

# SUPERVISION CONTRACT

Lauren Dack, LMFT, LPC  
3546 Old Milton Parkway  
Alpharetta, Ga 30005  
404-913-1102

- This is an agreement between \_\_\_\_\_ (Supervisee) and **Lauren Dack, LMFT, LPC** (Supervisor Candidate).
- Supervisee understands that Supervisor Candidate is under the supervision mentoring of Kara McDaniel, Ph.D, LPC , who can be reached at **(678-430-8089, ext. 0 or kara@lifescapesgeorgia.com)**
- The purpose of supervision is to: (e.g., meet requirements for training supervision for licensure, professional development) \_\_\_\_\_
- Effective Dates: \_\_\_\_\_
- Frequency of Meetings: \_\_\_\_\_
- Duration of supervision session: \_\_\_\_\_
- Type of Supervision: \_\_\_\_\_ Individual (1-2 people); \_\_\_\_\_ Group (3-6 people); \_\_\_\_\_ Combination of both

## 1. Purpose, Goals and Objectives of Supervision:

- To fulfil requirements for supervision towards the pursuit of licensure in the state of Georgia;
- Philosophy of Supervision:

*My goal as your supervisor is to help you become the best possible therapist and help you achieve licensure. Our time together will be a mix of direction and collaboration. I want our relationship to be one of trust, meaning that I will make every effort not to micromanage you because I expect you to be honest with me about your struggles, mistakes, or concerns. I will check periodically to ensure you are completing your notes within 24 hours of each session, coding and billing correctly. I will also ask you to periodically record your session to provide more feedback and evaluation of your progress. I will also communicate with your on-site coordinator or director to further ensure your development. We will discuss any concerns or issues together first and, I will only discuss elsewhere if we are unable to resolve issues on our own.*

*The primary purpose of supervision is to help the Supervisee to develop perspective and to learn flexible, curious openness as a clinician. Supervisees would learn to develop and maintain relationships with peers and mentors who would keep their perspective in check and encourage a life-long interest in growing clinically and ethically as a therapist. Additionally, part of the role of the Supervisor Candidate is to provide gatekeeping to the couple and family therapy community, ensuring your clients are being well served and are safe, and to consider future concerns related to Supervisee's competence.*

- Goals:

\_\_\_\_\_  
\_\_\_\_\_

(as agreed on by Supervisee and Supervisor Candidate)

## 2. Supervisor Candidate's Scope of Practice –

*Lauren Dack, LMFT, LPC graduated from Richmond Graduate School with a MA in Marriage and Family Therapy in 2009. I have been in private practice for 9 years. I practice from an integrated systemic approach, and my main models are: John Gottman (Level 1 and 2), Intimacy Therapy (Level 1 and 2), Solution Focused, and Narrative. I'll utilize these approaches in supervision in the way that I approach communication, conflict, goal setting, and teaching. I will not expect you to conform to my approaches, however, and will want to hear from you what models you most identify with. My training to become an AAMFT Approved Supervisor began September 2017.*

## 3. Finances/ Insurance

- a. Agreement as to hourly rate for supervision: \$\_\_\_\_\_/hour to be paid with card kept on file unless otherwise noted here: \_\_\_\_\_
- b. Malpractice/ liability insurance will be arranged by Supervisee:
- c. Yes \_\_\_\_\_  
(Proof of such must be provided at the first supervision session.)
- d. Date proof provided, with copy to Supervisor Candidate \_\_\_\_\_

## 4. Context and Content of Supervision:

- a. The content of supervision will focus on the acquisition of knowledge, conceptualization, and skills within the defined scope of practice.
- b. The context will ensure understanding of ethics, codes, rules, regulations, standards, guidelines (including consent, confidentiality/ privacy), and all relevant legislation.
- c. A supervisory log form will be used to document impressions of each supervisory session.
- d. Feedback will be provided at the close of each session. Supervision notes may be shared with Supervisee. We will evaluate formally every 3 months to keep track of progress.

## 5. Rights and Responsibilities of both parties

### a. Supervisor Candidate Rights

- i. To bring concerns/issues about Supervisee's work.
- ii. To question Supervisee about his/her work and workload.
- iii. To give Supervisee constructive feedback on his/her work performance.
- iv. To observe Supervisee's practice and to initiate supportive / corrective action as required.

### b. Supervisor Candidate Responsibilities

- i. To uphold ethical guidelines and professional standards as described in the AAMFT Code of Ethics.
- ii. To make sure supervision sessions happen as agreed and to keep a record of the meeting.  
To create a supervision file containing supervision records and other documents relating to development and training.
- iii. To ensure that Supervisee is clear about his/her role and responsibilities.
- iv. To record the supervision session and to store their copy in the supervision file.
- v. To monitor Supervisee's performance.
- vi. To set standards and assess the Supervisee against these.
- vii. To know what Supervisee is doing and how it is being done.
- viii. To deal with problems as they impact on the Supervisee's performance.
- ix. To support Supervisee and the agreed personal development plan.
- x. To complete all forms as requested by the State of Georgia Professional Licensing Board including a professional disclosure statement of Supervisor Candidate and supervision logs.

### c. Supervisee Rights:

- i. To uninterrupted time in a private venue. (see confidentiality section below)
- ii. To Supervisor Candidate's attention, ideas and guidance.
- iii. To receive feedback.
- iv. To set part of the agenda.
- v. To ask questions.

