

## Supervisor Responsibilities

Below is a summary based on Board rules of the responsibilities a Supervisor assumes when entering a supervision relationship. Please carefully read each statement. By signing this Supervision Contract Form, you indicate that you understand and agree to abide by each responsibility.

- ☞ I understand that the nature of supervision as mandated by the Practice Act is to assure [21 NCAC 54 .2002(a)]
  - the understanding of, and compliance with, the laws and ethics that govern the practice of psychology; and
  - the application of appropriate standards to client problems
- ☞ I understand that in supervision, I and my supervisee will address, and the supervisee will be rated on, [21 NCAC 54 .2002(a)(1)-(4)]
  - ethical, legal and professional standards
  - technical skills and competency
  - supervisee's utilization of supervision, and
  - supervisee's ability to function independently or with reduced supervision
- ☞ As a Supervisor I will [21 NCAC 54 .2001(c)]
  - confirm that I can meet my supervisee's needs for professional supervision
  - confirm the congruency between my areas of competence and the supervisee's areas of practice
  - direct the supervisee to practice only within areas for which s/he is qualified
  - personally confirm supervisee's supervision level (1, 2, or 3; see Rule .2008) ([www.ncpsychologyboard.org](http://www.ncpsychologyboard.org))
  - meet with supervisee as contracted and be otherwise accessible to the supervisee
  - direct the supervisee to keep me informed about services s/he is performing
  - advise the Board if there is reason to believe the supervisee has committed an ethical or legal violation
  - maintain a clear and accurate record of supervision, documenting
    - dates, appointment time, and length of each session
    - summary of treatment issues, concerns, my recommendations and their intended outcomes
    - fees charged, if any
  - retain supervision records for seven years from date of last session or indefinitely if ethical or legal actions are pending
  - file reports as required when any condition of supervision changes
  - file a final supervision report within two weeks after termination of supervision
  - avoid a familial or strongly personal relationship with the supervisee

## Supervisee Responsibilities

Below is a summary from Board rules of the responsibilities a Supervisee assumes when entering a supervision relationship. Please carefully read each statement. By signing this Supervision Contract Form, you indicate that you understand and agree to abide by each responsibility.

- ☞ I understand that the nature of supervision as mandated by the Practice Act is to assure [21 NCAC 54 .2002(a)]
  - the understanding of and compliance with the laws and ethics that govern the practice of psychology and
  - the application of appropriate standards to client problems
- ☞ I understand that in supervision, we will address, and I will be rated on [21 NCAC 54 .2002(a)(1)-(4)]
  - ethical, legal and professional standards
  - technical skills and competency
  - my utilization of supervision, and
  - my ability to function independently or with reduced supervision
- ☞ As a Supervisee I will [21 NCAC 54 .2002(b)]
  - attend scheduled supervision sessions
  - disclose to my supervisor the psychological services I offer and render
  - cooperate with supervisor in meeting his/her responsibilities (summarized in this Supervision Contract Form)
  - provide my supervisor the information necessary for the supervisor to advise me on cases that might present professional, ethical or legal concerns
  - notify the Board if I have reason to believe that my supervisor has committed an ethical or legal violation
  - file a revised supervision contract within 30 days of any change in the supervision arrangements described in the contract form currently on file with the Board
  - discuss the extent to which my clients or patients will be notified about the supervision process