

Texas Tech University Counselor Education Program

SUPERVISION GUIDELINES FOR SITE SUPERVISORS

Definition

The clinical supervisor is an experienced person with advanced training who is an over-seer of clinical work and who is responsible, with the student, for the quality of the student's clinical work.

The supervisor has a minimum of a master's degree in counseling or a closely related field (e.g., Clinical or Counseling Psychology, Psychiatry, School Psychology, Clinical Social Work) and appropriate certification or licenses, (e.g., L.P.C., L.M.S.W., school counselor certification) and a minimum of two years of pertinent professional experience.

The supervisor for TTU clinical experiences also should be knowledgeable about our program's expectations, requirements, and evaluation procedures.

Clinical supervision focuses on the services provided to clients and includes such areas as client welfare, the counseling relationship, assessment, diagnosis, clinical interventions, prognosis, appropriate referral techniques, and advocating for clients with other agencies in the community. This is accomplished through a set of supervisory activities which include consultation, training, instruction, and evaluation.

Purposes of Supervision

1. to protect the welfare of clients receiving services
2. to structure the activities of the supervisees to ensure that they provide competent services
3. to ensure that trainees function within their level of competence and scope of training
4. to provide appropriate training for those seeking licensure or certification
5. to expand the competence of trainees who are licensed, registered or certified and/or to assist with the acquisition of new skills
6. to provide professional consultation for advanced counselor trainees
7. to facilitate the trainee's personal and professional development; self-understanding will enhance the trainee's effectiveness in helping others

8. to promote accountability, that is, to provide evidence that the agency is working to help the supervisee accomplish goals that the supervisor and student have contracted to achieve

Role of Supervisor

The clinical supervisor is **legally** and ethically responsible, with the student, for the services the student provides and the manner in which the student conducts himself or herself. It is therefore the supervisee's responsibility to keep the supervisor well informed of his or her activities. Openness with the trust in the clinical supervisor will enhance the supervisee's experiences and professional growth.

A supervisor has full responsibility for the supervised work of the supervisee, including diagnosis, treatment plan, and prescribed course of treatment. Thus, supervision sessions accomplish the following purposes:

1. to provide instruction and guidance regarding diagnosis and treatment
2. to provide support for professional development for the supervisee
3. to provide the supervisee with feedback about performance
4. to provide feedback to the supervisee that is timely, clear and specific; that is, feedback is delivered soon after an important event and is based on specific performance criteria
5. to ensure a space and an interpersonal climate that is safe enough for supervisees to approach practice issues in their own way
6. to help supervisees explore and clarify thinking, feelings, hopes, and fantasies which underlie their practice
7. to share experience, information, and skill
8. to challenge practice which the supervisor judges to be unethical, unwise or incompetent
9. to challenge personal or professional blindspots of the supervisee
10. to bring to the supervisee's attention those personal difficulties of the supervisee that directly affect the supervisee's clinical work and to recommend a course of action to address these difficulties. While the supervisor can recommend that a supervisee seek consultation with relevant professionals, such treatment must not be rendered by the clinical supervisor.
11. To be available to supervisees at times other than the scheduled supervision session. Supervisees should obtain phone numbers of their clinical supervisor indicating where they can be reached in case of emergency.

12. to be responsible for determining the competencies of the supervisee. Supervisees are required to provide their clinical supervisor with audio tapes of sessions with clients. It is expected that supervisors will provide written/verbal feedback in a timely manner. Before taping, supervisees must be certain to obtain informed consent from their clients; the tape is confidential and its privacy should be guarded carefully. Alternatively, the supervisor may ask to sit in on counseling sessions periodically to assess the level and progress of the supervisee's counseling skills.
13. to keep records of supervision, including any supervision plan, dates of supervision, notes regarding supervision, including specific clients and cases reviewed.
14. To provide written evaluation on the supervisee for the university instructor.

Expectations of the Supervisee

1. Punctuality, both at sessions with clients as well as for supervision. If a student is unable to attend a supervision session, it is the student's responsibility to notify the supervisor in advance and make alternative arrangements. Similarly, if the student is delayed, it is the student's responsibility to notify the supervisor.
2. Preparedness, both for sessions with clients as well as for supervision. Supervisees should attend supervision with an agenda of cases and/or issues that need to be addressed, accompanied by the files of the clients involved, and they should ask for time to have these addressed.
3. Receptiveness (not defensiveness) to guidance and instruction from the supervisor; that is, attentiveness to feedback and suggestions from the supervisor and prompt follow-through action on such instructions. It may be necessary for the student to take notes during supervision in order to execute all instructions identified by the supervisor. Supervision of a case is documented in the client's file. Instructions from the supervisor on each case should be documented in the file following each supervisory contact.
4. The student is responsible for informing the supervisor of any difficulties he or she is having in delivering services to clients, completing paperwork, or coordinating professionally with other agencies or staff.