



This **supervisory contract** is meant to outline the expectations and responsibilities of the supervisor and supervisee in accordance with the regulations of   \_NADDAC   State            and responsibilities between   Kenneth     Ginlack   \_\_\_\_\_, supervisor and \_\_\_\_\_, supervisee effective date \_\_\_\_\_.

**Supervisee’s Worksite:**

List business name(s) and address(es) where the supervisee will be practicing substance abuse counseling services under the supervision of the above-named supervisor working toward the Certified Substance Abuse Counselor (CSAC) certification.

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**Purpose of Supervision:**

The purpose of supervision will be first and foremost to ensure the welfare of the supervisee’s clients. Secondly, it will focus on promoting the supervisee’s professional development, competence, and knowledge of the practice of substance abuse counseling. Supervision will also promote the personal development and awareness in the supervisee.

**Personal Goals:**

1) \_\_\_\_\_

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2) \_\_\_\_\_

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3) \_\_\_\_\_

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### **Responsibilities of the Supervisor:**

1. The supervisor will meet the qualifications of Clinical Supervisor according to state licensure board. The Supervisor will maintain current, active licensure/certification for the duration of the supervision.
2. The supervisor will monitor the performance of the person supervised and provide regular, documented face-to-face consultation, guidance and education with respect to the clinical skills and competencies of the person supervised in accordance with Regulations Governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants.
3. The supervisor will avoid dual relationships which could compromise the objectivity of the relationship to the supervisee.
4. The supervisor will assume full responsibility for the clinical activities of that supervisee specified within the supervisory contract for the duration of the supervised experience or until terminated.
5. The supervisor will report the total hours of supervised experience and will evaluate the supervisee's competency by completing the verification of supervision form.
6. The supervisor will provide supervision as defined in state statutes.
7. The supervisor will establish written contract items related to the frequency of individual and/or group supervision sessions, formal and informal evaluations, contact information, etc.
8. The supervisor will ensure that the supervisee is practicing within their scope of practice.
9. The supervisor will ensure the supervisee has read and is knowledgeable about the state and federal laws related to reporting requirements and emergency procedures for high risk or abused clients, as well as confidentiality and privileged communication.
10. The supervisor will, within a reasonable period of time before termination of supervision, provide the supervisee and employer with a notice of termination to avoid or minimize any harmful effect on the supervisee's clients or patients.
11. The supervisor will conduct supervision as a process distinct from personal therapy or didactic instruction.
12. The supervisor will be available outside of scheduled supervision for consultation and/or emergency situations.
13. The supervisor will make a reasonable effort to ensure the supervisee's competence to practice.



14. The supervisor will immediately report to the Board any unethical practice performed by the supervisee, in accordance with state regulations
15. The supervisor will remain up to date on the changes related to the Regulations Governing the Certification of Substance Abuse Counselors.

### **Supervisor Duties:**

The supervisor agrees to provide clinical in-person supervision to \_\_\_\_\_ for a minimum of one hour and a maximum of four hours per week (40 hours of work) of face-to-face individual or group in-person supervision. The following duties may include but not limited to:

- Uphold ethical guidelines.
- View videotapes of supervisee's substance abuse counseling sessions.
- Challenge supervisee to justify rehabilitative services and treatment strategies used.
- Monitor supervisee's basic attending skills.
- Support supervisee's development as a substance abuse counselor.
- Intervene when client welfare is at risk.
- Maintain weekly supervision case notes.

### **Responsibilities of the Supervisee:**

1. The supervisee will read, understand and comply with the Regulations Governing the Certification of Substance Abuse Counselors.
2. The supervisee will verify that the supervisor has the appropriate license to supervise.
3. The supervisee will gain executed supervisory contract for supervision before providing substance abuse counseling.
4. The supervisee will participate in supervision with a goal of increasing competency in practice and attend supervision on the agreed upon basis.
5. The supervisee will avoid engaging in activity for which the supervisee lacks competency, training, education, supervision and which may compromise client safety and wellbeing.



6. The supervisee will refrain from calling themselves a substance abuse counselor or in any way representing themselves as an independent, autonomous practitioner or Licensed Mental Health Provider.
7. During the supervised experience, supervisee will use their name and the title “supervisee” in all written communications. Clients will be informed in writing of the supervisee’s status and the supervisor’s name, professional address, and phone number.
8. The supervisee will remain up to date on the changes related to the Regulations Governing the Certification of Substance Abuse Counselors.
9. The supervisee will reach out to the supervisor outside of scheduled supervision to consult or in emergency situations, as needed.
10. The supervisee will ensure that in-person supervision occurs a minimum of one hour and a maximum of four per 40 hours of work experience during the period of the supervised experience.

**Supervisee Duties:**

I agree to be consistently engaged in my supervision, to attend supervision on time and be prepared to discuss personally salient aspects of my experience, to complete all client documentation in a timely manner, to log all supervision experiences, and to always act in an ethical manner with clients. In addition, the following duties may include but not limited to:

- View substance abuse counseling session videotapes in preparation for weekly supervision.
- Bring videotapes set to a specific point in the session where you had questions about the counseling process, treatment strategies or rehabilitative services, or other issues. Be prepared with specific questions to be worked on in the supervision session.
- For any videotape shown in supervision, bring required paperwork requested by supervisor.
- Justify client case strategies used.
- Complete case notes and submit in a timely manner.
- Discuss any problems with the supervisory experience.



**Compensation:**

In exchange for supervisor's time, expertise and licensure, the Supervisor will be compensated \$\_\_\_\_ per one hour of in-person individual supervision and \$\_\_\_\_\_ per group supervision provided, payable \_\_\_\_\_.

**Emergency Procedure:**

In case of an emergency, we have discussed and agreed upon the following procedure:

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**Duration and Termination:**

The period of this agreement will be from \_\_\_\_ throughout employment or until obtained enough hours to obtain full licensure, or the agreement is otherwise terminated. This agreement may be terminated by either party upon \_\_\_\_ days' notice. The agreement can be immediately terminated if either party fails to maintain necessary qualifications or fails to follow the Regulations Governing the Certification of Substance Abuse Counselors.

**Supervisor Scope of Competence:**

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**Additional Provisions, Agreements and/or Clarifications:**

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We, as supervisor and supervisee, agree to uphold the directives and provisions outlined in this contract to the best of our abilities, and conduct our professional behavior according to Regulations Governing the Certification of Substance Abuse Counselors and Substance Abuse Counseling Assistants, Code of Virginia and relevant state and federal laws.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Supervisee \_\_\_\_\_ Date \_\_\_\_\_