**Example Contracts for 1:1 Clinical Supervision**

Example 1: Contract for 1:1 Clinical Supervision

|  |  |
| --- | --- |
| **Name of supervisee** |  |
| **Name of supervisor** |  |
| **Review date** |  |

*Reviews of contract should occur regularly to check that the supervision sessions are meeting the needs of the supervisee.*

|  |  |
| --- | --- |
| **Frequency and time of meeting** |  |

*Agree regularly spaced times. These meetings should be protected and only cancelled in exceptional circumstances.*

|  |  |
| --- | --- |
| **Venue** |  |

*This should have a private area where you will not be disturbed.*

|  |  |
| --- | --- |
| **The purpose or aims of supervision** |  |

*This outlines the reason why the supervisee wants supervision and what they would like to gain from the sessions. The purpose may relate to all aspects of their clinical role including: reflection, service delivery, personal development, communication, team dynamics and personal issues.*

|  |  |
| --- | --- |
| **Extent of confidentiality (including when and how it may be broken)** |  |

|  |
| --- |
| **As supervisee and clinical supervisor, we agree to the following:** |
|  |

*This could include:*

*- statement of commitment by both parties to achieving aims*

*- an outline of both responsibilities*

*Note this section can be regularly discussed and amended as the sessions progress*

|  |
| --- |
| **Monitoring and evaluation** |
|  |

*This could include planned reviews of contract as well as informal evaluations at the end of each session if for example the supervision aims are not being met.*

|  |  |
| --- | --- |
| **Signature of supervisee** |  |
| **Signature of supervisor** |  |
| **Date** |  |

Example 2:Contract for 1:1 Clinical Supervision

*To be completed by supervisor and supervisees at the setting up stage and reviewed regularly at agreed intervals*

|  |  |
| --- | --- |
| **Name of supervisee** |  |
| **Name of supervisor** |  |
| **Date contract commenced** |  |

**Both supervisor and supervisee(s) agree:**

* To meet every ……… weeks for …….. hours at / in ……….
* To protect this time by committing to the agreed dates and times; informing each other as soon as possible if attendance is not possible.
* Being punctual and ensuring there are no interruptions, for example from mobile phones.
* To build a working relationship
* To review this contract regularly and be open to feedback from each other as to how the sessions are progressing.
* To focus on any aspect of the supervisee’s work,
* Uphold these agreed ground rules
* To abide by the clinical supervision policy of the organisation by which we are employed (if available).
* Challenge any breach of confidentiality or of this this agreement.

**My role as a supervisee is to:**

* Maintain professional standards and ethical guidelines with the aim of ensuring and improving practice.
* Be responsible for contributing to the agenda
* Reflect and identify areas for my development and improvement.
* Be open to feedback and change.
* Attempt to complete tasks that we have agreed upon each session
* Help me build my confidence, competence and skills within my professional role.
* Openly express my feelings about supervision and give feedback

|  |  |
| --- | --- |
| **Signature of supervisee** |  |
| **Date** |  |

**My role as a supervisor is to:**

* Oversee the practice that you do
* Facilitate the agenda for the supervision sessions
* Help you to identify areas or goals for development
* Offer support, advice and constructive feedback/challenge to achieve the goals of clinical supervision (in-depth reflection)
* Facilitate development of your competence within practice,
* Support you in your personal and professional development
* Keep a record of these sessions.

In addition: I will ensure all discussion content remains confidential - unless necessary to address any of the following as a last resort and only after informing you of my intention:

(1) where you reveal any illegal or unsafe practice and is unwilling to deal with it using the appropriate organisational procedures; or

(2) where you repeatedly miss or are late for sessions without a reason that is acceptable

|  |  |
| --- | --- |
| **Signature of supervisor** |  |
| **Date** |  |