- vi. To expect Supervisor Candidate to carry out agreed action or provide an appropriate explanation, within an agreed time frame.
- vii. To have his/her development/training needs met.
- viii. To challenge ideas and guidance in a constructive way.

d. **Supervisee Responsibilities:**

- i. To uphold ethical guidelines and professional standards: such as the AAMFT Code of Ethics.
- ii. To be prepared to discuss client cases with the aid of written case notes and / or video / audio tapes;
- iii. To validate diagnoses, interventions, approaches and techniques used;
- iv. To be open to change and use alternate methods of practice if required;
- v. In event of an emergency, Supervisee is to contact Supervisor Candidate.
- vi. To consult Supervisor Candidate or designated contact person in cases of emergency or high-risk concern.
- vii. To inform Supervisory Candidate of conflicts with clients, allegation/lawsuits/complaints against Supervisee, possible ethics violations by self or others.
- viii. Implement Supervisor Candidate directives in subsequent sessions; and
- ix. Maintain a commitment to on-going counselor education and the counseling profession.
- x. Paperwork expected for each supervisory session:
  - 1. Short-notes: All sessions are to have a **short-note form** filled out (form to be supplied by Supervisor Candidate).
  - 2. Supervisory logs: At the end of each supervisory session, **session logs** (provided by Supervisor Candidate) which contain administrative information about each client session are to be signed off by both Supervisory Candidate and Supervisee.

e. **Procedural considerations:**

- i. Supervisee's written cases notes (plus diagnoses and treatment plans) and audio / video tapes may be reviewed in each session;
- ii. At least \_\_\_\_\_ (# agreed on) of supervision sessions will include audio / video review.
- iii. Issues relating to Supervisee's professional development will be discussed;
- iv. Sessions will be used to discuss issues of conflict and failure of either party to abide by the guidelines outlined in this contract.
- v. If concerns of either party are not resolved in supervision, Kara McDaniel, Ph.D, LPC will be consulted; and Supervisee is welcomed to bring any concerns or questions to the attention of the professional licensing board or other appropriate regulatory bodies.

6. **Confidentiality Issues:** All communications between clients and Supervisee are considered privileged. Additionally, Supervisees must maintain privileged communications and patient confidentiality. All records of treatments maintained by LPCs are confidential and must not be disclosed except under certain circumstances (listed below). Procedures for maintaining patient confidentiality will be discussed between Supervisee and Supervisor Candidate. All communications between Supervisor Candidate and Supervisee are confidential. There may be occasions where there are confidentiality exceptions. See below.

a. **Confidentiality Exceptions of Clients:**

- i. We are mandated reporters for suspected abuse, neglect or exploitation of a child or vulnerable adult;
- ii. We have a duty to warn if there is clear and immediate danger to a person or persons;
- iii. If the client gives you a Release, you can disclose confidential information (*special note*: if you treat a couple or family, a waiver from each person legally competent to execute a waiver must occur, or no confidences may be disclosed).

b. **Confidentiality Exceptions of Supervisees:**

- i. While Supervisor Candidate is undergoing supervisor mentoring, the Supervisor mentor will have access to all information within the Supervisee / Supervisor Candidate interactions.
- ii. We are mandated reporters for suspected abuse, neglect or exploitation of a child or vulnerable adult;
- iii. We have a duty to warn if there is clear and immediate danger to a person or persons;

- iv. With Release, Supervisor Candidate may communicate with Supervisee’s administrative manager at Supervisee’s agency / school for gatekeeping, emergency, or ethical concerns.
- v. Supervisor Candidate may communicate with state licensing board if concerns warrant.

7. This contract is subject to revision at any time, upon the request of either the Supervisee or the Supervisor Candidate. A formal review, however, will be conducted every six months and revisions to the contract will be made only with consent of the Supervisee and approval of Supervisor Candidate. Termination of the contract can occur if one party breaks the terms and agreements of this contract.

**Other Important Information**

**8. Supervisee file will contain:**

- 1. *Copy of malpractice insurance*
- 2. *Supervisee’s family genogram*
- 3. *For each of the Supervisee’s clients:*
  - *Copy of the first and last page of informed consent*
  - *Genogram*
  - *Treatment plan (after 3 sessions)*
  - *Termination summary (Supervisee is expected to close file if client has not scheduled in 3 months).*

**9. Supervisee will call Supervisor’s personal cellphone in the event of:**

- 1. Suspected child abuse**
- 2. Elder abuse**
- 3. Domestic violence**
- 4. Suicidal ideation**
  - a. After implementing and evaluating our agreed upon course of action**
- 5. Homicidal ideation**

10. Supervisee will be willing to learn and grow professionally and personally to become the best therapist possible.

11. Are there any clients you may struggle to work with? I’m asking so it can be something we pay attention to and work through together, not to condemn. Please be honest.

---

---

---

---

We agree, to the best of our ability, to uphold the guidelines specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the ethical principles of the AAMFT Code of Ethics.

\_\_\_\_\_  
Supervisee (Printed Name) \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisee (Signature) \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Candidate \_\_\_\_\_  
Date  
Lauren Dack, LMFT, LPC

This contract is in effect from **Date:** \_\_\_\_\_

Date of revision or termination: **Date:** \_\_\_\_\_