

# SUPERVISION NOTE

(15 minutes per case/month)

Name of Supervisor: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Link #: \_\_\_\_\_

Goal		Objective	Date of Expected Completion	
1				
2				
3				
Issue		Supervision Content Recommendation/Action	Followup	
1				
2				
3				
Interventions			Target Date	Resolution Date
What will the staff do to assist clients? Under what circumstances?				
1				
2				
3				

Supervisor: \_\_\_\_\_

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

Supervisee: \_\_\_\_\_

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

# Supervision Guidelines

Supervision guidelines describe the organization's commitment to clinical supervision, working terms, principles of supervision at that organization, and required documentation of clinical sessions and clinical supervision.

Therapists who take on the role of supervisor incur considerable responsibility. In assuming this responsibility, therapists need to be informed and knowledgeable about what this role entails.

## ***Laws and Regulations***

Regularly get updated licensing laws and regulations that govern the professionals for whom you will be providing supervision and carefully review the pertinent sections that address supervision issues. Regardless of licensee, you may from time to time provide supervision for aspiring clinical social workers or psychologists. When these situations occur, you need to be knowledgeable about the laws and regulations for other professions as well as your own.

## ***Responsibilities of the Supervisor***

- Ensure that the supervisee works within his/her scope of practice.
- Ensure that the supervisee works within his/her scope of competence.
- Ensure that the supervisee provides services in compliance with the law.
- Ensure that the supervisee provides services in compliance with the ethical standards of his/her profession.
- Ensure that the work setting that the supervisee is in is appropriate.
- Ensure that the supervisee signs the mandatory statement acknowledging his/her child abuse reporting duties.
- Monitor and evaluate decisions of the supervisee.
- Review client/patient record.
- Provide some-left to your discretion-direct observation by one-way mirror, videotape, audiotape, as deemed appropriate by the supervisor.
- Develop a plan with your supervisee to address emergencies.
- Sign the log of hours on a weekly basis.

### ***Good Things to Do***

Impress upon your supervisee that personal relationships with clients/families will not be condoned.

Impress upon your supervisee the need to maintain the confidences of clients. Inform the supervisee that client files are not to be removed from the office - if permissible, photo-copies of records may be removed as long as properly safeguarded. Individual supervision means one supervisor and one person being supervised. As regulation specifies, supervision is to be "one-on-one, individual, face-to-face."

### **Reminders**

***\*A supervisor may not supervise a spouse, relative or domestic partner.***

***\*The supervisor may not supervise anyone with whom he or she has a personal or business relationship.***

***\*The supervisor may not do therapy with his/her supervisee, and may not supervise anyone who has previously been his/her client.***