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| **Supervisee** |  | **Supervisor** |  | |
| As supervisee and supervisor we both agree to the following:  That the aims of our session together are to enable  to reflect in depth on issues affecting her role as  at  with the purpose to achieve professional goals and to maintain high standard of practice. wishes to include the following in supervision: | | | | |
| **Frequency of supervision** | As scheduled in advance and monthly – for 1 hour. | | | |
| **Supervision time** | The time and space for  supervision will be provided by attending the agreed appointments and time, being punctual, ensuring privacy and have no interruptions. | | | |
| **Records** | The supervisor’s notes, made during or after the session, will be send to the supervisee. Those records are confidential. | | | |
| **Supervision session processes** | The content of supervision will be to  agenda.  Working in the spirit of learning about how to use professional supervision, both of us will be open to feedback about how we handle the supervision sessions. We are committed to challenge any breach of this supervision agreement. | | | |
| **Supervisee responsibilities** | * Agrees to prepare for the sessions and to be responsible for having an agenda. * Takes responsibility for making effective use of the time, for the outcomes and any actions taken as a result of supervision. * Is open to receiving support. * Ensures the boundaries of professional supervision are maintained. | | | |
| **Supervisor responsibilities** | supervisor   * Will keep all personal information revealed during supervision confidential. * Will take notes at each session and provides a copy to supervisee. * Ensures the boundaries of professional supervision are maintained. * Will offer support, supportive challenge and information or advise to enable reflection on issues affecting practice. * Share her experiences. | | | |
| **Confidentiality** | The content of the sessions are confidential with the following exceptions:   * Revelation of any unsafe, unethical or illegal practice by supervisee or supervisor and both parties unwillingness to go through the appropriate organisational procedures themselves to deal with it.   In the event of an exception arising, supervisor or supervisee   * Will attempt to persuade and support each other to deal with the issue directly through the appropriate channels. * Will check that this had been done. * And if not, only reveal the information as a last resort after informing the other person that confidentiality will be broken. | | | |
| **Cost (if external supervision)** | | | | |
| **Review** | This contract will be reviewed on | | | |
| **Agreement** | We agree to the conditions of this contract: | | | |
|  | Supervisee | | |  |
|  | Signature | | | Date |
|  | Supervisor | | |  |
|  | Signature | | | Date |
|  | Manager | | |  |
|  | Signature | | | Date |