

# Heather Clay

## Clinical Social Work & Supervisor

MANZASW, SWRB 2924

16 Penrith Park Drive  
Wanaka 9305  
Ph 021887767  
Email: heather@heatherclay.co.nz

## Supervision Contract

This agreement is between:

**Clinical Supervisor** \_\_\_\_\_

**Supervisee** \_\_\_\_\_

**Supervisee's Manager** \_\_\_\_\_

**Purpose:** The purpose of work/professional supervision is

- To provide a safe environment and structured process to explore issues affecting the Supervisee.
- To facilitate the professional development of the Supervisee.

## **Supervision Frequency, Location and Cost:**

Supervision time (hours) \_\_\_\_\_  
Frequency (weekly/fortnightly/monthly) \_\_\_\_\_  
Location (work place/private rooms) \_\_\_\_\_  
Mode (Face to Face/Phone/Video Conference, Skype) \_\_\_\_\_  
Cost: Fee for individual supervision \$80 per hour.

## **Expectations:**

The expectation of all parties include the following:

- Both supervisor and supervisee will prepare adequately for the supervision sessions to discuss (a balance over time) case work, professional development and process.
- The period of supervision will not be interrupted.
- To evaluate and develop the professional practice of the supervisee within the context of work requirements.
- To work with the supervisee to achieve professional/organisational goals.
- To provide a safe environment and structured process to explore work issues with open feedback.
- The supervisor/supervisee will raise any concerns about the supervision process with the supervisor/supervisee immediately.

## **Confidentiality**

The content of all supervision sessions remains confidential to the supervisor and supervisee unless the supervisor decides that there are issues raised during supervision which could have implications for client safety or the maintenance of good professional practice.

If the supervisor decides there are any safety or practice issues, then the supervisor will encourage the supervisee to discuss such issues with the supervisee's manager.

If the supervisor considers it to be necessary, the supervisor, after informing the supervisee, will bring any safety or practice issue to the attention of the supervisee's manager.

## **Content**

It is appropriate for the following to be discussed in supervision.

- Any matters relating to the work role/job description.
- Relationships with other staff or other professionals and /or organisations where there are professional issues.
- Personal responses as they relate to your work.
- It is understood that where a need for personal counselling is identified the role of a supervisor is to support an appropriate referral.
- It is understood that administrative supervision (e.g. work load management, accountability) is the responsibility of the organisation.

## **Accountability**

The supervisor is not regarded by any party to this agreement as a provider (within the meaning of the Health and Disability Commissioner Act 1994 and the Code of Health and Disability Services Consumer Rights Regulation 1996) of health or disability services to the supervisee's clients.

The supervisor is not accountable or liable in any way whatsoever for any acts or omissions on the part of the supervisee, whether or not those acts or omissions related to anything mentioned or decided during the supervision sessions.

The supervisor has no clinical responsibility whatsoever to the supervisee's clients and is not accountable or liable for the clinical practice of the supervisee.

Clinical responsibility and accountability for all the supervisee's clients' lies with the supervisee's line management and the clinical team involved with those client's care.

All parties to this agreement agree that administrative supervision is the responsibility of the supervisee's manager and not the supervisor.

The supervisor is accountable for his/her supervision practice as according to the MNZASW Policy Statement on Supervision 1998.

## **Review**

This contract is reviewed by the parties after \_\_\_\_\_ months and then regularly on a \_\_\_\_\_ basis and at any time that the supervisor or supervisee consider it to be necessary.

Difficulties that cannot be resolved within the relationship between the supervisor and the supervisee will be referred to a third party (i.e. ANZASW or someone with mediation skills) agreeable to both parties.

**Signed** \_\_\_\_\_ **Supervisee**

**Signed** \_\_\_\_\_ **Supervisor**

**Signed** \_\_\_\_\_ **Supervisee's Manager**

**Dated** \_\_\_\_\_