

## **Supervision Contract** **Nicole Taylor, LPC**

This document will provide information regarding expectations and rights of the supervisor and supervisee, as well as serve as a

This contract between Nicole Taylor, LPC and \_\_\_\_\_ (supervisee) through Taylored Counseling Services, signed on \_\_\_\_\_ (date) verifies supervision and creates structure to the supervisory relationship.

This contract will last for one year, ending on \_\_\_\_\_ (date).

The purpose of this supervision is to meet the requirements of \_\_\_\_\_

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Supervision will be provided through individual, dyadic, and group formats, with a minimum of one hour per week or four hours per month. A 24-hour notice is expected to cancel or reschedule supervision, except for the case of emergency.

Supervision notes will be maintained using JotForm and can be provided at your request. This platform ensures confidentiality, and all information will be handled with the same care and confidentiality excepted through HIPAA laws and the ACA Code of Ethics.

### **Supervisor Rights:**

1. I have the right to address specific concerns about your clinical work and adherence to the ACA Code of Ethics.
2. I have the right to address concerns of burnout, self-care, and work-life balance that is impairing your functioning as a therapist.
3. I have the right to observe your sessions at the consent of your clients through video or audio recording or sitting in on one of your sessions.
4. I do not accept friend requests from individuals I actively supervise, with an exception for LinkedIn.

### **Supervisor Responsibilities:**

1. My highest priority is the welfare of the clients with whom you are working,
2. My responsibility is to foster your professional development through training, case staffing, and providing feedback on your interventions and progress.
3. I maintain professional liability insurance, and a copy may be provided at your request.
4. I will use formal evaluation measures provided through your licensure requirements as well as any additional evaluations deemed necessary.

### **Supervisee Rights:**

1. You have a right to receive adequate supervision and support by a supervisor who is trained in supervision and therapeutic modalities.
2. You have the right to uninterrupted time during your supervision hour.
3. You will be an active participant in agenda development and any evaluation process.

4. I will not disclose our supervisory relationship to anyone else, but you are welcome to discuss our supervisory relationship with anyone you like.
5. You can maintain records of supervision that we can also sign as a backup to our digital notes through JotForm. You can request a copy of any supervision notes and provide your own addendum that will be added to your supervision file.
6. You have a right to challenge my ideas and guidance in an appropriate manner.

### **Supervisee Responsibilities:**

1. You are required to notify your clients that you are receiving supervision and must receive verbal consent to discuss their case in supervision.
2. You are required to adhere to the ACA Code of Ethics, or the ethical code specific to your licensure.
3. You are required to maintain professional liability insurance and must provide documentation of coverage before supervision begins.
4. Your personal privacy is very important, and I expect social media platforms to be set in a way where your personal data is not accessible. This helps to prevent your clients from receiving unnecessary information about your life that may affect your working relationship. I consider being friends with clients on social media platforms a dual relationship, creating a direct violation of the ACA Code of Ethics.
5. You will attend supervision prepared to discuss case needs as well as successes and will appropriately reflect on personal needs and progress.
6. You should remain open to feedback and be willing to implement recommended interventions unless you have serious concerns with the recommendations.

### **Professional Background**

My professional background includes community mental health, emergency services, and outpatient counseling. I have worked at an inpatient crisis stabilization and detox center providing direct client care and individual and group counseling interventions. During my time in emergency services, I worked in the local emergency department, inpatient psychiatric units, correctional facilities, and walk-in behavioral health center providing evaluations for services. I have worked in administrative roles managing referrals and maintaining high levels of utilization of services and supervised up to eight clinical staff at a time. I have provided intensive in home, mental health skill building, outpatient crisis services, and parenting support services for individuals of a variety of ages and mental health needs. In my outpatient practice I work with individuals aged 13 and older who are experiencing anxiety and depression, as well as working to heal from traumatic experiences.

### **Supervisory Approach**

My approach to supervision is relationship-oriented with cognitive-behavioral supervision processes. This means that my first priority is to understand your personal qualities as a therapist, increase your awareness and insight of yourself and your techniques, and apply this awareness to the counseling process. I will provide feedback on interventions and techniques and will work to identify and address countertransference and areas of dissonance. I want and encourage your feedback during this process, in order to best understand your needs in supervision.

**Technology**

We can use telehealth services for supervision through doxy.me. I will ensure I am in a quiet, private space with no distractions, and expect this of my supervisees as well to maintain a level of confidentiality to supervision.

I do not engage in supervision via text message or email but will be available by phone in an emergency as these methods are not guaranteed to be secure and are a direct threat to confidentiality. Phone calls may also not be secure but are more secure than other methods of electronic communication.

I follow the laws and regulations of the state of Virginia regulating technology-assisted services. There may be limitations to your license or supervision requirements, and it is your responsibility to review these to determine if telehealth supervision can occur.

**Emergencies**

If there is an emergency, follow your site’s guidelines for reporting and documentation. If a client is in immediate danger, contact 911 or your local mental health emergency line and contact your direct site supervisor. In the event of abuse and neglect of a child, elder, or dependent adult, contact your locality’s reporting line and inform your direct site supervisor. In both cases, please contact me as soon as possible, but within at least 24 hours.

**Financial**

My supervision fee is \$75 per hour of individual or dyadic supervision, and \$40 per hour of group supervision. This is expected to be paid within 48 hours of supervision unless otherwise discussed and a payment agreement is completed. Failure to pay supervision fees will result in termination of the supervision relationship. The first time you do not attend a scheduled supervision there will be no charge, but there will be a discussion before supervision can continue. If you do not attend a second scheduled supervision without notice, this contract will be void and supervision will be terminated.

**Goals**

We have identified the following goals for our supervision:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Your signature below indicates that you have read, understand, and agree to this supervision contract.

\_\_\_\_\_  
Supervisee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date