

Supervision Contract

This contract is designed to establish an effective supervisory relationship between Supervisor Rhea Hughes and Supervisee _____ in a private voluntary, contractual arrangement.

This agreement defines supervision as a service that provides a confidential space for supervisees to learn, reflect and explore solutions to challenges in all aspects of clinical work with an experienced practitioner, trained to facilitate supervision. The focus of supervision is to support the supervisee to continue to develop as a professional to provide an ethical, sustainable, and competent service where the welfare of the client and the quality of service they receive is paramount. Once signed this contract represents an agreement between the supervisee and supervisor. A signed copy of the contract is required by email prior to commencement of supervision.

Process of Supervision Sessions

- Supervision will commence on -----
- Meetings will be conducted roughly monthly for the calendar year. A minimum of 8-10 sessions per year is recommended for effective supervision to be experienced by the supervisee.
- Prior to the supervision meetings, your supervisor will email or text confirmation of your session and a zoom link to access the meeting at the scheduled time.
- In the event of internet connectivity issues during the meeting, the session will be completed by phone.
- If you need to reschedule your supervision, please notify 24hrs prior.

Content & Purpose of Your Supervision Sessions

- Prior to commencing your supervision contract, you will be asked to submit an intake form highlighting your supervision learning needs and additional information to support your supervision experience.
- Supervision is about reflecting on issues that have occurred in your practice, in a safe space, to learn in the moment and translate those learnings into future practice. You are required to prepare matters to discuss, that would support this purpose of supervision.
- Preparation for supervision sessions can take whatever form you choose. A reflective practice journal is highly recommended. Formulating questions to be answered with your supervisor can be useful. You are not required to send an agenda or case information prior to your session but please refrain from attending supervision with nothing prepared.
- The frequency of supervision is rarely sufficient to cover the entirety of work completed by the supervisee with all their clients. The supervisee is responsible for choosing the most pertinent work samples to enhance their learning from supervision. It is normal to feel some degree of anxiety about talking about challenges at work and with clients. Your supervisor is responsible for building safety in your sessions to talk about matters that are challenging, so that you can access the learning and support that will help.
- All supervision has inherent evaluative aspects. As a voluntary supervisee already registered to practice, the evaluative aspects of your supervision will be informal and focus on the quality of care being given to clients. Suggestions for

improvements to your work will be provided by the supervisor when indicated. In the rare case where the risk of adverse clinical outcomes is potentially high, the supervisor will require specific actions to be taken by you and for you to report back on completion and outcomes.

- Your supervisor will attend to your supervision content with care and concern for your wellbeing as a practitioner. Your supervisor is also responsible for challenging and extending you so that you can be the best possible practitioner for your clients and professional functioning.

Billing of Your Supervision Sessions

- An invoice for \$185 +GST will be sent via email following the supervision session. This is payable within 7 days of receipt.

Confidentiality

- Any information that you disclose in supervision with your supervisor will be treated confidentially in accordance with the 1998 Federal Privacy Act (with limits outlined below). This applies to all verbal, written, or computer stored material.
- Your supervisor will conduct supervision in a private location and use the service of Zoom with end-to end encryption. Each meeting will be password protected and a waiting room set up to improve digital safety. The meeting will be locked by the host once you join the meeting.
- If not attending in person, you are responsible for attending supervision in a private place, where you are unlikely to be interrupted or overheard.
- Supervision meetings are not permitted to be recorded by the supervisee or the supervisor.
- As a volunteer, fully registered practitioner attending private supervision, feedback regarding your participation and progress within supervision will not be reported to third parties with the exception of stated scenarios below.

Limits to Confidentiality

- The DA does not publish guidelines on the reporting responsibilities of APD Supervisors. The following information has been assembled using the DA Code of Professional Conduct and DA Statement of Ethical Practice and a professional, common-sense approach to the limits of confidentiality.
- There are rare and exceptional cases where health professionals are required by law to break confidentiality and alert appropriate third parties.
- These exceptional cases include:
 - If there is concern that you may be at risk of causing serious harm to yourself or another person
 - If you disclose information concerning serious criminal offense including the abuse of a minor
 - Should a supervisee disclose serious professional misconduct by themselves or another practitioner the supervisor is required to report this to appropriate third parties, if the supervisee does not do so within a reasonable timeframe.
- Should these exceptional cases occur during your supervision, your supervisor will inform you of the need to break confidentiality and how this will be done, when and with whom.

Email Communication with You

- Any written communication from your supervisor will be sent to your private, secure email address with your consent.
- Whilst all effort is made to conduct secure email transmission of information by your supervisor, it cannot be guaranteed.
- Any information shared digitally with you by your supervisor is not to be forwarded by you to third parties.
- Any information you send to your supervisor should be deidentified and contain respectful professional language when referring to clients or fellow practitioners.

Additional Supervision Sessions/Support

- Requests for email support between meetings will be addressed on a case-by-case basis. If a brief reply is suitable, your supervisor will provide this within 48 hrs of receiving your email. If the matter is complex, you will be guided to present the matter at the next supervision session.
- Crisis support is not available, however you may check via text message to 0452388707 to determine if an adhoc supervision session is possible.

Overall Responsibilities of Supervisor

- Provide supervision within DA professional Codes of Ethics and Conduct.
- Maintain appropriate professional indemnity insurance
- Maintain Professional Registration with regulatory bodies
- Manage time keeping and agenda of session
- Set times and process for formal and informal review of the supervisory relationship
- Inform supervisees of anticipated dates of leave
- Keep supervisor notes of sessions in a secure location
- Provide honest and open feedback to supervisees that facilitates learning and self-reflection
- Provide education to supervisees where indicated
- Demonstrate sensitivity to the supervisee in the supervisory/professional development process and the vulnerabilities this may involve
- Monitor the supervisory relationship and ethical issues of supervision by sound reflective practice and engaging in appropriate peer review and/or supervision of supervision
- Maintain competence of supervisory practice by engaging in ongoing professional development
- Refer supervisees to alternative supports when content raised in supervision is outside of supervisor's scope of practice

Overall Responsibilities of Supervisees

- Conduct a professional service within DAA codes of Ethics and Conduct.
- Maintain appropriate professional indemnity insurance
- Maintain Professional Registration with regulatory bodies
- Report any client complaints or formal misconduct proceedings to the Supervisor
- Prepare content for supervision
- Apply learning from supervision process
- Participate in supervision with openness and honesty.

- Maintain competence of practice by engaging in ongoing professional development
- Keep notes from supervision for learning, reflective practice and self-monitoring. Store notes securely if they contain client identifying material
- Raise any concerns with the supervisor regarding unmet supervisory needs or misunderstandings occurring within the supervisory process, in a timely manner.

Consent Please Complete:

Please complete, scan and email back to rhea@mindfuloffood.com.au

I consent to receiving information by email to this email address which is secure and only accessed by me:

I have read the terms of Supervision consultation with Rhea and consent to these terms.

I understand that I am free to ask my supervisor any questions about this consent form as they arise.

Name (Print): _____

Signature _____ Date: _____