

Private Practice Dietetic Clinical Supervision Contract

This contract has the purpose of facilitating the establishment of an effective and safe supervisory relationship between supervisor and supervisee in a private contractual arrangement.

All members of this arrangement are in agreement that supervision is a service that provides a confidential space for supervisees to share, reflect and explore solutions to challenges in all aspects of clinical work with an experienced practitioner, trained to facilitate supervision. The focus of supervision is to support the supervisee to continue to develop as a professional to provide a safe, ethical and highly competent service where the welfare of the client and the quality of service they receive is paramount.

If the supervisee is supported by an employer to attend supervision a separate contract outlining this arrangement is to be supplied by employer, in addition to this contract

Practicalities & Procedures	Details
Supervision Commencement Date	
Informal review date (suggest after three sessions)	
Formal review date (annual)	
Session Frequency <ul style="list-style-type: none">• Specific dates to be arranged at the discretion of the supervisee• Additional sessions to be requested as per needs of supervisee using supervisors nominated contact details	
Length of session time	
Designated confidential meeting space <ul style="list-style-type: none">• If meeting by phone/skype both parties are responsible for ensuring this takes place in a suitably private and focused environment	
Schedule of fees, cancellation policy and payment procedures to be supplied by supervisor	
After hours procedure for emergencies relevant to supervision	
Nominated 'back up' contact during supervisor leave, if deemed relevant	
Confidentiality Agreement outlining parameters and limits of confidentiality to be provided by supervisor and signed by both supervisee and supervisor	

Responsibilities of Supervisor

- Provide supervision within relevant professional codes of conduct and ethics. Nominate these codes with supervisee
- Maintain appropriate professional indemnity insurance
- Manage time keeping and agenda of session
- Set times and process for formal and informal review of the supervisory relationship
- Inform supervisee of anticipated dates of leave
- Keep supervisor notes of sessions in a secure location
- Provide honest and open feedback to supervisee that facilitates learning and self-reflection
- Provide education to supervisee where indicated
- Demonstrate sensitivity to the supervisee in the supervisory/professional development process and the vulnerabilities this may involve
- Monitor the supervisory relationship and ethical issues of supervision by sound reflective practice and engaging in appropriate peer review and/or supervision of supervision
- Maintain competence of supervisory practice by engaging in ongoing professional development
- Refer supervisee to alternative supports when content raised in supervision is outside of supervisors scope of practice

Responsibilities of Supervisee

- Conduct a professional service within relevant codes of ethics and conduct. Nominate these codes with Supervisor
- Maintain appropriate professional indemnity insurance
- Prepare agenda and content for supervision
- Apply learning from supervision process
- Participate in supervision with openness and honesty
- Keep notes from supervision for learning, reflective practice and self-monitoring. Store securely if contains client identifying material
- Nominate practice areas for special attention. Consider areas such as administration, professional development, case work, counselling skills, project skills, time management, clinical skill development.

Name of Supervisee	Signature
Date	
Name of Supervisor	Signature
Date	