



# Saskatchewan College of Psychologists

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## Supervision Agreement for Provisional Practice Psychologists

This agreement defines a relationship of supervision between \_\_\_\_\_ (name of supervisee) and \_\_\_\_\_ (name of supervisor and name of employing agency and administrative representative if relevant)

### Both Participants Agree to the Following:

- This agreement for supervision is intended to accomplish the following purpose(s) \_\_\_\_\_ (provision of supervised experience to meet SCP licence requirements; adding of new competencies; meeting the conditions set by an SCP disciplinary decision; etc). To the extent to which each party is able to express control, it is the responsibility of the supervisor and the supervisee and the employer each and together, to ensure that the content and expectations of the proposed supervision meet all the requirements of the purposes indicated in the purposes established above for a supervisory relationship.

The period of supervision shall be from \_\_\_\_\_ (m/d/y) until Full Practice licensure is achieved.

- The supervisee agrees to work \_\_\_\_\_ hrs/wk in professional psychological activities under supervision, with \_\_\_\_\_ hr(s) of 1/1 supervision each week from the primary supervisor and \_\_\_\_\_ hrs/wk of delegated supervision and \_\_\_\_\_ hrs/wk of group supervision. The primary supervisor shall remain responsible for oversight of the delegated work.
- Delegated supervision may involve assigning, by agreement, a portion of the supervisee's work time to the oversight of someone with speciality competency in an area of supervisee commitment. Group supervision may involve added supervision beyond the minimum required in the presence of supervisees of the same or other disciplines or of a treatment team.
- No agent, associate, or employee furnished by either party shall be understood to be agent, associate, or employee of the other party. This agreement shall not be construed as a partnership, a partnership agreement, a contract of employment, a joint venture or a profit sharing agreement. Neither party has the authority to obligate the other to any additional undertaking or commitment whatsoever.
- (If appropriate) Pay for the supervisor will be \$\_\_\_\_\_/hr, paid by \_\_\_\_\_ (payer, not to include supervisee). Pay for the supervisee will be \$\_\_\_\_\_/hr, paid by \_\_\_\_\_ (payee) with benefits as follows (include information on worker's compensation, medical benefits, compensation for travel, CE (continuing education) provision, sick leave policies, etc., where appropriate).

<sup>1</sup> The Saskatchewan College of Psychologists wishes to thank Dr. Robert McPherson, identified authors' correspondent, for permission to share this modified version of a Supervision Contract published by his colleagues and him. The original contract format was published as part of Sutter, Emily; McPherson, Robert H.; and Geeseman, Robert (2002). Contracting for Supervision. *Professional Psychology: Research and Practice*. 33, 495-498.

- All parties have reviewed and consented to written policies and practices concerning client record keeping and access to records, documenting of supervisee activities, documenting of supervision, confidentiality of client information and exceptions to confidentiality, handling of client emergencies and termination, client billing and reporting of identity and supervised status of service provider, the indication of supervised status on all documents and reports, informing clients of provider's supervised status, and obtaining appropriate client informed consent.
- Malpractice insurance to cover the supervisee's professional services rendered under supervision shall be procured, maintained in full force and shall be provided by and paid for by \_\_\_\_\_ (specify supervisor, supervisee, or employing organization).

Adequate malpractice insurance as required by any regulations may be provided by employer, or by supervisor or supervisee, or all of the above. The concern of the SCP is that such protection for clients exists. Copies of the certificates of insurance, notice of any and all renewals, changes, modifications and/or restrictions and denials of coverage with respect to the insurance shall be provided by the purchaser of the policy to both supervisor and supervisee, with a copy to the SCP.

- All parties to this agreement agree to keep each other informed of all the facts about any allegations of injury from the care or treatment of any client or patient. They further agree, subject to the terms of the malpractice policies, to co-operate with each other in the conduct of defence of any such claims and in attempting to minimise or mitigate any harm that may have occurred to clients or patients.
- Both supervisor and supervisee agree to keep one another informed of changes, which may affect any of the terms of this agreement. Modification of this Agreement may be made with agreement of both parties. SCP shall be informed if the purpose involves licence or competency matters concerning SCP, and SCP shall determine and inform the parties regarding the acceptability of such changes for recognition of experience for SCP purposes.

