



## LISW-CP Supervision Contract

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

Supervisor: LeAnn Gardner, LISW-CP-S

Month initiated: \_\_\_\_\_

### Terms of Supervision

#### Expectations

- Context for supervision
  - Clinical supervision is a requirement toward achievement of the LISW-CP. To begin supervision, the supervisee must have completed an MSW at a CSWE-accredited institution, including internship, pass the MSW licensing exam and hold an active LMSW.
  - Once initiated, 100 hours of supervision must be completed in 24-48 months, along with 3,000 hours of professional clinical experience.
  - A supervision plan must be in place for any and all jobs held by the supervisee. Any social work performed while under supervision is performed under the Supervisor's license.
  - The supervisory relationship is a purposeful, bounded relationship. Dual roles will be avoided. Supervision is not to take the place of psychotherapy.
- Learning plan and goals
  - The goal of clinical supervision is to collaboratively prepare the LMSW supervisee for independent clinical practice as a requirement toward obtaining LISW-CP.
  - The supervisor and supervisee relationship is a collaborative partnership to grow clinical skills, readiness for independent practice, share resources, discuss case dispositions, advance ethical decision-making and to promote quality care.
  - The supervisory relationship aims to improve the supervisee's competence, emotional awareness, autonomy, theoretical understanding, commitment to the core values of social work, engagement in ethics, self-awareness and maintenance of self-care.
- Format and schedule
  - Supervisor and supervisee will meet in person biweekly for 2 hours, totaling 4 hours per month (this is preferable), or 4 times per month for 1 hour. Meetings will be at a consistent time and day of the week. Aside from emergencies, any changes in scheduled meetings should be proposed and discussed during the preceding supervision meeting.
  - Supervisor will conduct quarterly individual sessions for assessment of the supervisory relationship, the supervision process, and the growth of the supervisee.
  - Supervision will be supervisee focused. Supervisee should have prepared cases and clinical decisions for discussion, as well as clear goals for the session. The supervisor will provide structure, oversight, guidance and collaborative planning.

- Supervisee is to contact supervisor outside of regular supervision hours for acute or high-risk situations. These situations include client disclosure of suicidality or homicidality, client disclosure of physical abuse, sexual abuse, or child abuse, and other crisis-related scenarios.
- Duration and termination
  - Supervision will total 100 hours completed in no fewer than 24 months and no more than 48 months.
  - Supervisee is expected to work full-time for the duration of supervision, amassing 3,000 hours of professional clinical experience while completing supervision requirements.
  - The supervisor reserves the right to terminate the supervisory relationship if on-going concerns remain following administration of a structured action plan for remediation.

## Responsibilities

- Supervisor responsibilities
  - Create a safe, academic environment for discussing cases, expanding clinical practice skills, and exploring new learning
  - Promote ethical practice in accordance with the Code of Ethics and values of the field, including exploration of areas of conflict and difficulty
  - Provide oversight and collaborative decision-making when diagnosing, treating and creating dispositions for supervisee's clients
  - Document supervision sessions and provide copies to supervisee if requested
  - Seek consultation if/when supervisee's needs fall outside of the supervisor's expertise or scope of practice
  - Complete evaluation measures
    - Supervisor will evaluate the growth and continuing clinical readiness of the supervisee quarterly
    - Following the evaluation, the supervisor and supervisee will discuss areas for continued growth and create a plan for any areas of concern.
- Supervisee responsibilities
  - Establish and maintain a self-care plan, including seeking supervisee's own clinical services as needed.
  - Prepare for supervision sessions including case discussion, note review, clinical treatment plan collaboration, etc.
  - Act with conduct befitting of a licensed professional, maintaining awareness that the supervisee falls under the supervisor's license, making the supervisor liable for the supervisee's actions therein
  - Evaluation measures
    - Supervisee will participate in quarterly evaluation of growth and continuing clinical readiness through use of a standard evaluation tool.
    - Supervisee will also provide evaluation of supervisor to ensure continued productivity toward goals.
  - If LMSW contracts with an LCSW-S who is not employed by LMSW's employing agency, written approval of the supervisory relationship from the employing agency, including a confidentiality agreement and authorization for the LMSW to discuss cases with the supervisor, on the agency's letterhead, dated and signed by an agency representative.
  - LMSW's clearly defined job description and responsibilities for each practice location. If clinical aspects of supervisee's work are not clearly reflected in job description, then

supervisee in concert with work supervisor, can include an addendum which clearly describes those clinical practice tasks and work they perform in their position.

- Client notification
  - Supervisee will clearly share accurate licensure and supervision status with all clients. All disclosures, client contracts, releases and other agency paperwork should include the supervisor's information and supervision status.
- Compensation
  - Supervisees will compensate supervisor monthly at a rate of \$75/hour for individual supervision or \$50/hour for group supervision. Compensation will be accepted through electronic means (Venmo is @LeAnn-Gardner)

Signature of supervisee: \_\_\_\_\_ Date:

Signature of supervisor: LeAnn Gardner, LISW-CP-S \_\_\_\_\_ Date: