



Bhutan Board for Certified Counselors (BBCC)
Phendhey Oudphel Lam
P.O.Box 1404
Lower Motithang, Thimphu

Supervision Contract

This contract was drawn up on (date): _____

Between Supervisee: _____ Ph: _____

and Supervisor: _____ Ph: _____

This contract is written with the spirit of BBCC Clinical Supervision Policy & the Guidelines for the National Certification of Counseling Professionals in Bhutan. Both Supervisor & Supervisee should familiarize themselves with these documents prior to signing the contract.

It is understood that supervision contracts and development plans are fluid documents and best practice is to ensure these are updated regularly.

Frequency / Length

- Unless otherwise negotiated, it is understood that supervision will occur _____.
- It is understood that generally, supervision sessions will be an hour in length however the supervisor is available between scheduled sessions for emergency support if required.

Confidentiality

- As with other areas of clinical practice there are limits to the bounds of confidentiality within the supervisory relationship.
- In exceptional circumstances, a Supervisor may waive confidentiality if they have concerns about the serious misconduct of a Supervisee - for example, if there are strong grounds for believing that illegal activity or a serious breach of the Guidelines has occurred.
- Supervisee accepts that in the event of breaches outlined in Point 2 (as above), the matter may be brought to the attention of _____.
- In the event of a matter requiring notification to an external party (as above), the Supervisor will inform the Supervisee of their intentions and provide appropriate support.

Supervisee's Rights and Responsibilities

- Arranging & attending supervision sessions as negotiated.
- To uninterrupted time in a private venue.
- To Supervisor's attention, ideas & guidance.
- Working with the Supervisor to agree the goals of clinical supervision, & agreeing to ways of working together.
- Undertaking an appropriate level of preparation for supervision sessions, for example preparation of case review material & completion of any agreed homework.
- Actively participating in all sessions.
- Updating the Supervisor and providing relevant information.



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- Taking action in relation to any development needs identified through supervision.
- Maintenance of any records related to clinical supervision sessions.
- Reporting to their manager on areas of focus within supervision & taking issues to supervision as directed by their manager, as appropriate.

Supervisor's Rights and Responsibilities

- Ensure that supervisees are clear at the outset about the purpose of supervision, what is expected of them, the role of the supervisor, the parameters of confidentiality & the appropriate mechanisms for addressing any difficulties or concerns about the clinical supervision process.
- Establish & maintain a safe & trusting environment for supervision sessions.
- Ensure that supervision sessions have structure and processes whereby the supervisee can review & reflect on their clinical practice, identify areas of concern, explore new ways of working, identify development needs, & debrief issues of concern.
- Validate good practice & provide constructive feedback where appropriate.
- Challenge practice that is inappropriate, or which does not fit with evidence-based treatment modalities & facilitate the development of sound clinical skills & ethical practice.
- Work within the agreed boundaries of confidentiality & take responsibility for reporting any serious issues to external parties as appropriate & for informing supervisees when such a circumstance arises.
- Share their knowledge, experience and skills with supervisees & develop the skills of the supervisee as appropriate.
- Take responsibility for ensuring they provide clinical supervision only within the limits of their expertise.
- Any personal notes taken by the supervisor shall be stored & destroyed in accordance with legislative guidelines.
- If a supervision session is missed, the Supervisor takes responsibility to rearrange an alternative date as soon as possible.

Conflict

- Every effort should be made to resolve any conflict, within supervision.
- In exceptional circumstances, where this cannot be achieved, either party may alert the BBCC to the existence of an ongoing problem after having notified the other party of their intent.
- This supervision agreement may be terminated at any time.

Recording Mechanisms

- It is recommended The Supervisee complete a reflection on the content of the supervision session including tasks to be completed before the next session.
- The Supervisor will keep notes on the content of discussions & any areas for further discussion.



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Signed by: Date:
(Supervisee)

Signed by: Date:
(Supervisor)