

# CONSIDERATIONS FOR SUPERVISORS RELATED TO ETHICAL SUPERVISION

Supervisors provide informed consent/contract prior to beginning a supervision relationship that documents but is not limited to:

- ☐ Business address
- ☐ Telephone number and other contact information
- ☐ List of degrees, license, and credentials/certifications held
- ☐ Areas of competence in clinical mental health counseling
- ☐ Training in supervision and experience providing supervision
- ☐ Model of or approach to supervision, including the role of the supervisor and the objectives, and modalities of supervision
- ☐ Evaluation procedures in the supervisory relationship
- ☐ The limits and scope of confidentiality and privileged communication within the supervisory relationship
- ☐ Procedures for supervisory emergencies and supervisor absences
- ☐ Use of supervision agreements
- ☐ Procedures for supervisee endorsement for certification and/or licensure, or employment to those whom are competent, ethical, and qualified
- ☐ Fees for group and individual services
- ☐ The records to be maintained by both supervisor and supervisee regarding issues discussed in supervision, the number of hours of supervision, and whether the supervision was individual or group format
- ☐ The agreement of supervisor and supervisee regarding how often the supervision sessions will be scheduled and the frequency of supervision sessions, which shall comply with state regulations
- ☐ Signature and date

In addition to the recommended contract, the following practice guidelines for clinical supervision should be communicated between supervisors and supervisees:

- a. *Insurance.* The supervisee will maintain a professional liability insurance policy during the clinical supervision process and will provide a copy of a certificate of insurance to the supervisor.
- b. *Compliance with AMHCA Code of Ethics.* The supervisor should provide a copy of *AMHCA Code of Ethics* to the supervisee, or ensure that the supervisee has obtained a copy of *AMHCA Code of Ethics*. The supervisee must agree to comply with the *AMHCA Code of Ethics* in all treatment provided. As needed, the supervisor and supervisee will discuss the principles contained in *AMHCA Code of Ethics*. The supervisor needs to be aware of other codes of ethics that may apply to the supervisee.
- c. *State Licensing Board Rules.* The supervisee needs to obtain a copy of the appropriate state licensing body rules (or know how to access the rules online) and agree to comply with them. As needed, the supervisor and supervisee will discuss the provisions of board rules. The supervisor will be aware of all credentials and membership organizations regulating the supervisee.
- d. *Compliance with State Laws.* The supervisor should inform the supervisee of state laws governing the practice of CMHCs and other legal provisions that apply to treatment, requirements for licensure, billing, and the discipline of counselors.
- e. *Duty of the Clinical Supervisor.* The contract should specify that the duty of the clinical supervisor will be to direct the treatment process, and to assist the supervisee in complying with all legal and ethical standards for treatment.
- f. *Billing for Treatment.* Supervisee should agree that all bills submitted for treatment will accurately reflect the amount of time spent in counseling session and will also identify the professional who provided services to the client.
- g. *Treatment Records and Bills.* As part of the supervision process, the supervisee will agree to provide treatment records and billing statements to the clinical supervisor on request. In addition, the supervisee will agree to maintain all treatment records securely, to maintain their confidentiality and to comply with state recordkeeping requirements.
- h. *Informed Consent.* The supervisee will agree to obtain informed consent in writing from the counseling client in compliance with state law. In addition, the supervisee will obtain informed consent in writing from any client whose treatment session is to be videotaped, recorded, or observed through one-way glass.
- i. *Dual Relationships.* Supervisors will avoid all dual relationships that may interfere with the supervisor's professional judgment or exploit the supervisee. Any sexual, romantic, or intimate relationship is considered to be a violation. Sexual relationship means sexual conduct, sexual harassment, or sexual bias toward a supervisee by a supervisor.
- j. *Termination of Supervision.* When a supervisee discontinues supervision, a written notice that the supervision process has terminated should be provided by the supervisor, along with an appropriate referral for supervision. If during supervision a conflict arises which causes impairment to the professional judgment of the supervisor or supervisee, the process should be terminated and a referral made. Both the supervisor and the supervisee have the right to terminate supervision at any time, with reasonable notice being provided regarding the voluntary termination of supervision.
- k. *Consultation for the Supervisor.* Whenever a clinical supervisor needs to discuss questions regarding the clinical services being provided, ethical issues, or legal matters, the supervisor should obtain a consultation in order to resolve the issue. That consultation must be documented in the supervisor's clinical supervision notes.

1. *Credentials for Supervisors.* A supervisor should have the level of clinical experience required by state regulations, which is required for supervision of other professionals. In addition, the supervisor should have training in the clinical supervision process.
- m. *Credentials for Supervisees.* Supervisors must ensure that supervisees have the requisite credentials under state law to provide counseling to clients. If at any time during the supervision process a supervisor concludes that the supervisee does not have the requisite skills and education to provide counseling safely, and the supervisee is not showing evidence of learning or progressing, the supervisor should inform the supervisee of the deficiencies noted in the supervisor's evaluation of the supervisee, and terminate the relationship.

OPTIONAL: Supervisors may communicate expectations regarding the participation in professional associations and activities related to professional identity and professional advocacy.