

CLINICAL SUPERVISION CONTRACT

Thank you for choosing me as your supervisor. At Patchouli Therapy, I acknowledge the importance of clinical supervision to support your professional development as a counsellor/therapist.

Supervisee Name:

Address:

Phone: (Home)

(Work)

(Mobile)

Email:

Contracted Organisation Representative (if relevant):

Email:

Phone:

Training Representative (if relevant):

Email:

Phone:

This is a supervision contract between **Patch Welling** and (Please insert your name here).....

From (date)..... until its review or ending.

Professional Bodies

- We are both members of professional bodies and abide by their ethical frameworks. **Patch (BACP & NCPS)** and supervisee are members of: (State your governing bodies here).....
- Have indemnity insurance for the work (or, if the supervisee is in an agency, have the agency cover the supervisee with their insurance). Please state your insurer.....
- Have current Enhanced DBS (Disclosure and Barring) checks in place. (optional) Yes/No

Meeting arrangements: We agree to meet (online) for (duration) hours every (month/fortnight) at.....

I am using Teletherapy.io, a platform for online sessions. I am the sole user of the platform. Please register on my portal. Per the above meeting arrangements, I will book your sessions on the calendar. Alternatively, you can book the sessions directly on my calendar.

At the time of the appointment, you can log into the session using the link in the email notification.

Fees

Session cost is £90 per hour and a half or £60 per hour.

You can choose to pay on the portal via Stripe Online by putting in your card details on the booking system or by BACS to the bank account details below:

- Starling Bank
- Account Name: Patchouli Therapy Ltd
- Account Number: 20397451
- Sort Code: 60-83-71

If you are paying by BACS, please pay before the session date/time.

Arrangements

We agree that the following arrangements will take place in the following situations:

- If either the counsellor or the supervisor cannot attend a session, they will let the other know as soon as possible, preferably with **at least 24 hours' notice**.
- Supervision notes will be kept confidential and are subject to Data Protection policies and legislation.
- Availability of supervisor outside of sessions—The supervisor will not necessarily answer calls immediately outside of sessions, but if a message is left, they will respond as soon as possible for urgent issues, such as safeguarding.

Guidelines:

The following guidelines/ground rules will guide the supervision:

- Confidentiality: If issues are raised in supervision that concern the supervisee, or that involve unsafe or unethical practices or concerns that harm the self or others, brought by the client, then these will be the focus of exploration and action.
- Openness/honesty by both parties.
- Scope of Practice: I practice within the Integrative and Transpersonal modalities, with a trauma-informed perspective, as part of my competencies.
- Valuing safe and ethical practices within the professional boundaries.
- Providing developmental, emotional and professional support.
- Using evaluation and feedback as learning opportunities.
- To prevent burnout and unethical practices, work within the competencies of your modalities.

Roles and Responsibilities:

We have agreed that I, as supervisor, will take responsibility for the process:

- Timekeeping
- Managing the overall agenda for sessions when there are unaddressed issues or information to pass on or signpost
- Giving feedback
- Monitoring the supervisory relationship
- Monitoring the supervisee, advising, commenting and sharing constructive feedback to help supervisees refine their therapeutic techniques and support them through the private practice, as necessary
- Creating a safe place to explore the emotional demands of therapy and managing client load
- Monitoring the ethical issues of counselling and supervision to adhere to their code of ethics
- Identifying risk and ethics: where there is a significant risk of harm to clients, I am responsible for ensuring that the Code of Candour is practised to limit or reduce further risk or harm. In case of severe risk (such as child protection issues or immediate danger), if it falls within my scope of practice, I will advise appropriate steps, such as breaching confidentiality and escalation or signposting to the appropriate legal authorities
- Keeping notes on sessions
- Drawing up any supervisory reports/notes
- Review and feedback on observations and signs of burnout

We have agreed that as a supervisee, you will be responsible for:

- Preparing for supervision
- Setting the agenda based on the content, themes, skills, theory and interventions of their work with clients in a congruent way
- Your learning objectives, applying learning from supervision
- Feedback to self and to the supervisor
- Practice within your competency level
- Practice within your capability and working within your ethical framework
- Being fully trained and qualified to practice
- Maintaining confidentiality throughout the supervisory relationship
- Tracking your hours to keep a record of your supervisory hours and casework
- Safeguard your own well-being, physically and mentally
- Be proactive in monitoring your caseload and be conscious of your capabilities in the private practice
- Be open and honest in identifying personal and psychological impact, and your ability to practice
- Keeping notes of supervision sessions

Evaluation and Review:

We have agreed that the informal evaluation of

- Supervisee
- Supervisor
- Supervision

This will take place every three months. If you need more evaluation, please bring this up with me.



Formal evaluations will take place at the end of the year or as requested by either supervisor or supervisee.

Renegotiation of Contract

Either party (supervisor or supervisee) may initiate a discussion to renegotiate the contract or any part of it at any time. This is done in advance, so there is time for preparation.

Signed:(Supervisor)

Date:

Signed:.....(Supervisee)

Date:

Patch Welling (she/her)

Patch.welling@patchoulitherapy.com

www.patchoulitherapy.com