

SUPERVISION CONTRACT

This is a supervision contract between the following parties to ensure the supervision process is supportive, reflective, safe, and professional.

It is a binding agreement effective from the date it is signed.

Supervisor: ABBY MCCORMACK

Of Agency: Te Āwhina Mahi Consulting.

Supervisee:

Of

Agency:

As per ANZASW suggestion, supervision provides a positive environment within which social work practice that can be reflected upon, reviewed, and developed. Additionally:

Supervision promotes inclusive practice underpinned by Te Tiriti o Waitangi, responsiveness to Māori, and sound ethical principles.

Supervision promotes safe and accountable practice.

Supervision promotes active recognition of the cultural systems that shape the worker's practice.

Supervision encompasses a respectful, strengths-based approach which affirms people's dignity, capacity, rights, uniqueness and commonalities.

Supervision provides a forum to ensure accountability to the agency, to clients and the profession.

Supervision is located within a learning environment where professional development is valued and encouraged.

Supervision can occur as a past looking reflective process and as a reflection in advance of action, particularly where there is a difficult or unusual situation

Supervision ensures safety for participants.

Supervision is regular and uninterrupted.

Supervision assists in identifying and managing stress and building resilience.

SESSIONS (Please circle one)

WEEKLY

FORTNIGHTLY

MONTHLY

RATES: \$130.00 per hour regardless of any travel requirements (within 10kms of CBD)

Payment is due 20 days after issue of invoice via Hnry.

CONFIDENTIALITY & SAFE PRACTICE	• The content of all discussions remains within the meetings and strictly between the two parties • The supervisor may discuss issues raised in supervision sessions with their own supervisor. The supervisee's identity will remain confidential • Should any issues arise in supervision that require attention of the manager of the supervisee, the supervisor will raise the concern with the supervisee in the first instance • and allow for a time limited opportunity to discuss the issue with their manager before contacting the manager themselves Examples of issues would include unsafe practice, physical or mental health issues impacting on practice, potential involvement in serious misconduct • Where the supervisor assesses unsafe practice, and the supervisee disagrees with the supervisor's assessment, the supervisor will refer the issue to the supervisee's manager with the supervisee's knowledge
RECORDS	• All records of supervision are confidential between the supervisor and supervisee • All records taken by the supervisor are stored in a locked cabinet and include no identifying details of the supervisee and supervision records are not placed on a personal or human resources employee file.
REPORTS	• Reports only include the number of sessions attended and the dates of those sessions • Details of what is discussed in supervision are not provided to anyone without clear permission from both the supervisee and the supervisor. Reports are only supplied if requested
EXPECTATIONS & RESPONSIBILITIES	• All parties will engage actively in the supervision process, to enable reflective practice to occur, to enhance learning the development of knowledge and skills • Supervisee will identify and monitor learning goals, and demonstrate a commitment to an honest and open supervision relationship. • Supervisee will be prepared for reflective discussion on practice issues and ethical issues. To reflect on strengths and limitations in relation to competency. • Supervisor will facilitate a structured learning experience suitable to the supervisee. • Supervisor will maintain confidentiality of supervisee, service users and the employing agency. • Supervisor will be supportive for supervisee to maintain their own wellbeing at work. • Supervisor will be familiar with the philosophy, relevant policy of employing organisation, and code of conduct and competency of the underlying professional body. • Reviews – the parties will participate in the effectiveness of sessions at regular intervals. Feedback will be honest • Generally speaking, the contract is for a 12 month period. However, there are no expectations on either party to continue after any amount of

	sessions. Notice in writing of at least one month is expected. A conversation as to why the contract is not to continue is encouraged and welcomed.
DISPUTE & PROBLEM-SOLVING PROCESS	• All parties will openly discuss the issue and notes pertaining to any issues and resolution will be recorded • The supervisee is responsible for informing their line manager in the case of an issue • In the event of unsafe practice that cannot be resolved appropriately within or between the parties involved, the supervisor and supervisee will reserve the right to inform a third party. This will only occur with the full knowledge of the parties involved
INVOICING	• Supervisee is responsible for providing contact information for invoicing purposes. • In the case of payment disputes, Abby McCormack will liaise with the supervisee initially, and reserves the right to follow up with the manager. • In cases of late cancellation (less than 24 hours) or no show without reasonable explanation and mutual agreement, a full charge will be invoiced.

TITLE	NAME	SIGN
Supervisor	Abby McCormack	
Supervisee		