

PRACTICUM SUPERVISION CONTRACT
Western University
Graduate Program in Clinical Psychology

Instructions

The purpose of this contract is to make explicit the learning conditions, expectations, styles and preferences as well as the needs of the student and the requirements of the supervisor and setting.

It is the responsibility of the student and the supervisor to review and discuss the items in this contract and to negotiate a contract which is acceptable to both parties prior to or at the beginning of the practicum placement. The student may complete any sections in advance of a meeting in preparation for the discussion. The process is important and the content is intended to provide signposts for conducting a dialogue between the supervisor and student.

The contract should be reviewed with an “expectation check” after 4-6 weeks and at which point any revisions could be noted and the contract is signed off by both parties. Following this, the practicum supervisor in the setting retains a copy. The student also retains a copy and provides a copy to the Coordinator of Practicum Placements.

This is an agreement between: _____, and _____
Supervisor Supervisor

The term of supervision will be from: _____ until _____ .
Start date (yyyy/mm/dd) End date (yyyy/mm/dd)

This Individual Supervisor Agreement is to expire after the specified end date above. If the period of supervision is to end earlier, or be extended beyond this date, an amended Individual Supervisory Agreement should be created, agreed to, and signed by both parties.

1. Practicum details

Dates: From: _____ To: _____

Course: _____

Type of Practicum: _____ Total Hours Required: _____

Name of Practicum Student: _____ Year: _____

Student Contact Information:

Home Address: _____

Telephone #s: Home: _____ Office: _____ Cell: _____

Email: _____ Preferred Mode of Contact: _____

Person to Contact in Case of Emergency: _____ Phone: _____

Primary Supervisor: _____ Phone: _____

Email Address: _____

Person to Contact in Case of Emergency: _____ Phone: _____

Secondary Supervisor(s) (if used) _____ Phone: _____

Email: _____

Name of Organization: _____ Service,

Department, Program, Unit etc.: _____ Student's Previous

Practicum Experience: _____

2. Basic arrangements (to be completed during contracting session)

- a. Number of direct client contact hours required _____
- b. Agreed upon hours/week _____
- c. Agreed upon days in attendance _____ (note any flexibility)
- d. Agreed upon time(s) of day for practicum _____
- e. Agreed upon office location _____
- f. Amount of supervision Frequency: _____ Length: _____
- g. Agreed upon supervision times (if known) _____
- h. Amount of delegated supervision _____
- i. Amount of group supervision _____
- j. Types of client(s) _____
- k. Documentation of supervision _____
- l. Back up supervision _____
- m. Title to be used by student in setting _____
- n. Documents to be submitted prior to starting _____
- o. Pre-practicum health requirements _____
- p. Police check requirements _____

3. Orientation to organization (to be completed during first few sessions, in accordance with the requirements of the setting)

	Notes
a. Agency/organization programs	_____
b. Policies and procedures	_____
c. Review confidentiality/privacy	_____
d. Review limits of confidentiality	_____
e. Dual relationships/boundary issues	_____
f. Health and safety procedures	_____
g. Fire regulations	_____
h. Orientation package	_____
i. Case/file management	_____
j. Clinical recording/documentation	_____
k. Introduction to key personnel	_____
l. Allocated space	_____

- m. Email/phone/fax/computer/copier _____
- n. Parking _____
- o. Allocated clerical support _____
- p. Organization emergency procedures _____
- q. Travel/expenses _____
- r. Meals/breaks _____
- s. Procedures when sick/unavailable _____
- t. Dress code _____
- u. Patient/client booking procedures _____
- v. Supervisor absence _____
- w. Billing protocol etc. _____
- x. Other _____

4. Accommodation needs of student (if required)

5. Learning objectives for this placement. These are specific learning areas on which to focus during this practicum, not just a list of activities in which the student will be involved.

Rate each as either 1= High Priority; 2= Medium Priority 3 = Low or Not a Priority for this placement.)
Note: probably no more than 3-5 high priority areas should be selected.

a. Assessment/Diagnosis

- i. Practice on administration of intellectual tests _____
- ii. Learning to use new intellectual/cognitive tests _____
- iii. Practice in using personality/other tests _____
- iv. Selecting appropriate tools for case _____
- v. Improving interpretation of psychometric tests _____
- vi. Gaining experience in interviewing skills _____
- vii. Learning structured diagnostic interviews _____
- viii. Learning risk assessment (suicide/violence) _____
- ix. Learning specific assessment tools (specify) _____
- x. Learning specific assessment procedures _____ (e.g. PCA, legal, insurance etc.)
- xi. Writing reports _____
- xii. Case formulation _____
- xiii. Differential diagnosis _____
- xiv. Making recommendations _____
- xv. Providing feedback _____
- xvi. Communicating a diagnosis _____
- xvii. Other _____

b. Intervention

- i. Expanding knowledge of evidence base _____
- ii. Practicing specific therapy technique _____ Specify: _____
- iii. Establishing a therapeutic alliance _____
- iv. Working with difficult clients _____
- v. Improving self-awareness/reflective thinking _____
- vi. Individual therapy _____
- vii. Working with families _____
- viii. Working with groups _____
- ix. Assessment of change _____

- x. Learning background theories for therapies _____
- xi. Other _____

c. General

- i. Specific client populations/diagnoses _____
- ii. Working in multidisciplinary teams _____
- iii. Consulting to other professions _____
- iv. Dealing with ethical dilemmas _____
- v. Diversity and cultural competency _____
- vi. Becoming more confident/autonomous _____
- vii. Handling vicarious trauma/stress _____
- viii. Working with larger systems _____
- ix. Supervising others _____
- x. Understanding legislative issues _____
- xi. Conducting program evaluation/research _____
- xii. Other _____

