

THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE

TITLE: Clinical Supervision

PURPOSE: To establish standardized methods of clinical supervision for the purpose of protecting the welfare of clients and to ensure competent, quality services are safely provided.

POLICY: Each clinical supervisor will provide adequate supervision and training to their assistant(s) and/or those they mentor per the guidelines established by their licensure board and The Counseling Source.

PROCEDURE:

Licensed Social Workers:

1. Supervisee will be provided no less than one hour of face-to-face supervision for each 20 hours of direct client contact. Supervision shall occur weekly (except for periods of vacation by supervisor or supervisee).
2. LSW may have Clinical Supervision by an independent social worker, a professional clinical counselor, a psychologist, a psychiatrist or a registered nurse with a master's degree with a specialty in psychiatric nursing. (Clinical Supervision is defined as "supervision of social workers performing social psychotherapy and social workers employed in a private practice, partnership, or group practice means the quantitative and qualitative evaluation of the supervisee's performance; professional guidance to the supervisee; approval of the supervisee's intervention plans and their implementation; the assumption of responsibility for the welfare of the supervisee's clients; and assurance that the supervisee functions within the limits of their license. The assessment, diagnosis, treatment plan, revisions to the treatment plan and transfer or termination shall be cosigned by the supervisor and shall be available to the board upon request.")
3. A LSW may receive Training Supervision for the purposes of obtaining a license while providing services to clients. The training supervisor is responsible for the professional growth of the supervisee. Training supervision for the purposes of obtaining licensure as an independent social worker must be provided by a LISW. This can be provided if appropriate staffing is available at TCS (or via contract with a LISW outside the organization if approved by TCS Executive Director).

Licensed Professional Counselors:

1. A supervisee who is working toward the status of Licensed Professional Clinical Counselor or a Licensed Professional Counselor will receive Training Supervision.
 - (a) Training Supervision is defined as requiring “extensive time and involvement on the part of the supervisor in order to help supervisees improve their skills and/or learn new skills.”
 - (b) A LPCC or LPC may provide training supervision per current regulations set forth by the Licensure Board.
 - (c) Licensed Professional Counselors who engage in the diagnosis and treatment of mental and emotional disorders must do so under supervision of a LPCC-S.
 - (d) Licensed Professional Counselors who are engaging in training supervision for licensure as LPCC must be under the supervision of a LPCC-S. This can be provided if appropriate staffing is available at TCS (or via contract with a LPCC-S outside the organization if approved by TCS Executive Director).
 - (e) Each Supervisor will follow all current regulations set forth by the Licensure Board for Registration of Supervision
 - (f) Training Supervision will include one hour of face-to-face contact between the supervisor and supervisee for every 20 hours of work by the supervisee.
2. Work supervision will be provided to all Licensed Professional Counselors “who are engaging in the diagnosis and treatment of mental and emotional disorders and who are not registered with the board for training purposes.”
3. Work supervision will be provided no less than one hour of face-to-face for each 20 hours of direct client contact. Supervision shall occur weekly (except for periods of vacation by supervisor or supervisee).

Assistants and Psychology Assistants:

1. Assistants and Psychology Assistants will be provided work supervision. The quantity of this supervision will be based on the supervisor’s professional judgment of the supervisee’s credentials, years of experience and the complexity of the cases under supervision but supervisor shall have direct knowledge of all clients serviced by supervisee. This knowledge may be acquired through direct client contact or through other appropriate means such as tape recordings, videotapes, test protocols, or other client-generated material.
2. This supervision shall be no less than one hour of face-to-face supervision for each 20 hours of direct client contact. Supervision shall occur weekly (except for periods of vacation by supervisor or supervisee).

Psychology Interns and Post Doctoral Fellows

1. Psychology Interns and Post Doctoral Fellows will be provided training

supervision. This will consist of a written agreement describing the goals and content of the training experience, including clearly stated expectations for:

- a. The nature of experiences offered through supervision
- b. The expected working arrangements, quantity, and quality of the trainee's work
- c. The financial arrangements between the supervisee and his/her employer.

This agreement will be provided to TCS administration.

2. The frequency and duration of training supervision shall be of adequate breadth of experience to enhance the supervisee's professional attitudes, responsibility, communication skills, critical judgment, and technical skills. This supervision shall be no less than 5% of weekly client contact time (equivalent of one hour of face-to-face supervision for each 20 hours of direct client contact). Supervision shall occur weekly (except for periods of vacation by supervisor or supervisee).
3. Group supervision does not substitute for the requirement of face-to-face training supervision for Psychology Interns and Post Doctoral Fellows.
4. Training supervision will require the use of the Supervisory Disclosure Form which will be provided to each client seen by supervisee.
5. Umbrella supervision may be employed if it is part of the training agreement for the post doctoral fellow. Umbrella supervision is a type of training supervision for a post doctoral fellow who is learning the skills of supervising others. This experience will be overseen/supervised by a licensed psychologist.

General Guidelines applicable to All Clinical Employees/Students:

1. It is the supervisor's responsibility to make reasonable efforts to ensure that the supervised work of the supervisee is conducted only for clients for whom the supervisee is competent to provide services.
2. It is the supervisor's responsibility for determining the competencies of the supervisee and shall not assign the supervisee tasks that the supervisee is not competent to perform.
3. It is the supervisor's responsibility to sign off on all documentation completed by supervisee who is an unlicensed Assistant, Psychology Assistant, Post-Doctoral Fellow or Psychology Intern, or who has a LSW or LPC. This documentation includes:
 - (a) Diagnostic Assessments
 - (b) Diagnostic Assessment Updates
 - (c) Assessment Progress Notes
 - (d) Treatment Progress Notes
 - (e) Individualized Service Plans
 - (f) Letters dealing with the welfare of the client
4. A supervisor shall require the supervisee to have consultation with relevant professionals other than the supervisor when counseling or intervention is indicated concerning personal problems.

5. All supervisees serving under a Psychologist shall be registered with the Board of Psychology under the supervisor if receiving: work supervision, mental health worker supervision or training supervision.
6. Supervision Logs must be maintained for each supervisory session and entered into Doc Tracker.
7. As per supervision regulations, if a supervisee presents an issue during supervision which could have legal or ethical implications, it is the supervisor's responsibility to consult with TCS Executive Director.

REFERENCED STANDARDS AND REGULATIONS:

Social Work, Counseling, and Psychology Licensing Board Requirements

REVIEWED: February 2018

David F. Turner, PhD, Executive Director

Date