



Saskatchewan College of Psychologists

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Membership Advisory

Responsibilities of the Supervisor

1. Six hours of direct face-to-face (in-person) supervision for each 160 hours of practice (minimum of 56.25 hours of supervision; minimum of 1500 hours of practice).
2. Ensuring that the Provisional member fully discloses their Provisional licensure status to all clients, stakeholders, other professionals, and that as part of the informed consent process provide the client, and others with you name and contact information so that they may contact you in the event of a concern with regard to the service being provided by the supervisee.
3. A minimum of 10 hours of direct observation of the Provisional member's service provision during the 1500 hour requirement. Whether more hours of observation beyond the 10 are required will be depend on your confidence in the supervisee's competence to practice. It is strongly advised that periodic observation occur even after the 1500 hours have been logged and until such time as Full Practice licensure is awarded.
4. Group supervision is permissible but is only counted a ½ the rate that individual supervision is counted (e.g. 4 hours of group supervision would be counted as only 2 hours). Group supervision must not exceed more than 1/3 of the logged supervision hours (approx. 18.75 hours / 56.25 hours).
5. Due to issues of distance, some supervision may need to be provided via technology (e.g. Skype, telephone, email etc.). This should not be used as a regular vehicle for the provision of supervision and must not replace or significantly augment face-to-face (in-person) contact. Any arrangements to augment direct in-person supervision with supervision delivered via technology, must be clearly outlined within the Supervision Agreement and Supervision Plan, and must be approved in advance by the Committee.
6. If there is no primary or secondary supervisor physically located at the worksite, a backup health professional who is licensed to practice independently and who can assist the Provisional member in an emergency or if the supervisor(s) cannot be reached in a timely manner, must be identified for the Committee. This individual must not provide regular or ongoing supervision, and are only to be utilized in extenuating circumstances. If the arrangement is to exceed this, they must be added to the Supervision Agreement as a secondary supervisor and must be approved by the Committee.
7. Co-signature by the appropriate supervisor of all reports, letters, and documents going outside of the worksite, with the possible exception of progress notes and memos. If a secondary supervisor is being utilized who is not a Registered Psychologist/Registered Doctoral Psychologist, the name, title and contact information for the primary supervisor must appear on all documentation co-signed by the secondary supervisor.
8. Co-signature of all reports and documents in which a diagnosis is conveyed must be completed by a supervisor who is a Full Practice member of the SCP and has the APE on their license, and has had the APE for a minimum on one year.
9. Comprehensive review and critical analysis by the supervisor(s) of the work of the Provisional member.

10. Open and honest feedback to the Provisional member.
11. Guidance with regard to ethics and ethical dilemmas.
12. Guidance with regard to practice.
13. Assistance with the development of a Supervision Plan that meets the approval of the Registration Committee of the SCP.
14. Preparation of the Provisional member for the oral examination.
15. Endorsement of all supervision practice logs which are submitted for approval. Please note the following with regard to the practice hours:
 - Generally practice hours are to be spent in the direct provision of services to clients or in collateral activities which support that service provision (e.g. report writing).
 - Hours spent preparing for the EPPP are not to be logged.
 - Practice hours spent providing co-therapy with one's supervisor are allowable.
 - Practice hours spent directly observing other seasoned therapists providing direct client service are allowable.
 - Hours spent attending workshops or listening to one's co-workers or supervisor provide a presentation or in-service which would typically constitute a continuing education activity which as professionals have an obligation participate in as part of continuing competency, may not be logged.
 - Hours spent researching general practice issues/questions may not be logged.
 - Hours spent in transit to the location of service delivery may not be logged.
16. Evaluations of the Provisional member must be submitted at the mid and end points of the 1500 supervised practice hours. Evaluations must clearly indicate whether the supervised practice hours were successfully logged or not (complete in full the last page of the MRA evaluation form). Hours submitted in their entirety at the end of the 1500 supervised practice period may not be accepted by the Committee for credit.
17. If supervision of the Provisional member ends prior to the completion of the midpoint or endpoint hours in full, the supervisor(s) must provide an evaluation for the time spent under their supervision.
18. Ongoing direct supervision at the rate of 6 hours for each 160 hours of practice throughout the entire Provisional licensure period until Full Practice licensure is awarded.
19. Assist the member to negotiate any difficulties with the employer or other colleagues.
20. Identification for the SCP of any significant problems regarding the member's practice and ultimately their suitability for independent practice.
21. Yearly review of the Supervision Plan and notification of the College of any substantive changes to that Plan. .
22. A written attestation/confirmation at 6 month intervals following the completion of the 1500 hour supervised practice requirement that direct supervision is continuing at the rate of 6 hours of supervision for each 160 hours of practice (to continue until Full Practice licensure has been awarded).

N. B. Other responsibilities may apply to individual situations