

# Clinical Supervision Contract

This contract serves as verification and a description of the clinical supervision provided by Elizabeth Hartshorn, LPC, MAC (“Supervisor”) to \_\_\_\_\_ (“Supervisee”), a registered intern/supervisor candidate employed with \_\_\_\_\_.

## I. Purpose, Goals, and Objectives

- a. Monitor and ensure welfare of clients seen by Supervisee
- b. Promote development of Supervisee’s professional counselor identity and competence
- c. Fulfill licensure requirement for Supervisee to obtain Licensure
- d. Fulfill requirements in preparation for Supervisee’s pursuit of counselor license

## II. Context of Services:

- a. One (1) clock hour of individual supervision per \_\_\_\_\_ and \_\_\_\_\_ hours of group supervision.
  - i. Individual supervision will be conducted at \_\_\_\_\_ on the following day and time:  
On \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.
  - ii. Supervision at supervisee's work location will be conducted on the following day and time:  
On \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.
- b. Cognitive-behavioral methods, interpersonal process recall, progress notes, and role plays will be used in supervision.
- c. Regular review of written clinical documentation and Supervisor in person or audio/video observation of supervising, counseling in weekly individual supervision.

## III. Method of Evaluation

- a. Feedback will be provided by the Supervisor during each session. A formal evaluation will be conducted, based on the Core Competency Areas, Ethics, Standards and Regulations and OBPCLT requirements for registered interns. A narrative evaluation will be provided at 6 months and again at the conclusion of when internship hours have been completed.
- b. Specific feedback provided by Supervisor will focus on Supervisee’s demonstrated counseling skills, supervision skills, (if applicable), and clinical documentation.
- c. Supervision notes will be shared with Supervisee at Supervisor’s discretion and at the request of the Supervisee.

## IV. Duties and Responsibilities of Supervisor and Supervisee

### SUPERVISOR:

- a. Examine client cases providing special attention to treatment planning, case management, emergency intervention, record keeping and termination (release planning).
- b. Discuss and review case notes, charts and records and sit in on some of interns sessions.
- c. Provide ongoing clinical supervision in a professional setting.
- d. Challenge Supervisee to justify approach and techniques used.
- e. Monitor Supervisee’s basic attending skills.
- f. Present and model appropriate directives.
- g. Intervene when client welfare is at risk.
- h. Ensure compliance with board’s administrative rules, OBPCLT Code of Ethics, Standards and Regulations.
- i. Maintain weekly supervision case notes.
- j. Maintain confidentiality of all client information.
- k. Submit six-month evaluation reports within one-month of end of reporting period.

**SUPERVISEE:**

- a. Uphold OBPCLT Code of Ethics, Standards and Regulations.
- b. Be prepared for each weekly supervision meeting.
- c. Be prepared to discuss all client cases and have client files and current and completed client case notes ready to review in weekly supervision sessions.
- d. Justify client case conceptualizations made and approach and techniques used.
- e. Complete supervision case notes and place in appropriate client files.
- f. Implement supervisory directives in subsequent sessions.
- g. Maintain client confidentiality.

Supervisee's Learning Objectives (completed by Supervisee and reviewed by Supervisor):

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Supervisor Candidates: Be prepared to discuss interns supervised and provide supervision notes, as requested.

**V. Procedural Considerations**

- a. Supervisee's written case notes and treatment plans and individual counseling sessions will be reviewed and evaluated in each supervision session.
- b. Issues related to Supervisee's professional development will be discussed.
- c. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined in this contract.

**VI. Supervisor's Scope of Competence**

Elizabeth Hartshorn received her Master's Degree in Rehabilitation Counseling at Western Oregon University in 1999 and is licensed as a Licensed Professional Counselor. She has 14 years post graduate experience. She completed her 30 clock hours of Clinical Supervision at PSU on July 18, 2013. Elizabeth was appointed a Board member by the Office of Governor Theodore Kulongski for OBPCLT in the year of 2010. She served a term from March 2010- April 2013.

Elizabeth works at her private clinical supervision practice, FullCircleCounseling.com / FullCircleSupervision.com. Areas of clinical focus for Elizabeth have been addictions, corrections, general mental health and adult higher education.

**VII. Terms of the Contract**

Supervisor/Contractor will bill \$80-\$135.00 per hour (sliding scale) for supervision and directly related work for supervision based on 15 minute increments. Telephone supervision will be billed at 15 minutes increments.

Meeting lengths will be no less than 60 minutes and may last up to 90 minutes. We will meet once weekly, and one of those meetings a month will be at the Supervisee's work site. Cancellations require 24 hour notice unless it is an unavoidable emergency. In the event of cancellation, Supervisee will schedule to meet within 3 days to make up the session.

This contract is subject to revision at any time, upon the request of either the Supervisor or Supervisee.

Supervisor Candidates and Registered Interns are advised that I am required to supervise at the “higher standard” requirements of OBPCLT. Therefore, regardless of what your agency or others may request of me or you, I will not and may also direct you to not comply unless it is in adherence to the rules, standards and ethics of the OBPCLT. This may result in immediate termination of our contract if there is an expectation to respond outside of the above mentioned expectations.

A formal review of the contract will be made at the beginning of execution, and revisions will be made only with consent of Supervisee and approval of the Supervisor.

This contract is effective from \_\_\_\_\_ to \_\_\_\_\_.

We agree to the best of our ability to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

_____ Supervisor Elizabeth Hartshorn, LPC www.fullcirclesupervision.com (503) 588-2113	_____ Date
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_____ Supervisee	_____ Date
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