



## SUPERVISION AGREEMENT FORM

This is an agreement between \_\_\_\_\_ (supervisor) and \_\_\_\_\_ (supervisee) stipulating the terms and responsibilities of supervisor and candidate in clinical supervision in partial fulfillment of training requirements for the diploma of CICAPP Dipl.

### **Responsibility of Supervisor:**

Supervisors are to submit a Supervisor Semi-Annual Review form following the SPC responses to reports.

Supervisors are expected to maintain the highest professional and ethical standards to ensure the learning and well-being of our candidates and the success of the Program. Tolerance, respect and confidentiality are central to our training goals and values.

1. The CICAPP teaches all major psychoanalytic theories and all are to be respectfully considered
2. Appropriate boundaries are to be maintained with the candidates. Supervisors will not discuss candidates, faculty members or other supervisors with candidates.
3. Supervision sessions are to be used for the consideration of relevant clinical material and issues. If candidates raise concerns about peers, teachers, other supervisors, or Program policies (other than Report Writing) they will be directed to speak to the individual involved, their mentors, and if necessary, to the Director.
4. Supervisors will submit their written evaluations of candidates' clinical work at the time that candidates' reports are submitted – May 1<sup>st</sup> and November 1<sup>st</sup>. At any time, however, if supervisors have serious concerns about candidates' capacity to do good clinical work, they will notify the Director.
5. In all likelihood, training cases will not be ready for termination at the conclusion of the training requirements. Supervisors are responsible for discussing with the candidates their responsibilities and treatment options so that clients/patients are not abandoned.
6. Supervisors will carefully consider the CICAPP Report Writing Guidelines and Minutes of the Student Progress Committee meetings in order to evaluate the reports of supervisees. Supervisors are obliged to suggest how the reports need to be changed to meet acceptable standards should they deem the reports submitted for review as unacceptable by the SPC standards.
7. Supervisors are responsible for the management of cases – including the appropriateness of referrals the contracts with caregivers, teachers and others, the inclusion and evaluation of assessments and reports by other professionals, the duty to report in cases of suspected abused, and all obligations and considerations in custody and access matters.
8. Supervisors will attempt to ensure that candidates inform their clients/patients of their candidate status and that they will be sharing their personal information. Candidates have to inform their clients/patients of the right to access his/her supervisor's name and contact information. It is the regulated supervisor's responsibility to check with their College's standards o whether they are obligated to provide contact information.
9. Should supervisors refer training cases to candidates, they must never suggest or imply that candidates should have him/her as the supervisor.
10. Supervisors will raise questions or complaints regarding a Student Progress Committee evaluation of a candidate's report directly with the member of the SPC who wrote the evaluation.
11. Supervisor will assess the experience and qualifications of the candidates and ensure that candidates have sufficient knowledge to conduct the therapy. Where the candidates are less experienced, supervisors are expected to assume a greater teaching role.
12. Candidates may take 6 weeks on their 65-hours case and 4 weeks on their 45-hour case to assess the fit



between themselves and their selected supervisors. During this period, candidates may withdraw from supervision and select another supervisor.

13. Problems between a candidate and supervisor which arise after the trial period will first be addressed between the candidate and the supervisor. Failing a resolution, the Director will be notified. The Director, in consultation with the Board and/or the Student Progress Committee, will resolve the matter.

### **Responsibility of Candidate:**

Candidates are to submit a Candidate Semi-Annual Review form following the SPC responses to reports

1. Candidates are responsible for the quality and the timely submission of their semi-annual reports.
2. Candidates are responsible for attending regular supervision and must meet the minimum number of assessment and supervision sessions stipulated in the Training Guide prior to submitting a report. (i.e. 4 to 5 supervision sessions, and a maximum of 6 to 8 sessions with the client and/or parents).
3. Candidates will submit their written evaluations of Supervisors at the time that candidates' reports are submitted – May 1<sup>st</sup> and November 1<sup>st</sup>.
4. Supervision sessions are to be used for the consideration of relevant clinical material and issues. If candidates raise concerns about peers, teachers, other supervisors, or Program policies (other than Report Writing) they will be directed to speak to the individual involved, their mentors, and if necessary, to the Director.
5. Candidates must inform Supervisors of their intention to stop, withdraw, or take vacation time off a treatment case. Candidates must discuss the effects of the break in continuity on the client/patient with his/her supervisor. Should the client/patient take time off treatment (i.e. for vacation), regular supervision will continue unless both supervisor and candidate have agreed to alternate arrangements.
6. Candidates may take 6 weeks on their 50-hours case and 4 weeks on their 35-hour case to assess the fit between themselves and their selected supervisors. During this period, candidates may withdraw from supervision and select another supervisor.
7. Problems between a candidate and supervisor, which arise after the trial period, will first be addressed between the candidate and the supervisor. Failing a resolution, the Director will be notified. The Director, in consultation with the Board and/or the Student Progress Committee, will resolve the matter.

### **Payment for Services:**

- Candidates are invoiced directly by their supervisors.
- Supervisors are permitted to bill up to \$110 per hour.
- Candidates MUST send a copy of the supervision invoice to the CICAPP office (by mail or email)
- CICAPP will issue payment to the supervisor, by e-transfer or cheque, as per the invoice amount received.
- Candidates pay supervision fees as part of their annual tuition expense to CICAPP directly. The funds to pay supervision invoices are deducted from this supervision fund on account at CICAPP. A statement of account for supervision funds is available upon request to candidates at any time. Excess funds in the supervision account will be repaid to students at the end of their training; conversely, if additional funds are required to pay additional supervision, candidates must provide these funds to CICAPP.
- The deadline for receipt of candidate supervision payment is the 15<sup>th</sup> and the 30<sup>th</sup> of each month.

### **Cancelled or Missed Appointments:**

To maximize the effectiveness of supervision, we should make the sessions a priority and should not cancel sessions except in cases of emergency.



**Confidentiality:**

Confidentiality is respected at all times. No information will be communicated directly or indirectly to a third party without informed and written consent by both the Supervisor and Candidate.

Exceptions to confidentiality include the legal and/or ethical obligations to:

- Inform a potential victim of violence of a client's intention to harm
- Inform an appropriate family member, health care professional, or police of a client's/patient's intention to harm him/herself
- Release a client's file under direction of a court order
- Inform Children's Aid Society if there is a suspicion of a child being at risk or in need of protection due to neglect or physical, sexual or emotional abuse
- Report a health professional who has sexually abused a client

**Privacy of Personal Health Information:**

*Personal Health Information Act 2004*

Supervisors will advise Candidates on appropriate record keeping procedures to ensure that all health information is kept private and secure. It is the Candidate's responsibility to collect, use, store and share client's/patient's health information according to the policies required by law.

If a client/patient should make a request for information, it is the Candidates' responsibility to provide their client/patients with access. Clients have the right to:

- See and ask for a copy of their health information
- Ask to make corrections to inaccurate or incomplete health information
- Be informed if their health information is lost or stolen

However, access to health records can be denied if the Candidate, in consultation with his/her supervisor, believes that it would be damaging for the client/patient to see it

**In case of absence**

Supervisors are obligated to have an alternate supervisor in place while they are on vacation or unavailable for consultation.

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_