

# IACP Supervision Contract Guidelines



All therapists seeing clients should meet IACP criteria for supervision. The Therapist and Supervisor should have an appropriate supervision contract in place before the commencement of supervision.

The following items are matters that can be covered within your contract:

- Names of who the contract is between
- Frequency and Duration of sessions
- Fees
- Cancellation or change of appointments
- Commitment/Continuity of supervision sessions
- Succession of records in the event of a Therapist's/ Supervisor's incapacitation or death
- Ethical Practice/IACP Code of Ethics for Therapists and for Supervisors
- Limits of Confidentiality & Legal Obligations, including Reporting
- Supervisee's and Supervisor's duty to be aware and meet requirements for the IACP or their professional body's criteria regarding counselling and psychotherapy work and supervision
- Supervisor's duty to review and sign relevant forms for supervisee required by the professional body for the purpose of accreditation / re-accreditation / CPD log etc.
- Privacy Policy
- Termination of supervision sessions
- Out of supervision session contact
- Therapist's declaration of understanding
- Signatures by both supervisor and supervisee

The IACP advises that your current Supervisor Contract be updated to include/attach your Privacy Policy. More about the Privacy Policy can be found in the IACP Record Keeping & Retention Guidelines. All Records should be kept in line with the GDPR and the Data Protection Acts.

Example of a Supervisor Contract.

Please note that the example below is not a template and only demonstrates what could be included in the contract.

## **Supervision Contract (example only)**

Supervision Contract between \_\_\_\_\_ & \_\_\_\_\_

Confidentiality:

All professional and clinical issues discussed are confidential and are not to be discussed outside the supervision session. The exceptions to this are where professional malpractice may be evident, or if requested to release information by a Court of Law, Coroner's Office or Professional Body. I do not prepare client cases for Court and I do not represent clients or supervisees in Court. If there appears to be a danger that you may cause harm, I will discuss this with you and we will decide together how to address this issue. When reviewing my work in professional supervision, your identity is always protected.

Content of supervision:

Content of supervision will focus on the acquisition of knowledge, conceptualisation and clinical skills. Associated issues will also be discussed when it is relevant to do so e.g. medication, hospitalisation, case management of clients. Other topics of interest may be identification (and collaborative change of these if appropriate) of supervisee thoughts, attitudes, beliefs and values and the impact of these on therapeutic and professional behaviour. Discussion and working through relationship and process aspects of client work may also be part of supervision.

Practicalities:

Each session will be for one hour. Fee is € per hour, paid in advance by transfer. The supervisee is responsible to attend to their own supervision needs in terms of client ratio hours given the organisation they are accredited under. Receipt will be given upon payment or at the end of the year, whichever is mutually agreed.

Examples of contract length / termination:

1. Contract is for 6 sessions and is then reviewed in order to work further. At any time, both parties can review the process of the ongoing sessions. Two days' notice to be given of cancellation; if no notice is given full fee is payable.
2. Contract is for 6 months initially and can be extended. Termination of the contract: Both parties are required to give a 1 month's notice if they wish to terminate the contract.

Out of supervision session contact is possible only for emergencies by telephone.

Succession of records in the event of a Therapist's/ Supervisor's incapacitation or death:

Supervision notes will be passed to \_\_\_\_\_

Aims & Focus of Supervision:

The aim of supervision will be to address supervisee's development, offer them support and enable them to comply with professional standards. The overall issues addressed within this relationship are Normative, Formative, and Restorative aspects of the supervisee. The primary focus of supervision is the welfare of the client through the supervisee's learning process, in terms of knowledge attainment, attitude refinement, and skills development.

Conflict and inappropriate behaviour:

In the event of inappropriate behaviour by the supervisor or supervisee this should be discussed together initially. If resolution is not possible or the behaviour is of a serious and immediate nature it may be necessary to break confidentiality and inform appropriate authorities, such as their professional body. In the unlikely event that the relationship between the supervisee and supervisor deteriorates, each person is responsible for attempting to work together to resolve the problem or if not, to work towards closure and to ensure the supervisee is supported going forward.

The duty of care is both to supervisee and to their clients.

I have read and understood the above.

Signed: \_\_\_\_\_ Supervisee

Signed: \_\_\_\_\_ Supervisor

Date: \_\_\_\_\_

*These Guidelines are for informational purposes only. They are not prescriptive or intended to provide legal advice and should not be used as a substitute for obtaining personal legal advice and consultation prior to making decisions regarding individual circumstances.*

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