Oregon State University

Counseling & Psychological Services

Doctoral Intern Supervisor-Supervisee Contract

# Expectations of Supervisors

**Establishing the Supervisory Relationship**

1. *Supervisors are expected to practice within the bounds of the laws and regulations of the State of Oregon, the policies and professional standards of the University Counseling & Psychological Services center, and the 2017 Ethical Principles of Psychologists and Code of Conduct set forth by the American Psychological Association.*

2. *Within the first three supervisory sessions, supervisors are expected to establish an understanding of the expectations and responsibilities of each party.* These include the format, frequency, and content of supervision; the roles played by each party; the goals of supervision; due process procedures and the limits of confidentiality within the supervisory relationship; the handling of emergency situations; and the availability of supervision at unscheduled times.

*This "Doctoral Intern Supervisor-Supervisee Contract" outlining these conditions must be signed by both parties, and approved by the Director of Training before the fourth supervisory meeting****.*** The contract should be reviewed periodically in the supervisory sessions to ensure compliance and/or to re-negotiate the conditions. If changes are made, these must be approved by the training director as well.

**Promptness & Availability of Supervisors**

*Clinical supervisors are expected to be on time for their sessions.* Cancelled supervisory sessions should be re-scheduled within the same week if at all possible. If a supervisor plans to be absent, it is the supervisor's responsibility to arrange back-up supervision as needed.

**Briefing on Policies & Procedures**

Supervisors are also expected to monitor the supervisee's understanding of, and compliance with, policies on such matters as crisis management, confidentiality, external communications, release of information, record keeping, etc.

**Intakes and disposition planning**

*The supervisor is responsible for providing intake training to the supervisee by having them sit in on intake sessions conducted by the supervisor and other staff members.*The supervisor has the responsibility of deciding when the intern is ready to perform their own intakes and for approving the disposition of clients seen by the supervisee

**Case Review & Documentation**

1. *Supervisors must maintain an ongoing awareness of all clients who comprise a supervisee's caseload.* While it is the supervisee's primary responsibility to brief the supervisor about each client, the supervisor is also expected to take the initiative in reviewing all cases on a regular basis. Each supervisor must decide the actual frequency and depth of such case briefings taking into account the supervisee's degree of competence and the level of liability risk acceptable to the supervisor.

2. *Clinical supervisors are expected to review audio/video tapes on a regular basis****.*** At the discretion of the supervisor, the number of tapes reviewed each week may vary depending on the supervisee's degree of competence and the level of liability risk acceptable to the supervisor.

3. *Clinical supervisors (including senior group co-leaders) should read and co-sign (electronically) each clinical note and all correspondence written by the supervisee***.** This includes entries regarding cancellations, no-shows, critical incidents, actions taken, etc. Supervisors are expected to provide evaluative feedback about the quality of clinical notes and may require any editing which will improve the notes as written by the supervisee.

**Evaluative Feedback Processes**

1. *Supervisors are responsible for providing ongoing, timely, and accurate feedback to the supervisee regarding his or her progress, including strengths and areas needing improvement.* Supervisors are expected to attend formal feedback sessions scheduled by the training director. Also, written evaluations as requested by the training director must be provided in a timely manner.

*2. As the need arises, the clinical supervisor and/or group co–leader are expected to contact the Director of Training in a timely manner to discuss questions or concerns about a supervisee***.** Supervisees need to be informed that problems or weaknesses in performance may be reported to the training director. Such reporting must be done in accordance with due process procedures, particularly in instances of problematic performance.

**Transfer of Supervisory Responsibilities**

Whenever there is a supervisory re-assignment, *the previous supervisor will continue to be responsible for case management until the first supervisory meeting occurs with the new supervisor.* The official transfer of cases will occur at that first meeting.

**Expectations of Supervisees**

**Ethical & Legal Practice**

*Supervisees are expected to practice within the bounds of the laws and regulations of the State of Oregon, the policies and professional standards of the University Counseling & Psychological Services center, and the 2017 Ethical Principles of Psychologists and Code of Conduct set forth by the American Psychological Association.*

**Professional Functioning**

1. *Supervisees are expected to make appropriate use of supervision.* This includes being on time and prepared to take full advantage of learning opportunities, maintaining an openness to learning, openly and directly communicating with the supervisor; and being able to accept and use constructive feedback.

2. *Supervisees are expected to function in a professional manner.* This includes balancing agency needs with personal needs, managing personal stress and monitoring commitments, maintaining appropriate interaction with peers, colleagues, and staff, using appropriate channels of communication; participating in meetings and staff development activities, and being alert and responsive to adjustment problems or emotional responses that may interfere with professional functioning.

**Signatures**

Term of contract: Fall Winter Spring Summer 20\_\_

By our signatures, we affirm that we both understand the supervisory expectations noted in this document and that we both agree to the specific contracted goals and activities cited above.

Supervisor/Date Supervisee/Date

**Training Goals** 1st quarter 2nd quarter 3rd quarter 4th quarter

Supervisees are expected to review training goals each quarter. Supervisor and supervisee agree to review supervisee’s progress toward meeting these goals periodically throughout the term.

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