

Cancer Network Level 2 Psychological Supervision Contract

As Level 2 supervisee and Level 2 supervisor, we agree to the following:

We will work together to maintain and develop Level 2 supervisees' psychological skills, within the appropriate local NHS Trust/Hospice policy framework.

As supervisor I will offer ___ slots per year. As supervisee I commit to attend a minimum of ___ slots. Each supervisee will receive at least 20mins dedicated time per supervision slot.

We will protect the time and space for psychological supervision. We will all be punctual and avoid interruptions. Supervisors will try to give one month notice and arrange an alternative session if they need to cancel the meeting; supervisees agree to notify supervisor at least 1 week in advance by email or telephone if they are unable to attend a supervision meeting.

We will strive for an open and collaborative relationship within the group. Any difficulty arising in relation to clinical work or within our supervisory relationship will be discussed here in the supervision session in the first instance. In the unlikely event that the relationship between the supervisees and supervisor deteriorates, each person is responsible for attempting to work together to resolve the problem. If this is unsuccessful or if the difficulty is of a serious and immediate nature then supervisees should inform _____ immediately.

In the event of a supervisee struggling to attend supervision on a regular basis, the Supervisee should inform their line manager _____ and request steps be taken to enable regular attendance at Supervision.

The aims of the 20 minutes of supervision per person are to:

- Identify clinical issues or professional concerns of each supervisee where help, support and exploration is needed in relation to Level 2 psychological skills
- Collaboratively develop ways forward

As a supervisor I agree to

- Facilitate the maintenance of a record of the meetings and agreed actions to which all parties have access
- Use my own clinical supervision to support and develop my own abilities as a clinical supervisor and clinician, without breaking confidentiality
- Keep all information revealed in the supervision session confidential, except where *the supervisee describes any unsafe, unethical or illegal practice that they are unwilling to go through the appropriate procedures to address.*
- In the event of an exception arising, I will support the supervisee to deal appropriately with the issue directly. If I remain concerned I will reveal the information to an appropriate party only after informing the supervisee that I am going to do so

As a supervisee I agree to:

- Prepare for the sessions, by reflecting on my practice, identifying appropriate Level 2 psychological skills issues, preparing notes or questions for Supervision and completing homework where appropriate.
- Take the responsibility for recording the outcomes and actions I may take as a result of supervision. This includes documentation of important decisions in the clinical record. The clinical responsibility and accountability for my actions remains my own.
- Be willing to learn, to development my clinical skills and be open to receiving support and challenge
- Contribute to creating a safe, supportive and confidential learning environment for the whole supervision group.

Any other points?

Frequency of Meetings: _____

Venue: _____

Duration of Supervision Relationship: _____

Next Review Date: _____

Signed: _____ **(Supervisee)** **Date:** _____

Signed: _____ **(Supervisor)** **Date:** _____

As manager I support my staff member to attend the required number of Level 2 supervision sessions.

Signed: _____ **(Line Manager)** **Date:** _____