

SUPERVISION CONTRACT INFORMATION

Personal Information

- Name of Supervisor
- Name and Address of Practice
- Phone Number
- Credentials of Supervisor/Scope of Competence
 - Degree; University, Licensure; Certifications; Licensing Entity
- Effective dates of contract

Process of Supervision

- Brief Philosophy on Supervision (at least 1 to 2 paragraphs)
 - Purpose of supervision
 - Goals, Objectives
 - Model of supervision
- Supervision Fees
 - Fee Schedule
 - Method of payment
 - Payment schedule
- Method of Supervision
 - Face-to-Face
 - Distance Professional Supervision (DPS)
 - Use and limits of DPS
 - Secure synchronous video conferencing
 - Technology issues and alternative plans
 - Telephone, email, chat etc. used in emergency circumstances only
 - Qualifications of LPC-S to provide DPS
 - Combination of Face-to-Face and DPS
 - Use and limits of DPS
 - Secure synchronous video conferencing
 - Technology issues and alternative plans
 - Telephone, email, chat etc. used in emergency circumstances only
 - Qualifications of LPC-S to provide DPS
 - If use of audio-visual recordings of sessions, state policy to include but not limited to storage, confidentiality, destruction of recordings.

Terms of Supervision

- Ratios of 1:40 hours of service / 1:25 hours of direct service
 - Must include the rule regarding Terms of supervision (i.e. Supervision meetings should occur at a frequency based upon these ratios: one (1) supervision hour to forty (40) hours of services provided OR one (1) hour of supervision to twenty-five (25) hours of Direct Services. For persons working part-time, supervision should occur no less frequently than every other week.)

- No less frequently than every other week
- Group or Individual
- Supervisee must remain under supervision until licensed regardless of supervision hours and must report in online reporting log

Duties/Expectations/Responsibilities of the Supervisor (Examples)

- Monitor supervision sessions
- Challenge supervisee to justify approach and techniques used
- Review progress notes, treatment plans, discharge plans, etc.
- Present and model appropriate clinical interventions
- Ensure ethical guidelines, legal statutes are upheld
- Maintain supervision notes
- Devise method for evaluation of supervisee's skills
- Promote growth as a counselor, promote self-awareness in supervisee
- Provide supervision according to ethical standards

Duties/Expectations/Responsibilities of the Supervisee (Examples)

- Uphold ethical guidelines and legal statutes
- Meet as scheduled with supervisor
- Be prepared to discuss client cases, and bring all necessary documentation to session
- Consult supervisor or designee in emergency situations
- Accept feedback and openly discuss concerns
- Implement supervisor directives in subsequent sessions
- Setting standards and methods for ongoing informal and formal assessments
- Completing all forms required for the supervision process and licensure

Supervisor Unavailability Policy

- Back-up Supervisor (Mississippi LPC-S) name
- Contact information of Back-up Supervisor
- Emergency Situations

Terms of Contract

- Revision
- Termination

Signatures

- Supervisor
- Supervisee/P-LPC
- Date blocks for each signature