



# **TEMPLATE FOR SUPERVISEE IN SOCIAL WORK SUPERVISORY CONTRACT**

## **INTRODUCTION**

A Supervisory Contract between the Supervisee and Supervisor is required prior to the beginning of the supervisory experience. This Template has been prepared to aid you in developing your Supervisory Contract. You may use this Template in part or in its entirety.

**In addition to the provisions outlined in the contract you develop, the supervisee and supervisor are required to comply with the current social work laws and regulations as found in the [Code of Virginia](#) and the [Regulations Governing the Practice of Social Work](#).**

**Until licensed by the Board as a Licensed Clinical Social Worker the Supervisee in Social Work MUST remain under Board approved supervision in order to provide clinical social work services.**

*Clinical Social Work services is defined as the application of social work principles and methods in performing assessments and diagnoses based on a recognized manual of mental and emotional disorders or recognized system of problem definition, preventive and early intervention services and treatment services, including psychosocial interventions, psychotherapy and counseling for mental disorders, substance abuse, marriage and family dysfunction, and problems caused by social and psychological stress or health impairment.*

# **TEMPLATE FOR SUPERVISEE IN SOCIAL WORK SUPERVISORY CONTRACT**

This **supervisory contract** is meant to outline the expectations and responsibilities of the supervisor and supervisee in accordance with the regulations of the Virginia Board of Social Work and responsibilities between \_\_\_\_\_, supervisor and \_\_\_\_\_, supervisee in social work effective date \_\_\_\_\_.

**Supervisee's Worksite:**

List business name(s) and address(es) where the supervisee working toward LCSW licensure will be providing clinical social work services under the supervision of the above named supervisor.

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**Purpose of Supervision:**

Supervision is a professional relationship between a supervisor and supervisee in which the supervisor directs, monitors and evaluates the supervisee's social work practice while promoting development of the supervisee's knowledge, skills and abilities to provide clinical social work services in an ethical and competent manner.

**Responsibilities of the Supervisor include but are not limited to:**

1. The supervisor will meet the qualifications as outlined in 18VAC140-20-50(B) and maintain licensure for the duration of the supervision.
2. The supervisor will monitor the performance of the person supervised and provide regular, documented individual or group consultation, guidance, and instruction that is specific to the clinical social work services being performed with respect to the clinical skills and competencies of the person supervised in accordance with Regulations Governing the Practice of Social Work.
3. Review and approve the diagnostic assessment and treatment plan of a representative sample of the clients assigned to the applicant during the course of supervision. The sample should be representative of the variables of gender, age, diagnosis, length of treatment and treatment method within the client population seen by the applicant.
4. The supervisor will not provide supervision for a family member or provide supervision for anyone with whom he has a dual relationship.
5. The supervisor will assume full responsibility for the social work activities of the supervisee set forth in the regulations once the supervisory arrangement is accepted and for the duration of the supervision or until terminated.
6. The supervisor will evaluate the supervisee's knowledge and document minimal competencies in the areas of an identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, understanding the requirements of law for reporting any harm or risk of harm to self or others, and implementing a professional and ethical relationship with clients.
7. The supervisor will provide supervision as defined in 18VAC140-20-50.
8. The supervisor will establish written contract items related to the frequency of individual and/or group supervision sessions, formal and informal evaluations, contact information, etc.
9. The supervisor will ensure that the supervisee is practicing within the scope of the supervisee's supervision.
10. The supervisor will ensure the supervisee has read and is knowledgeable about the state and federal laws related to reporting requirements and emergency procedures for high risk or abused clients, as well as confidentiality and privileged communication.

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11. The supervisor will, within a reasonable period of time before termination of supervision, provide the supervisee and employer with a notice of termination to avoid or minimize any harmful effect on the supervisee's clients.
12. The supervisor will conduct supervision as a process distinct from personal therapy or didactic instruction.
13. The supervisor will be available outside of scheduled supervision for consultation and/or emergency situations.
14. The supervisor will make a reasonable effort to ensure the supervisees competence to practice.
15. The supervisor will immediately report to the Board any unethical practice performed by the supervisee, in accordance with regulation 18VAC140-20-150.
16. The supervisor will remain up-to-date on the changes related to the Regulations Governing the Practice of Social Work.

