# Clinical Supervision Contract & Agreement

**This document outlines the framework for the supervisory relationship between:**

**Supervisor:** (Name) **Supervisee:** (Name)

**Date of Agreement:** Click or tap to enter a date.

**1. Purpose and Goals of Supervision**

This supervision supports the Supervisee’s professional development as a counsellor/ psychotherapist, ensuring ethical and competent practice for the ultimate benefit and safety of the client.

**Primary goals for this supervision period include:**

* To meet PACFA requirements for clinical registration/renewal.
* To enhance clinical skills in (e.g., CBT, psychodynamic therapy, etc.).
* To develop case conceptualisation skills.
* To explore and address ethical dilemmas.
* To manage transference and counter-transference.
* To improve record-keeping and administrative practices.
* Other: Click or tap here to enter text.

**2. Supervisor Credentials & Experience**

**Supervisor:**

* **Qualifications and memberships:** Click or tap here to enter text.
* **Relevant Experience:** Click or tap here to enter text.

**3. Logistics of Supervision**

* **Frequency:** Supervision will occur [e.g., weekly, fortnightly, monthly].
* **Duration:** Each session will be [e.g., 60, 90, 120] minutes.
* **Location/Modality:** Supervision will take place at [e.g., address, online platform].
* **Fees:** The fee per session is $\_\_**, payable by** [e.g., bank transfer, cash] on [e.g., the day of the session, monthly invoice].
* **Cancellation Policy:** The Supervisee agrees to provide at least [e.g., 24, 48] hours' notice for cancellation. Sessions cancelled with less notice will be charged the full fee, except in cases of emergency. The Supervisor will also provide the same notice.

**4. Roles and Responsibilities**

**The Supervisor agrees to:**

* Provide a safe, confidential, and supportive environment for reflection and learning.
* Offer timely and constructive feedback.
* Share clinical knowledge, experience, and resources.
* Adhere to the PACFA Code of Ethics.
* Maintain appropriate records of supervision sessions.
* Complete any necessary reports or verification forms for PACFA in a timely manner.
* Uphold transparency regarding any use of technological aids, including Artificial Intelligence (AI), for the supervision process, ensuring its application is ethical, secure, and mutually agreed upon with the Supervisee.

**The Supervisee agrees to:**

* Come prepared for sessions with case material, questions, and reflections.
* Be open to feedback and self-reflection.
* Adhere to the PACFA Code of Ethics.
* Maintain appropriate and de-identified client records for presentation in supervision.
* Inform the Supervisor of any significant clinical or ethical issues as they arise.
* Take responsibility for their own clinical practice and client care.
* Disclose the use of any technological aids, including Artificial Intelligence (AI), for their clinical practice. Using any such technology within supervision sessions will be by mutual consent, ensuring its application is ethical, secure, and compliant with client consent and privacy laws.

**5. Confidentiality and Record Keeping**

All client information discussed in supervision will be de-identified to protect client confidentiality. The content of supervision sessions is confidential between the Supervisor and Supervisee, with the following exceptions:

* If the Supervisor believes a client is at risk of serious harm and believes that the supervisee is unable or unwilling to effectively respond to the risk.
* If the Supervisee’s practice is deemed to be unethical or incompetent, placing clients at risk.
* If required by law (e.g., subpoena).

In such circumstances, the Supervisor will, where possible, discuss the issue with the Supervisee before taking any action.

This duty of care extends to all forms of record-keeping and case presentation. Both parties are responsible for ensuring any technology used—including AI tools for transcription, note-taking, or analysis—is secure, protects client data, and complies with Australian privacy principles. This applies to AI used in the supervisee's clinical practice and any AI tools used by either party to prepare for, conduct, or document supervision sessions.

Any AI-generated material used within the supervisory context must be fully de-identified and critically evaluated as a supplementary tool, not a replacement for professional judgment.

**6. Evaluation and Review**

The supervisory relationship and this agreement will be reviewed on a [e.g., quarterly, six-monthly] basis to ensure the Supervisee's goals are being met and the relationship remains effective.

**7. Agreement and Consent**

By signing below, we confirm that we have read, understood, and provide our full consent to all terms and responsibilities outlined in this Clinical Supervision Contract. We explicitly consent to the potential use of mutually agreed-upon Artificial Intelligence (AI) tools to support the transcription and quality enhancement of our supervision sessions, provided such use is secure and adheres to the principles of confidentiality and ethical practice outlined in this agreement.

We enter into this supervisory relationship willingly and in good faith.

**Supervisor:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: [type name]

Date: Click or tap to enter a date.

**Supervisee:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: [type name]

Date: Click or tap to enter a date.