



# Saskatchewan College of Psychologists

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## Supervision Agreement for Provisional Practice

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)

Secondary supervisors party to this agreement: \_\_\_\_\_

### Participants Agree to the Following:

➤ This agreement for supervision is intended to accomplish the following purpose(s) \_\_\_\_\_ (provision of supervision to meet SCP licensure 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, the supervisee, and the employer together, to ensure that the content and expectations of the proposed supervision meet all the requirements of supervision for the purpose of Provisional licensure with the SCP.

The period of supervision shall be from \_\_\_\_\_ (m/d/y) until Full Practice licensure is achieved, or either party terminates the supervisory relationship, or the Provisional member is unsuccessful in meeting the terms of Full Practice licensure.

- 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 another licensed professional with a specific area of competency. Group supervision may involve added supervision beyond the minimum required and outlined within this agreement.
- 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 – this includes the prevention of the termination of the supervision agreement should this be deemed to be necessary by either party.
- (If appropriate) Pay for the supervisor will be \$\_\_\_\_\_/hr, paid by \_\_\_\_\_ (payer-LIST). 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).

- All parties have reviewed and consented to the policies, practices, and legislative responsibilities concerning - record keeping and access to records, documenting of supervision and supervisee activities, 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 policy and/or legislation 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 for the change involves licence or competency matters of either the supervisee or supervisor,, and shall determine the acceptability of such changes.

***The Supervisor(s) Agrees to the Following:***

1. The supervisor will seek to avoid 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. 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.
2. The supervisor accepts responsibility for the professional services provided by the supervisee under his/her supervision. The supervisor shall ensure that the supervisee is only assigned tasks that he/she is competent to undertake consistent with their training and experience. The supervisor will assign tasks and delegate supervision in a manner consistent with the purpose(s) of this supervision agreement, with provincial / national laws, appropriate employer policies and guidelines, and the requirements of any applicable third-party payee program, if involved. Proposed delegated supervision or group supervision is as follows (please summarise).
3. Should a complaint be lodged against a Provisional member, the supervisor understands that they may be asked to speak to the complaint and may also be held responsible should the complaint be founded.
4. The supervisor will be available to the supervisee under the following circumstances and to the following degree (please summarise).
5. The back up supervision plan and parties responsible in an emergency or in the absence of the primary supervisor is (**LIST**).
6. The supervisor will assist the Provisional member with the development of a Supervision Plan for the approval of the Registration Committee (Committee) of the SCP.

7. On an ongoing basis, the supervisor will evaluate the appropriateness of the services provided by, and the professional development of, the supervisee. Formal evaluation of the supervisee will occur at the 750 hours and 1500 hours points in the Provisional period, as well as if necessary in the event of concerns about practice and/or competency. Written reports will be forwarded to the SCP. Review and endorsement of the supervision/practice logs will occur in order for the practice hours to be considered for credit. All hours must be rated as having been successfully completed in order to be counted toward the 1500 hour requirement.

If applicable, supervisor endorsement in regard to eligibility for the APE will occur in writing. 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 provided to the SCP and to **(LIST)**:

8. Supervision will be provided at the rate of six hours of direct face-to-face (in-person) supervision for each 160 hours of practice (minimum of 57 hours of direct supervision). The supervisor will periodically directly observe the Provisional member's work with clients during the 1500 hour requirement **and** until independent licensure is awarded.

The supervisor will also provide supervision via the following additional methods **(LIST)**: (*e.g., observation by the supervisee of the supervisor's work with clients or provision of co-therapy; review of the supervisee's work products > test protocols, reports, file recordings or therapy sessions; discussion of supervisee's work related concerns; structuring sessions on selected topics required by the SCP or MRA > topics such as ethics, consultation, record keeping, and other relevant professional matters*).

9. The supervisor will co-sign all reports and documents with the possible exception of internal notes, progress/contact notes, and memos. If a secondary supervisor is utilized who is not a Registered Psychologist, the supervisor will ensure that the name, title and contact information for the primary supervisor appears on all documentation co-signed by the secondary supervisor. (Non-Psychologists cannot co-sign Psychological Assessment reports or diagnostic reports)
10. Co-signature is required for all reports and documents in which diagnoses are communicated (one must have the APE to do so). If unable to attend the debriefing appointment, in advance of the appointment the supervisor will communicate to the client their diagnosis(es) in writing.
11. In regard to any concerns about the Provisional member's practice and/or conduct the supervisor will:
  - i. identify for the SCP of any significant problems regarding the Provisional member's practice and ultimately their suitability for independent practice.
  - ii. provide a comprehensive review and critical analysis of the work of the Provisional member for both the SCP and the supervisee.
  - iii. provide open and honest feedback to the Provisional member in a timely manner.
  - iv. provide guidance with regard to ethics and ethical dilemmas consistent with the Canadian Code of Ethics for Psychologists and the SCP Professional Practice Guidelines.
  - v. provide guidance with regard to practice consistent with the legal and ethical responsibilities of the profession.
  - vi. assist the Provisional member to negotiate any difficulties with their employer or other colleagues.
  - vii. assist clients of the Provisional member in addressing concerns/issues in regard to the service provided.