***The Primary Supervisor Agrees to the Following:***

- The supervisor will avoid any dual or multiple relationships with the supervisee, which could reasonably be expected to lead to exploitation of the supervisee or loss of objectivity of the supervisor in judging the performance of the supervisee. (Dual relationship, for further clarity and example, means a circumstance in which a psychologist and a client have both professional and non-professional relationships, such as personal friendship, business or financial ties, mutual club or social group involvement, family or marital ties, or sexual relationship). If a dual or multiple relationship does exist, the supervisor is responsible for explaining how this relationship does not hamper objectivity or exploit the supervisee and describing the means developed to prevent/resolve any problems which may arise from the duality involved in the relationship.
- The supervisor accepts responsibility for the professional services provided by the provisional practice professional under his/her supervision. The supervisor shall ensure that only tasks that the supervisee is competent to undertake by reason of training and experience are assigned to the supervisee. The supervisor will assign tasks and delegate supervision in a manner consistent with the purpose(s) of this supervision agreement, consistent with provincial and national laws and regulations, appropriate

- employer policies and guidelines, and the requirements of any applicable third-party payee program, if involved. Proposed supervisee activities are as follows:
- Proposed delegated supervision or group supervision is as follows ( please summarise).
- The supervisor will be available to the supervisee under the following circumstances and to the following degree (please summarise).
- The back up supervision plan and party(ies) responsible in an emergency or in the absence of the primary supervisor is (insert).
- The supervisor will document supervision in the following manner (insert).
- The supervisor will continually evaluate the appropriateness of the services provided and the professional development of the supervisee. Formal evaluation of the supervisee will occur on the following periodic basis \_\_\_\_\_. The supervisor will evaluate the supervisee in the following areas: (Detail and reference to claimed competency of provisional practice candidate) (attach competency expectations and evaluation form if applicable).
- The supervisor's evaluation shall be reported to the following individuals/agencies, (including SCP) (insert).
- The supervisor proposes the following style or pattern of providing supervision to the supervisee (e.g., observation as supervisee provides service; opportunity for supervisee to observe or co-participate with supervisor in provision of service; reviewing supervisee's products – test protocols, reports, file recordings or therapy sessions; discussion of supervisee work related concerns; structuring sessions on selected topics required by SCP or MRA; topics such as ethics, consultation, record keeping, and other relevant professional matters).
- Appropriate space, equipment, and support services will be provided to the supervisee.
- The supervisor possesses and shall maintain the following credentials and claimed competencies (insert: a) SCP registration, b) areas of competence).
- The supervisor does not claim the following competencies required by the supervisee but has or has ensured that secondary supervision is available to provide for the following areas (detail here).
- It is understood and accepted that the supervisory relationship shall be terminated during any period in which the supervisor's licence or other required credentials(s) are suspended or subject to other disciplinary actions.
- The supervisor will ensure the supervisee uses a title indicating the appropriate training and status (e.g., Registered Psychologist (Provisional) and that supervisee's not yet on provisional licence will not claim status as psychologists).
- Supervision will normally take place at the same location at which the supervisee's services are delivered. Exceptions to this arrangement are proposed as follows:

**The Supervisee Agrees to the Following:**

- Documentation of supervised activities will be provided to the supervisor, employer, and SCP in the following fashion (attach a copy of supervision log form if applicable).
- The supervisee agrees to follow all ethical codes, legal requirements, practice policies, and office policies.
- The supervisee shall inform all clients of the supervised status of the treatment provided and obtain client consent prior to the commencement of services. The supervisee will ensure that the supervised status is documented on all written reports and case notes and in any billing.
- The supervisee will treat the supervision as a learning opportunity and seek the benefit of the supervisor's instruction and oversight.

***I have read the above, had an opportunity to discuss related question, and agree to the provisions set out here.***

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

\_\_\_\_\_ Date

Representative of employing agency if different)

\_\_\_\_\_

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date