## SAMPLE Agreement 2 and Consent Form

**Agreement for Professional Supervision**

The following agreement is between <name> (professional supervisor) and <Name>.

1. Purpose and Goals of Professional Supervision
* Monitor and promote welfare of clients seen by Supervisee;
* Promote development of Supervisee’s professional identity and competence;
* Fulfill requirement for Supervisee certification;
* Fulfill AHA membership requirements.
1. Context and Content of Professional Supervision
* Individual professional supervision at professional supervisor’s office, via the phone, online, or on an as-needed basis. In the case of a crisis, an appointment can be made for as soon as possible outside this time;
* A variety of methods will be used within a multi-faceted framework.
1. Method of Evaluation

Feedback will provided at each session. Records will be limited to session details and major issues relevant to the professional supervision of the case. A formal evaluation will be conducted every six (6) months. Professional supervision notes (if kept) may be shared with the supervisee at the professional supervisor’s discretion and upon request of the supervisee. An unedited video of a one-hour hypnotherapy session may be required if the professional supervisor needs to view a session to continue appropriate professional supervision. This will be discussed with the supervisee before a request is made. Written permission from the client will be required at these times.

1. Duties and Responsibilities of Professional Supervisor – Supervisee
	1. Professional Supervisor:
* Encourage on-going professional education.
* Challenge supervisee to validate approach and technique used.
* Monitor basis micro-skills and advanced skills, including transference and counter-transferences.
* Provide alternative approaches to the supervisee.
* Intervene where client welfare is at risk.
* Ensure ethical guidelines and professional standards are maintained.
* Provide consultation when necessary.
* Discuss administrative procedures and marketing strategies.
	1. Supervisee:
* Uphold ethical guidelines and professional standards.
* Discuss client cases with the aid of written case notes and video/audio recordings.
* Validate conclusions made and approach and techniques used.
* Be open to change and alternative methods of practice.
* Consult professional supervisor or designated contact person on cases of emergency.
* Implement professional supervisor directives in subsequent sessions.
* Maintain a commitment to supervisee education and they hypnotherapy profession.
1. Procedural Considerations
	1. Supervisee’s written notes, conclusions, action plans and videos may be reviewed in sessions.
	2. Issues related to the supervisee’s professional development will be discussed.
	3. It is understood that important and seminal issues experienced in the hypnotherapy session will be raised and addressed in professional supervision. Failure to raise such issues in a reasonable time frame will be considered a breach of agreement.

This agreement is subject to revision from time to time upon request by either the professional supervisor or the supervisee. The agreement shall be reviewed each six (6) months on the approval of both the professional supervisor and the supervisee.

The price per one-hour session is $xx.xx (GST inclusive), for which you will be invoiced monthly.

Cancellation policy. No penalties exist if supervisees cancel a session with a minimum of 24-hours’ notice prior to the professional supervision session. Supervisees who do not keep appointment times and who have not cancelled the session will incur a $50.00 penalty. As practicing supervisees, there is an expectation by your professional supervisor to commit fully to the professional supervision process and this includes keeping appointments. Unexpected emergencies can be discussed on an individual basis.

Contact outside of appointment times. There may be occasions when you need to contact your professional supervisor outside of appointment times. This can be done by phone when necessary as discussed. Phone calls that are within a 10-minute time span will not attract any fees for service and will be considered part of the service, within reason. Phone calls that gov over 10 minutes will be considered as a professional supervision session and a fee for service will be charged at the hourly rate.

Agreement.We agree, to the best of our ability, to uphold the guidelines specified in the professional supervision contact and to manage the professional supervisory relationship process according to the ethical principles and Code of Ethics and Conduct of the AHA. Please circle the frequency of professional supervision your require (weekly / fortnightly / monthly / as required) and state the date from which you wish this agreement to commence \_\_\_\_\_\_\_\_\_\_\_\_\_.

Indemnity. You are not an employee of <Business name> and as such you indemnify <business name> against any action arising from any client in relation to our activities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Supervisor Supervisee

Date: Date:

## SAMPLE Supervisee Consent Form

**Consent Form**

As part of providing a professional supervision service to you, your supervisor <name>, will need to collect from, and record personal information about you that is relevant to your current situation. This information will be a necessary part of the assessment and supervision that is conducted.

Access.

You may access the material recorded in your file upon request, subject to the exceptions in the Privacy Act 1988.

Confidentiality.

All personal information and notes gathered by the professional supervisor during the provision of the supervision service will remain confidential and secure, except when:

1. It is subpoenaed by a court; or
2. Failure to disclose the information would place you and and/or another person at risk; or
3. Your prior approval has been obtained to
	1. Provide a written report to another professional or agency e.g. a G.P. or a lawyer; or
	2. Discuss the material with another person e.g. a parent or employer.

Fees.

The cost of a one-hour consultation (usually around 55 minutes) is $xx.xx (GST incl.) which is payable at the end of each session by cash, credit card or direct debit. Sessions that go over one hour will be charged by the half hour e.g. $xx/session and then $xx/extra half hour.

Cancellation Policy.

If, for some reason, you need to cancel or postpone the appointment, please give me at least 48 hours’ notice, otherwise you will be charged a $50.00 administration fee.

Charter for Clients of Supervisees.

The attached Charter explains your rights as a client of a supervisee.

I, (print name clearly) …………………………….., have read and understood the above Consent Form. I agree to these conditions for the supervision service provided by <name>.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note:**  if, after reading this page, you are unsure of what is written, please discuss it with the supervisor.