

## Sample contract between supervisor and supervisee

### **1. Goals of supervision**

Supervisor:

Supervisee:

### **2. Expected outcomes**

Supervisor:

Supervisee:

Shared objectives:

### **3. Responsibilities**

Supervisor:

Supervisee:

How will dual roles e.g. line manager and practice supervisor be managed?

### **4. Structure of supervision**

Frequency:

Duration:

Location:

Resources required:

Preparation required prior to each session:

How will agendas for each session be set?

Can the supervisor be contacted in between sessions if needed?

Is the supervisee receiving any other form of supervision/mentoring/coaching and how will this be integrated with current supervision plan?

### **5. Evaluating supervision**

How will supervision processes be evaluated?

At what time point is evaluation agreed?

### **6. Limits to confidentiality?**

How will difficulties/conflict of interest in supervision be dealt with?

In what circumstances is confidentiality allowed to be breached?

### **7. Supervision records**

What form will supervision records take e.g. agendas?

How will these supervision records be used?

Who will have access to these records and in what circumstances?

Where will records be stored and for how long?

Will the records be used as part of performance review?

### **8. Ethical issues**

What is considered ethical conduct for supervision? What are the policies for this?

What are the confidentiality boundaries/guidelines?

## 9. Content of supervision

To be negotiated between supervisor and supervisee and should include knowledge and skills that the supervisee wishes to develop over the course of supervision sessions. Content should be regularly reviewed and adapted to meet the needs of supervisee.

Supervisee name:

Supervisor name:

Signature:

Signature:

Date:

Date:

Line Manager Agreement:

Line Manager Name:

Signature:

Date: