The agreement should be developed collaboratively with the supervisee using the guidance provided.

Supervisee(s): Date:

Supervisor: Venue:

Frequency/duration: Type:

Alternate, if supervisor unavailable:

Cancellation arrangements (and what circumstances are acceptable for re-scheduling):

Availability of supervisor for ad hoc in between sessions:

(Adapted from the Superguide, a handbook for supervising allied health professionals, Health Education and Training Institute, NSW Government, Australia, April 2012, second edition.)

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| 1. Purpose of supervision |
| To assist in the supervisee’s professional competence and development.  To be a source of support for the supervisee’s wellbeing.  To provide regular feedback to the supervisee on their practice.  To promote self- reflection, critical reflection, and personal awareness.  To ensure organisational policies, procedures and standards are understood and followed.  Some initial goals to focus on: |
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| 2. Session content |
| How the agenda will be set for each session: |
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| 3. Shared understanding of the supervisory relationship |
| What experience do the supervisor and supervisee bring to the supervisory relationship? |
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| Supervisor’s expectations of the supervisee: |
|  |
| Supervisee’s expectations of the supervisor: |
|  |
| Other factors that could be relevant to the supervisory relationship (eg, ethnicity, gender, disability). How will it be managed? |
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| How do we recognise when the supervisory relationship is not working? |
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| 4. Process for resolving concerns |
| At times, a supervisee and supervisor may disagree about a particular issue. It is important to discuss the concern together and work through any on-going issues in a timely and direct manner. |
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| 5. Recording |
| Formal sessions will be recorded on a supervision record sheet and kept on the supervisee’s supervision file. Ad hoc discussions or other information obtained in between sessions will be noted on a supervision record sheet and reviewed at the next formal supervision session. Casework decisions will be recorded on the client case management system. Negotiate who will be responsible for completing these processes. |
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| 6. Confidentiality |
| Within the supervisory relationship, discussions are considered confidential. This excludes concerns or issues around safe practice. Discuss and negotiate a process for dealing with this. |
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| 7. Other considerations |
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| 8. Review date |
| It is recommended that the agreement be reviewed at three months, then yearly thereafter. |
| Signed:  Supervisee(s):  Supervisor: |