12. 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 (LIST).

13. 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.

If supervision must be ended prematurely, for whatever reason, the supervisor will provide a written evaluation of the supervisee to the SCP as well as to review the practice logs for the hours logged under their supervision, and endorse those hours as successfully met or not.

14. Once the 1500 hours have been successfully logged, the supervisor will conduct a yearly review of the Supervision Plan and notify the SCP of any changes to that Plan (the expectation is that the Plan will continue throughout the term of Provisional licensure, and after the 1500 hours have been completed).

Following the completion of the 1500 hour supervised practice requirement, the supervisor will also provide a written attestation/confirmation at 6 month intervals 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)

15. The supervisor will provide guidance to the supervisee in regard to preparation for the oral examination interview.
16. 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).
17. 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:***

1. Documentation of supervised activities will be provided to the supervisor, employer, and SCP in the form of a supervision/practice log in a timely manner. The supervisor must endorse the supervision/practice log. If the employer wishes to see the supervision/practice log, the supervisee must provide a copy to them.
2. The supervisee agrees to follow the Canadian Code of Ethics for Psychologists, the SCP Professional Practice Guidelines, and all relevant legislation.
3. The supervisee agrees to abide by employer/agency policies and procedures unless they are in conflict with the ethical and practice standards of the profession. In that event the supervisee must identify the concerns for their employer, and seek consultation from their supervisor and the SCP if necessary, as soon as is practical.
4. The supervisee shall inform all clients of their Provisional status (under supervision) and obtain client informed consent prior to the commencement of services. The supervisee will ensure that their Provisional/ supervised status is clearly documented on all written reports, case notes, and in any billing.
5. The supervisee will notify clients of the name and contact information of their supervisor(s).

- 6. The supervisee will treat the supervision as a learning opportunity and seek the benefit of the supervisor's instruction and oversight.
- 7. In cases of dispute between the supervisor and the supervisee, the supervisee will identify for their supervisor their concerns and will work to find a mutually agreeable resolution to the concerns. Should this not be possible, the supervisee will seek consultation with the SCP.
- 8. The supervisee accepts that either party may terminate the supervision agreement without penalty. The supervisee must have a supervisor to be maintained on the Register of the SCP. The Provisional member who does not have a supervisor will be removed from the Register immediately and cannot be reinstated until a acceptable supervisor has been engaged and approved, and all outstanding fees paid.
- 9. The supervisee understands that all changes to the Supervision Agreement or Supervision Plan must be submitted to the Registration Committee, and must be approved by them.
- 10. The supervisee understands that the supervised practice hours must be submitted in a timely fashion and in two intervals (750 hours and 1500 hours), and that the hours must be endorsed by the supervisor as having been successfully logged before they will be accepted towards the 1500 hour supervised practice requirement.
- 11. The supervisee understands that the expected requirements of the provisional licensure period – which include 1500 hours of approved supervised practice, the Examination for Professional Practice in Psychology (EPPP), and the oral examination interview – **must** be successfully completed within the three (3) year time limit, as legislated. The three year “clock” is paused between the date on which the member applies for the oral interview and the date of the interview, **or** in the case of an interview failure, the date on which the unsuccessful result is confirmed by a review panel. **There are no extensions.** Medical leaves and maternity/paternity/parental leaves are not considered extensions, and must be approved by the Registration Committee. The provisional member is placed on the Non-Practice Register during any approved leave, and the three-year time limited is adjusted accordingly.
- 12. The supervisee understands that three attempts are allowed to pass the EPPP and/or the SCP established oral examination interview. Should the Provisional member be unsuccessful after three attempts of either examination they will be removed from the Register and the membership of the College by the Executive Council. This in effect will mean that they can no longer use the title “Psychologist” or represent themselves as a member of the profession.

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

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

Secondary Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Representative of employing agency if different)  
\_\_\_\_\_  
Date \_\_\_\_\_

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