counselor] is in training and give client the name(s) of the supervisor(s). Note that billing may be under a supervisor's name, not the supervisee's, so that clients don't accidentally report billing problems when there are none.

Include statements that the: (CONDERATIONS)

“Supervisee agrees to practice ethically, professionally, and legally while in supervision.”

“Supervisee agrees to practice in the clients’ best interests and protect clients from harm.”

“Supervisee will actively participate in supervision to promote skill development.”

“Supervisee will be honest and open, share deficits, and report mistakes.”

### **CONTENT OF THE SUPERVISION INFORMED CONSENT:**

Professional Disclosure

Practical Issues

Supervision Process

Administrative Talks

Ethical and Legal Issues

Evaluation Procedures

Means to Resolve Conflicts

Statements of Agreement

Signatures and Date of Agreement

### **SAMPLE SUPERVISION CONSENT AGREEMENT**

Counseling Supervision Contract

This contract serves as verification and a description of the counseling supervision provided by \_\_\_\_\_ (Supervisor) and \_\_\_\_\_ (Supervisee) for the period of time beginning \_\_\_\_\_ and ending \_\_\_\_\_.

#### PURPOSE, GOALS, AND OBJECTIVES

The supervisor will monitor and ensure welfare of clients seen by supervisee and promote development of supervisee’s professional counselor identity and competence. Supervisor will help fulfill requirements in preparation for supervisee’s licensure application.

#### CONTEXT OF SERVICES

\_\_\_\_\_ clock hour(s) of individual supervision \_\_\_\_\_ [daily, weekly, etc.] or as needed. Supervision will revolve around counseling conducted with adults, adolescents and children. Individual supervision will be conducted in the supervisor’s office at selected time. The developmental model for supervision, the supervisee’s case conceptualization based on his/her theoretical preference, progress notes, and tape review will be used in supervision.

### METHOD OF EVALUATION

Feedback will be provided by the supervisor during each session, and a formal evaluation, using the supervisor's standard evaluation of supervisee's clinical skills, will be conducted each \_\_\_\_\_ [Week, month, etc.]. A narrative evaluation will also be provided at that time and at the end of the contracted supervision time. Specific feedback provided by supervisor will focus on supervisee's demonstrated counseling skills and clinical documentation, as well as knowledge of and adherence to ethical and legal requirements. Supervisee will evaluate supervisor at the end of the contracted supervision period. Supervision notes will be shared with supervisee at supervisors discretion and at the request of the supervisee.

### **DUTIES AND RESPONSIBILITIES OF SUPERVISOR**

- Examine client presenting complaints and treatment plans
- View videotapes of supervisee's counseling sessions
- Sign off on all client documentation
- Challenge supervisee to justify approach and techniques used
- Monitor supervisee's basic attending skills
- Present and model appropriate directives
- Intervene when client welfare is at risk
- Ensure that ethical guidelines are upheld
- Maintain weekly supervision case notes

### **DUTIES AND RESPONSIBILITIES OF SUPERVISEE**

- Uphold ethical guidelines
- View counseling during supervision session
- Be prepared to discuss all client cases; have client files, current and completed client case notes, and counseling session videotapes ready.
- Justify client case conceptualizations made and approach and techniques used.
- Complete case notes.
- Consult with supervisor in cases of emergency.
- Implement supervisory directives in subsequent sessions.

## PROCEDURAL CONSIDERATIONS

Supervisee's written case notes, treatment plans, and videotapes will be reviewed and evaluated in each session. Issues related to supervisee's professional development will be discussed. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract. If concerns of either party are not resolved in supervision, a third party can be consulted. In event of emergency, supervisee is to contact supervisor at \_\_\_\_\_ or \_\_\_\_\_. In event of emergency, and supervisor is not available, please contact \_\_\_\_\_.

## TERMS OF CONTRACT

This contract is subject to revision at any time, upon the request of either the supervisor or supervisee with the agreement of both. We agree to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

## SAMPLE SUPERVISION LOG

Supervisee Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration of meeting: \_\_\_\_\_

Modality of meeting: [ ] individual meeting [ ] group meeting

Case reviewed:

Details of Case Review:

Essential identifying data about supervisee's client:

Supervisee's client's presenting problem:

Important history or environmental factors (especially multicultural issues)

Short summary of supervisee's session with client:

Tentative assessment or problem conceptualization (diagnosis):

Plan of action and goals for therapy (treatment plan)

Suggested Actions:

Concerns surrounding the case:

[ ] Risk management

[ ] Ethical, legal issues

[ ] therapeutic readiness

[ ] Substance abuse

[ ] Other:

Signed \_\_\_\_\_ (Supervisor) DATED \_\_\_\_\_