



CONTRACT FOR INDIVIDUAL PROFESSIONAL SUPERVISION

The following contract is between **Liz McCaughey (Clinical Supervisor)** of aMindset (AM) and ()
(Supervisee)

Date Contract Made	
Date Supervision to Start	As required
Supervisee (Full Name -Print)	
Clinical Supervisor (Print)	Liz McCaughey

SUPERVISOR

The Supervisor, Liz McCaughey (LM) is a member of the Australian Counselling Association (ACA): The Hong Kong Society of Counsellors & Psychology (HKSCP): ACA College of Supervisors: British Association of Counsellors and Psychotherapists (BACP): Psychotherapy Society Hong Kong (PSHK) and is a licensed professional who has received specialised training in Clinical Supervision. During the first session, the Supervisor will explain the methodology used during the supervision sessions.

- 1. Clinical Supervision will:**
 - a. Monitor and promote the wellness of clients seen by Supervisee.
 - b. Promote the development of Supervisee's professional identity and competence.
 - c. Fulfil requirements for Supervisee certification and accreditation. A minimum of 25 non-contact hours of supervision is required. It is up to the individual student to monitor the 4:1 hourly ratio needed by the university.
 - d. Include a variety of methods within a multi-faceted framework.
- 2. Clinical Supervision online or face to face (F2F) will take the following form:**
 - a. Individual
 - i. Required - a minimum of 5 individual sessions of the 25-hour placement requirement.
 - b. Joint (2-3 people)
 - c. Group (5-7 people)
- 3. Confidentiality & Consent:**
 - a. All supervision interactions, including scheduling & appointments, the content of your sessions, progress, and records, are confidential between the parties to be shared only with both parties' consent unless there are issues regarding risk.
 - b. If the Clinical Supervisor identifies risks to clients or the Supervisee, information may need to be shared.

- c. If disclosure is necessary by the Supervisor, she will inform the Supervisee.
- d. If there were legal requirements, e.g. a coroner's inquiry, the court may require disclosure by the Supervisor who would then have an obligation to comply.
- e. Failure to disclose the information would place you or another person at risk.
- f. Your prior approval has been obtained to
 - i. Provide a written report to another professional or agency (e.g., GP or lawyer)
or
 - ii. Discuss the material with another person (e.g., employer)
- g. You may access the material in your file upon request. This access will comply with national privacy legislation. You may request in writing for the therapist to release specific information about your C&P sessions to person(s) you designate.

4. Duties and Responsibilities of Clinical Supervisor-Supervisee

a. Clinical Supervisor

- i. Encourage ongoing professional education
- ii. Challenge Supervisee to validate the approach and technique used.
- iii. Monitor basic micro-skills and advanced skills, including transference and countertransference.
- iv. Provide alternative approaches for the Supervisee.
- v. Intervene when client welfare at risk.
 - 1. Ensure ethical guidelines and professional standards are maintained.
- vi. Provide consultation when necessary.
- vii. Discuss administrative procedures and marketing strategies.

b. Supervisee

- i. Uphold ethical guidelines and professional standards.
- ii. Discuss client cases with the aid of written case notes.
 - 1. Prepare appropriate paperwork before every supervision session
- iii. Keep the Supervisor informed of caseload and personal problems that may impact the Supervisee's therapy session with clients
- iv. Validate diagnoses made and approach and technique used.
- v. Be open to change and alternate method of practice.
- vi. Consult Clinical Supervisor or designated contact person in cases of emergency.
- vii. Implement Clinical supervisor directives in subsequent sessions.
- viii. Maintain a commitment to supervise education and the counselling profession.
- ix. Accept that the goals of the session will be varied and not restricted to one goal.
- x. Be active and collaborative with ideas and suggestions during the sessions. (Do not be afraid to speak your mind and admit your mistakes. We all make mistakes! Supervision is there to help you learn and grow from those mistakes to serve your clients better. It is worthwhile reminding you; research indicates that the best supervision outcomes are achieved within a safe, caring, trusting, and collaborative environment.)

- xi. If required, complete a brief session-assessment-form after some sessions.

c. Other areas to consider: Evaluation

- i. The Supervisor will provide feedback at each session.
- ii. Records will be limited to session details and significant issues relevant to the professional supervision of the case.
- iii. In exceptional circumstances, the Supervisor may conduct a formal evaluation after three months or as required.
- iv. No video evaluation will be used.

