Clinical Supervision Contract

Date of Commencement: [DD/MM/YYYY]

# 1. Parties Involved

## Supervisor

Name: [Supervisor Full Name]

Credentials: [e.g., PACFA Reg. Clinical #00000, ACA Level 4, etc.]

Email: [Supervisor Email]

Phone: [Supervisor Phone Number]

## Supervisee

Name: [Supervisee Full Name]

Credentials: [e.g., Provisional/PACFA Clinical, etc.]

Email: [Supervisee Email]

Phone: [Supervisee Phone Number]

# 2. Purpose and Goals of Supervision

The purpose of this supervision arrangement is to provide a professional, ethical, and collaborative environment in which the supervisee can:  
- Reflect on clinical practice and enhance therapeutic competence.  
- Ensure client welfare and safety.  
- Receive feedback and develop clinical and professional identity.  
- Navigate ethical, legal, and organisational challenges.  
- Comply with professional body requirements (e.g., PACFA supervision hours).  
- Integrate innovative tools, including AI, in a responsible and ethical manner.

# 3. Structure and Logistics

- Supervision Frequency: [e.g., Fortnightly/Monthly]  
- Duration per Session: [e.g., 60 or 90 minutes]  
- Format: [In-person / Online / Hybrid]  
- Location (if in-person): [e.g., Address or Clinic Name]  
- Supervision Fee: [$AUD per session]  
- Payment Terms: [e.g., Payment due within 7 days of invoice]  
- Cancellation Policy: [e.g., Minimum 24 hours' notice required or fee will apply]

# 4. Responsibilities

## Supervisor Responsibilities

- Create a safe, confidential, and non-judgmental space for supervision.  
- Provide constructive, evidence-based, and ethical guidance.  
- Monitor the supervisee’s clinical and ethical competency.  
- Support integration of AI tools where appropriate.  
- Maintain up-to-date supervision records and documentation.  
- Comply with the PACFA Code of Ethics and relevant legislative frameworks.

## Supervisee Responsibilities

- Attend sessions regularly and punctually.  
- Prepare with relevant case material and reflective questions.  
- Be open to feedback and willing to engage in professional growth.  
- Implement agreed actions and reflect on outcomes.  
- Maintain confidentiality of client information at all times.  
- Seek informed consent from clients where AI is used in analysis of de-identified data.  
- Remain compliant with PACFA and APPs standards.

# 5. Confidentiality and Privacy

All information discussed in supervision is confidential, with the following exceptions:  
- Where there is risk of harm to self or others.  
- Legal obligations requiring mandatory reporting.  
- If the supervisor is legally subpoenaed.  
- For meta-supervision purposes: the supervisor may discuss de-identified supervisory processes with their own supervisor to maintain ethical and professional standards.  
  
Data Security:  
All session notes, recordings, or documents (including those generated by AI tools) will be stored securely in compliance with the Australian Privacy Principles (APPs). AI platforms used must adhere to strict data privacy standards and de-identification protocols.

# 6. Evaluation and Feedback

The supervisee’s development will be reviewed through:  
- Ongoing session discussions and reflective practice.  
- Supervisor’s clinical observations and feedback.  
- Review of clinical documentation or session transcripts (if provided).  
- Formal review meetings held every [e.g., 6 months].  
  
Supervision goals will be revisited and updated collaboratively.

# 7. AI Integration in Supervision

## A. Efficiency Applications

With mutual agreement, the following AI-supported tools may be used:  
- Scheduling Tools: e.g., [Name of AI platform] for automatic session booking/reminders.  
- Transcription and Summarisation: e.g., [Otter.ai, Whisper, or equivalent], to create written summaries of supervision sessions and highlight follow-up actions.

## B. Clinical Skill Enhancement (Supervisee)

With informed consent and appropriate de-identification, the supervisee may upload anonymised clinical session recordings, transcripts, or therapy notes into AI platforms to:  
- Receive AI-generated feedback on therapeutic presence, verbal patterns, empathy indicators, and adherence to modality-specific techniques.  
- Use such feedback as supplementary data points to stimulate discussion in supervision.  
  
Disclaimer: AI analysis is a supportive tool and does not replace the clinical judgment of the supervisor.

## C. Supervisor Development

The supervisor may utilise AI tools to analyse patterns in supervision sessions (e.g., themes in feedback, emotional tone shifts, pacing) to enhance their supervisory practice. No identifiable supervisee data will be shared.

# 8. Agreement and Signatures

Acknowledgement of Agreement  
We, the undersigned, agree to engage in this supervision arrangement in accordance with the terms above and the ethical guidelines of the Psychotherapy and Counselling Federation of Australia (PACFA).

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| [Supervisor Name] / [Supervisee Name] |  | [DD/MM/YYYY] |

Agreement and Consent for AI Integration

Please initial next to each item to indicate agreement.

|  |  |  |
| --- | --- | --- |
| Consent Item | Supervisor Initials | Supervisee Initials |
| I consent to the use of AI tools for administrative purposes (e.g., scheduling, transcription). |  |  |
| I consent to the use of AI tools to analyse de-identified clinical session content for supervisee skill development. |  |  |
| I understand that AI-generated insights are supplementary and do not replace the clinical judgment of the supervisor. |  |  |
| I affirm that, if using AI tools to analyse clinical content, I (the supervisee) am responsible for obtaining client consent in accordance with the APPs and PACFA Code of Ethics. |  |  |

# 9. Disclaimer

This supervision contract template is provided for informational and educational purposes only and does not constitute legal advice. Users are advised to consult with a legal professional to ensure compliance with state or federal laws and regulatory requirements specific to their practice setting.