



PLAN FOR SUPERVISION

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Updated October, 2019

- 1) **Type of Supervision:** The supervisor and the supervisee agree that supervision will be:

_____ Group supervision (*Note: group supervision is defined as 3 - 5 persons*)

_____ Individual supervision (*Note: individual supervision is defined as being with one or two supervisees (triadic) at a time*)

_____ Both group and individual supervision

- 2) **How often Supervision will occur:** Supervision will occur on the following basis:

_____ Group supervision will occur on a varying basis via face-to-face or HIPAA compliant tele-mental health platform.

_____ Supervision will occur on a variable schedule as the supervisor and supervisee agree, but for no less than one hour per session.

- 3) **Code of Ethics and applicable federal and state laws:** The regulations provided by the Board include a Code of Ethics which you need to read in its entirety. I will be glad to discuss any questions you have about the Code of Ethics. Also, you need to be familiar with the legislation that affects LPCs and any other applicable federal and state laws. The code of ethics that will regulate supervision follow: the **ACES Standards** and Code of Ethics for Counseling Supervisors, the **ASGW code of ethics** for group, the **ACS code of ethics** for approved clinical supervisors, and the **ACA Code of Ethics** and Standards of Practice (2014 Edition). These will be followed at all times. Any **violation of ethics or standards will be reported immediately, in writing**, to the Board by anyone who becomes aware of infractions.

- 4) **Release of Information:** I will request to have a release from you to allow me to exchange information with other supervisors you may be working with so as to maximize your supervision experience in a collaborative way. This release will be a separate document so that a copy of it can be sent to such other supervisors.

5) **Confidentiality and Privileged Communication:** Cases discussed will remain confidential with the exception of case consultation with my own supervising peer. Please note however that ongoing and/or purposeful ethical violations or legal infractions committed by the supervisee, that clearly cause harm to clients cannot be held in confidence. My role as a mandated reporter is maintained even in the supervision relationship. The same is true regarding care of your clients. If at any point it is determined that negligence in clinical care by the supervisee is evident, I will be required to engage in any reporting mandated by counselor ethical and/or guidelines or the law.

6) **Clarification of Supervisee Duties:** I will require a caseload report from you which will need to be updated monthly. I will need to know about every client with whom you are working, including their diagnosis and treatment (including treatment planning). This will also involve viewing redacted samples of your treatment plans and session notes each month. In your preparation for our supervision sessions, you will need to bring this information with you as well as be prepared to share information on your specific cases. Supervision will encompass multiple strategies of supervision, “including regularly scheduled live observation of counseling sessions or review of audiotapes and/or videotapes of counseling sessions. This process may also include discussion of the supervisee’s self-reports, micro-training, interpersonal process recall, modeling, role-playing, and other supervisory techniques.” For live observation or audio or videotaping, you will need a written consent signed by the client for use in the supervision process. You may also be asked to spend time listening or watching educational or process tapes, and/or complete ‘homework’ assignments to hone your skills. **Liability insurance** for supervision will be carried and the LAC’s that are supervised will be encouraged to carry liability insurance as well.

7) **Role of the Supervisor:** The role of supervisors as follows:

- 1) To provide nurturance and support, explaining the relationship of theory to practice, suggesting specific actions, assisting you in exploring various models for practice, and challenging discrepancies in your practice;
- 2) To ensure that the counseling clinical contact is completed in appropriate professional settings with adequate administrative and clerical controls (i.e. anyone who works with confidential materials should understand that they have a duty to keep the information confidential as well);
- 3) To ensure your familiarity with important literature in the field;
- 4) To model effective and ethical practice
- 5) To be available to the Board for consultation regarding your competence for licensure, as well as complete any written reports/documentation required to this end.

8) ***Development of a Learning Plan:*** The Board wants you to be exposed to widely accepted treatment models and methodologies in the supervision process. This will occur over the course of supervision. Although by any means not the only available methodology, I will encourage you to familiarize yourself with Cognitive Behavioral Therapy.

9) ***Evaluations:*** Formative evaluations of clinical growth will be completed on a quarterly basis. These evaluations will assess basic clinical skills development as well as progress on goals you have outlined as important to you in your professional development. I will ask you to fill out a self-evaluation form and I will also review your performance with you. As part of this process we will also evaluation our working relationship and its helpfulness for your growth so that any needed improvements to our supervision relationship can be made. At the end of your supervision experience, I will also ask you to fill out a supervisee satisfaction survey so that I might get feedback from you about your perception of the supervision experience.

Sonja A. Sutherland, PhD, LPC, BC-TMH, ACS

Date

Approved Counselor Supervisor (ACS # 2751) – National Board for Certified Counselors (NBCC)

Board Certified – TeleMental Health Counselor (BC-TMH #1371) – Center for Credentialing & Education

Licensed Professional Counselor (LPC #004104)) – Georgia Composite Board of Professional Counselors