Specify: _____

6. Supervision methods and approaches mutually agreed upon

- a. Regular formal meetings _____
- b. Informal discussion/drop-in availability _____
- c. Use of direct observation _____
- d. Use of audio feedback _____
- e. Use of video feedback _____
- f. Use of role play _____
- g. Student review of video/audio tapes _____
- h. Live modelling by supervisor _____
- i. Co-therapy (ongoing) _____
- j. Shared case responsibility _____
- k. Regular verbal feedback _____
- l. Regular written feedback _____
- m. Review of written reports/casenotes _____
- n. Assigned readings _____
- o. Focus on transference/counter transference _____
- p. Focus on treatment adherence _____
- q. Focus on clinical problems _____
- r. Focus on interpersonal process in therapy _____
- s. Student-directed agenda items _____
- t. Supervisor-directed agenda items _____
- u. Focus on student's professional growth _____
- v. Focus on student's technical skill development _____
- w. Other _____

7. Theoretical orientation and preferred models

- a. Supervisor _____
- b. Student (current exposure) _____
- c. Student (desired exposure) _____

8. Student/Supervisor relationship: Style and conflict resolution

- a. Student self-perceived strengths _____
- b. Student self-perceived areas for growth _____
- c. Supervisor self-perceived style (*structured/unstructured etc.*) _____
- d. How conflicts will be addressed:
(*For example, discuss steps in a procedure or who else might be involved*)

i. Interpersonal:

ii. Case related/theoretical:

iii. Relating to the evaluation(s):

SUPERVISOR ROLES/RESPONSIBILITIES

The Supervisor agrees to the following:

1. The Supervisor is competent to provide the services undertaken by the Supervisee while under his/her supervision;
2. The Supervisor will continually assess the knowledge, skills and competence of the Supervisee and provide supervision as appropriate to the Supervisee's knowledge, skills, and competence based on that assessment;
3. The Supervisor will keep a record of supervision activities and contacts between the supervisor and Supervisee that will include all minimum requirements as stipulated by the College of Psychologists of Ontario Standards of Professional Conduct (2017).
4. If the Supervisor is unavailable for the Supervisee, the Supervisor will arrange for an alternate Member of the College of Psychologists of Ontario to provide support for the Supervisee in their supervised activities, and the Supervisor will provide that alternate person's name and contact information to the Supervisee.
5. The Supervisor will continually evaluate the appropriateness and quality of the Psychological services provided by the Supervisee, as well as the professional development of the supervisee, during the agreed-upon period of this Supervisory Agreement. Informal feedback may be provided at any time. Formal evaluation of the supervisee will occur twice during the specified period of supervision (once at the mid-point of the Rotation and once at the end of the Rotation) using the UWO Graduate Program in Clinical Psychology Evaluation forms.

6. The Supervisor's role in the planning, monitoring, and evaluation of the Supervisee's provision of Psychological services to patients/clients will be as follows:

(e.g., selection of cases, procedures for booking appointments with patients/clients, creating plans for assessment and/or intervention, observation of Supervisee if appropriate/necessary, plans for monitoring progress of Psychological Service over the period of patient/client care).

SUPERVISEE ROLES/RESPONSIBILITIES

The Supervisee agrees to the following:

1. The Supervisee will comply with all requirements under the legislation and regulations relevant to the Psychological services in which they engage including the College of Psychologists of Ontario Standards of Professional Conduct (2017) and the Canadian Code of Ethics for Psychologists (2017).
2. The Supervisee agrees to meet with the Supervisor for supervision according to the schedule/plan that is agreed to by both the Supervisee and Supervisor.
3. Unless already done so in advance by the Supervisor, the Supervisee will inform clients/patients at the onset of service provision of the following:
 - a. the Supervisee's professional status, qualifications, and functions;
 - b. the Supervisor's identity and how the Supervisor can be contacted;
 - c. that all services are reviewed with, and conducted under the supervision of, the Supervisor;
 - d. that meetings with the Supervisor can be arranged at the request of the client/patient, supervisor, and/or Supervisee;
 - e. that with respect to the limits of confidentiality, the Supervisor must have access to all relevant information about the client.
4. The Supervisee will ensure all psychological reports and formal correspondence related to the provision of psychological services will be co-signed by a Supervising Psychologist (the Supervisor or designated alternate).
5. The Supervisee will bring to the attention of the Supervisor issues that could potentially involve client/patient safety, mandatory reporting situations, physical or mental health needs/issues that require immediate or emergency attention.

6. Other specific expectations and duties of the Supervisee during the agreed-upon period of supervision will be as follows:

Include typical planned/expected activities including assessment, intervention, consultation, report-preparation, individual and/or group work with clients, expected patient/caseloads, reading lists, and other relevant clinical and training activities expected.

7. The Supervisee will not, unless expressly and explicitly directed by the supervisor, engage in the following activities: _____

(indicate any limitations to be imposed on the activities of the supervisee, if applicable)

The Supervisor and Supervisee have read the above, had the opportunity to discuss the content and related questions, agree with the content of this contract and agree to abide by the relevant procedures and policies set out by the host agency regarding supervision of students and the Graduate Program in Clinical Psychology, Western University.

Signatures:

Student: _____

Date: _____

Supervisor: _____

Date: _____