## **Supervisor Duties:**

The supervisor agrees to provide clinical supervision to \_\_\_\_\_ for a minimum of one hour and a maximum of four hours per week (40 hours of work experience) of face-to-face individual or group in-person supervision. The following duties may include but are not limited to:

- Uphold ethical guidelines.
- Examine client presenting problems and treatment plans.
- Both process recording and video recording may be used for supervisory purposes. If video recordings are used all ethical and legal requirements must be satisfied.
- Challenge supervisee to justify approach and techniques used.
- Monitor supervisee's basic attending skills.
- Support supervisee's development as a social worker.
- Present and model appropriate directives.
- Intervene when client welfare is at risk.
- Maintain weekly supervision case notes.

## **Responsibilities of the Supervisee include but are not limited to:**

1. The supervisee will read, understand and intend to comply with the Regulations Governing the Practice of Social Work in Virginia.
2. The supervisee will establish and execute a supervisory contract for supervision before beginning to provide clinical social work services as a supervisee in social work and before counting hours toward LCSW licensure.
3. The supervisee will participate in supervision with a goal of increasing competency in clinical practice and attend supervision on the agreed upon basis.
4. The supervisee will be prepared to discuss with the supervisor the diagnosis/case conceptualization and treatment of each client as well as problems in the supervisee's clinical milieu.
5. The supervisee will provide samples of diagnostic assessments and treatment plans which are representative of the variables of gender, age, diagnosis, length of treatment and treatment method within the client population seen by the supervisee.
6. The supervisee will avoid engaging in activity for which the supervisee lacks competency, training, education, supervision and which may compromise client safety and wellbeing.
7. The supervisee will refrain from representing himself or herself as an independent, autonomous practitioner or licensed clinical social worker.
8. The supervisee will not directly bill for services rendered.
9. The supervisee, during the supervised experience, will use their names and the initials of their degree, and the title "Supervisee in Social Work" in all written communications.

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10. Supervisees will inform clients in writing of the supervisee's status and the supervisor's name, professional address, and phone number
11. The supervisee will not supervise the provision of clinical social work services provided by another person.
12. The supervisee will remain up-to-date on the changes related to the Regulations Governing the Practice of Social Work.
13. The supervisee will reach out to the supervisor outside of scheduled supervision to consult or in emergency situations, as needed.
14. The supervisee will ensure that supervision occurs a minimum of one hour and a maximum of four per 40 hours of work experience during the supervised experience.

### **Supervisee Duties:**

I agree to be consistently engaged in my supervision, to attend supervision on time and be prepared to discuss personally salient aspects of my experience, to complete all client documentation in a timely manner, to log all supervision experiences, and to act at all times in an ethical manner with clients. In addition, the following duties may include but are not limited to:

- Review process recording and/or video recording and submit to supervisor in a timely manner.
- Be prepared with specific questions regarding client diagnosis, conceptualization, treatment plan, treatment techniques and other issues to be address in supervision.
- Justify client case conceptualizations made, approach and techniques used.
- Implement supervisory directives in subsequent sessions.
- Discuss any problems with the supervisory experience and/or supervisory relationship.

### **Compensation:**

In exchange for supervisor's time, expertise and licensure, the Supervisor will be compensated \$\_\_\_\_\_ per one hour of in-person individual supervision and \$\_\_\_\_\_ per group supervision provided, payable to \_\_\_\_\_.

### **Emergency Procedure: (Optional Section)**

In case of an emergency, we have discussed and agreed upon the following procedure:

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### **Duration and Termination:**

The period of this agreement will be from \_\_\_\_\_ until licensed by the Virginia Board of Social Work as a LCSW, or the agreement is otherwise terminated. Either party upon \_\_\_\_\_ days' notice may terminate this agreement. The agreement can be immediately terminated if either party fails to maintain necessary qualifications or fails to follow the Regulations Governing the Practice of Social Work. Until licensed by the Board as a Licensed Clinical Social Worker the Supervisee in Social Work MUST remain under Board approved supervision in order to provide clinical social work services.

### **Supervisor Scope of Competence: (Optional Section)**

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**Additional Provisions, Agreements and/or Clarifications: (Optional Section)**

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We, as supervisor and supervisee, agree to uphold the directives and provisions outlined in this contract to the best of our abilities, and conduct our professional behavior according to Regulations Governing the Practice of Social Work, Code of Virginia and relevant state and federal laws.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Supervisee \_\_\_\_\_ Date \_\_\_\_\_