5. Procedural Considerations

- a. The Clinical Supervisor will make a log of all attendance and contact between Supervisor and Supervisee.
 - b. The Clinical Supervisor will keep brief records of each supervision session for their reference.
 - i. These notes will be kept confidential unless legally required to be disclosed.
 - ii. In the event of the Clinical Supervisor leaving their position, the Supervisor and Supervisee will discuss whether the notes are to be archived or passed on to the new Supervisor.
 - c. The Supervisee will keep a logbook detailing all counselling and supervision sessions. This logbook will be signed monthly (or as needed) by the Clinical Supervisor.
 - d. Supervisees written notes, diagnosis, and action plans may be reviewed in sessions.
 - i. Supervisees are to prepare the case studies they wish to discuss before each session.
 - e. Issues related to Supervisees professional development and training will be discussed.
 - f. This contract's condition that major and significant issues experienced in the counselling sessions or related to a placement location will be raised and addressed in professional supervision. The Supervisee must do the disclosure of the problem within a reasonable timeframe.
 - g. It is a condition of this contract that the Supervisee will only work within a framework of competence, ethical behaviour and practice.
 - h. The contract can be modified at any time when agreed by both parties.
 - i. The Supervisee must pay before attending their supervision session. There is a 24-hour cancellation policy; please notify LM via What's App (+852 6270 9109) to request to alter any supervision appointment times.
 - i. **Online Payment:** <https://amindset.hk/make-a-booking/> **or PayMe: 6270 9109.**
- 1. SUPERVISION:**
- a. Individual (50-mins) – HKD1,000
 - b. Joint for 2-3 people (60-mins) – HKD750
 - c. Group for 5-7 people (120-mins) – HKD1,000
- j. All text-messaging will be restricted to emergencies or the logistics of arranging or cancelling appointment times.

6. The Sessions

The sessions are a collaborative approach to supervision, where the Supervisor and Supervisee work together to find solutions and better outcomes for Supervisee and their clients. Other than for exceptional circumstances, each session will run to a similar plan:

1. Checking in
2. Bridging from previous supervision session
3. Goals for the session, which may be related but not restricted to:
 - a. Case Studies
 - b. Workload
 - c. Case Notes
 - d. Ethical Issues
 - e. Problematic Behaviour
 - f. Instruction or guided discovery
 - g. Structured learning or role play as required
4. Setting tasks for between sessions
5. Feedback from Supervisee
6. As required – the completion of a brief evaluation form on the supervision session

7. Techniques of Therapy

Multiple interventions may be used to conduct a supervision session effectively. You must discuss with your Supervisor any questions you may have regarding the techniques used. You are entitled to have input about the supervision session and what is your preferred approach. As supervision progresses, goals and practices may change, and you and the Supervisor will re-evaluate your sessions in a collaborative and collegial manner.

Preferred technique

The Supervisor will include (but not be restricted to) the following techniques, listed in order of preference, in their supervision session:

1. Psychodynamic Supervision
 - a. Unconscious parallel processes & transference
2. Solution Focused Supervision
 - a. Competency & Strength-Based Approach
3. Behavioural & Cognitive Models of supervision
4. Developmental Model of Supervisions

The Supervisee will adapt their technique to counselling and is not restricted to the Supervisor's preferred method.

8. Placement Location

aMindset will endeavour to source placement locations for the Supervisee. These placements are organised between LM and the placement location and are valued and treated with respect. It is the responsibility of the Supervisee to inform LM of any problems that may occur at an allocated placement location. A minimum of 30-day's notice is required to terminate a placement. LM will maintain close contact with all of the Supervisee's placement locations.

9. Mutual Benefit Therapy Program (MBTP)

aMindset will endeavour to source individual clients for supervisees. The clients may work F2F or online. F2F clients will work from the consultation room sourced by aMindset. The clients will be charged for each session. **These clients are part of the aMindset organisation**, please refer to the MBTP website page for more information: <https://amindset.hk/all-services/mbtp/>. To participate in the MBTP program, the Supervisee has to agree to have their profile published on the aMindset website: <https://amindset.hk/the-team/> as potential MBTP clients are directed to the website.

10. Relationship

Your relationship with your Supervisor is professional. Research identifies that personal or business relationships undermine achieving positive outcomes in supervision. The Supervisor is there to assist you with clinical supervision items, but they are not there to act as your counsellor or friend. Gifts, bartering and trading services is regarded as unethical and not allowed.

11. Cancellation Policy

- a. Greater than 24-hours - Nil penalty
- b. Less than 24-hours - Full payment of fee
 - i. Unexpected emergencies can be discussed on an individual basis.
- c. Supervisees who regularly cancel or fail to attend a session may incur an additional HKD 500 fee.
- d. If a session has to be rescheduled, the Clinical Supervisor will notify the Supervisee via text.

12. Other Considerations

a. Agreement

- i. To the best of our ability, we agree to uphold the guidelines specified in the professional supervision contract and manage the professional supervisory relationship process according to the ethical principles and Code of Conduct of the Hong Kong Society of Counselling and Psychotherapy (HKSCP).

b. Indemnity

- i. You are not an employee or an agent of aMindset, and as such, you will indemnify aMindset against any action arising from any client about your activities.

By signing the Contract for Individual Supervision, you agree to the above terms.

Signed: _____

Date:

Name:

(Supervisee)

Signed: _____

Date:

Name: Liz McCaughey of aMindset

(Clinical Supervisor)