

TEMPLATE CONTRACT FOR SUPERVISION SESSIONS

AS SUPERVISOR I TAKE RESPONSIBILITY FOR:

- Following the focus identified by the supervisee(s)
- Exploring the supervisee's expectations appropriately using my knowledge, skills and experience
- Allowing the supervisee to express his/her individuality
- Giving clear constructive feedback
- Facilitating reflective practice
- Evaluating the perceived benefit of the session to the supervisee(s)
- Completing a Sessional Collation form

AS SUPERVISEE I TAKE RESONSIBILITY FOR:

- Engaging in learning and development activities between agreed annual sessions that will inform supervision sessions
- Recording and reflecting on significant activities using a portfolio approach
- Preparing for the sessions
- Bringing appropriate issues to sessions and discussing them openly
- Being open to constructive feedback
- Evaluating the perceived benefit of the session

DURING EACH SESSION WE WILL:

- Maintain mutual respect
- Have an attitude of open learning
- Maintain strict confidentiality
- Deal appropriately with areas of disagreement according to the ground rules
- Ensure that unsafe, unethical or illegal practice, if identified, is dealt with supportively via appropriate procedures. All parties must be informed of the intention to disclose, before revealing confidential information.

AT THE END OF EACH SESSION WE WILL:

- Agree a suitable time and venue for the next session
- Maintain and store records in line with policy

IN ADDITION, IN A GROUP SESSION WE WILL:

- Agree to share within a group setting
- Be sensitive to the needs of individuals and the overall dynamics within the group
- Maintain strict confidentiality by not disclosing or discussing information provided by any other members of a group
- Be supportive of other members of the group
- Listen to other members of the group when they are speaking and allow them to finish before beginning to speak ourselves.

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AGREEMENT

In addition I have:

- read all relative policies and guidelines
- participated in required training
- read the documentation guidelines

<u>SIGNATURE OF SUPERVISOR</u>	<u>SIGNATURE OF SUPERVISEE OR GROUP SUPERVISEES</u>
	1.
	2.
	3.
	4.
	5.
	6.
FREQUENCY OF SESSIONS	
VENUE	
OTHER AGREED GROUND RULES	