



The Ottawa Couple and Family Institute Inc.

Supervision Agreement

In accordance with the College of Psychologists of Ontario (CPO) and the Standards of Professional Conduct (March 2017), each supervisor must establish a supervision agreement with each of his/her supervisee(s). The supervision agreement must be signed at the outset of the supervisor-supervisee relationship, and no later than when the initial client is contacted to initiate services. An original supervision agreement must be retained by both the supervisee and the supervisor.

The Institute has adopted a standard supervision agreement that is based on the requirements set out by CPO. Each CPO requirement appears in italics followed by the OCFI implementation of the requirement.

Goals and Objectives of Supervision

The goals of supervision are (1) to ensure that supervisees provide ethical and evidence-based care to clients, and (2) to foster professional development.

In terms of the first goal, supervision will address both the theory and practice of evidence-based assessment and intervention. It will include, but is not limited to topics such as: ethics, case conceptualization, diagnosis, consultation, and case management. In terms of the second goal, supervision will help supervisees further develop their professional identity. This will include, but is not limited to such topics as: self-awareness, self-care, and recognition of strengths.

The supervisee and supervisor will identify objectives at the outset of supervision. In setting objectives for supervision, it may be helpful to consider the following questions:

What do you want and/or need from supervision. Which topics and skills are most important/relevant to your training?

How would you like for ethics, jurisprudence, and professional development to be addressed in supervision?

In which areas/competencies would you like your learning to focus? How would you like your knowledge base and level of skill to be impacted by the supervision process?

Are the objectives for your supervision sufficiently specific, measurable, appropriate for your level of training, relevant and recommended, and timely (SMART)?

Please attach collaboratively set objectives for supervision to the end of this document.

Expectations, Roles, and Responsibilities of Supervisees and Supervisors

1. Specific duties and obligations of the supervisee. As a supervisee, I agree to abide by the following:

A. I will explain the supervisory arrangement to client(s) at the beginning of services.

B. I will provide the name of the supervising psychologist to client(s) and inform them that if they wish, they may speak to the clinical supervisor about any aspect of their care. I will also inform my clients in a timely manner (i.e., next session) should any change to our supervisory arrangement arise.

- C. I will provide ethical and evidence-based services to clients.
- D. I will address professional development issues on an ongoing basis so that I can work to the best of my potential.
- E. I will be open to feedback and suggestions resulting from the supervision process.
- F. I will conduct myself according to the:

Canadian Code of Ethics for Psychologists

http://www.cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf,

Standards of Practice of the Order of Psychologists of Ontario

<http://www.cpo.on.ca/Resources.aspx?m=94>,

Guidelines set forth in the CPO Supervision Resource Manual (March 2009).

G. With respect to electronic data and electronic communications, I will adhere to the Standards of Professional Conduct (2017) and Review the Barbara Wand Seminar on this topic from June 2017.

2. There are actions taken by supervisees and issues raised by clients during the course of therapy which are mandatory to report to primary supervisors as soon as possible. I will ensure that:*

- A. I, as a supervisee, will notify my supervisor of new clients prior to seeing the client.
- B. I, as a supervisee, will not see clients without having a confirmed supervisor for the case. I, as a supervisee, will make contact with my supervisor prior to the first client meeting for purposes of planning for this initial assessment meeting.

C. I, as a supervisee, will discuss and plan treatment with supervisors prior to implementing interventions with clients. In the event that I undertake interventions which depart from the original treatment plan, it is imperative that I inform my supervisor of these interventions immediately.*

D. It is not unusual for sensitive issues to arise between clients and supervisees**. However, each time a sensitive issue arises, I, as a supervisee, have a clear ethical obligation to bring the issue to the explicit attention of my supervisor in a timely manner.

E. I, as a supervisee, will discuss with and advise my supervisor of any referral plans for clients prior to facilitating referrals to other services either within or outside OCFI.

F. I, as a supervisee, will discuss with my supervisor, termination plans for clients prior to completing therapy with them. This includes planning transfers within or outside OCFI.

3. *Limitations imposed upon the activities of the supervisee;*

A. Limitations upon activities that I, as a supervisee, will engage in are generally determined by my level of training and my knowledge and skills as assessed by my supervising psychologist.

* If a clinician is uncertain whether a situation requires him/her to inform the supervisor, he/she should err on the side of caution and bring the matter to the attention of the supervisor.

** For present purposes, an instance of a "sensitive issue" may be said to occur whenever the topics of violence (e.g., suicide, self-harm, physical abuse, physical aggression towards others, strong feelings of anger or hostility between the client and clinician) or sex (e.g., strong sexual or loving feelings between the client and supervisee, sexual harassment, sexual abuse, sexual intercourse) are raised, observed, or experienced.

4. *Specific duties and obligations of the supervisor:*

A. I, as your supervisor, will provide ongoing and timely feedback on your work with clients, and help you undertake remedial work when necessary.

B. I, as a supervisor, will keep a written account of every supervisory contact with a supervisee.

C. Communicating a diagnosis, a controlled act under the Regulated Health Professions Act of Ontario, is a situation in which I may choose to be present in your session.

D. To be eligible to supervise a case that is conducted in a language other than the client's mother tongue, I, as your supervisor, must at least be able to read case documents (e.g., notes, reports) and comprehend recordings of the sessions.

E. My supervision notes will contain the following information:

i. The date of each supervision meeting.

ii. Information that will allow for each of the clients discussed in supervision to be clearly identifiable.

iii. A summary of the information discussed about each client regarding the clinical services provided (i.e., assessment, diagnosis, treatment planning).

iv. A summary of all relevant information discussed and decided vis-à-vis each client pertaining to ethics, jurisprudence, and the Standards of Practice (as applicable). This includes any actions taken to address emergency situations or sensitive issues (e.g., reporting to Children's Aid Society, steps taken to address suicidality).

v. A summary of feedback provided to you, the supervisee, regarding your strengths or areas in need of further development

5. *The expected frequency and length of supervision meetings:*

Supervisors will decide and communicate to supervisees the expected frequency of supervision on the basis of the following guidelines:

- A. The requirements outlined by CPO
- B. The supervisee's level of competence, experience, and current caseload.

Evaluation

As your supervisor, I will provide you with informal feedback on a continual basis. I will also provide you with formal feedback that will further elaborate on the ongoing evaluation and may re-visit (and possibly revise) supervision goals. Formal evaluations will occur as per CPO requirements, depending on the nature of the supervision (e.g., Primary or Secondary). A copy of any evaluations will be kept in the supervisor's file. Also, you will be provided with copies of the evaluations prior to having them sent to CPO or other regulating bodies. If evaluations are not required by CPO (e.g., EFT Specific training), formal evaluations will occur, at a minimum of every six months.

At the time of your evaluation you will also be expected to evaluate the supervision being provided. This is a good opportunity to reflect on the strengths of supervision as well as to identify areas in need of improvement.

In the event of a dispute between a supervisee and supervisor, a mediator will be appropriately appointed.

