

## Procedures for Clinical Supervision

Dear \_\_\_\_\_,

I am looking forward to getting to know you better as we engage in our Supervisor/Supervisee relationship.

Let's begin with what clinical supervision is and what it isn't. As a clinical supervisor, I am actually working for the client's welfare first, you as licensee second, and the agency third. Therefore, it is my responsibility to determine your work in regard to the field standards and evaluate your counseling and clinical skills. Your program manager works for the agency first.

Please be prepared to discuss what is going to make your supervision most useful at each session. Write down or email what you want to address or get out of each session prior to our appointment please. It's important to know that the more you withhold in supervision the more ineffective your supervision will be.

Supervision will start on time and end on time; we will not end early. Assignments will need to be completed as required. In the event that you need to cancel our meeting, I require 24 hour notice unless it is an emergency. If you do cancel, then we will need to reschedule and meet within 3 days.

I need to be advised of any emergencies. Of course, you will first contact your manager on call at work and follow procedures, but then inform me of what happened and the steps you took to resolve the crisis. I bill for every phone call at 15 minute increments, so please use your time wisely when contacting me. With that said, please also don't hesitate if you think it is important. Our supervision appointments will generally last from 60 to 90 minutes. There will times when I need to sit in on your sessions to evaluate your clinical skills.

I would like for you to send me your Professional Disclosure Statement (PDS) as it is now. As a registered intern, you will have a PDS listing only me as your supervisor, listing my contact information, including my email and phone number. You will also send an updated PDS to the Board. If you are working independently outside of the agency, you will need a separate PDS, on which you can provide my private practice contact information. However, I will need a copy of your PDS, and your agency will need to have one on file as well.

Please find the Code of Ethics and Standards and Practices of LPCs (which is located on the OBPCLT Web site) and bring it with you to each supervision session as we will be discussing these at each session, along with other counseling issues.

I will need to be aware of any social media you are involved in. This includes Facebook, Twitter, LinkedIn, etc.

In preparation for our first session, please respond to the following questions so I can get to know you better.

- 1) What do you hope to achieve/gain out of supervision both personally and professionally?
- 2) What has been your experience with critical feedback?

- 3) Please tell me about the strengths, experience and wisdom that you bring to your practice.
- 4) How do you cope with stress?
- 5) What theory are you aligned with? (You will need to choose one so you can demonstrate mastery in that area.)
- 6) If you have a history of addiction or mental illness, I will need to know. I'll explain why when we meet. Please wait to disclose this to me privately.
- 7) How should we handle disagreements?

It's also important to know up front, that as a Supervisor, I will not be providing any counseling or advice to you. Our relationship is private but not confidential. Therefore, I recommend that you have a therapist "on-call" that you can discuss more private and personal issues with in a confidential setting, if the need arises. I have attached my Supervisor PDS for your records.

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