

# Supervision Guidelines

## For Licensure of Professional Counselors and Marriage & Family Therapists

Supervision is defined as “face to face contact between a Supervisor and an Intern or other person requiring supervision” under Chapter 36 of the DEPARTMENT OF LABOR, LICENSING AND REGULATION BOARD OF EXAMINERS FOR THE LICENSURE OF PROFESSIONAL COUNSELOR, MARRIAGE AND FAMILY THERAPISTS AND PSYCHO-EDUCATIONAL SPECIALISTS. During the meeting of the Supervisor and the supervisee (person supervised), “the person supervised appraises the Supervisor of the diagnosis and treatment of each client, the clients’ case is discussed, the Supervisor provides the supervised person with oversight and guidance in diagnosing, treating, and dealing with all clients, and the Supervisor evaluates the supervised person’s performance. The focus of a supervision session is on raw data from clinical work which is made directly available to the Supervisor through such means as written clinical material, direct (live) observation, co-therapy [Supervisor and person supervised provide therapy to client(s) at the same time], audio and video recordings, and live supervision. Supervision is a process clearly distinguishable from personal psychotherapy and is contrasted in order to serve the professional goals [i.e., the goal of supervision is the development of clinical skills including but not limited to the responsibilities of the Therapist or Counselor]. In this process, the Supervisor shall ensure that the supervisee is adhering to the professional standards of this Board in his or her practice as a licensed intern.

- (1) The supervision shall comply with the standards as set by the Board. The **Plan for Supervision** form should be completed by each Supervisor and submitted to the Board. Following the completion of supervision the **Confirmation of Clinical Supervision** form should be completed and mailed to the Board.
- (2) The process of supervision shall be outlined in a contract for supervision written between the Supervisor and supervisee. This contract should address supervision issues including but not limited to the following:
  - a. clarification of whether supervision will be individual, group or both
  - b. clarification of where, when and for what length of time supervision will occur and the consistency required
  - c. any fee for the supervision including cancellation policy for Supervisor and supervisee
  - d. the availability of the Supervisor in therapeutic emergencies and a clearly stated process for addressing suicidal or homicidal ideation or other high risk situations
  - e. confidentiality issues and record keeping including the process for responding to subpoenas, requests for records or other client information and a clearly stated process for protecting clients confidentiality
  - f. knowledge of and commitment to abide by the code of ethics and applicable federal and state laws
  - g. boundary issues including but not limited to personal issues i.e. dual relationships, gifts, self disclosure
  - h. release of information form for Supervisor to exchange information with other supervisors of person supervised
  - i. clarification of the duties of the Supervisor and the supervisee such as: Caseload Report; preparation for supervision; documentation of diagnosis, treatment plan and session notes; time of supervisory sessions to be spent listening or watching tapes and/or observing; homework assignments including familiarity with important literature in the field; appropriate professional settings with adequate administrative and clerical controls.
  - j. the development of a learning plan addressing widely accepted treatment models and methodology
  - k. procedure and schedule to review performance including self evaluation, client satisfaction surveys and feedback to the Supervisor by the supervisee
  - l. procedure to review or amend contract and /or **Plan for Supervision**

(3) Acceptable modes for supervision of direct clinical contact are the following:

- a. **Individual supervision:** an acceptable Supervisor conducts the supervisory session with no more than two (2) supervisees present for a period of at least one-hour.
- b. **Group supervision:** an acceptable Supervisor with no more than four (4) supervisees present for a period of at least one and one half-hours conducts the supervisory session.

(4) The Board generally considers none of the following as appropriate:

- a. any supervision conducted by a current or former family member or other person connected to the supervisee in such a way that would prevent or make difficult the establishment of a professional relationship
- b. peer supervision, consultation, or professional or staff development
- c. administrative supervision
- d. any process that is primarily didactic or involves teaching or training in a workshop, seminar or classroom format, including continuing education.

Revised 9/27/07